



## Request for Proposals:

### Riparian Forest Buffer Site Preparation & Maintenance

**ORGANIZATIONAL  
INFORMATION:**

Name: **Chesapeake Bay Foundation, Inc.**  
Address: **6 Herndon Ave., Annapolis, MD 21403**  
Contact: **Molly Cheatum**

**ISSUE DATE:**

November 8, 2021

**SUMMARY OF NEED:**

The Chesapeake Bay Foundation (CBF) is seeking proposals from qualified businesses to provide site preparation, installation, and maintenance of riparian buffers in the following PA Counties: Adams, Bedford, Centre, Cumberland, Franklin, Lancaster, Lebanon, and York. Multiple vendors will be selected to provide services as part of this project to be completed before November 30, 2022, with an option for renewal and additional projects in future RFPs.

**THE PROJECT:**

The work involves site preparation, installation, and maintenance of the riparian buffer with an option for multi-year contracts. A contractor will be assigned buffer sites and given a conservation plan to follow by a technical service provider. If work is satisfactory, there will be opportunity to forward contract maintenance of buffers in future bids.

**This project is paid for through Federal and State grants that require in-kind match. This requires us to provide tubes and stakes to the contractor, as well as transport of the materials. If this is inhibitor, please let us know and why.**

CBF planting projects will be paid out of Federal or State Grant awards which may subject selected vendor(s) to contract provisions of the Code of Federal Regulations (CFR) for Non-Federal Entity Contracts under Federal Awards or the Commonwealth of Pennsylvania Code. Applicable provisions may include Clean Air Act (42 U.S.C. 7401-7671q.) and 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), PA Prevailing Wage Act (P.L. 987) (43 P.S. § 165-14) and/or the Davis-Bacon Act (40 U.S.C. 3141-3148).

**SCOPE OF WORK:**

All riparian buffers will be prescribed by a conservation plan and the contractor will be expected to follow the plan for the life of the project working with the technical service provider to revise the plan, if necessary.

Examples of work prescribed in a plan is the following:

Site Preparation of Riparian Buffer:

The purpose of site preparation is to reduce competition and kill and/or remove noxious weeds and invasive species to reduce their ability to recolonize on site. If the acreage is enrolled in a federal cost share program, the maintenance tasks must be performed within the

specifications of the property owner's federal agreement.

Site preparation activities to accomplish this purpose could include, but are not limited to:

- Herbicide spraying in a 3-foot radius in the location of the trees to be planted to reduce competition. Spraying could also be completed in a 3-foot wide continuous strip. Applications shall include a glyphosate-based herbicide, appropriate surfactant and a pre-emergent herbicide which achieves 3-4 months of suppression of re-growth.
- Invasive species removal in area of tree planting.
- Mowing to reduce competition.
- Stone mulching around individual trees.

#### Installation of Riparian Buffer:

Installation activities could include, but are not limited to:

- Planting of native tree or shrub species is required.
- Using containerized stock generally 24" tall is recommended.
- Use of shelters and stakes that allow trees to burst out with no damage.

#### Maintenance of Riparian Buffer:

Maintenance activities could include but are not limited to:

- Maintenance of tree tubes to ensure they are providing the function of preventing rodents from entering the shelter as well as preventing deer damage.
- Repair or replacement of downed, damaged, loose, leaning or missing shelters/stakes
- Re-drive any loose stakes; return at least to soil level any shelters with bottoms above soil level to eliminate any air gaps
- Repair or remove any shelters presently damaging or likely to damage trees before the next check
- Remove nets where trees are in direct contact with net or likely to contact nets before next check
- Mark any dead trees and shrubs for replanting
- Tree shelters that do NOT have a high likelihood of coming off trees by themselves without any harm to trees shall be manually removed at the appropriate time.
- Herbicide spraying in a 3-foot radius around the tree tubes to reduce competition.
- Replant of native tree seedlings.

#### Standards:

As applicable, activities will fall within the activities allowable under a conservation plan or in accordance with any other federal/state cost share program guidelines. The contractor will be provided instruction – at a mutually agreeable time - to ensure that the contractor is fully informed of all restrictions. Activities performed at each site would be site specific and would not need to include all tasks outlined above.

**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 contractors in writing.

<b>Activity</b>	<b>Date/Time</b>
RFP Released	Monday, November 8, 2021
Pre-bid Meeting (Virtual)	Thursday, November 18, 2021 at 3:30pm
Proposal Submission Deadline	Friday, December 10, 2021
Proposal Review	December 13 – 16, 2021
Award	Friday, December 17, 2021
Contract Timeline	January-February 2022
Deliverable Timeline	March-Nov 2022
Payment	Net 45 days

**PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS:**

CBF requests that your proposal be delivered electronically to CBF staff member Molly Cheatum at [MCheatum@cbf.org](mailto:MCheatum@cbf.org) COB on Friday, December 10th, 2021.

Please complete the following:

1. Bid Response Form below.
2. Pricing Proposal (form attached)
3. Certificate of Insurance (COI); If bid is awarded, COI must contain General Liability that covers contractor services and ability to name CBF as additional insured
4. Workers compensation and Business Auto Liability are also required
5. W-9 Form

**If you cannot provide these items, please contact Molly Cheatum by Monday, November 29, 2021 and provide written documentation explaining why this information cannot be provided. CBF is open to working with all types and sizes of businesses to ensure mutual success.**

**MINORITY /SWAM PARTICIPATION:**

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.

## **BID RESPONSE FORM**

**Please complete the following information for your response:**

1. The name and full contact information of your company and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]
  
2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]
  
3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP:
  
4. Include basic information and history about the business entity, financial information, technical capability, trainings, and any other information you feel is important for us to know.
  
5. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if applicable), typical direct out-of-pocket costs such as travel reimbursement, copies, mailings etc., and any other anticipated expenses that you foresee:
  
6. CBF works with the DCNR Correctional Conservation Collaborative Program, as a contractor would you be amiable to providing work opportunities to graduates of this program in the form of an apprenticeship or other opportunity? If so, how? Do you already provide similar opportunities to at-risk communities?
  
7. Additional information, such as you/your team member's particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position:

**REQUEST FOR INFORMATION**

- 8. CBF will be forward contracting maintenance starting in 2022. As a contractor that does work on riparian buffers and maintenance, what would be an acceptable % as a down payment to maintain the same acres on a buffer for 3 years?

**A successful applicant may need to provide proof of insurance based on the services or product provided.**

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.

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(Name of Firm)

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(Authorized Signature) (Title)

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(Please print Name)

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(Date)