

Watershed Alliance of York (WAY)

Request for Proposals (RFP)

Riparian Forest Buffer Installation - York County

Purpose:

The Watershed Alliance of York, Inc. (WAY) is soliciting proposals from qualified ecological restoration, forestry, conservation, landscaping, and environmental contracting firms to install approximately twenty-five (25) acres of riparian forest buffers within the Conewago Creek and Codorus Creek watersheds in York County, Pennsylvania.

The project is funded through the Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation. The selected contractor shall be responsible for complying with all applicable terms and conditions of the [Grant Agreement](#) that pertain to the contractor's scope of work.

The selected contractor shall furnish all labor, materials, equipment, supervision, transportation, insurance, permits (if needed), and incidentals necessary to complete the work described herein.

Background:

The DCNR-funded project includes:

- Installation of approximately 25 acres of riparian forest buffers within the Conewago and Codorus Creek watersheds.
- Landowner outreach and engagement.
- Buffer planting and post-planting establishment.

Project implementation may occur on multiple properties throughout York County.

The objectives of this project are to:

- Improve water quality.
- Reduce sediment and nutrient loading.
- Enhance riparian habitat.
- Increase native forest cover.
- Improve streambank stability.
- Support watershed restoration goals within the Conewago and Codorus watersheds.

Scope of Services:

Services will include, but not be limited to, the following:

TASK 1 – SITE COORDINATION

The Contractor shall:

- Coordinate with WAY staff and participating landowners. Landowner outreach will be a joint task between WAY and the contractor. Each landowner will be required to execute a Landowner Agreement with WAY.
- Work with WAY to submit a [Project Work Plan](#) to DCNR.
- Participate in pre-construction meetings, if needed.
- Verify planting locations and limits.
- Protect existing resources and infrastructure.
- Develop planting plan for the site. All planting plans will need approval from the DCNR Service Forester prior to implementation. Submit planting site information (ex: site name, brief description, map, planting details) to WAY.

TASK 2 – SITE PREPARATION

The Contractor shall:

- Control competing vegetation as directed.
- Prepare planting areas for installation.
- Stake planting limits where required.
- Implement erosion and sediment control measures as needed.

TASK 3 – PLANT MATERIAL PROCUREMENT

The Contractor shall:

- Furnish native trees and shrubs approved by WAY and DCNR.
- Provide stock meeting DCNR and industry quality standards.
- Replace damaged or unacceptable stock prior to planting.

TASK 4 – BUFFER INSTALLATION

The Contractor shall:

- Install trees and shrubs according to approved plans. If the planting occurs on public property, acknowledgement through signage is required. The sign should acknowledge financial assistance from the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, and identify the type of grant that was the source of funding as the Monsanto Settlement and Keystone Tree Restricted Account.
- Install all required tree shelters, stakes, and protection devices.
- Install herbivore protection measures where specified.
- Maintain proper spacing and planting density.
- Correct planting deficiencies identified by WAY and DCNR.

TASK 5 – ESTABLISHMENT AND MAINTENANCE

The Contractor shall during the life of the grant period:

- Conduct post-planting inspections.
- Replace dead or unacceptable plant material during the warranty period.
- Control competing vegetation.
- Maintain shelters and protective devices.
- Provide survival monitoring reports.

Minimum survival rate shall be 85% at the end of the establishment period unless otherwise approved by WAY and DCNR.

TASK 6 – REPORTING

The Contractor shall provide:

- Acreage installed.
- Species lists and quantities.
- As-built planting maps.
- Survival monitoring documentation.
- Photographic documentation.

Deliverables:

The contractor shall provide:

1. Work plan and schedule.
2. Planting plan and species list.
3. Installation completion report.
4. As-built documentation.
5. Annual monitoring reports for the life of the grant period.
6. Final establishment report.

Anticipated Completion Time:

The buffer plantings must be completed, and funds fully expended by June 30, 2029.

