



SOLICITATION FOR CONTRACTOR SERVICES - Request for Quote.

	Submit Proposals To: PHEASANTS FOREVER, INC.	
	c/o Project Manager	PF Inc. Contract Officer:
PF's Authorized Agent:	Patrick Grunwald	Susan Capparelli
Title:	PA Coordinating Wildlife Biologist	Grant & Contract Specialist
Street Address:	1783 Buerkle Circle	1783 Buerkle Circle
City State Zip:	St. Paul, MN 55110	St. Paul, MN 55110
Telephone:	715-965-2789	651-209-4915
Fax:		651-773-5500
E-mail:	pgrunwald@pheasantsforever.org	scapparelli@pheasantsforever.org

SOLICITATION DETAILS

Type of Solicitation:	Request for Quote - Selected Vendors
Solicitation Opening Date:	6/4/2025
Due Date:	7/11/2025 5 : 0 0 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
Expected Award Notice Date:	7/16/2025
	LATE RESPONSES WILL NOT BE CONSIDERED
	PF requests your quote remain valid for 90 days
<input checked="" type="checkbox"/> PF intends to make a single award to one contractor <input type="checkbox"/> PF intends to make multiple awards to multiple contractors	

PROJECT DETAILS

Project Name:	Site Prep and Establishment of Native Grassland on Ryan and Rafiq Property
Project Location:	Private Property ~4 miles west of Gettysburg, PA
Statement of Work:	See detailed Statement of Work below.
Work cannot start prior to:	Receipt of PF's written Notice of Acceptance
Work completion Date:	9/15/2026

CONTRACTOR'S QUOTE SUMMARY

<input type="checkbox"/> I am familiar with the local conditions affecting the cost of work. <input type="checkbox"/> I have read and agree to all of the Contract Terms below including the Scope of Work & Services and Standard Compliance Terms Attachment. <input type="checkbox"/> I have completed itemized pricing breakdowns requested below (if any). I hereby propose to furnish all items required for the completion of the project as described for the total price noted at right.	TOTAL QUOTE / BID: <hr/> Total Contract Price
SIGNATURE:	DATE:

YOUR SUBMISSION OF A SIGNED QUOTE INDICATES YOUR OFFER AND ACCEPTANCE OF ALL TERMS.
 PF'S WRITTEN NOTICE OF ACCEPTANCE (WHETHER BY US MAIL, FAX OR E-MAIL) WILL FINALIZE THE
 EXECUTION OF THIS CONTRACT WITHOUT NEED FOR ADDITIONAL ACTION OR SIGNATURE BY EITHER PARTY.

SCOPE OF WORK & SERVICES

Type of Services:	Herbicide treatments for site prep of a native grassland, no-till seeding of native species, and establishment mowings
Licenses Required:	If any of the activities described in this Solicitation require specific licenses or certifications, your application for the activity indicates you have the required certification to perform the work. <i>Please include copies of any licenses or certificates held to apply any of the practices in this Scope of Work.</i>
Plans, Maps, or Documents Incorporated into this Solicitation:	The following are attached and incorporated into this Solicitation: - Location Map - Project Map - Scope of Work
Reports Required:	Contractor is required to provide a summary of treatments with dates noted for each treatment.
Questions:	All inquiries and all correspondence concerning this solicitation should be submitted to the Project Manager listed on the first page. Contractors should contact <u>only</u> the Project Manager issuing the solicitation about any aspect prior to contract award.
Site Inspection:	<input type="checkbox"/> There are no site inspections for this project. <input checked="" type="checkbox"/> Contact the following person to schedule a site examination: <input checked="" type="checkbox"/> Project Manager listed above, or <input type="checkbox"/> Name: Title: Address: Phone: E-mail: pgrunwald@pheasantsforever.org Fax:
Factors Considered in awarding the contract(s):	PF will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the involved parties, price and other factors are all considered. The following factors shall be used to evaluate offers: 1. Past work or reputation 2. Industry experience 3. Qualifications 4. Price
Insurance Requirements:	In addition to the applicable provisions under the Additional Contract Terms section below, the following insurance requirements also apply: 1. Contractor will procure and maintain, until all of Contractor's obligations are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, Contractor's agents, representatives, employees or subcontractors. 2. The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. PF in no way warrants that the minimum limits contained herein are sufficient to protect

