Devens Enterprise Commission

REQUEST FOR PROPOSALS
MVP 2.0 Planning Vendor

July ?, 2025

Procurement Timeline:

• Questions Due: August 17, 2025 at 4:00 pm
• Addenda with Answers: August 23, 2025 at 4:00 pm
• Proposal Submittal Deadline: August 30, 2025 at 4:00 pm

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Overview of Opportunity

Cities, towns, and Tribes throughout Massachusetts are identifying climate vulnerabilities and investing in community resilience. The MVP 2.0 program, run by the Massachusetts Executive Office of Energy and Environmental Affairs, expands on the work communities have done to date and supports communities with new methods, tools, and resources for building climate resilience. MVP 2.0 is a way for grantees to revisit their community resilience priorities with a focus on equity and translate those priorities into action through project development and implementation.

The Devens Enterprise Commission (DEC) seeks proposals from qualified individuals or firms to expand the bandwidth and the capacity of the community, as well as bring skill sets that will benefit the MVP 2.0 process. Mass Development, DEC's partner in Devens Operations and Management, is concurrently pursuing an update of the Hazard Mitigation Plan (HMP). Public processes for the MVP 2.0 and HMP update will be coordinated.

The selected Planning Vendor shall have demonstrated previous experience in providing specified services to municipalities. A complete RFP may be obtained, without charge, at the Devens Enterprise Commission Office at 33 Andrews Parkway, Devens, MA 01424 or by contacting Beth Suedmeyer at bethsuedmeyer@devensec.com or on the web at https://www.devensec.com/news.html. Documents will be available through to submission deadline on August 30, 2025. Vendors must submit a proposal meeting the requirements described in the Submittal Requirements Section. It is recommended that respondents to this request thoroughly review the vendor qualifications and the MVP 2.0 Process Guide available here: https://www.mass.gov/doc/mvp-20-process-guide/download.

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MVP 2.0 Summary
The MVP 2.0 program expands on the climate resilience work communities have done to date and supports them with new methods, tools, and resources for building climate resilience. In particular, the vendor will support the Grantee in revisiting their community resilience priorities with a focus on equity and translating those priorities into action through project development and implementation. The MVP 2.0 program does this through:

- Convening a community team to lead equitable climate resilience work;
- Providing training on strategies for building climate resilience, equity, and climate justice;
- Revisiting resilience priorities with the involvement of the wider community and a stronger assessment of social vulnerability and resilience;
- Helping the municipality and community to co-develop and implement a project that builds community resilience, with guaranteed funding for implementation; and
- Providing a process that can be replicated for future, competitive MVP Action Grants.

This work will be different than the original MVP Planning Grant (MVP 1.0) approach that you may be familiar with. It focuses less on understanding how extreme weather events will impact infrastructural and environmental assets in the community, and more on building social resilience. This includes exploring the factors that create vulnerability or resilience for people living or working in the community. It involves digging deeper into issues like food security and housing affordability and understanding how those factors shape what is needed for building resilience to climate change. The MVP 2.0 process calls on a Core Team with strong connections to communities that will be most impacted by climate change, and Planning Vendors that bring different skill sets than in MVP 1.0 (see skill sets detailed in evaluation section below). In addition, every municipality or region in the MVP 2.0 Program is paired with an Equity Partner. The Equity Partner helps provide coaching and guidance on things like inclusive engagement and how to measure the equity impacts of projects. Together this team will focus on connecting with and collaborating with community members, and expanding the voices who are involved in climate resilience efforts.

The MVP 2.0 process is broken down into three phases. It's designed to be completed over two years, knowing that it takes time to build new relationships, expand the involvement of the broader community, and work together to develop and implement a project. Grantees may also continue to apply for Action Grants while participating in MVP 2.0. The Planning Vendor will be hired in Step 1 of the process, and will be responsible for helping the community implement Steps 2-8 in the MVP 2.0 Process Guide.

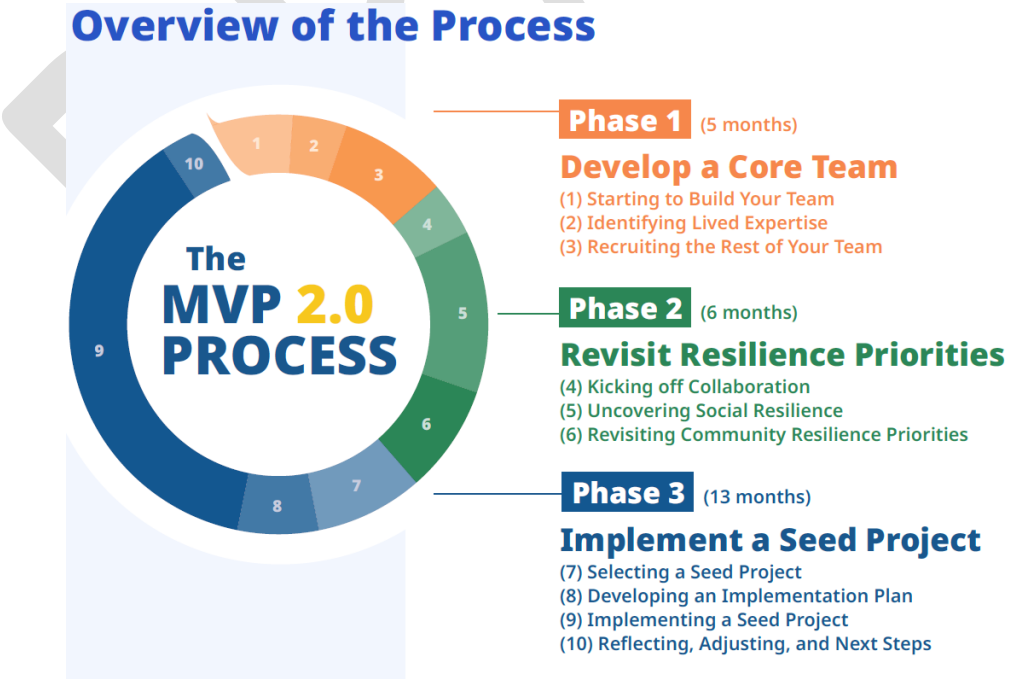
Phase 1 - Develop a Core Team. The Core Team is a team of municipal staff/volunteers and community members who will lead the MVP 2.0 process. Half of the Core Team members will be **community liaisons** – members of the community or region who have strong connections with Environmental Justice (EJ)[1] and other priority populations[2] who will lead outreach to these communities throughout the process and who will be compensated for their time with grant

