

REQUEST FOR PROPOSALS – MVP 2.0 Planning Vendor, June 30, 2025
On behalf of the
Towns of Charlemont and Colrain, Massachusetts

Addendum #1: July 14, 2025

Q1. Is there any form to fill out or anything additional to do in order for me to receive any addenda to this RFP?

A1. Addenda will be emailed to every vendor on record as having received a copy of the RFP documents. If you have downloaded the RFP from the internet, you must make your company known to the Town by emailing your company name, address, phone and email to Diana Parsons at bos@colrain-ma.gov. Copies of the addenda will be made available for inspection on the Town's website. It is the Vendor's sole responsibility to ensure that it has received all addenda before the RFP submittal date.

Q2. Could you please confirm the project deadline to have the services requested in this RFP completed by? I am asking because it is a grant funded project and I wanted to confirm if there was a June 30, 2026 deadline or otherwise.

A2. We anticipate the work identified within the RFP would be completed about October 2026. The grant deadline is later; A Seed Project must be implemented *after* the work of the Planning Vendor is complete. The [MVP 2.0 Process Guide is linked here](#).

Q3. Do you intend to have two separate Core Teams – for each town, or a joint team?

A3. We are acting as one entity for the purpose of carrying out the MVP 2.0 project. We intend to have a joint Core Team with representatives from both towns.

Q4. Do you anticipate creating separate Seed Projects for each town – or one jointly?

A4. We are acting as one entity for the purpose of carrying out the MVP 2.0 project and therefore we intend to have one Seed Project that will benefit both towns.

Q5. Will EOEa be providing separate MVP Action Grants to each town?

A5. The Towns will maintain our two separate Action Plans for each community. Through the MVP 2.0 Planning process, we intend to make sure the needs and priorities of Environmental Justice and other priority populations inform the actions taken within our original plans and each town intends to incorporate any new data and findings. Future Action Grants may or may not include requests for regional projects.

Q6. Is it your intention for the Planning Vendor to include the payment of honorariums to Liaisons in their budget, essentially following [MVP 2.0 Sample Budget? If not, would the Towns pay them directly?](#)

A6. Yes, it is the intention of the Town to include the payment of the honorariums to the Liaisons in the Planning Vendor budget. To that end, we have revised the Not to Exceed amount to \$67,875, reflected in the RFP on page 13 and the Price Proposal Form. Sample budget follows.

MVP 2.0 Budget [SAMPLE]

Community Liaison budget assumes 5 Community Liaisons at \$40 per hour. In smaller communities there may be fewer liaisons and this funding may instead support municipal volunteers. The Community Liaison rate can be adjusted but should be commensurate with municipal staff; the recommended rate is between \$30-\$50 per hour.

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	4.5	\$675	\$675
Step 2: Identifying Lived Expertise (1 month)	0	0	\$0	9.75	\$1,463	\$1,463
Step 3: Recruiting the Rest of Your Team (2 months)	5	5.25	\$1,050	28.5	\$4,275	\$5,325
Step 4: Kicking off Collaboration (1 month)	5	6.75	\$1,350	13.5	\$2,025	\$3,375
Step 5: Uncovering Social Resilience (3 months)	5	38.25	\$7,650	60	\$9,000	\$16,650
Step 6: Revisiting Resilience Priorities (2 months)	5	19.5	\$3,900	42	\$6,300	\$10,200
Step 7: Selecting Seed Project (1 month)	5	22.5	\$4,500	37.5	\$5,625	\$10,125
Step 8: Seed Project Implementation Plan (1 month)	5	9.75	\$1,950	21.75	\$3,263	\$5,213
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	3	\$600	0	\$0	\$600
Discretionary Hours	5	15	\$3,000	75	\$11,250	\$14,250
Total	-	120	\$24,000	292.5	\$43,875	\$67,875
DIRECT COSTS						
Other Direct Costs to the Municipality						\$7,125
TOTAL PROJECT COST						\$75,000

There is no formal match requirement, but the municipal project manager and any other municipal staff on the Core Team should expect to contribute the following number of hours to the project:

Municipal PM	Municipal Member
Estimated hours per person	Estimated hours per person
12.5	1.5
6	6
13	11
4.5	4.5
25.5	25.5
14	13
16	15
10.5	6.5
(TBD based on Seed Project)	
3	2
105	85