Contractor from liabilities that might arise out of the performance of the work under this Agreement by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

3. Contractor will provide:

a. **Field Service Contractors** conducting restoration or enhancement field work will provide:

i. Certificate of Insurance for Commercial General Liability Insurance with minimum coverage as indicated below.

ii. Additional Insured Endorsement with:

1. Reference to the policy number and the insured as they appear on the certificate.
2. Reference to the additional covered party as "Pheasants Forever, Inc., its members, subsidiaries, directors & officers, agents, and employees individually and collectively"

iii. Certificate holder should be listed on certificate as:
PHEASANTS FOREVER, INC. 1783 Buerkle Circle, St. Paul, MN 55110

iv. **The following Minimum Coverage levels are required for the following types of work.**

- ☐ Restoration / Enhancement hand tools only
\$500,000 per occurrence / \$1,000,000 aggregate
- ☒ Restoration / Enhancement - power tools or heavy equipment
\$1,000,000 per occurrence / \$2,000,000 aggregate
- ☐ Prescribed Burning
\$1,000,000 per occurrence / \$2,000,000 aggregate

4. If Contractor receives a cancellation notice from an insurance carrier providing coverage for activities in this agreement, Contractor agrees to notify PF within 5 business days by providing a copy of the cancellation document, unless Contractor's policy(s) contain a provision stating that coverage will not be cancelled without at least 30 days advance written notice to PF.

5. Contractor will provide a certified copy of the insurance policy(s) at PF's request.

6. The failure of PF to collect the certificate of insurance for the policies required will not constitute a waiver of the insurance requirements by PF.

7. Failure of Contractor to carry adequate insurance will not relieve Contractor of their liability or duty to indemnify PF.

SCOPE OF WORK / TASKS

See Exhibit A: Scope of Work and Maps

Note: *The successful Contractor(s) will be required to submit the documents outlined in paragraph 5. Preliminary Requirements below within 30 days of contract award.*

PROPOSAL REQUIREMENTS

A. Submission Procedures

1. Proposals may be submitted by mail or by e-mail.
2. Addressed to the Project Manager specified above.
3. Proposal must include all required forms and narrative sections described in this RFP. Incomplete applications will not be considered.
4. Include copies of any licenses or certificates held to apply any of the practices in this Scope of Work.
5. Do not include letters of support, endorsement, industry awards or recommendations.

B. Submission Format

1. Contractors shall submit proposals in response to this solicitation in English.
2. Please submit the following:
3. COMPLETED QUOTE SUMMARY (Page 1 Above)
4. COVER PAGE: Contractor should submit a cover page showing:
 - i. The Project Name & date submitted;
 - ii. Contractor's name, address, telephone, fax numbers, etc.
 - iii. **Type of organization.**
 - ☐ Sole proprietorship;
 - ☐ Partnership;
 - ☐ Corporate entity (not tax-exempt);
 - ☐ Corporate entity (tax-exempt);
 - ☐ Government entity (Federal, State, or local);
 - ☐ Other_____;
 - iv. Contact information - Names, titles, telephone, fax number and email of the person(s) authorized to act on the Contractor's behalf in connection with this solicitation.
5. ANY OTHER DOCUMENTS AS REQUESTED IN SCOPE OF WORK & SERVICES

CONTRACT TERMS

1. Confidentiality.

During the period of performance Contractor may have access to private or confidential information owned or controlled by PF. This information may include records, processes and specifications owned / licensed or used by PF in connection with the operation of its business including, without limitation, processes, procedures, policies, methods, lists (of members, donors, chapters, customers, etc.) (collectively "PF Information"). Contractor and its agents and employees will:

- a. Use a reasonable degree of care to keep confidential all PF Information (using no less than the same degree of care which the Contractor uses to protect its own proprietary and confidential information); and,
- b. Obtain PF's prior written approval before copying, publishing or disclosing any PF Information to others, and will not authorize anyone else to copy, publish or disclose it to others, without PF's prior written approval; and,
- c. Apply this standard to any marketing materials, press releases or disclosures to other media outlets; and,
- d. Only make use of PF Information for the purpose of performing Contractor's obligations under this Agreement; and,
- e. Agree to return any PF Information to PF whenever requested.