Proposal Requirements:

1. Cover Letter
2. Firm Qualifications
3. Relevant Project Experience – provide descriptions of at least three similar riparian buffer or reforestation projects completed within the last five years.
4. Project Team – identify project manager and key personnel.
5. Technical Approach – describe methods for:
 - a. Site preparation
 - b. Planting

- c. Protection measures
 - d. Establishment activities
 - e. Quality assurance
6. Schedule – provide anticipated schedule for implementation.
7. Cost Proposal – provide detailed pricing breakdown for each task and include the following subcategories:
 - a. Labor
 - b. Materials
 - c. Equipment
 - d. Mobilization
 - e. Plant stock
 - f. Tree shelters and stakes
 - g. Maintenance (for the life of the grant period)
 - h. Monitoring (for the life of the grant period)
 - i. Unit prices for replacement plantings
8. References – provide a minimum of three references.

Minimum Qualifications:

Respondents must demonstrate:

- Experience with riparian forest buffer projects.
- Experience with native tree and shrub establishment.
- Ability to manage multi-site restoration projects.
- Adequate staffing and equipment resources.
- Experience working with conservation organizations, municipalities, or state agencies.

Review and Award:

To be considered for selection, responders must submit a complete response to this Request for Proposals. Failure to submit all the information requested may result in the rejection of the proposal. An authorized representative of the company must sign the proposal before the RFP is submitted.

The following criteria may be used in evaluation of the RFP:

- Technical Qualifications
- Relevant Experience
- Project Team
- Implementation Approach
- Cost Proposal

Contractor Responsibilities:

The selected contractor shall:

- Comply with all applicable terms and conditions of the [Grant Agreement](#) that pertain to the contractor's scope of work.
- Comply with DCNR's [Nondiscrimination/Sexual Harassment Clause](#)
- Comply with all federal, state, county, and local laws.
- Maintain all required permits and licenses.
- Maintain project records for audit purposes.
- Cooperate with DCNR inspections and monitoring.
- Maintain accurate cost documentation.
- Allow access to records by WAY and DCNR.
- Retain records for at least three years after final payment.

Required Insurance:

The Contractor shall provide certificates evidencing:

Commercial General Liability:

\$1,000,000 per occurrence

\$2,000,000 aggregate

Automobile Liability: \$1,000,000 combined single limit

Workers' Compensation: Statutory Limits

Employer's Liability: \$500,000 minimum

Additional coverage may be required prior to contract award.

Bonding Requirements:

- Bid Bond equal to 10% of bid amount.
- Performance Bond equal to 100% of contract amount.
- Labor and Material Payment Bond equal to 100% of contract amount.
- Maintenance Bond equal to 10% of contract amount.

Terms and Conditions:

- The Watershed Alliance of York (WAY) reserves the right to reject any or all proposals and

to select the proposal that it determines is in the best interest of the organization.

- Proposers are bound by the deadline for submittals in response to this RFP as stated above.
- Proposals will remain effective for review and approval by WAY for 45 days from the deadline for submitting proposals.
- The proposer is encouraged to add to, modify or clarify any scope of services items it deems appropriate to develop a high-quality product at the lowest possible cost. All changes should be listed and explained. However, the scope of services proposed must accomplish the purpose and work stated above.
- WAY shall have unrestricted authority to reproduce, distribute, and use any materials and associated documentation that is designed or developed and delivered to WAY as part of the performance of the contract.

RFP Timeline:

Deadline for Interested Consultants to ask questions:	October 2, 2026
Proposal Due:	October 7, 2026
Consultant Interviews (Upon Request):	October 14, 2026
Selected Consultant Notified:	October 19, 2026
Contract Finalized:	week of October 19, 2026
Project completed and funds expended:	June 30, 2029

Questions and Proposal Submission:

Please direct any questions to WAY's Executive Director, Emily Neideigh at eneideigh@watershedallianceofyork.org. Deadline for questions is October 2, 2026. If needed, a FAQ will be generated and posted on our website, www.watershedallianceofyork.org, under the "RFP" tab.

Proposals shall be submitted electronically in PDF format by **October 7, 2026**, to:

Emily Neideigh
Watershed Alliance of York, Inc.
eneideigh@watershedallianceofyork.org

Subject Line:
"RFP – Riparian Forest Buffer Installation"