

Town of Richmond, Vermont
Request for Proposals (RFP) to Complete the Update of the
Andrews Community Forest Management Plan
(Draft: July 29th 2025)

A. Invitation

The Town of Richmond seeks a copy editor experienced in simplifying and streamlining policy documents for general, non-technical audiences, in this case a draft Management Plan for the Town's Andrews Community Forest (ACF). The ACF is a 428-acre conserved parcel located in a Vermont-state-designated "Highest Priority Interior Forest Block." An extensively revised 45+/- page draft document with several appendices totaling 27 pages will provide the basis for this work.

B. Project Description

The successful applicant will work with the Town's Andrews Community Forest Committee (ACFC) to complete an updated, ecologically informed and well-organized Management Plan (MP). The draft has been prepared to conform with the Conservation Easement.

The new draft MP incorporates new information, including responses to detailed and more recent ecological assessments of the property, expected impacts of climate change, and the Vermont Fish and Wildlife Department's Conservation Design. It recognizes VT statute H126 (Act 59) and the US Dept of Interior America the Beautiful "30x30" proposal and information about growth in outdoor recreation. The goal is to produce a document not only to guide ACF's management but also to serve as a model for any public or private landowner committed to conserving a forest's ecological health and functions while keeping it open to responsible, sustainable human enjoyment and learning.

The draft document references and includes:

1. The Town's vision for the property, drawn from the Conservation Easement and public surveys, and articulated by the ACFC
2. Material retained from the existing (2018) Management Plan, augmented by addition of professionally conducted ecological assessments of the Forest, records of ACFC meetings, public input, Town-sponsored expert panels and Committee presentations, and relevant scientific research
3. Background information about the ACF, including its key natural features, sensitive areas and cultural history
4. Management policies regarding objectives and actions for conserving the ACF's ecological health, defining its permitted and prohibited uses, and stewarding its natural assets (including guidelines for locating, designing and managing an ecologically responsible and sustainable trails system)
5. Documentation of efforts to develop consensus on a vision for forest conservation and usage, and wildlife and recreational stewardship

C. Project Background

The Andrews Community Forest (ACF) is a 428-acre parcel that the Town of Richmond, VT, purchased in 2018 as its first Town Forest, under terms of a Conservation Easement held by Vermont Land Trust (VLT) and the Vermont Housing and Conservation Board (VHCB). The Easement calls for the land to be managed according to a Plan approved by VLT, VHCB and the Town's Selectboard. Those parties approved the ACF's first and current Management Plan (MP) in 2018.

Several key developments have occurred since the 2018 Management Plan was established:

- In 2021 consultants proposed a Trails Plan which - by departing enough from the original MP's trails concept - required that the MP be revised
- Richmond Racial Equity worked with representatives of area indigenous groups to produce an Indigenous Land Acknowledgement for the ACF, which is included in the draft and its concepts integrated throughout
- The draft's Forestry Management section has been reviewed and updated by the County Forester
- Ecological studies, some specific to the ACF, have become available, providing relevant aggregated scientific knowledge

The draft MP now requires the skills of an expert copy editor ensure well-organized, accurate and consistent content. Also, the copy editor will work with the ACFC to evaluate and address comments provided by two cycles of review and public comment along with input by the Richmond Selectboard and the Vermont Land Trust.

D. Scope of Services

1. Meet initially with the ACFC and appropriate Town officials for guidance.
2. Evaluate the organization of the current Management Plan and propose reorganization as necessary for accuracy and ease of use
3. Copy edit the draft Management Plan, looking for opportunities to improve clarity, brevity and consistency, and to eliminate duplication
4. Present the initial draft of the edited document to the ACFC and make up to two rounds of changes, using ACFC recommendations based on public comments and input from Richmond's Conservation Commission, Trails Committee and Selectboard and the Vermont Land Trust
5. Provide a final draft to the ACFC in Word and PDF formats

E. Proposal Requirements

Applicants must provide a sealed bid including bid amount, a résumé and other material demonstrating experience with writing or editing management policies for general audiences, ideally for publicly owned and managed properties or programs. Local knowledge preferred but not required. Proposals should indicate how the copy editor would improve the document per the terms of this RFP. Proposals should be electronically submitted in Word and PDF formats.

F. Selection Criteria

Consideration for selection of the copy editor will include, but not be limited to, applicant's documentation of the following:

- 1 Demonstrated organizational and writing skills

- 2 Skills in assimilating information from diverse materials
- 3 Education and experience in ecology, conserved forest management, and public policy and procedures
- 4 Examples of the above

G. Project Schedule

Note: times are estimates (Total 18 weeks)

steps 1-3: 3 weeks

steps 4-5: 4 weeks;

step 6: 3 weeks;

step 8: weeks.

1. Request for Proposals available *(Date: Month, day, year)*
2. Deadline for receipt of questions *(Date: Month, day, time)*
3. Responses to Requests for Proposal due, open sealed bids *(Date: Month, day, year, time)*
4. Interviews and questions As may be needed
5. Proposal bid selected and author notified *(Date: Month, day, year)*
6. Outline/conceptual plan
7. Initial draft submitted for two cycles of review
8. Presentation of final draft to the ACFC in Word and PDF formats

H. Proposal Deadline and Delivery Requirements

Proposals must be received by the Richmond Town Manager at jarneson@richmondvt.gov by *(insert time)* on *(insert date: month, day, year)*. Proposals received after this date will not be considered.

I. Questions, Additional Information and Addenda

All inquiries regarding uncertainties or exclusions in the terms or intent of this Request for Proposals should be sent via e-mail to jarneson@richmondvt.gov no later than *(insert time)* on *(insert date: month, day, year)*.

J. Reservation of Rights

The Town will not provide compensation to respondents for the cost of preparing proposals in response to this Request. The Town reserves the right to reject any or all proposals. The Town further reserves the right to solicit additional information and hold interviews with one or more of the respondent firms. All respondents will be notified in writing of the outcome of the selection process.

K. Materials provided with this Request for Proposals

Current draft of revised Management Plan (c. 45 pages)

Appendix A: Conservation Easement (for reference only):

<https://www.richmondvt.gov/fileadmin/files/Archive/2018/04/Conservation-Easement-2018.pdf>

Appendix B: Indigenous Land and People Recognition (5 pages)

Appendix C: Ecology background (10 pages)

Appendix D: Recreation background (7 pages)

Appendix E: Plan Development and Credits (5 pages)