2. **No Minimum Quantity.** An award under this solicitation in no way obligates Pheasants Forever, Inc. to purchase any minimum quantity. Where job sheets or task orders are used, each job sheet / task order will stand on its own insofar as it obligates Pheasants Forever, Inc.

3. Evaluation & Selection.

- a. Pheasants Forever, Inc. will select a Contractor whose offer is most advantageous to Pheasants Forever, Inc., determined at its sole discretion.
- b. PF reserves the right to reject any and all offers for any reason whatsoever in PF's sole discretion; to waive immaterial project requirements; and to pursue purchasing in a manner that is in the best interests of PF.
- c. PF intends to evaluate quotes and award the contract(s) without discussions with Contractors (except for clarification purposes). Therefore, the Contractor's initial quote should contain the Contractor's best terms from a cost / price and technical standpoint.
- d. Unsuccessful vendors under this opportunity may submit a written request for information as to the winning bid and successful vendor. Information provided will pertain only to this opportunity.

4. Payments.

Invoices and any supporting documentation should be submitted to the Project Manager. Payment will be made to Contractor only after receipt of an approved, itemized invoice and any other documentation required under the Scope of Work and Services (i.e.: seed mix information, etc.).

- a. Eligibility. Eligible expenses include those allowable expenses, incurred during the performance period, which are consistent with the Scope of Work and Services.
- b. Frequency. Payment will be processed no more frequently than monthly. Invoices are due within thirty (30) days of work completion and invoices for any work completed prior to June 30 must be submitted by July 15. Failure to submit invoices by these timelines may result in nonpayment. Contractor should submit all invoices to the Project Manager. Once PF Inc. receives an approved invoice from the Project Manager, payments will generally issue within 45 days.
- c. Documentation. Invoices must be itemized and include a brief description of services provided including the number of acres and the type of treatment, if any.

5. Preliminary Requirements. Successful Contractor will submit the following to PF within 30 days of receipt of the award notice letter:

- i. SAM Registry,
- ii. Proof of a Unique Entity Identifier (UEI) Number,
- iii. Completed and signed Form W9,
- iv. Audited financial statements & Single Audit audit report (nonprofit organizations only).

Please note that payments cannot issue until this documentation is provided.

6. Standard Compliance Terms Attachment.

The Parties agree that compliance with the Standard Compliance Terms attachment are incorporated by reference as part of this agreement, is binding on the parties. The contract will become null and void if a) Contractor is unable to comply with or show proof of compliance with the Standard Terms after the execution of the Agreement; or b) if Contractor becomes non-compliant during the period of performance and is unable to cure within a reasonable time.

Note: If attachment is missing contact the contract officer or project manager listed above.

7. Performance of Work & Services.

- a. Both parties agree that Contractor has full control over the manner and means through which services will be performed, subject to meeting the standards required by PF and any agency partners, as defined in the attached Scope of Work and Services.
- b. Contractor warrants that no other agreement is violated by performing these services.
- c. Contractor agrees that work not meeting the standards required by PF will be corrected.
- d. Contractor warrants that no laws will be violated in performing any services.

- e. Contractor guarantees that s/he is competent to carry out the services which s/he has undertaken in this contract. Any material misrepresentation shall lead to immediate termination of this agreement.