[1] Environmental Justice (EJ) Populations are defined in the 2021 EJ Policy and can be viewed in the MA EJ viewer.
[2] Other priority populations are people or communities in addition to mapped EJ populations who may be disproportionately impacted by climate change due to life circumstances that systematically increase their exposure to climate hazards or make it harder to respond. In addition to factors that contribute to EJ status (i.e., income, race, and language), other factors like physical ability, access to transportation, health status, and age shape whether someone or their community will be disproportionately affected by climate change.

funding. As part of Phase 1, the Grantee, Equity Partner, and Planning Vendor will investigate lived expertise in the community to identify perspectives that will be important to include on the Core Team. It's expected that Phase 1 will take about five months.

Phase 2 - Revisit resilience priorities. Building on MVP 1.0 and any climate resilience planning since, the Core Team facilitated by the Planning Vendor and Equity Partner, will dig deeper into the factors that contribute to social vulnerability and resilience for people who live and work in the community. This step will kick off collaboration of the Core Team with team-building activities, and then involve connecting with EJ and other priority populations in the community or region and investigating community and climate data to identify community resilience needs. Finally, the Core Team will revisit their community resilience priorities from MVP Planning 1.0 to make sure they reflect any progress, new information, as well as updated understanding of community resilience needs. Throughout, the Equity Partner will provide coaching on how to think about climate equity in the community and inclusive engagement. It's expected that Phase 2 will take about six months.

Phase 3 - Implement a Seed Project. A Seed Project is a project selected by the Core Team that will advance the community's resilience priorities, and that can be completed in 9-10 months. In Phase 3, the Core Team will develop a project idea, vet that idea with the community, develop an implementation plan (including a session led by the Equity Partner on equity metrics), and implement the Seed Project. The MVP 2.0 process finishes by reflecting on what went well and how it will adjust the approach for future Action Grants or other resilience efforts. The actual implementation of the Seed Project will be covered under separate procurement and will be allotted $50,000 of grant funding per community with no local match required. The responsibility of the Planning Vendor being hired through this RFP will be to help the community select a Seed Project and build out the implementation plan. It does not include actual implementation of the Seed Project unless specified by the Grantee. It's expected that Phase 3 will take about 13 months.



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Devens Context and Background

Devens is a ~4,400 acre former military base located in north central Massachusetts on Route 2, 35 miles northwest of Boston and 5.5 miles west of Interstate 495. Since its closure in 1996, MassDevelopment (the Massachusetts Government Land Bank's successor) and the Devens Enterprise Commission have been guiding the clean-up and sustainable redevelopment of Devens into a planned community for the 21st century. Chapter 498 of the Acts of 1993 ("the Act"), established Devens as a Regional Enterprise Zone, much like a municipality, providing a full range of public services, infrastructure and development capability. The Devens Enterprise Commission (DEC) was established at the same time as the regulatory and permitting authority for Devens. The DEC functions as a Planning Board, a Zoning Board of Appeals, a Board of Health, a Conservation Commission, and a Historic District Commission among other responsibilities. A Reuse Plan and By-laws were developed to guide the redevelopment of Fort Devens.

The Devens Reuse Plan is grounded in sustainability. This means the redevelopment of Devens must balance economic, environmental and social equity perspectives as it progresses. While the primary development thrust is for a wide diversity of business uses, with an emphasis on growth of emerging and innovative technologies expanding on site, Devens is becoming a multi-purpose community. It features an open space and recreation network that covers more than a third of the base's acreage.

Through a Grant from the State Municipal Vulnerability Preparedness Program, Devens has completed a comprehensive Climate Change and Natural Hazard Vulnerability Assessment, Preparedness, and Action Plan. Building off of this plan, in 2019 the DEC officially released the "Devens Forward" Climate Action and Resilience Plan – serving as a roadmap to reduce our greenhouse gas emissions and prepare Devens for the impacts of climate change. The plan includes more than 70 actions as well as a Climate Action Toolkit for Businesses to assist them in reducing their own emissions as well. From this plan, Nature-based Solutions were identified as a key strategy to help combat climate change, while furthering our sustainable redevelopment goals. An additional MVP grant was awarded to Devens and Ayer to create a five pocket forests to help combat climate change and engage the community with nature. The DEC and Ayer have partnered with numerous businesses, residents, students, and teachers to educate and share the benefits of these NbS to the community overall. The MVP 2.0 process will build on this community participation and engagement to help foster more equitable outcomes.

