

Request for Proposals:

Contractor to install approximately 200 acres of riparian forested buffers

**ORGANIZATIONAL
INFORMATION:**

Name: **Chesapeake Bay Foundation, Inc.**
Address: **1108 East Main Street, Suite 1600, Richmond, VA 23219**
Contact: **Elizabeth Ronston**

RE-ISSUE DATE:

9/15/21

THE PROJECT:

The Chesapeake Bay Foundation (CBF) seeks bids on trees as well as buffer site preparation and installation of 200 acres of riparian forested buffer in the Upper James River watershed of Virginia, which includes some or all of the counties of Alleghany, Augusta, Bath, Botetourt, Craig, Highland, and Rockbridge. Specific sites and tree species will be determined as projects are sited and designed. The average density of projects will be 200 trees per acre.

Additionally, CBF seeks the contractor to provide three years of maintenance to the installed buffers to ensure they are successfully established to at least a 70% survivability rate. If during the three-year period, a project needs replacement trees, stakes, or tubes, and/or weeding or other maintenance to meet the 70% survivability criteria, the contractor would do so, after consulting with CBF.

CBF estimates that approximately 8,000 trees will be needed in each season, as well as accompanying stakes, tubes, ties, and bird nets to ensure planting success. However, these are estimates, and numbers could change up or down. Species, delivery dates, and number of trees are subject to change. Each site will also be of different sizes, but we anticipate the average planting project to be between 3-5 acres.

CBF requests that vendor prices be held as much as possible through the duration of the project period. Understanding that each site will have specific needs, providing a range (e.g. minimum and maximum, or tiers based on size of project, etc.) of prices is acceptable. Vendors must provide goods and services in compliance with all applicable state and federal environmental and employment laws and regulations.

CBF planting projects may include Federal, State, and Private grant awards subjecting selected vendor(s) to all applicable State and Federal laws and regulations imposed on individuals and organizations receiving State/Federal Funds, including but not limited to Equal Opportunity Employment, the Americans with Disabilities Act and Drug-Free workplace requirements, Clean Air Act (42 U.S.C. 7401-7671q.), the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), Debarment and Suspension (Executive Orders 12549 and 12689), Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), (43 P.S. § 165-14) and/or the Davis-Bacon Act (40 U.S.C. 3141-3148) in the Code of Federal Regulations (CFR).

SCOPE OF WORK:

CBF will work with landowners to develop a planting plan for their property. We will then contact the contractor with specifications on the size of buffer, number and species of trees needed, and estimated date of project installation. CBF and the selected contractor will meet on site

for each project to review site preparation needs, planting plans, and maintenance plans.

Contractor will then notify CBF of tree availability and dates for site preparation, installation, and a three-year inspection and maintenance schedule.

Tree Specifications

Awarded vendor(s) will ensure trees are available for planting projects from approximately November 1, 2021 through December 31, 2023 according to the following specifications:

1. Combination of live stake, container, bareroot, and seedling stock. Bidders should provide pricing based on using only seedlings (with the idea that there will be times when live stakes and containers may be required).
2. Average size between 12 – 36 inches in length.
3. All trees should be healthy and packaged according to industry standard that will promote their survival for 2-3 weeks.
4. All seedling-grown nursery stock shall be healthy, vigorous, well-rooted, and established. Container-grown nursery stock shall have a well-established root system reaching the sides of the container to maintain a firm ball when the container is removed but shall not have excessive root growth encircling the inside of the container.
5. Live stakes should be 18" - 24" in length and 1/2" - 1" diameter, cut at an angle or point on the basal end, and packaged so they are moist
6. Possible tree species are included in the table below. Understanding that not all species will be readily available at all times, CBF will work with the contractor to select substitutions, if needed:

Tree Species	
American Beech (Fagus grandifolia) *Disease resistant variety	Grey Birch (Betula populifolia)
American Chestnut (Castanea dentata) *Blight resistant variety	Hackberry (Celtis occidentalis)
American Crabapple (Malus coronaria)	Hawthorn (Crataegus phaenopyrum)
American Elm (Ulmus Americana) *Disease resistant variety	Honey Locust (Gleditsia triacanthos)
American Holly (Ilex opaca)	Hop-hornbeam (Ostrya virginiana)
American Hornbeam (Carpinus caroliniana)	Mockernut Hickory (Carya tomentosa)
American Plum (Prunus Americana)	Paw Paw (Asimina triloba)
Basswood (Tilia americana)	Persimmon (Diosptros virginiana)
Bigtooth Aspen (Populus grandidentata)	Pignut Hickory (Carya Glabra)
Big Shellbark Hickory (Carya Lacinososa)	Pin oak (Quercus palustris)
Bitternut Hickory (Carya cordiformis)	Pin (Fire) Cherry (Prunus pensylvanica)
Black (Sweet) Birch (Betula lenta)	Quaking Aspen (Populus tremuloides)
	Red (slippery) Elm (Ulmus rubra)
	Red Hickory/Sweet Pignut Hickory (Carya Ovalis)
	Red maple (Acer rubrum)
	Red Mulberry (Morus rubera)