8. Independent Contractor.

This Agreement shall not render the Contractor an employee, partner, agent of, or joint venturer with PF or the affiliated agency(s) for any purpose. The Contractor is and will remain an independent contractor in relationship to PF or the affiliated agency(s). PF will not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor will have no claim against PF or the affiliated agency(s) hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

- a. Insurance. Contractor will carry any required liability insurance relative to any work or service performed for PF and will not be eligible for claims on PF's insurance policies.
- b. Tools & Equipment. The Contractor shall supply all equipment or tools or instruments needed to perform the services under this agreement except as occasionally required.
- c. Non-exclusivity. The Contractor's relationship to PF is non-exclusive and Contractor is free to engage in other work for other entities.
- d. Assistants. If the Contractor employs assistants to perform the services described above, all provisions in this Agreement including but not limited to indemnification shall be binding upon all assistants of the Contractor. Any payments to assistants of the Contractor to perform the services under this agreement must be paid by the Contractor. PF agrees that all directives or instructions to assistants will be communicated through the Contractor.
- e. No Agency. Contractor (including its officers, directors, employees and volunteers, if any) shall not hold itself out as agent, representative or employee of PF under any circumstance.

9. Copyrights & Intellectual Property. The parties expressly agree that any work commissioned by PF which creates tangible or intangible property as a result of this Agreement is a work made for hire and that all copyrights vest in PF. The parties expressly agree that all ideas, know-how, data (including study results), and other intellectual property generated by PF or commissioned by PF through this Agreement will be the sole and exclusive property of PF. Inventorship will be determined in accordance with U.S. Patent laws.

10. Indemnification. Contractor shall indemnify, defend and hold harmless PF (including its officers, directors, employees and volunteers) against any demands, claims, damages to persons or property, losses and liabilities including reasonable attorneys' fees (collectively "Claims") arising out of or caused by Contractor's (including its officers, directors, employees and volunteers acting on its behalf) acts or omissions in the execution, performance or failure to adequately perform Contractor's obligations under this Agreement. Contractor shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such Claims.

11. Liability. To the extent provided by law, each Party shall be liable for its own acts (including the acts of its officers, directors, employees and volunteers – if any – acting on behalf of the Party). In the event of any Claims arising out of the negligence of both the Contractor and PF, each party shall be responsible (including reasonable attorney's fees and costs) based upon its proportionate share of negligence.

STANDARD COMPLIANCE TERMS ATTACHMENT

I. ACCOUNTS, AUDITS AND RECORDS

- (a) Records Maintenance. Partner/Contractor agrees to maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues acquired under this Agreement to the extent and such detail as will properly reflect all costs and expenses for which reimbursement is claimed. These records will be maintained for a minimum period of three years after the final report is submitted.
- (b) Inspection. The books and accounts, documents, files and other records of Partner/Contractor directly pertaining to this Agreement, will at all times be available for examination, excerpt, transcription or audit by PF and/or the United States Government and its authorized representatives to determine the proper application and use of all funds paid to Partner/Contractor.
- (c) Disallowance. Partner/Contractor shall be responsible for reimbursing PF or the U.S. Government for a sum of money equivalent to the amount of any expenditure that may be disallowed related to the work or service Partner/Contractor has performed.
- (d) Administrative Requirements. The administration requirements cited in OMB Circulars and Federal Acquisition Regulations, as applicable, are incorporated by reference herein.

II. REQUIRED ASSURANCES & CERTIFICATIONS

If the firm is unable to comply with or show proof of compliance with the following provisions within 30 days of the award and throughout the duration of the award, then the contract with Partner/Contractor will become null and void. Partner/Contractor may cure within a reasonable time by demonstrating compliance.