MassDevelopment is currently in the process of updating the local Hazard Mitigation Plan for Devens, MA in accordance with FEMA guidelines for Mitigation Planning. The selected vendor(s) will have the opportunity to collaborate and coordinate MVP 2.0 planning efforts with this process where feasible. The MVP 2.0 vendor(s) will not be responsible for tasks associated with the HMP Update. Resources and plans of the DEC that are associated with this RFP include the following:

- 1994 Reuse Plan https://www.devensec.com/devserv.html
- Devens Bylaws https://www.devensec.com/bylaws/bylawstoc.html
- DEC Rules and Regulations https://www.devensec.com/rules-regs/decregstoc.html
- Devens Municipal Vulnerability Preparedness Plan https://www.devensec.com/news/Devens_MVP_Report_FINAL_052218_Compiled.pdf
- Devens Forward Climate Action Plan: https://devensforward.com/action-plan
- Apple Country Natural Climate Solutions Project: https://climateresilient.wixsite.com/applecountry

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- Ayer-Devens Pocket Forest Project: https://climateresilient.wixsite.com/ayerdevens

Experience & Skill Sets Required of the Planning Vendor/ Vendor Team
The Planning Vendor or vendor team will need to bring capability and experience in the following three areas:

1. Equity-Centered Project Facilitation – This skill set is important for managing the process, and guiding and facilitating decision-making within the Core Team. Equity-centered project facilitation requires skills and experience in consensus building, equitable community processes, managing various types of power dynamics, anti-racism education, cultural sensitivity, project management, and organizational development to support diversity, equity, and inclusion. Ideally, the person or team bringing this experience would be a neutral entity without prior stake in the issues.
2. Community-Driven Processes – This skill set is important for supporting municipal staff in recruiting a Core Team, and for guiding and supporting the Core Team in community outreach and engagement. This area requires experience and expertise in developing and implementing equitable and inclusive approaches to outreach, engagement, and community-led processes, and particularly processes designed with and for EJ and other priority populations. Strong local knowledge and connections within the community are a significant asset. This role could be filled by someone who has strong relationships with communities throughout the town, city, or region.
3. Climate and Community Resilience – This skill set is important for supporting the Core Team in identifying the root causes of climate and social vulnerability, developing actions for building community resilience, and in designing a Seed Project. This area requires experience and expertise in climate and community data, assessing climate and social vulnerability, approaches to building climate resilience, equity and climate justice, and project design and development. Strong local climate data and impacts knowledge is a significant asset. This role should be filled by someone that has strong experience with climate-related work.

Additional Experience
In addition to the qualifications listed above, the Planning Vendor/ vendor team should have demonstrated experience in the following areas:

- Experience with public presentation, facilitation or consensus building.
- Experience working in multi-racial, multicultural, or socially vulnerable groups.
- Experience managing projects.
- Familiarity with Hazard Mitigation Plan updates
- Local expertise.

Resources & Support
The Grantee will work with the Planning Vendor to help manage and facilitate the process and will be provided with a set of guidance documents and tools for completing the process. Additionally, the project team will use the Guides for Equitable and Actionable Resilience (GEAR) online tool which provides access to community data, downscaled climate projections, and guidance for investigating and understanding local climate vulnerability. The MVP Program's team of Regional Coordinators (RCs) will also provide support and guidance in the process (see list of MVP checkpoints below).

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Scope of Work & Checkpoints
The Planning Vendor will work with the Grantee to conduct the following tasks to complete the MVP 2.0 process. For coordination with the HMP Update process, the Planning Vendor will invite the HMP Update Team to MVP 2.0 meetings and both teams will share information and findings with each other.

<table>
<tr><th colspan="2">Phase 1: Developing a Core Team</th></tr>
<tr><td colspan="2">Step 1: Starting to Build Yor Team (1-2 Months)</td></tr>
<tr><td>Goals:
Hire a Planning Vendor (or vendor team) to support the MVP 2.0 process
Recruit the municipal staff who will be on the Core Team.</td><td>MVP Checkpoints:
Just after award - The Municipal Project Manager will receive an award letter, a timeline, a contract, and the name and contact information of the Equity Partner (EP) assigned to the community from the MVP team. The MVP Regional Coordinator (RC) for your region will contact you to schedule quarterly check-ins.
Just after award - The community's EP will be in contact to set up a meeting between the Municipal Project Manager, RC, and EP to kick off the process and to discuss Planning Vendor selection.
After selecting a Planning Vendor - Email the contract, contact information, and qualifications for your selected Planning Vendor to your RC, EP, and the MVP inbox (mvp@mass.gov).</td></tr>
<tr><td colspan="2">Step 2: Identifying Lived Expertise (1 Month)</td></tr>
<tr><td>Goal:
Identify lived expertise of people who live and work in the community and perspectives that will be important to include on the Core Team.</td><td>MVP Checkpoints:
Upon completion - Email your completed Community Exploration to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 3.</td></tr>
<tr><td colspan="2">Step 3: Recruiting the Rest of Your Team (2 Months)</td></tr>
<tr><td>Goal:
Recruit and onboard the Community Liaison Core Team Members.</td><td>MVP Checkpoints:
Upon completion - Email a list of your Core Team members to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 4. Note which members are Community Liaisons, the community(ies) they are connected to, and how much they will be compensated.</td></tr>
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Phase 2: Revisiting Resilience Priorities	
Step 4: Kicking off Collaboration (1 Month)	
Goal: • Create a foundation for working together through team building, orientation, and discussion.	**MVP Checkpoints:** • **Upon completion -** Email your completed Discussion Guide to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 5.
Step 5: Uncovering Social Resilience (3 Months)	
Goal: • To identify factors that contribute to vulnerability and resilience for people who live and work in the community and region.	**MVP Checkpoints:** • **Upon completing your Engagement Plan -** Email your completed Engagement Plan to your RC and the MVP inbox (mvp@mass.gov) before starting on your engagement activities. • **Upon completion of Step 5 -** Email your completed Social Resilience Roadmap to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 6.
Step 6: Revisiting Resilience Priorities (2 Months)	
Goals: • Revisit and update community resilience priorities (from MVP 1.0) based on what was learned in Step 5. • Vet the updated priorities with the community.	**MVP Checkpoints:** • **Upon completion of Step 6 -** Email your completed Resilience Priorities Guide to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 7.
Phase 3: Implementing a Seed Project	
Step 7: Selecting a Seed Project (1 Month)	
Goals: • Identify a Seed Project idea(s) that will advance one or more of the community resilience priorities. • Vet the project idea(s) with the community.	**MVP Checkpoints:** • **Once you have identified a few Seed Project ideas -** Email your preliminary Seed Project ideas to your RC for feedback before vetting the Seed Project ideas with the community. • **Upon completion -** Email your completed Seed Project Plan Part A to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 8. Submitting Part A and approval from your RC will unlock funding for Seed Project implementation.

