



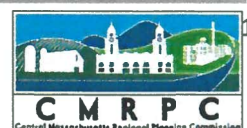
CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION
1 Mercantile Street, Suite 520 Worcester, MA | 508.756.7717

City of Gardner Resource Development Technical Assistance

Scope of Services

February 23, 2023

Central Massachusetts Regional Planning Commission
MA Vendor Code No. VC6000159423



Overview

The Central Massachusetts Regional Planning Commission (CMRPC) is pleased to submit this Scope of Services for Resource Development Technical Assistance. This effort is primarily to assist the City of Gardner with its ability to

1. Implement its priority projects as outlined in the table developed and provided by Mayor Michael Nicholson with his department managers.
2. To take the greatest advantage of the opportunities presented by the current funding climate that has resulted from the Bipartisan Infrastructure Law (BIL), the CHIPS and Science Act, and the Inflation Reduction Act and similar federal, state, and other opportunities.

This submission outlines a work plan for identifying applicable funding opportunities and assisting the City in its pursuit of those funds.

Scope of Work

CMRPC proposes to provide technical assistance to the City of Gardner with its efforts to obtain resources and funds needed to implement a wide variety of projects.

Project Management

CMRPC Senior Management will work with CMRPC planners to make team assignments. Project oversight will include regular progress reports to the City Management Team. CMRPC will work closely with the City Management Team to set overall project goals, review the table of projects, identify priority projects, and determine overall strategy.

Grant Research

With the City Management Team, CMRPC will identify priority projects and will perform grant research on programs at federal agencies, state agencies, and non-governmental organizations that might be appropriate to provide resources need to fund identified projects. CMRPC will use such tools as

- The Federal Register
- Grants.gov
- Philanthropy MA
- Commbuys,
- Mass.gov community grant finder
- Individual agency resources
- Legislator insight

Grant research will include a compilation of critical information including deadlines, funding criteria, pre application requirements, level of funding, match requirements, level of competitiveness, and assessment of success.

Municipal Strategy Meetings

Regular meetings will take place with the City Management Team or others to continually strategize on which resources should be sought, how to leverage capacity for the greatest probability for a successful outcome. These meetings will also be the venue where CMRPC planning team will highlight information needs that are required for grant applications. CMRPC will work collaboratively with the City Management Team to review grant application needs, collect local information, develop stories, identify data needs, gather photos, solicit cost estimates, create basic designs, renderings, maps and other graphics and narrative.

Application Preparation

Applications for projects will be developed initially by CMRPC, but will then be reviewed by the City Management Team for accuracy and suitability. This is likely an iterative process in which narrative, and supporting documents will be developed by CMRPC, reviewed by the City Management Team, and revised by CMRPC until ready for submittal.

GIS and Data Services

The CMRPC GIS and Data Services team will be available to prepare maps; summarize demographic, land use and other data; develop infographics; collect drone footage; and assemble photographs to complement the narrative and make a clear and compelling case for awarding the requested funds.

Site Renderings

CMRPC planners with basic design skills may be called on to create simple renderings of projects, such as park layouts, for use in the project narrative or in seeking cost estimates.

Grant Administration and Procurement Services

If requested, with a successful application that results in an award, CMRPC is able to assist in drafting documents such as Requests for Proposals, Invitation for Bids, Request for Quotes to procure goods or services needed to implement a funded project.

Timeline

CMRPC is prepared to undertake these activities on execution of contract. This project may be implemented until June 30, 2024 or later with the agreement of the City and CMRPC.

	Project Start Mar-23	Jul-23	Oct-23	Jan-24	Apr-24	Project End Jun- 24	Description
Project Management							Initial coordination and Staff Assignments periodically over the course of the project.
Grant Research							Heaviest effort in the first three quarters
Municipal Strategy Meetings							Regular meetings with the City Mayor and Department Managers
Application Preparation							May start on Day 1, but will be driven by application deadlines.
GIS and Data Services							Support for applications
Site Renderings							Site for applications
Grant Administration Procurement Services							Will be determined based on CMRPC capacity and City needs.

Budget

While we propose to perform the following activities and the approximate breakdown of effort. Actual effort will be directed by the municipal strategy discussions between the City Management Team and CMRPC. Our proposal is to provide these services based on time (salary with an overhead rate applied) and expenses not to exceed \$60,000 unless an amendment to the contract is executed.

	Value per Task	Estimated Hours per Task	Estimated Percentage
Activity			
Project Management	\$1,373	15	3%
Grant Research	\$4,800	80	10%
Municipal Strategy Meetings	\$4,800	80	10%
Application Preparation	\$35,281	400	51%
GIS and Data Services	\$5,462	80	12%
Site Renderings	\$2,954	40	6%
Grant Administration Procurement Services	\$3,331	40	7%
Subtotal Personnel Costs	\$46,719		
Travel, Printing, and Miscellaneous expenses	\$2,000		
Total Budget	\$60,000		

Contract Manager

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