Black Cherry (<i>Prunus serotina</i>)	Red oak (<i>Quercus rubra</i>)
Black Gum (Tupelo) (<i>Nyssa Sylvatica</i>)	River Birch (<i>Betula nigra</i>)
Black Locust (<i>Robinia pseudoacacia</i>)/	Sandbar Willow (<i>Salix exigua</i>)
Black Oak (<i>Quercus Velutina</i>)	Sassafras (<i>Sassafras albidum</i>)
Black walnut (<i>Juglans nigra</i>)	Serviceberry (<i>Amelanchier canadensis</i>)
Black willow (<i>Salix nigra</i>)	Scarlet Oak (<i>Quercus coccinea</i>)
Bur Oak (<i>Quercus macrocarpa</i>)	Shagbark hickory (<i>Carya ovata</i>)
Butternut (<i>Juglans cineria</i>)	Shingle Oak (<i>Quercus Imbricaria</i>)
Chestnut Oak (<i>Quercus prinus</i>)	Silver Maple (<i>Acer saccharinum</i>)
Chinquapin Oak (<i>Quercus muehlenbergii</i>)	Sugar maple (<i>Acer saccharum</i>)
Cockspur Hawthorn (<i>Crataegus crus-galli</i>)	Swamp white oak (<i>Quercus bicolor</i>)
Cucumber tree Magnolia (<i>Magnolia Acuminata</i>)	Sweet Bay Magnolia (<i>Magnolia virginiana</i>)
Eastern Redbud (<i>Cercis canadensis</i>)	Sweet Gum (<i>Liquidambar styraciflua</i>)
Flowering Dogwood (<i>Cornus florida</i>)	Sycamore (<i>Platanus occidentalis</i>)
	Tulip Poplar (<i>Liriodendron tulipifera</i>)
	White Oak (<i>Quercus alba</i>)
	Yellow Birch (<i>Betula alleghaniensis</i>)

Shrub Species

American Hazelnut (<i>Corylus americana</i>)	Nannyberry (<i>Viburnum lentago</i>)
Arrowwood (<i>Viburnum dentatum</i>)	Ninebark (<i>Physocarpus opulifolius</i>)
Black Chokeberry (<i>Aronia melanocarpa</i>)	Possumhaw (<i>Viburnum Dentatum</i>)
Blackhaw Viburnum (<i>Viburnum Prunifolium</i>)	Pussy willow (<i>Salix discolor</i>)
Bladdernut (<i>Staphylea trifolia</i>)	Raspberry (<i>Rubus occidentalis</i>)
Buttonbush (<i>Cephalanthus occidentalis</i>)	Red Chokeberry (<i>Aronia Arbutifolia</i>)
Coralberry (<i>Symphoricarpos orbiculatus</i>)	Red Elderberry (<i>Sambucus racemosa</i>)
Chokecherry (<i>prunus virginiana</i>)	Red-osier dogwood (<i>Cornus stolonifera</i>)
Elderberry (<i>Sambucus canadensis</i>)	Serviceberry (<i>Amelanchier canadensis</i>)
Inkberry Holly (<i>Ilex glabra</i>)	Snowberry (<i>Symphoricarpos albus</i>)
Grey Dogwood (<i>Cornus racemosa</i>)	Spicebush (<i>Lindera benzoin</i>)
Highbush Blueberry (<i>Vaccinium corymbosum</i>)	Silky dogwood (<i>Cornus amomum</i>)
Highbush Cranberry (<i>Viburnum trilobum</i>)	Silky willow (<i>Salix sericea</i>)
Huckleberry (<i>Gaylussacia baccata</i> and <i>G. frondosa</i>)	Sour-top blueberry (<i>Vaccinium myrtilloides</i>)
Maple-leaf Viburnum (<i>Viburnum acerifolium</i>)	Spiraeas natives (<i>Spirea alba</i> or <i>Spirea latifolia</i>)
Low Sweet Blueberry (<i>Vaccinium angustifolium</i>)	Speckled Alder (<i>Alnus rugosa</i>)
Lowbush Blueberry (<i>Vaccinium pallidum</i>)	Staghorn sumac (<i>Rhus typhina</i>)
Mountain Laurel (<i>Kalmia latifolia</i>)	Swamp Rose (<i>Rosa palustris</i>)
	Witch-hazel (<i>Hamamelis virginiana</i>)
	Winterberry (<i>Ilex vericillata</i>)
	Yellow Bush-