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Step 8: Developing and Implementation Plan (1 Month)	
Goal: • Develop an implementation plan for the Seed Project that will help translate the idea into action.	**MVP Checkpoints:** • **Upon completion -** Email your completed Seed Project Plan Part B to your RC and the MVP inbox (mvp@mass.gov) before moving on to Step 9. • **Upon completion -** Submit the MVP 2.0 Interim Submission Form, which includes answering some summary questions about the process and uploading all completed deliverables thus far (Steps 1-8).
Step 9: Implementing the Seed Project (Ten months) - TO BE LED BY SEPARATE VENDOR	
Goal: • Implement the Seed Project, and in doing so, build resilience and capability within the community or region.	**MVP Checkpoints:** • **Halfway through Seed Project implementation** - Email or set up a call with your RC to provide a progress update.
Step 10: Reflecting, Adjusting, and Next Steps (1 Month) - TO BE LED BY CORE TEAM	
Goals: • Reflect on the process in order to evolve and improve it for future resilience building efforts. • Close out the MVP 2.0 Process.	**MVP Checkpoints:** • **Upon completion-** Submit the MVP 2.0 Final Submission Form, which includes uploading the completed deliverables from Steps 9 and 10, including documentation of the Seed Project.

Roles & Responsibilities

The MVP 2.0 Roadmap is an example resource that breaks down the process meeting-by-meeting, outlining roles, responsibilities, and time commitments. In summary:

Planning Vendor/Vendor Team

- Project management
- Help to recruit and onboard community liaisons
- Facilitate working sessions and meetings with the Core Team
- Coordinate and support community outreach and engagement
- Coordinate with the HMP process and coordinators
- Coordinate and support in investigating community and climate data
- Facilitate discussions with the Core Team to unpack community vulnerability and resilience, and to update resilience priorities
- Help develop a Seed Project and draft an implementation plan to build equitable community resilience

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- Take notes, draft content, incorporate feedback, and oversee the completion of deliverables

Equity Partner

- Help the municipal project manager select a Planning Vendor and select municipal staff to serve on the Core Team
- Lead learning sessions about equity and climate justice
- Provide guidance and support in recruiting Community Liaisons
- Lead onboarding of Community Liaisons
- Help the Core Team think through, plan, and execute inclusive and equitable outreach and engagement
- Assist in developing Seed Project ideas with an eye to how they are advancing equity goals

Grantee/Municipal Staff

- Complete a contract with the Commonwealth and maintain all necessary reporting
- Procure a Planning Vendor based on the provided vendor qualifications
- Recruit municipal staff to participate in the Core Team
- Work with an EEA-procured and assigned Equity Partner to ensure equity and Environmental Justice is central to the process
- Help to recruit Community Liaisons
- Participate in working sessions and meetings of the Core Team
- Help implement community outreach and engagement
- Participate in learning sessions about equity and climate justice
- Coordinate with the HMP process and coordinators
- Identify/procure an Implementation Vendor to lead or support the implementation of the Seed Project; work with the Implementation Vendor and community stakeholders to implement the Seed Project (Step 9)
- Reflect on the MVP 2.0 process, and submit the MVP 2.0 Final Submission form with all associated deliverables to the MVP team (Step 10)

Community Liaisons

Community Liaisons will make up approximately half of the members on your Core Team, be compensated for their time through the grant funding, and play an important role in making sure the insight, needs, and priorities of those most impacted by climate change inform decisions throughout the process. Community Liaisons (approximately five) will help implement the MVP 2.0 process. Community Liaisons will be paid out of the grant funding and responsibilities will include the following activities:

- Work closely with the other members of the Core Team (other Community Liaisons and Grantee staff) for unified project coordination
- Participate in learning sessions about equity and climate justice
- Attend and participate in regular Core Team meetings
- Organize, promote, and facilitate engagement activities with members of the community
- Gather insight from the community about community needs and factors that contribute to social vulnerability
- Work with other Core Team members to update the community's priorities for building climate resilience

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- Work with other Core Team members to identify, develop, and implement a project that supports community resilience
- Develop and maintain trusting relationships in the community

Reporting & Final Deliverables
Please see "checkpoints" column in the table above for required actions and deliverables. After Step 8, the Planning Vendor will help the community submit the MVP 2.0 Interim Submission Form with deliverables from Steps 1-8. The Grantee will submit the MVP 2.0 Final Submission Form in Step 10.

