



TOWN OF PUTNEY

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www.putneyvt.gov

REQUEST FOR PROPOSALS Zoning Regulations Word Document Rebuild & Formatting Services June 11, 2026

A. PROJECT OVERVIEW

The Town of Putney (“the Town”), a rural town located in southeastern Vermont, seeks the services of a qualified document expert to work at the direction of the Planning Commission (“PC”) to rebuild and reformat our DRAFT Updated Zoning Bylaws and Subdivision Regulations to prepare public review- and hearing-ready documents. The project also includes creating redlined versions of the DRAFT Updated Zoning Bylaws and Subdivision Regulations to highlight the updated content in each and creating a document style guide to inform future document updates.

B. BACKGROUND

The Town Planning Commission, assisted by an expert consultant (the Windham Regional Planning Commission), a Project Advisory Committee and the Town Attorney, has over the last 18 months revised the Town’s existing Zoning Bylaws and Subdivision Regulations. The updates were developed to comply with relevant new state land use policies with a focus on easing the building permit application and approval process for new, renovated, and expanded housing projects. The content of the DRAFT Updated Zoning Bylaws and Subdivision Regulations have been created to prepare for public presentation and comment to be followed by a Planning Commission Public Hearing. Following the public review and comment process, the Planning Commission will approve Updated Zoning Bylaws and Subdivision Regulations for Selectboard consideration for approval, a process that includes a second public hearing.

Completion of this “Zoning Bylaw Modernization” update project is hampered by the unusable condition of the existing Zoning Bylaws electronic Word document format. Over the last 30 plus years, the Zoning Bylaws Word document has accumulated multiple document styles, formats and section numbering regimes that make it impossible to create an updated Zoning Bylaws Word document with consistent style, format, and sequential numbering. AI assisted review identified numerous syntax errors in the document, and recommended rebuilding the document by creating a new, fresh electronic document in Word for the Zoning Bylaws to provide a public review-ready document with consistent style, format, and section numbering. The Subdivision Regulations are newer with no syntax errors but need to be reformatted to use the same updated document style, format, and section numbering regime used for the updated Zoning Bylaws. Doing so will support future integration of the Subdivision Regulations into the Zoning Bylaws as a new section.

C. BACKGROUND DOCUMENTS

The Town of Putney website provides relevant documents¹ including:

- Existing Town of Putney Zoning Bylaws in PDF Format
- Existing Town of Putney Subdivision Regulations in PDF Format

Word copies of the DRAFT Updated Zoning Bylaws and Subdivision regulations, which include the syntax errors and/or inconsistent document styles, formats and numbering regimes, will be made available upon request to inform proposals responsive to this RFP.

D. SERVICES REQUESTED

The Town seeks the services of a qualified contractor to:

1. Create a new Word document for the updated Zoning Bylaws using a consistent, Town-approved, style, format, and numbering protocol.
2. Update the style, format, and numbering system of the updated Subdivision Regulations using the same style, format, and numbering system as the updated Zoning Bylaws.
3. Generate "redlined" versions of the updated Zoning Bylaws and updated Subdivision Regulations to show revised content (NOT format changes) compared to the current Zoning Bylaws and Subdivision Regulations.
4. Provide a document style, format, and numbering guide to inform future updates of the Zoning Bylaws and Subdivision Regulations.

E. QUALIFICATIONS

The ideal candidate will be experienced in sophisticated Word document creation, editing and formatting for regulatory documents for municipal use in the U.S.A. with the ability to ensure consistency and accuracy using a Town-approved style, format, and numbering system. We require relevant experience with Microsoft Word, similar regulatory documents in the U.S.A. (i.e., municipal zoning regulations and bylaws). Excellent English skills with timeliness and attention to detail are crucial for this project.

F. PROJECT DELIVERABLES

The Planning Commission Zoning Bylaw Modernization Leadership Team (ZBM Leadership Team) will oversee and approve contractor development of the following consultant deliverables:

1. **Project Management Plan:** A proposed detailed project plan and schedule including tasks and deliverables for a smooth document development and review process with opportunities for contractor questions, comments and suggestions and time for ZBM Leadership Team response.

¹ See https://putneyvt.gov/departments/zoning_2.php#outer-3810

2. Document Style Guides:

- a. **Document Rebuild and Reformat Style Guide:** A proposed document style, format and section numbering regime with a sample Cover Page, Table of Contents, and table and graphic formats to be used for the DRAFT Updated Zoning Bylaws and Subdivision Regulations.
- b. **Final Document Style Guide:** A document style guide to inform this as well as future Zoning Bylaw and Subdivision updates and additions.

The Document Style Guide will address issues such as:

- i. **Brand Identity** such as use of Town of Putney logo;
- ii. **Editorial & Writing Mechanics** such as punctuation rules, capitalization rules, grammar preferences, localization settings (e.g., date, time, measurement units, grammar preferences, and numbering systems);
- iii. **Visual Layout & Typography** such as Cover and Last Page formats and content, font hierarchy (e.g., specific typefaces, weights, line spacing, and exact sizes assigned to headings and body copy); document geometry (e.g., defined page dimensions, mandatory margin sizes, and paragraph indent blocks), and list formatting (e.g., standard indentation, capitalization, punctuation structures for bulleted fragments).
- iv. **Elements & Data Presentation** such as visual graphics (e.g., standards for chart spacing, legend positions, image borders, icon family choices); table styling (e.g., table heading and caption placement, grid borders, fill shading values, column alignments); and citation formats (e.g., styling instructions for footnotes, hyperlinks, endnotes, and definition sections).
- v. **Document Administration practices** such as a “change log” to record date and specific change for approved updates.