	Honeysuckle(Diervilla)
Evergreen Species	
Eastern (Canadian) Hemlock (Tsuga canadensis) Eastern Red Cedar (Juniperus virginiana) White Spruce (Picea glauca) (approved non native) Eastern White Pine (Pinus strobus)	Balsam Fir (Abies balsamea) Pitch Pine (Pinus rigida) Red Pine (PINUS RESINOSA) Red Spruce (Picea rubens). Shortleaf/Yellow Pine (Pinus Echinata) Table Mountain Pine (Pinus Pungens)
Live Stake Species	
Arrowwood (Viburnum dentatum) Black willow (Salix nigra) Buttonbush (Cephalanthus occidentalis) Elderberry (Sambucus canadensis) Ninebark (Physocarpus)	Pussy willow (Salix discolor) Red Osier Dogwood (Cornus sericea) Silky dogwood (Cornus amomum) Silky Willow (Salix sericea) Spicebush (Lindera benzoin)

Delivery

Awarded vendor(s) will provide delivery service of trees and supplies to project address.

THE SCHEDULE:

This schedule outlines the major activities that will occur in this bid process and the due dates. Any changes in deadlines will be communicated to all bidders.

Activity	Date/Time
RFP Released	September 15, 2021
Proposal Submission Deadline	September 20, 2021, 5:00 PM
Proposal Review	September 21, 2021
Award Announced	September 21, 2021
Fall Planting Order Finalized	October 15 each year
Spring Planting Order Finalized	February 1 each year
Contract Timeline	October 2021 through December 2026
Delivery Dates	November-December each year (Fall) & March-April each year (Spring)
Maintenance	Inspections annually for 3 years
Payment	Net 45 days from invoice submission.

CBF requests that your proposal be delivered electronically to CBF staff member Elizabeth Ronston at eronston@cbf.org no later than 5:00 p.m. on Monday, September 20.

Please complete and submit the following:

**PROPOSAL FORMAT AND
SUBMISSION
REQUIREMENTS:**

1. Bid Response Form below.
2. Pricing Proposal to include at minimum site preparation (per acre pricing; price per tree kit; delivery/transportation costs; and three years of maintenance for each project (per acre pricing). Please use the attached budget table to format your bid. If you are unable to provide a firm bid over three years, please indicate a range and/or a do-not-exceed value. While we hope to lock in rates as much as possible, CBF and the selected Contractor will review costs each year to discuss potential changes due to changes in supply or delivery costs, or other unavoidable and reasonable price changes.
3. Certificate of Insurance with the following coverages:
 - a. Commercial General Liability, minimum \$1,000,000
 - b. Business Auto, minimum \$1,000,000
 - c. Workers Comp coverage
 - d. CBF named as additional insured
 - e. Certificate Holder field must read:
Chesapeake Bay Foundation
6 Herndon Avenue
Annapolis, MD, 21403
4. W-9 Form

**MINORITY /SWAM
PARTICIPATION:**

CBF is open to working with all types and sizes of businesses to ensure mutual success. CBF actively encourages proposals from Small, Women, Veteran, Minority Owned (SWAM) and/or B Corp businesses and Non-Profit entities. Please note if you are a Small, Women, Women, Minority Owned and/or B Corp Business, Non-Profit Entity and if you are certified by the State/Commonwealth/DC.

EVALUATION CRITERIA:

All eligible bids will be evaluated on the following categories: Cost, Relevant Projects Completed; Variety of Trees that Can be Sourced; Small, Women, Veteran, Diverse, Non-Profit or Minority Owned; CBF Working Relationship

BID RESPONSE FORM

Please complete the following information for your response:

1. The name and full contact information of your company, physical location(s) of your company and, if applicable, any other entity comprising your team.
2. List and describe three projects completed within the previous five years that are relevant to this project. Attach additional information as appropriate.
3. Include 1 paragraph describing sustainability and/or conservation business plan and growing practices, and how the plan and practices are measured and executed.

The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature) (Title)

(Please print Name)

(Date)