- (a) Debarment and Suspension. Partner/Contractor certifies to the best of its knowledge and belief that it is not presently debarred, suspended, or proposed for department or declared ineligible for participation in Federal grants or contracts, in accordance with OMB guidelines. The Partner/Contractor also agrees to include the above requirements in any and all subcontracts into which it enters. The Partner/Contractor shall immediately notify the Contracting Officer if, during the term of this contract, Partner/Contractor becomes debarred. Pheasants Forever, Inc. may immediately terminate this contract by providing Partner/Contractor written notice if Partner/Contractor becomes debarred during the term of this contract.
- (b) Certification of Drug-Free Workplace. Partner/Contractor certifies that it has implemented appropriate policy in accordance with the Drug-Free Workplace Act of 1988.
- (c) Certification of Equal Employment Opportunity. The Partner/Contractor and any of our subcontractors, vendors, or business partners shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.
- (d) Copeland "Anti-Kickback" Act. For contracts in excess of \$2000 for construction or repair of public work, Partner/Contractor certifies compliance with the Copeland Act.
- (e) Certification Regarding Lobbying. Partner/Contractor certifies to the best of its knowledge and belief that no federal funds have been paid or will be paid, by or on behalf of Partner/Contractor, to any person for influencing or attempting to influence a federal officer or employee of any agency in connection with the awarding of any Federal Award.
- (f) Clean Air Act and Water Pollution Control Act
If the contract exceeds \$100,000, then Partner/Contractor agrees to comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

- (g) E-VERIFY. Partner/Contractor hereby certifies that it has used E-VERIFY to verify the employment eligibility of all employees working for Partner/Contractor. Individuals who are self-employed are exempt from E-Verify but must comply with related State statutes or regulations. Partner/Contractor understands and agrees that lawful presence in the United States is required by State and Federal law for employment under this Agreement and the Partner/Contractor may be disqualified or the contract terminated if lawful presence cannot be verified.
- (h) Employee Whistleblower Protection. Contractor agrees to comply with the United States Code (U.S.C.) 4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection:
- i. This contract, related subawards, and related contracts over the simplified acquisition threshold and all employees working on this award, related subawards, and related contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712.
 - ii. Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.
 - iii. The Contractor shall insert this clause, including this paragraph iii, in all subawards and contracts over the simplified acquisition threshold related to this award.
- (i) FFATA Compliance. Partner/Contractor agrees to comply with all FFATA requirements and to provide any information needed by PF to comply with reporting requirements under FFATA within 15 days of the contract award.
- i. Partner/Contractor hereby agrees to provide a written statement to Pheasants Forever showing the total compensation of its top five executives within 15 days of the contract award; **OR**,
 - ii. Partner/Contractor hereby certifies that executive compensation information is already available through reporting to the SEC; **OR**
 - iii. Partner/Contractor hereby certifies that it receives *less than 80%* of its annual gross revenues from the Federal government *and* those revenues are *less than* \$25 million annually.
- (j) Buy America Provision. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials for Infrastructure.
- i. As required by Section 70914 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58), on or after May 14, 2022, none of the funds under a federal award that are part of a Federal financial assistance program for infrastructure may be obligated for a project unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.
 - ii. None of the funds provided under this Agreement may be used for a project for infrastructure unless: 1) All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from initial melting stage through the application coatings, occurred in the United States; 2) All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than fifty-five percent (55%) of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and 3) All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.
 - iii. This Buy America preference only applies to articles, materials, and supplies consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before completion of the infrastructure project. Nor does a Buy America preference apply to equipment with furnishings, such as movable chairs, desks, and portable computer equipment, used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.
- (k) 2 CFR part 215.48 and Appendix A. As applicable, Partner/Contractor will comply with all other applicable terms required by 2 CFR part 215.48 and Appendix A, but not otherwise specified herein.

III. TRADEMARK. The Pheasants Forever Inc. name, Quail Forever name, and all logos and websites are the exclusive property of Pheasants Forever, Inc. Contractors may not use Pheasants Forever or Quail Forever trademarks or materials without the express written permission of Pheasants Forever, Inc.