Other close-out materials not listed in checkpoints above:

- Final invoice(s) demonstrating all grant funding was spent according to the contract scope of work.

Details on Materials that Result from this Contract
All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

Budget
Upon admittance to the MVP 2.0 Program the Grantee was awarded a funding amount of $50,000. Below is a sample budget for the completion of the MVP 2.0 Process. The budget below provides a sample breakdown of this grant funding across Community Liaisons, the Planning Vendor, a Subject Matter Advisor, and direct costs for engagement. The Planning Vendor will work with the community to determine the means of distribution of funding to the Community Liaisons or any additional project components the community may want to pay for directly from the budget. The Planning Vendor and Grantee may decide the Planning Vendor will pay the Community Liaisons as sub-contractors or that they will be paid directly by the Grantee. An Excel version of this budget is available here with additional details.

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Task	Community Liaisons (+ municipal volunteers)			Planning Vendor		Total Task Cost
	$40			$150		
Step	**# People**	**Hours per person**	**Total**	**Total hours**	**Total**	**Total**
Step 1: Starting to Build Your Team (1-2 months)	0	0	$0	3	$450	$450
Step 2: Identifying Lived Expertise (1 month)	0	0	$0	6.5	$975	$975
Step 3: Recruiting the Rest of Your Team (2 months)	5	3.5	$700	19	$2,850	$3,550
Step 4: Kicking off Collaboration (1 month)	5	4.5	$900	9	$1,350	$2,250
Step 5: Uncovering Social Resilience (3 months)	5	25.5	$5,100	40	$6,000	$11,100
Step 6: Revisiting Resilience Priorities (2 months)	5	13	$2,600	28	$4,200	$6,800
Step 7: Selecting Seed Project (1 month)	5	15	$3,000	25	$3,750	$6,750
Step 8: Seed Project Implementation Plan (1 month)	5	6.5	$1,300	14.5	$2,175	$3,475
Step 9: Implementing Seed Project (10 months)	(All costs to be covered by the Seed Project funding)					
Step 10: Reflecting, Adjusting, and Next Steps (1 month)	5	2	$400	0	$0	$400
Discretionary Hours	5	10	$2,000	50	$7,500	$9,500
Total	**-**	**80**	**$16,000**	**195**	**$29,250**	**$45,250**

DIRECT COSTS		
Subject Matter Advisor(s)	Funding for a subject matter advisor(s) to advise on the development of the Seed Project Implementation Plan. This total assumes approximately 5 hours at $150 per hour.	$800
Core Team Recruitment and Meetings	Direct costs (e.g., translation, printing) for Core Team recruitment; direct costs (e.g., food) for the Core Team Meet & Greet (Step 3) and the "Dinner and a Movie" session (Step 4).	$550
Step 5 Engagement (Uncovering Social Resilience)	Direct costs for engagement activities, including (as relevant) translation and interpretation, food, venue, participation gift cards, printing, materials, additional community partners involved in supporting engagement, or other costs. Any costs paid for directly by Core Team members should be reimbursed. There is a statewide contract municipalities may use when procuring translation and interpretation services (https://www.mass.gov/doc/prf75/download).	$1,500
Step 6 Engagement (Vetting Resilience Priorities)		$950
Step 7 Engagement (Vetting Seed Project Ideas)		$950
Total Direct Costs		**$4,750**

TOTAL PROJECT COST	**$50,000**

Submittal Requirements

Please submit proposals in digital via email to bethsuedmyer@devensec.com. If file size requires it, a share site can be provided upon request and the proposal may be uploaded there. Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

A. Planning Vendor and/or sub-Vendor Description: Provide a brief description of the firm/organization including size and area of specialization, location of headquarters, and location of office proposed to handle this project.

B. Project Team: Provide names, contact information, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate who will be the day-to-day contact person/team.

C. Qualifications: Provide a description of how the Planning Vendor/vendor team meets the three areas of required experience and skill sets described above: Equity-Centered Project Facilitation, Community-Driven Processes, and Climate and Community Resilience. See how this will be evaluated below for the types of information to include here.

D. Additional Experience: Provide a description of the following:

   a. Experience with facilitation or consensus building. Describe the Planning Vendor team's experience with facilitation and consensus building within a group or project team. Provide details on one or more projects or initiatives where

members of the Planning Vendor team were responsible for playing a facilitation or consensus building role.

b. Experience working in multi-racial, multicultural, or socially vulnerable groups. Describe the Planning Vendor team's experience with working on projects that involved integrating marginalized racial, cultural, or socially vulnerable groups in decision-making processes. Provide details on one or more projects or initiatives where members of the Planning Vendor team implemented meaningful inclusionary practices, fostered social connections, and managed power dynamics that centered social equity or building resilience.

c. Experience managing projects. Describe the Planning Vendor team's experience with managing projects, including coordinating a project team and tracking a budget and deliverables. Provide details on one or more projects or initiatives where members of the Planning Vendor team were responsible for project management.

d. Local expertise. Describe the Planning Vendor team's familiarity with the municipality or the region, including experience living and/or working in the municipality or region, and experience collaborating with local partners.

