

**INVITATION TO BID**  
**REQUEST FOR QUALIFICATIONS**  
**ZONING CODE CONSULTANT SERVICES**

The Town of Chester is seeking qualification bids from Zoning Code Consultants for services in the update of the Town's Unified Development Bylaws. This re-write will be extensive and will require review and consideration of a Zoning Audit that was recently performed. The selected Consultant must have experience working with small towns and/where historic resources are an important part of the community character. The procurement process for selection of the Zoning Code Consultant will be a Qualifications Based Selection (QBS). We are not seeking a detailed scope of work or cost proposal at this time. The successful Zoning Code Consultant will be selected based upon their demonstrated ability to provide the highest qualified proposal to achieve the goals of the project through their SOQ and possible interview.

For a copy of the Request for Qualifications bid package please contact Julie Hance at the Chester Town Office, 556 Elm Street, Chester, VT, 05143, (802) 875-2173, or [julie.hance@chestervt.gov](mailto:julie.hance@chestervt.gov). Office hours are Monday through Friday, 8:00 a.m. until 4:00 p.m.

All bids should be submitted in a sealed envelope labeled "Chester Zoning Update" and should be forwarded to the Town Manager's Office, 556 Elm Street (P.O. Box 370) Chester, VT 05143, on or before 3:00 p.m. on June 29, 2018.