IV. OTHER TERMS

- (a) Entirety & Amendment. This document contains the complete agreement between the parties and supersedes any prior oral or written agreements or warranties between the Parties. No other agreement, amendment, representation or understanding will be binding on the parties unless made in writing by mutual consent of both parties.
- (b) Default. Partner/Contractor's failure to comply with the terms and provisions of the Agreement will constitute a default. Upon default, Partner/Contractor will have a reasonable time to cure the default. PF will have the right to seek administrative, contractual or legal remedies. Also, PF will be entitled to recover all costs, expenses, and reasonable attorney's fees in obtaining specific performance or any other remedies as allowed by law. The election of one remedy will not constitute a waiver of any other available remedies.
- (c) Severability. If any term of this Agreement is severed as invalid or unenforceable by a court of competent jurisdiction, then that term will be deemed valid to the greatest extent possible and the remainder of this Agreement will continue as valid and enforceable.
- (d) Choice of Law & Forum. The parties agree this Agreement is governed by the laws of Minnesota and applicable Federal Laws and that any dispute in which direct negotiations fail will be finally resolved in a court of competent jurisdiction in the state of Minnesota.
- (e) Assignability. This Agreement may not be assigned without the written consent of PF. If the Agreement is assigned, all provisions of the Agreement will be binding on the successors or assigns.
- (f) Waiver. Failure to exercise, or any delay in exercising, any right or remedy provided under this agreement or by law will not constitute a waiver of that or any other right or remedy, nor will it preclude or restrict any further exercise of that or any other right or remedy.
- (g) Termination. As applicable, if at any time the underlying funding agreement is terminated, then this Agreement will also be automatically terminated as of the termination date of the underlying funding agreement. PF may terminate this Agreement at any time by thirty (30) days written notice to Partner/Contractor of intent to terminate. If Partner/Contractor is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of PF, is guilty of serious misconduct in connection with performance under the Agreement, or materially breaches provisions of this Agreement, then PF at any time may terminate the engagement of the Partner/Contractor immediately and without prior written notice. If this Agreement is terminated PF will timely pay the final invoice for satisfactory work completed prior to termination.

EXHIBIT A

Scope of Work and Project Maps

- A. **Project Summary:** Pheasants Forever (PF), with the support of the Pennsylvania Game Commission (PGC), is seeking bids for the establishment of a native grassland. The project area is on two (2) separate properties less than two (2) driven miles apart. The majority of the project area has been forestry mulched clearing scattered autumn olive, cedars and other woody species. Other portions consist of partially restored grassland and turf grass. Site prep by use of herbicide, no-till seeding and establishment mowings are the services requested. This property is being restored to grasslands under the Pennsylvania Priority Grasslands Project implemented by PF in partnership with PGC.
- B. **Description of Project Area:** The project is located on two (2) separate private properties located less than two (2) driven miles apart. The Ryan property has a project area of 21.24 acres and has 2 separately managed sections. The Rafiq property is 3.12 acres. Project areas are described in more detail below.

Ryan Enhanced Area: 11.29 acres of the Ryan property has been managed outside of this project to create a native grassland. The area received herbicide treatments to manage mainly non-native cool season grasses. Some cool season grass is still present with Canada thistle, teasel and small cedars. The area has been mowed to manage cedars and other invasives. Native vegetation consists of broomsedge, purple top and sporadic native forbs.

Ryan Unmanaged Area: 9.95 acres of the Ryan property were relatively unmanaged before this project started. Some small-scale mowing was done to control woody species. This project funded 6.01 acres of woody removal of scattered mature autumn olive and cedars. Woody removal was done by a forestry mulcher in March 2025. There are some remaining invasive species on the edge of cleared areas and in and around rock piles. Herbaceous vegetation is mainly non-native cool season grasses. Teasel is much more prevalent in this portion of the property. Broomsedge is also common in this portion of the property.

Rafiq Property: This property has 3.12 acres of project area. 2.25 acres of the project area was forestry mulched with funds from this project. Sporadic mature autumn olive, cedar, and other smaller trees and shrubs were mulched. Herbaceous vegetation mainly consists of non-native cool season grasses and goldenrod. 0.63 acres of the project area is maintained turf grass, and 0.30 acres is a dirt mound that was seeded to non-native cool season grass in fall of 2025.

- C. **Pre-Bid Site Inspection:** Site visits will be required as part of the bidding process. Contact the Project Manager, Patrick Grunwald, for more details.
- D. **Project Standards and Specifications:** Recommendations from contractors will be taken into consideration during the bidding process. If the Project Manager agrees to additional management activities not listed, other contractors will be notified and allowed to bid on added activities. Below is an expected project plan for each project area discussed above.

