

## Request for Proposals

### Andrews Community Forest Management Plan Update

Issued *[Date]* by Andrews Community Forest Committee Richmond, VT  
and by the Town of Richmond, VT

Committee Chairpersons:– Daniel Schmidt and Ian Stokes

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#### Introduction and Background

The Andrews Community Forest Committee (ACFC) of Richmond, VT, seeks the assistance of an expert writer to make revisions to the Andrews Community Forest Management Plan. *[using March 2023 version as the basis?]*

The Andrews Community Forest (ACF) is a 428-acre parcel purchased by the Town of Richmond VT in 2018 as a Town Forest under conservation easements held by Vermont Land Trust (VLT) and the Vermont Housing and Conservation Board (VHCB). The land climbs from roughly 400 feet in elevation to 1200 feet. Excepting two small meadows, the parcel is largely wooded with an abundance of hard-mast stands (predominantly oak and beech) and several patches of rare natural communities (e.g., Dry Oak Forest). Recent timber harvesting and blowdown events have created patches of early successional habitat in the west and south of the property. The parcel is at the southern end of a 70,000-acre forested swath that includes Mt. Mansfield State Forest and is therefore part of one of the state's largest, remaining unfragmented blocks. The Vermont Conservation Design *[ref]* prioritization considers the entire parcel to be part of a 'Highest Priority Interior Forest Block' providing critical ecological function on a statewide level. ACF is the latest addition to the long-standing 10,000-acre Chittenden County Uplands Conservation Project. The ACF provides habitat and movement corridors of particularly sensitive species, those that require large interior forest blocks, or those that are otherwise represented in the broader Chittenden County Uplands landscape (e.g., bobcat, bear, mustelids).

The Conservation Easement details permitted uses including public access *(details from Easement)* A Management Plan (MP) for the ACF was approved by the Town's Select Board in 2018. Since then three additions have been proposed: A Trails Plan proposed by Arrowwood Environmental and Sinuosity; an Original People and Land Recognition *[correct name?]* written with input from Richmond Racial Equity *[and others]*; a Forestry Plan drawn up by Chittenden County Forester Ethan Tapper. *(Documents available at [URL].*

*The ACF was originally zoned as Agricultural, changed to Recreational – specify details per actions in ?date?*

A proposed revised Management plan was prepared by the ACFC in March 2023 *[ref]* incorporating these additions, and also making additional revisions *(Daniel - explain and detail)*

#### Project Description

Both recreation and the protection of natural resources and habitat on ACF are important priorities for the AFC (see MP *[source]*) and some Richmond residents have expressed concerns that trails and certain trail uses may negatively affect ACF's natural resources and habitat.

Public input concerning the Trails Plan *[ref]* and the March 2023 revisions to the Management Plan revisions *[ref]* have been solicited and these, together with other public input *[detail sources?]*

## **RFP: Andrews Community Forest Management Plan update**

indicated the need for further revisions, including some re-organization and updates based on advances in ecological science and benefiting from formats and content in other Management Plans for conserved lands in the region.

In 2023 two ACFC subcommittees (named 'Trails Stewardship', and 'Comprehensive Management Plan') prepared proposals for incorporation into the Management Plan, taking into account the Public Comments.

In sum, the purpose this project is as follows: In light of these proposed updates of the MP, the ACFC seeks to hire a person with skills and experience in writing management plans for conserved primarily forested land to incorporate this new material and to reorganize the content for accuracy, consistency and to improve its organization to distinguish between material detailing history and existing conditions and material specific to management policies and procedures. Particular attention should be given identifying clear vision for the management of the ACF to motivate statements of 'Management Objectives' and 'Management Actions'.

*Maximum Bid Amount \$????*

Please direct questions regarding the RFP to richmondtownforest@gmail.com

### **Project Scope and Standards**

We seek a writer with the following skills and experience:

- Skills: *[list/document]*
- Prior experience and accomplishments: *[list/document]*
- Other, e.g. references?

### **The successful bidder will abide by the following standards:**

- The MP must abide by the terms set forth in the conservation easement held by VLT and VHC.B.
- 2
- 3

### **The successful bidder will be responsible for these tasks:**

Work with the current (2018) MP and the 2023 proposed revised MP to:

- Incorporate new material recommended by subcommittees.
- Reorganize the content for accuracy, consistency and to improve its organization to distinguish between material detailing history and existing conditions and material specific to management policies and procedures.
- Propose changes to the numerous sections concerning 'Management Objectives' and 'Management Actions' to ensure that they are detailed, practical, feasible and consistent with vision statements.
- Prepare a draft for submission to ACFC that will solicit written public comments from Richmond residents (the 'public'), Richmond Conservation Commission (RCC), the Richmond Trails Committee (RTC), VLT, and the Richmond Select Board.
- Make final revisions compiled by the ACFC addressing any issues that arise.
- Deliver items specified below (see Project Deliverables).

## RFP: Andrews Community Forest Management Plan update

### Proposal Evaluation Criteria:

- 1 (?? points)
- 2 (?? points)
- 3 (?? points)

### Project Deliverables

The successful bidder will deliver the following:

- Draft for submission to ACFC (which will solicit written public input), RCC, RTC, VLT and Richmond SB for recommended changes.
- Final document incorporating those recommendations.

### Timeline

The RFP and project timeline is as follows:

RFP Issuance *[date]*  
Deadline for questions emailed to ACFC  
Compiled questions answered by ACFC  
Bidders submit intent to bid  
Proposals due  
Contract Award / Notification to  
Unsuccessful Bidders  
Project Completion\*