

**REQUEST FOR PROPOSAL**  
**Act 171 and Natural Resources Mapping and Assessment**  
**Monkton, Vermont**  
**2022**

**Objective:**

The Town of Monkton is issuing a Request for Proposals to conduct 1) a comprehensive assessment of areas defined by Vermont Act 171, and 2) up to date fine scale natural resources inventory mapping (henceforth referred to as the Project) of/within the town. The assessment will include all property within Monkton's town limits, will consider forest and habitat blocks and wildlife corridors that connect to surrounding towns, and will involve the use of remote mapping technology, on the ground mapping when at all possible, and in-person visits. Correction of existing data layers will be necessary and improved to be accurate at a scale of 1:5000 minimum. The work will be completed by the selected Vendor and will be guided by a Project Team including members of the Conservation Commission, Agricultural and Natural Areas Committee and the Monkton Planning Commission.

The Project deliverables will include:

- a written overview detailing and describing priority habitats in Monkton.
- an online interactive 'living map' (e.g. Middlebury and South Burlington; [link to S. Burlington live map](#)<sup>1</sup>), with layers representing where natural resources, and core and connective habitats and corridors exist. Included will be layers synthesizing areas recommended by the Vendor, as well as a final town-approved planning map.
- a map showing current forest habitat and connectors along with recommendations of the most critical forest habitat to be considered for Act 171 regulator protection.

The key purpose of this project is to create natural resource inventory maps. These maps will be used in work done by the Monkton Conservation Commission, the Agriculture and Natural Resources Committee, the Town Forest Committee, and Monkton Planning Commission.

Footnote: <sup>1</sup><https://aevt.maps.arcgis.com/apps/Styler/index.html?appid=396f785af5eb4dd788c8160798550daa>

**Background:**

Monkton is a rural town of approximately 2,079 people (2020 census) in Addison County, Vermont, nestled into the western edge of the Green Mountains and flowing into the Champlain Valley. Our town center lies approximately 20 miles south-southeast of the city center of Burlington. Given the amount of regionally important habitat and connective areas, fine scale identification of natural resources, including Act 171 defined areas, is of the utmost concern. It is also worth noting that over the last 50+ years, the town's lands have been marked by an accelerating transition from agricultural to residential use. Now more than ever, Monkton is facing significant development pressure. The Town Plan is both supportive of growth and committed to finding ways to preserve the remaining elements of our rural character and natural resources. The community regularly supports contributions, via a ballot item, to the Agricultural and Natural Areas Fund for conservation of agricultural and natural areas.

The Monkton Conservation Commission gained approval from the Selectboard in June 2022 to move forward with this Project to inform and support policies, regulations, and conservation investments that better protect the town's remaining natural resources. The expectation is that the findings of this project will 1) enhance public understanding of where critical habitat exists and would benefit from a level of protection, and 2) provide details needed to inform smart development and conservation throughout Monkton.

### **Tasks & Deliverables:**

The Vendor will work closely with and report to the Conservation Commission, who will coordinate with the Project Team. The Vendor will periodically be required to update the Conservation Commission/Project Team, who may invite the Selectboard, Planning Commission, town officers, and the community.

The Vendor must be willing to work as a "team player", and be able to work both independently and collaboratively, as needed, to complete the project. This includes providing professional expertise and incorporating material and feedback from community leaders and the public, until the town votes on a final planning map including these areas.

There are existing inventories of natural communities from the work of two recent UVM Field Naturalist graduate students which are available as a starting point. Publicly available materials are posted on the Monkton Conservation Commission webpage:

<http://monktonvt.com/boards-and-committees/conservation-commission/>

### **Specific Tasks & Deliverables:**

1. Vendor's definition of terms, such as "forest block", "core habitat", etc., as part of the RFP response.
2. Identification of areas that are defined by Act 171 (forest blocks, core and edge habitats, wildlife corridors and connectivity).
3. An up-to-date fine-scale (1:5000 minimum) natural resources inventory of Monkton with details including information such as:
  - Topography (steep slopes, floodplains, ledge & exposed rock, LiDAR hillshade)
  - Water (wetlands, vernal pools, rivers, streams, brooks, creeks. Permanent and seasonal streams.)
  - Riparian area setbacks and buffers (river corridors, Shoreland Protection Act, other federal/state/local buffers)
  - Wildlife habitat and movement areas (i.e. amphibians, bobcats, bear, Deer Wintering Areas)
  - Natural communities (Rare/Threatened/Endangered flora/fauna locations w/buffer zones (confidential file with exact coordinates to mapkeeper for planning as needed), mast stands, grass and shrub lands/bird conservation)
  - Soils (prime, hydric, floodplain)
  - Conserved and protected land, Use Value Appraisal/Current Use parcels.
  - Historical sites / artifacts layer