Ryan Enhanced Area: Two applications of a broad-spectrum herbicide treatment will be applied with the first occurring September-October 2025 and the second April-May 2026. A mixture of herbicide may be used to treat herbaceous and woody species. A native diverse grassland/meadow mix will be planted in April-May 2026 following the herbicide treatment. Growing season establishment mowings will be required until September 15th. Once vegetation reaches 18-24 inches the vegetation should be mowed to no less than 8 inches. At least 3 mowings are expected, but the exact number is dependent on weather conditions.

Ryan Unmanaged Area: This area will be treated the same as Ryan's Enhanced Area with the addition of treating woody species on the edge of cleared areas. Foliar, cut-stump, or basal bark treatments can be used. Treated vegetation can be left on site.

Rafiq Property: This area will be treated the same as Ryan's Enhanced Area.

Seed mixes may be designed by the contractor. Seed mixes must be approved by the Project Manager before the end of the bidding process. Seed mixes must be <\$500 per acre, contain <40% grass by pure live seed, contain all native species, and have at least 1 flowering species in each bloom period (spring, summer, fall). The seed mix design will be sent to other seed vendors to request quotes as needed by PF procurement guidelines.

E. **Additional Criteria**

1. To prevent the spread of invasive vegetation, all equipment must be cleaned of any debris before entering the property, between stands, and before leaving the property.
2. Equipment may work immediately adjacent to bodies of water, provided there is no disturbance of streams, stream banks, wetlands, or wetland soils by equipment.
3. If any ruts or holes four (4) inches or deeper are created by the contractor anywhere on site, work should be stopped until conditions become drier and more suitable for equipment, and these areas shall be leveled by the contractor.

4. The contractor is responsible for supplying all equipment and materials, including mowing and forestry mulching equipment, safety equipment, fuel, transportation, etc., and bid pricing should include all materials, equipment, labor, logistics, and mobilization of personnel and equipment necessary for successful completion of the work described herein.
5. Any trash resulting from the Contractor's operation must be removed from the property and properly disposed of.
6. The Contractor will furnish a legible list of all contract employees to PF prior to start of work. If there are any changes to the list of contract employees during the life of the contract, a new list must be provided.
7. All operations will be in compliance with OSHA and State Safety Standards.
8. The Contractor shall exercise care and caution in all operations to minimize damage to all non-target plants within the treatment area.
9. Damages to trails, roads, fences, streams, or utility rights-of-way caused by the Contractor's equipment must be repaired by the Contractor at their expense. General wear and tear to roads, as determined by the Project Manager, is acceptable.

F. Quality Control:

1. The Contractor will notify the Project Manager a minimum of 24 hours prior to beginning any on-site work, and within 24 hours following final completion of each onsite visit to this property under this contract. Payment will not be made for work that occurs without proper notice and authorization.
2. A PF representative may be on site at any time to monitor progress.
3. Upon completion of the work, the PF representative will evaluate and determine if the work performed is acceptable before invoices for the task will be accepted. Any work not meeting agreed upon standards and specifications must be corrected by the Contractor at the Contractor's expense.
4. The Contractor will keep the PF representative informed of any real or anticipated problems as they arise.
5. The Contractor is required to submit an itemized receipt with a brief description for each item to the Project Manager by email.