E. Project Understanding: Provide a statement summarizing how the Planning Vendor team is particularly qualified for this project.

F. Scope of Services: Describe the Planning Vendor team's approach and plan for accomplishing the work listed herein and in the MVP 2.0 Process Guide. The Planning Vendor shall not delete any requested scope tasks.

G. Project Schedule, Budget, and Commitment: The Planning Vendor shall submit acknowledgment and commitment for the responsibilities, timeline, and budget of the proposed work described above and familiarity with the MVP 2.0 Process Guide. The proposed budget should be included here. Any proposed changes to the budget above should be provided with an explanation.

H. References: Collectively the references should be able to speak to the Planning Vendor team's qualifications listed above. Ideally, at least one reference would be a representative of a community-based organization or community group that serves EJ and other priority populations and can speak to the Planning Vendor team's ability to lead equity-centered processes. For each reference, list the contact name, their title and/or affiliation, a brief description of the project or initiative they'd be able to speak to, and their contact information (phone number and email address).

I. [Additional Documents]: – See Evaluation of Proposals and "General Conditions" sections for additional requirements and details.

Evaluation of Proposals

Bids will be evaluated based on Planning Vendor qualifications (see criteria below), additional experience, references, budget and timeline, and completeness and clarity of the proposal, including adherence to MVP 2.0 requirements outlined in the MVP 2.0 Process Guide.
[Additional evaluation criteria have also been added below]

Baseline	**Exceptional**
At least **three years** of experience in leading or facilitating equity-centered projects or initiatives; OR	At least **five years** of experience in leading or facilitating equity-centered projects or initiatives; OR

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Experience leading or facilitating at least **two equity-centered projects** or initiatives. For each project or initiative, describe how equity goals shaped who was involved, the process, and the desired outcomes. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the Planning Vendor team was involved in the process and their role. Note: It is not necessary for the Planning Vendor to have led the full project or initiative as long as they led or played a substantial role in centering equity in the project.	Experience leading or facilitating at least **three equity-centered projects** or initiatives. For each project or initiative, describe how equity goals shaped who was involved, the process, and the desired outcomes. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the Planning Vendor team was involved in the process and their role. Note: It is not necessary for the Planning Vendor to have led the full project or initiative as long as they led or played a substantial role in centering equity in the project.
One or more members of the Planning Vendor team has received training in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI). For each team member, list the training(s) they have participated in. Include links to information on the trainings.	**One or more members** of the Planning Vendor team has received extensive training (i.e., multiple trainings or learning opportunities) in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI); OR Has **developed and/or led** trainings on the topics listed above. For each team member, list the training(s) they have participated in, developed, or led. Include links to information on the trainings.
At least **three years** of experience in leading or facilitating inclusive and equitable outreach and engagement with residents from historically underrepresented groups; OR Experience co-designing or facilitating an initiative or planning process where decisions were led or substantially shaped by community members, and specifically residents from historically underrepresented groups. For each project or initiative, describe how you approached inclusive and equitable outreach and engagement or the process of collaborating with community members. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the Planning Vendor	At least **five years** of experience in leading or facilitating inclusive and equitable outreach and engagement with residents from historically underrepresented groups; OR More than one experience co-designing or facilitating an initiative or planning process where decisions were led or substantially shaped by community members, and specifically residents from historically underrepresented groups. For each project or initiative, describe how you approached inclusive and equitable outreach and engagement or the process of collaborating with community members. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the Planning Vendor

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team was involved in the process and their role.	team was involved in the process and their role.
At least **two years** of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards; **OR** Experience working on **one or more projects or initiatives** focused on addressing climate change or building resilience to climate hazards. For each project or initiative, describe the approach taken, the climate impacts that were being considered, and how the project addressed social vulnerability. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the Planning Vendor team was involved in the process and their role.	At least **four years** of experience working on projects or initiatives focused on addressing climate change or building resilience to climate hazards; **OR** Experience working on **three or more projects or initiatives** focused on addressing climate change or building resilience to climate hazards. For each project or initiative, describe the approach taken, the climate impacts that were being considered, and how the project addressed social vulnerability. Specify where the project or initiative took place, who it served, and the start and finish dates. Specify who on the Planning Vendor team was involved in the process and their role.

Proposals which meet the Base Requirements and satisfy the Scope of Services will be further evaluated based on the Evaluative Criteria listed below. For each criterion, proposals will be assigned a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable. Additional Criteria that will be used for comparative purposes are the following:

A. EFFECTIVE INTEGRATION OF HMP & MVP PLANNING PROCESSES:

Highly Advantageous: Proposer presents an intentional and effective plan for integrating the HMP and MVP planning processes where feasible.

Advantageous: Proposer presents an effective plan for coordinating the HMP and MVP planning processes.

Not Advantageous: Proposer inefficiently integrates coordination with the HMP and MVP planning processes.

Unacceptable: Proposer does not coordinate or integrate the HMP and MVP planning processes and/or does not meet all requirements for both plans.

B. DEMONSTRATES TECHINICAL EXPERTISE AND KNOWLEDGE OF HAZARD MITIGATION AND RESILIENCE STRATEGIES

Highly Advantageous: Proposer clearly demonstrates expertise in all technical areas described in the “Qualifications” section of the Submittal Requirements and has a strong multidisciplinary team.

