



## Request for Proposals Municipal Forest Road Assessment

### Project Summary

Addison County Regional Planning Commission (ACRPC) seeks a request for proposals for a Vermont-licensed professional forestry consultant(s) to identify and assess forest roads/skid trails in specific municipally-owned forests using the Vermont Department of Forests, Parks and Recreation's (FPR) Private Forest Road and Trail Erosion Inventory (RTEI) mobile app tool.

The final deliverables shall include a table of identified forest road and skid trail segments in need of erosion control practices and detailed recommendations for improving forest road and skid trail conditions utilizing Acceptable Management Practice (AMP) standards. The table shall be prioritized by need and cost-effectiveness to improve water quality by reducing phosphorus loading.

### Project Schedule

January 12, 2026	RFP Released
January 26, 2026	Deadline for Submission of Questions
February 9, 2026	Deadline for Responses to Questions
February 20, 2026	RFP Submission Deadline Compilation of Municipal Letters of Support (CWSP)
March 15, 2026	Consultant Selection Notification
May – August 2026	Site visits, identification, and assessments
September 15, 2026	Detailed FINAL report on municipal forests including forest road and skid trail inventory in priority order based on condition AND cost-effectiveness of project for phosphorous reduction.

### Introduction and Background

Act 76 of the Clean Water Service Delivery Act of 2019 established a water quality project delivery framework to support Vermont's clean water goals. In addition to securing a new long-term funding source for the Clean Water Fund, three important components of this law are that it prioritizes program delivery and funds for non-regulatory projects, establishes phosphorus reduction targets, and creates CWSPs who are responsible for partnering with Basin Water Quality Councils (BWQC) to identify, implement, operate, and maintain non-regulatory projects to meet non-regulatory interim phosphorus reduction targets.

Forest road erosion control is a cost-effective means of reducing phosphorous loading which provides co-benefits such as maintaining forest ecosystems, alleviating down-stream flood risks, and improving the overall stability of forest landscapes while improving these roads. The BWQC previously funded 3 forest road projects.

### Scope of Work

The successful applicant will identify/investigate, assess, and prioritize repairs on existing forest roads and skid trails as defined by Vermont Department of Forests, Parks and Recreation (FPR), using the Private Forest Road and Trail Erosion Inventory (RTEI) mobile app tool.





The following municipalities have opted in to this project identification and assessment phase:

- Lincoln – 2 parcels
- Monkton
- Starksboro
- Rutland City
- West Rutland

## Deliverables

1. An inventory of the hydrologically connected forest roads in the participating towns’ forests utilizing tools developed by Vermont Forest, Parks, and Recreation.
2. A list of identified forest road segments that do not meet acceptable management practices and suggested improvements that would bring the segments up to standards.
3. A prioritized list of potential projects to bring segments into compliance.
4. Coarse cost estimates for proposed projects to assist the CWSP and municipality in developing grant applications.
5. Completed DEC Interim Phosphorus Reduction Calculator Tool v1.0 for Developed Land Projects or, report from DEC Stormwater Treatment Practice Calculator, or the DEC Functioning Floodplain Initiative tool. (Contact CWSP for assistance if needed.)
6. Quarterly reports shall be required with due dates to be outlined in the signed contract between the selected forester and the CWSP.

## Submission Requirements

Please furnish one (1) digital PDF copy of the proposal with pages numbered consecutively.

Required Technical Information:

1. Cover Letter
2. Qualifications – Please describe experience in areas needed to fulfill the project scope. Specifically, list which proposed project team members have worked on which related projects. Proficiency using the Vermont Department of Forests, Parks and Recreation’s Private Forest Road and Trail Erosion Inventory (RTEI) mobile app tool, Vermont’s Forest Acceptable Management Practices, and the DEC phosphorous reduction calculator/DEC FFI tool.
3. Scope of Work – A scope of work for the project detailing the consultant’s proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed Schedule – The schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
5. Project Budget – A project budget broken down by tasks and including direct and indirect costs.
6. Resumes – Resumes or CVs of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
7. References – Please provide a minimum of three, including the name and telephone number of each.

The proposal, encompassing items 1-7 above, shall not exceed 20 pages.

## Consultant Selection

All proposals will be evaluated using the criteria listed below by ACRPC.

Proposals will be ranked based on the following criteria (100 points total):

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)

ADDISON	BRIDPORT	BRISTOL	CORNWALL	FERRISBURGH	GOSHEN	LEICESTER
LINCOLN	MIDDLEBURY	MONKTON	NEW HAVEN	ORWELL	PANTON	RIPTON
SALISBURY	SHOREHAM	STARSBORO	VERGENNES	WALTHAM	WEYBRIDGE	WHITING





- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (20 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (15 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (15)

The Addison County Regional Planning Commission (ACRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the ACRPC upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The ACRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, 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 ACRPC. This solicitation of proposals in no way obligates ACRPC to award a contract.

## Contract Requirements

The contract shall not start until the successful applicant enters into a written contract with ACRPC to perform the work subject to this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Worker's Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

## Ownership

All proposals submitted in response to this RFP become the property of the ACRPC. All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the ACRPC and shall be treated by the ACRPC as public information.

## Further Information

Please contact Mike Winslow, ACRPC Assistant Director, at 802-578-9999 or [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org) with any questions about this project. Please address your response to: Mike Winslow, Addison County Regional Planning Commission, 14 Seminary St., Middlebury, VT 05753.