G. Bid Requirements: Submit as full bid packet the following items.

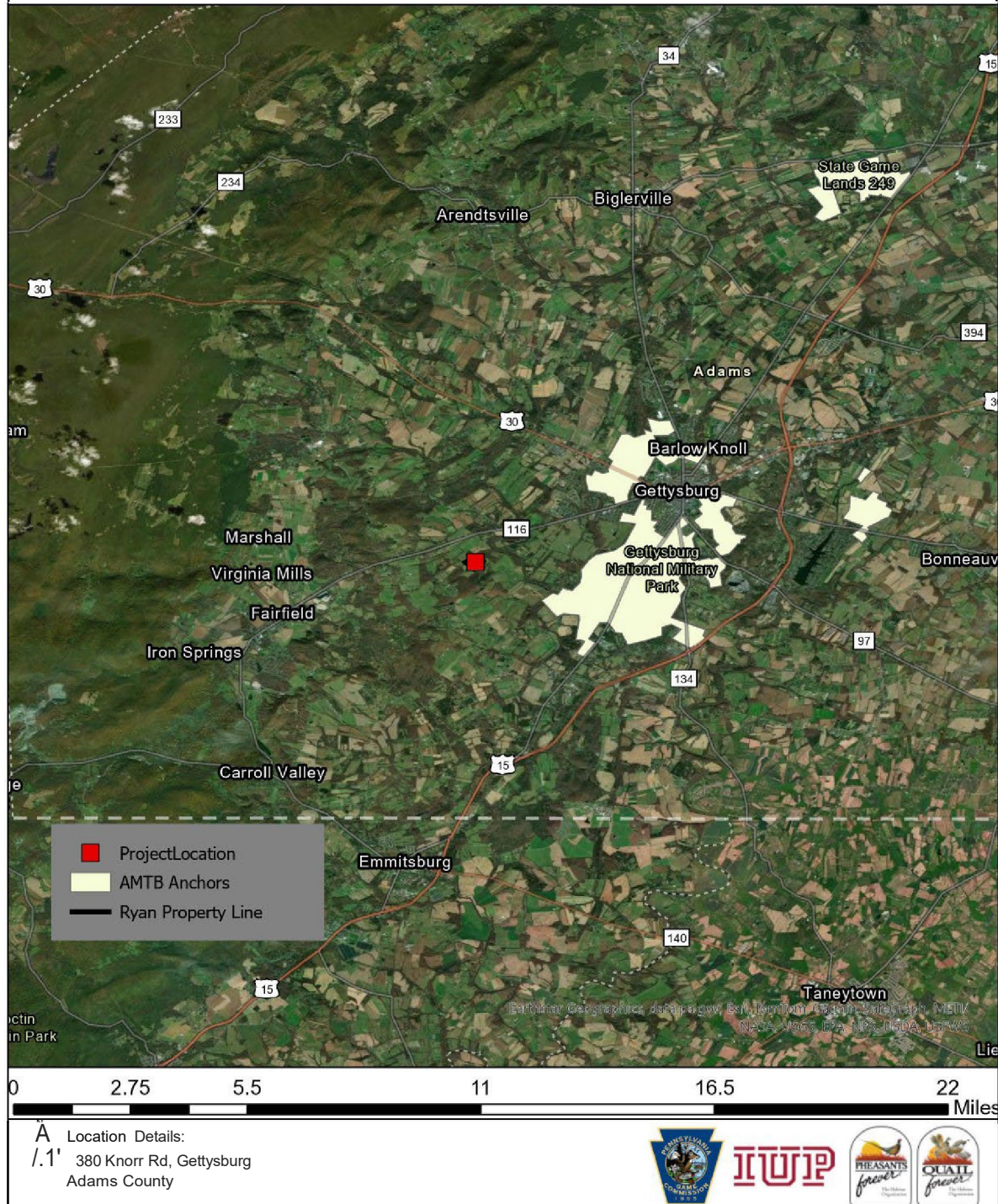
1. Requirements as previously noted, including seed-mix proposal.
2. A brief technical plan for accomplishing the work, including specific type(s) of equipment to be used and herbicide name and application rate.
3. A brief description of prior experience and ability to complete the work described herein, including qualifications and references as appropriate.
4. Copies of special licenses or certificates held to apply any of the practices needed for the project.

PROJECT LOCATION MAP

Ryan Grassland Project

Patrick Grunwald

12/16/2024



PROJECT AREA MAPS

Ryan Grassland Project

Patrick Grunwald
12/16/2024



0 0.05 0.1 0.2 0.3 0.39 Miles

A Location Details:
[1' 380 Knorr Rd, Gettysburg
Adams County



Rafiq Grassland Project

Patrick Grunwald
5/6/2025



0 112.5 225 450 675 900 Feet

Location Details:
465 Pumping Station Rd, Gettysburg
Adams County