Advantageous: Proposer demonstrates a strong understanding in most technical areas described in the “Qualifications” section of the Submittal Requirements.

Not Advantageous: Proposer demonstrates some understanding in technical areas described in the “Qualifications” section of the Submittal Requirements.

Unacceptable: Proposer demonstrates no understanding in technical areas described in the “Qualifications” section of the Submittal Requirements.

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C. EXPERIENCE INCORPORATING EQUITY AND JUSTICE INTO HAZARD MITIGATION AND RESILIENCE PLANNING

Highly Advantageous: Proposer has clearly detailed and documented experience (5+ projects) in prioritizing equity and justice in hazard mitigation and resilience planning and in conducting equitable and inclusive community engagement.

Advantageous Proposer: Proposer has some demonstrated experience (2+ projects) in prioritizing equity and justice in hazard mitigation and resilience planning and in conducting equitable and inclusive community engagement.

Not Advantageous: Proposer demonstrates little experience prioritizing equity and justice in hazard mitigation and resilience planning and in conducting equitable and inclusive community engagement.

Unacceptable: Proposer demonstrates no experience prioritizing equity and justice in hazard mitigation and resilience planning and in conducting equitable and inclusive community engagement.

D. EXPERIENCE ENGAGING STAKEHOLDERS ON THE TOPIC OF RESILIENCE AND HAZARD MITIGATION

Highly Advantageous: Proposer has clearly detailed and documented experience (8+ projects) engaging the public and stakeholders with diverse technical backgrounds on the topics of resilience and hazard mitigation.

Advantageous: Proposer has some demonstrated experience (4+ projects) engaging stakeholders and the public on the topics of resilience and hazard mitigation.

Not Advantageous: Proposer demonstrates little experience (less than 4 projects) engaging stakeholders on the topics of resilience and hazard mitigation.

Unacceptable: Proposer demonstrates no experience in engaging stakeholders on the topics of resilience and hazard mitigation.

E. EFFECTIVE REPORTING & PRESENTATION SKILLS

Highly Advantageous: Proposer’s comparable reports and presentations are neatly organized, visually engaging, and informative to clearly convey complex information, allowing readers of all levels to digest the information as presented.

Advantageous: Proposer’s comparable reports and presentations effectively use graphics to present the requisite information.

Not Advantageous: Proposer’s comparable reports and presentations are somewhat effective in conveying complex information or lack engaging presentation.

Unacceptable: Proposer’s comparable reports and presentations are ineffective in conveying complex information or lack engaging presentation.

F. REGIONAL EXPERIENCE AND LOCAL KNOWLEDGE

Highly Advantageous: Proposer demonstrates extensive experience with and understanding of working on resilience and hazard mitigation topics with communities in Massachusetts (4+ projects) and demonstrates deep familiarity with Devens’s key climate change issues.

Advantageous: Proposer and has some experience with and understanding of working on resilience and hazard mitigation topics with communities in Massachusetts (2+ projects) and demonstrates some familiarity with Devens’s key climate change issues.

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Not Advantageous: Proposer is not very familiar with Devens and has limited experience with and understanding of working on resilience and hazard mitigation topics with communities in Massachusetts (less than 2 projects).

Unacceptable: Proposer is unfamiliar with Devens and has no experience with and understanding of working on resilience and hazard mitigation topics with communities in Massachusetts.

G. STAFFING/RESOURCES

Highly Advantageous: One or more members of the vendor team has demonstrated receiving extensive training (i.e., multiple trainings or learning opportunities) in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI); OR, has developed and/or led trainings on the topics listed above.

Advantageous: One or more members of the vendor team has received training in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).

Not Advantageous: One or more members of the vendor team is currently undergoing, or is scheduled to undergo, training in advancing equity in governmental processes, undoing racism, and/or diversity, equity, and inclusion (DEI).

Unacceptable: No members of the vendor team have received, and are not scheduled to receive, training in advancing equity in governmental processes, undoing racism, and/or diversity, equity and inclusion (DEI).

H. PLAN OF SERVICES AND AVAILABILITY

Highly Advantageous: Vendor has a well-defined Scope of Service and a clear action strategy, along with specific staff availability and a schedule and timeline of the work.

Advantageous: Vendor has a sufficiently defined Scope of Service and an adequate strategy, along with specific staff availability and a schedule and timeline of the work.

Not Advantageous: Vendor has an inadequately defined Scope of Service.

Unacceptable: standards of the specific criterion, is incomplete, unclear, or both.

Negotiation Process:

Upon completion of the selection process, the DEC will enter into negotiations with the firm that the DEC deems to be best qualified. If an agreement cannot be reached between the firm and the DEC, the DEC reserves the right to declare negotiations terminated and negotiates with second-best qualified and subsequent firms. In the event no agreement can be reached with any of the qualified firms, the DEC reserves the right to revise the Scope of Work and re-enter negotiations (in accordance with State Law).

Limitations:

This request for proposals does not commit the DEC to award a contract or to pay any costs incurred as a result of preparing such a response. The DEC reserves the right to accept or reject any or all responses received in response to this request, to negotiate with qualified respondents or to cancel in part or in its entirety this request for qualifications, if it is in the best interest of the DEC.