- E911 points showing houses and structures.
4. Creation of Act 171-related maps depicting edge and core areas for forest blocks, habitat blocks, and connectors across Monkton (the study area) with areas continuing into adjacent towns to help plan projects across multiple towns and the region along with a recommendation of the most critical habitats.
  5. Creation of maps/layers for elements of (3) above.
  6. GIS layers for all maps will be displayed through an online interactive ‘living map’ that can be publicly accessed<sup>1</sup>, both as identified by the Vendor and as layer(s) depicting final town-approved planning areas within the Vendor’s map. The Data Custodian (keeper and updater of data, maps, reports) will be determined at a later date. (Should likely be ACRPC?)
  7. Creation of an overview and assessment summary describing the location and state of natural communities and Rare Threatened and Endangered Species Habitat in Monkton, and what areas are of greatest priority when it comes to biodiversity value. Confidentiality of precise locations for many species will need to be resolved. An accompanying narrative will describe the layers, justification for their classification, methodology for classification and evaluation, and information sources used.
  8. Final presentation of findings made to the Conservation Commission and Project Team, Planning Commission, Selectboard and community.
  9. Delivery of all materials to the Data Custodian.
  10. Participation in a reasonable number of “working” meetings with the Project Team to review progress and direction. Attendance via Zoom is acceptable under current circumstances, but will be evaluated if Covid situation changes. PDF Progress Reports delivered 3 days before each meeting.
  11. A GIS layer package of the shapefiles/geodatabases used to generate the maps becomes Monkton Town property.
  12. A GIS layer package of the shapefiles/geodatabases of the final maps becomes Monkton Town Property.

**Schedule:**

- Letter of Interest and Proposal – due **September 23rd, 2022, 4pm.**
- Selection of Vendor - expected in October 2022.
- Contract signing - as soon as possible following selection of Vendor.
- Kickoff meeting with the selected Vendor and Monkton Conservation Commission and Project Team – contract signing plus 1-2 weeks.
- **Expected Project Timetable** (specific items from the Specific Tasks & Deliverables above will be mentioned on the timeline below by number).
  - Fall 2022
    - Vendor selected, contract signed, initial planning meeting with Vendor
  - Winter 2022/2023
    - Progress check-in(s) with Vendor (item 10).
  - Spring 2023

- Progress check-in(s) with Vendor (item 10), inventories provided (items 2 and 3), fieldwork takes place?, draft maps provided if possible (items 4 and 5)
  - Summer 2023
    - Progress check-in(s) with Vendor (item 10)
    - Fieldwork takes place?
    - Late summer 2023: delivery of Vendor’s maps to town (items 4 and 5), town accessible viewing link to vendors map folder, draft of reports/files/etc. (items 11 and 12)
  - Fall 2023
    - Presentation of maps showing Act 171 habitat blocks and connectors to Planning Commission along with a recommendation of most critical forest habitat, etc. (item 4, 8)
    - Entering town adjustments to maps to produce a Final town map
    - Delivery of final maps/content to online “living map” (items 6, 9, 11, and 12)
    - Delivery of final reports (item 7)
    - Project status and potential closure meeting (assuming all tasks & deliverables completed)
- Project Timetable: to be proposed by Vendor

MONTH	Start Month						End Month
Kick off Mtg.							
Payment Schedule*							
Task 1 ↓							
Task 12							
Town Vote							Town Vote on Final

							mapping of areas
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\*Note: Payment schedule to be negotiated as part of Contract

**Funding:**

- The total budget available for the Project is up to \$25,000 from Town funds.
- Payment schedule based on attaining milestones to be developed.

**Submission Requirements:**

Please provide the following items.

1. A letter of interest, including firm/individual name, address and contact information. Please address any current time constraints, the approximate date you can start the project and the date you will complete the project.
2. A scope of work to address the tasks & deliverables described above detailing the proposed approach, methodology and tools intended to be used to accomplish the tasks and deliverables, and any recommended adjustments to the scope or individual tasks.
3. A brief statement of your firm’s qualifications, experience and any other pertinent information to show knowledge and experience relative to this project. If more than one person or firm is involved, please describe the working relationship.
4. The proposal must include detailed qualifications and levels of competence of individuals to be assigned to the project. Please provide a resume for key individuals. This should include the total number of such individuals at each level and the estimated hours to be spent by each.
5. The proposed fee for the project, showing base labor rates, materials, and overhead required to provide the tasks and deliverables described above. Please include any standard fee schedules regarding hourly rate, travel rates, mileage, etc. If you feel the available funds are not adequate to complete all the deliverables, please propose modifications. We’re interested in a realistic scope of work with creative ways to accomplish the purposes of the project.
6. If the Vendor submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.
7. Short summaries of similar projects and the names, addresses and telephone numbers of three references. Links to websites that depict previous visualization work (maps, reports, etc.) would be greatly appreciated.

**Submissions are due by September 23rd, 2022, 4:00pm.** Submissions must be sent by email to [conservationcommission@monktonvt.com](mailto:conservationcommission@monktonvt.com). Please send via attached MS Word and Adobe PDF documents. A confirmation email will be sent within 1 business day of receipt.

**Selection Process:**

The qualifications and proposal will be reviewed and a selection made by the Conservation Commission, Project Team, and Monkton Selectboard, after which a formal contract will be drawn up.

**Selection Criteria:**

The selection will be made using the following criteria (in order of importance):

1. Experience conducting similar projects on a small-town scale.
2. Technical experience, capability and methodology in performing the mapping requirements of Act 171, and fine scale natural resources inventory, forest connectivity etc.
3. Schedule: ability to complete the scope of work within an agreed upon time frame. Our goal is for the maps to be completed by July 2023, with the Town's approved version to follow.
4. Budget: feasibility of the scope of work within the project budget.
5. Experience and reputation working with municipal governments and rural communities in Vermont, especially on related topics. References are preferred.
6. Availability to meet with the Conservation Commission and Project Team (may include Selectboard, community members, etc.), including evening meetings.

All proposals, data, maps, and reports become the property of the Town upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Vendor. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

To the firm who is awarded the project, proof of insurance and signed "Hold Harmless Agreement" will be required.

**Contact:**

Monkton Conservation Commission  
Ann Johnston Miller, Chair  
conservationcommission@monktonvt.com