3. Rebuilt and Reformatted Documents:

- a. A first complete draft of the rebuilt DRAFT Updated Zoning Bylaws for review and comment.
- b. A first complete draft of the reformatted DRAFT Updated Subdivision Regulations for review and comment.
- c. Final rebuilt and/or reformatted DRAFT Updated Zoning Bylaws and Subdivision Regulations.

4. Redlined Copies of DRAFT Updated Zoning Bylaws and Subdivision Regulations:

- a. Sample redlined copy showing the content (and numbering) updates in the DRAFT Updated Zoning Bylaws and Subdivision Regulations relative to the current working versions for review and comment.
- b. Final public review-ready redlined copies of the DRAFT Updated Zoning Bylaws and Subdivision Regulations relative to the current working versions.

G. FUNDING

The project is funded by the Town of Putney from confirmed budget resources.

H. TIMEFRAME

We prefer that the project begin immediately upon contract signing with final products due within three weeks of a signed contract with the selected contractor.

I. SCHEDULE

Table A below outlines the anticipated schedule for this RFP process. The Town reserves the right to modify or reschedule milestones, as necessary.

Table A: Solicitation & Consultant Schedule Timetable – 6/11/26 Release Date	
ITEM	Date
Request for Proposals Posted and Announced	Thursday, June 11, 2026
Bidder Questions Due	Thursday, June 18, 2026 by Noon
Town Responses to Bidder Questions Due	Monday, June 22, 2026
Proposals Due	Monday, June 29, 2026 by 5 PM
Interviews (as needed)	June 30 - July 2, 2026
Selected Consultant Notified of Award	Monday, July 6, 2026
Contract Signed and Project Work Begins	Wednesday, July 8, 2026

J. SUBMISSION REQUIREMENTS

All responses to this RFP shall include the following:

1. **Cover Letter** - A letter of interest for the project.
2. **Experience & Capabilities** – Provide a qualifications profile of the lead consultant and any proposed sub-consultants. Identify the lead consultant as well as the proposed role of each consultant on the team. Also provide detailed information about each consultant, including the name of the firm, year established, and contact information.
3. **Scope of Work:** A work plan for completing the scope of work outlined including:
 - a. Tasks to be performed with the associated deliverables.
 - b. Timeline for the project identifying major milestones and deadlines.
 - c. Proposed budget with a cost breakdown by task and associated deliverable with the total cost for the services and expenses required to fulfill this RFP.
4. **References and Work Samples** – Include a list of references (with contact name and phone number). References for at least three (3) similar projects completed within the last two (2) years are preferred. Indicate if recommendations proposed resulted in adoption and use of completed documents and/or recommendations. The Town reserves the right to contact references without prior notification.

Proposals may include links to additional materials, but inclusion of lengthy supporting documents in the proposal document is strongly discouraged.

K. CONTRACT REQUIREMENTS

The consultant will enter a contract with the Town of Putney for agreed services and costs. In signing the contract, the contractor will be required to provide certificates of insurance to meet Town requirements.

L. PROPOSAL FORMAT & TRANSMITTAL

A PDF of the proposal must be emailed by 5:30 p.m. on Monday, June 29, 2026 to:

Karen Astley, Town Manager
Town of Putney, VT
Manager@putneyvt.gov

A confirmation email will be sent to the proposer when the proposal is received.

M. QUESTIONS

Questions must be emailed to Karen Astley at Manager@putneyvt.gov no later than noon on Thursday, June 18, 2026. Responses to questions will be provided to all respondents who submit questions and posted to the Town webpage for 2026 Requests for Proposals.²

N. REVIEW CRITERIA

The ZBM Leadership Team will evaluate the proposals based on the following criteria:

Proposal Review Criteria	Weight	Max. Points	Total Points* Weighted
Understanding of the Project Goals (Scope-of Work)	4	5	20
Past Performance on Similar Projects	3	5	15
Qualifications / Experience of Proposed Staff	3	5	15
Ability to Meet Schedules & Budgets	3	5	15
Cost and proposed distribution of effort	3	5	15
Project Management Plan	2	5	10
Overall quality of the RFP submittal	2	5	10
TOTAL			100

The Town reserves the right to request clarification of any proposal, select the consultant best suited to meet the project’s purpose, and reject any or all proposals. The Town may also withdraw this Request for Proposals, solicit new proposals if doing so is in the Town’s best interest, and award a contract as it deems appropriate. This solicitation does not obligate the Town to award a contract.

O. EQUAL OPPORTUNITY

The Town is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses. Town selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

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² See https://www.putneyvt.gov/departments/requests_for_proposals_.php#outer-2042