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General Conditions:

The DEC imposes the following general conditions:

A. HOLD HARMLESS - Consultant agrees to indemnify and hold harmless the DEC from all liability connected with said project. Such clause to be approved by the DEC and to be included in any agreement for services.

B. AUDIT OF RECORDS - Consultant shall allow the DEC, or its designee, access to all records pertaining to this agreement and project, for audit and inspection, and monitoring of services. Such access shall be during normal business hours, or by appointment.

C. FACILITIES AND SUPPORT - Consultant shall furnish all equipment, facilities, labor, supervision and any and all other required materials and services except as otherwise specified in its response. In responding, the Consultant shall specify any equipment or facilities that the DEC will be asked to provide to facilitate completion of the project. No DEC resources in terms of personnel, facilities or equipment will be provided unless agreed upon in writing.

D. FUTURE OBLIGATION - Upon final acceptance of the Consultant's work as specified in this RFP, or as later agreed to, in writing, the DEC shall no longer be obligated to the Consultant.

E. APPLICABLE LAWS - The Consultant shall provide services in accordance with all applicable Federal and State Statutes, and all regulatory agency regulations and directives in effect during the term of this project.

F. PERSONNEL - The Consultant shall assign only competent personnel to perform services pursuant to this agreement. In the event that the DEC, in its sole discretion, at any time during the term of this agreement, desires the removal of any person(s) from the project, it may request so in writing. The Consultant shall remove any such person immediately upon receiving the notice from the DEC of the DEC's desire to remove such person(s).

G. STANDARD OF PERFORMANCE - All products, of whatever nature, which the Consultant delivers to the DEC pursuant to this agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person practicing in the Consultant's profession.

H. CONTINUATION OF EFFORT - The Consultant shall pursue the execution of this agreement in accordance with the agreed upon schedule. The DEC reserves the right to cancel the agreement in the event of dissatisfaction with the quality of the Consultant's work, or if the project is terminated or canceled due to lack of funding by the DEC. In the event of cancellation, the Consultant may invoice the DEC and the DEC will pay for work completed and accepted. All writings prepared pursuant to this agreement shall be delivered to the DEC upon final payment. "Writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and any other means of recording upon any media including letters, picture, computer disk, drawing, tapes, and any combination thereof.

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I. INVOICING AND PAYMENT - The manner of invoicing and payment shall be negotiated in the agreement with the successful firm and shall be in a manner consistent with all applicable laws and regulations of the Commonwealth of Massachusetts, the Devens Enterprise Commission.

J. AMBIGUITY, ERROR OR OMISSION IN RFP - If a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, the DEC shall be notified immediately of such, in writing. Modifications shall be made by addenda issued pursuant to "ADDENDA TO RFP". Clarification shall be by written notice to all parties who have been furnished an RFP, without divulging the source requesting the change. If a Consultant fails to notify the DEC prior to the date of submission of the response regarding an error in the RFP, the Consultant will submit their response at their own risk. If awarded the agreement, the Consultant shall not be entitled to additional compensation or time for reason of the error or its later correction.

K. ADDENDA TO THE RFP - The DEC may modify the RFP prior to the date established for submission of responses by issuance of an addendum to all parties who have been furnished the RFP. Oral communications with any DEC employee concerning this RFP shall not be binding to the DEC and shall in no way excuse the Consultant of obligations as set forth in this RFP.

L. DISPUTES - Disputes involving the RFP, performance of the selected proposer or any other issues shall be referred to the DEC for resolution.

M. INSURANCE – *If selected, the proposer shall submit evidence of insurance within ten (10) days of* notification of award, with certified copies of all insurance policies showing the following insurance coverage:

- *Commercial General Liability insurance at minimum combined single limits of $1,000,000 per-occurrence for bodily injury and property damage, which coverage shall include products/completed operations, ($1,000,000 products/completed operations aggregate).*
- *Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits of $500,000 per-occurrence each accident.*
- *Professional Errors and Omissions at minimum limits of $1,000,000.*
- *The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirement and the excess umbrella is following form. The proposer may maintain reasonable and customary deductibles. Copies of insurance policies shall be submitted each year the contract between the DEC and the proposer remains in force.*

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N. NOTIFICATION - All notices required or permitted shall be in writing and shall be deemed sufficiently served if sent by registered or certified mail as follows:

To the DEC: DEC

33 Andrews Parkway

Devens, MA 01434

O. EQUAL EMPLOYMENT OPPORTUNITY - In connection with the execution of the Agreement, the Consultant shall not discriminate against any qualified employee or applicant for employment, of or by the Consultant because of race, color, national origin, ancestry, age, sex, religion, or physical or mental handicap. The Consultant agrees to comply with all applicable federal and state statutes prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; and Massachusetts General Laws chapter 151b, section 4 (1).

If a complaint or claim alleging violation by the Consultant of such statutes in connection with the performance of the Contract is presented to the Massachusetts Commission Against Discrimination ("MCAD"), the Consultant agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim and to assume all legal fees in connection with the defense of such claim.

In the event of the Consultant's noncompliance with the provisions of this Article, the DEC shall impose such sanctions as it deems appropriate, including but not limited to:

1. Withholding of payment(s) due the Consultant under the Contract until the Consultant complies; or
2. Termination or suspension of the Contract.

P BUSINESS FILING REQUIREMENTS - The Consultant hereby certifies and warrants the truth, accuracy, and completeness of the information contained in the Affidavit of Business and Tax Compliance (Appendix) filed with the DEC in connection with this Response.

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