



Request for Proposals

For an Independent Contractor to Provide
Meeting Facilitation Services
for the Stoneham Transportation Advisory Committee
(STAC)

One meeting per month (except July)



Request for Proposals

For an independent contractor to provide meeting facilitation services for eleven (11) meetings of the Stoneham Transportation Advisory Committee (STAC), a flagship initiative of the Stoneham Community Action Network, Stoneham, MA.

About STAC

STAC's work priorities are attached. Learn more about Stoneham CAN at stonehamcan.org.

Vision

The Stoneham CAN aspires to make Stoneham a safer, cleaner, more beautiful, and even greater place to live. We envision a feeling of connectedness and unity for all of Stoneham.

Mission

Stoneham CAN is working to connect and enrich our town and our community. Stoneham CAN organizes town events to encourage exploration, supports equitable long-term town planning, and facilitates community forums. We act as an intermediary within the community by providing a platform for people to suggest, sponsor and learn about community projects and we help them see these projects to fruition. Our goal is to empower the people of Stoneham to get involved, continue improving public spaces, and make Stoneham the place people want to live.

Track Record

Expertise in transportation projects is welcome, but not required.

Experience working effectively as part of a group and implementing long term goals. Proven ability to prioritize competing needs.

Skills

- Excellent organizational skills to communicate expectations for each activity, keeping the group focused on the task at hand, and conclude each task fully.
- Authenticity to build trust with the group.
- Assertiveness and confidence to keep the group focused, the conversation on topic, and the activities within the allotted time frame to produce a positive outcome.
- Clear, precise, and engaging conversational skills to keep motivation levels high, and ask the right questions.
- Willingness to adapt, be flexible, and improvise as the situation requires it.
- Experience with or ready to learn to use software as needed.

Proposal Requirements

- Professional biography or resume
- Narrative of relevant experience
- Sample of a communications piece (a writing, an infographic, etc.)
- Two references who can speak to track record in past experience.

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Deadline

Proposals will be accepted until Thursday, May 15, 2025.

How to Submit

Submit proposals to stac@stonehamcan.org or mail to 200F Main Street, Box 127, Stoneham, MA 02180. All materials must be received by the deadline.

Timeline

Between mid-April through mid-May 2025, interviews on a rolling basis.

Selection of contractor is expected in late May.

STAC generally meets on the first Thursday of each month either on-line via Zoom or in-person at Stoneham Senior Center, 136 Elm Street. Meetings are from 8am to 9:30am every other month and in the evening the other months. Ideally, the facilitator will commence in time for the June 5th meeting.

Job Description

- Facilitate at least one regular monthly meeting (no meeting in July).
- Prepare and send reminders for meetings at least 48 hours in advance via email. Post any information on changes to regular meetings on Stoneham CAN website at least five working days in advance.
- Organize location of meetings (in-person meetings in locations such as the Senior Center at 136 Elm Street) including a remote option.
- Organize agendas in advance with participation from STAC members.
- Complete limited tasks outside of the monthly meeting as needed (e.g., prepare correspondence on behalf of the group, attend public

input sessions in-person or virtually, invite potential new members, liaise with Stoneham CAN Board).

- Provide meeting minutes and STAC updates to Stoneham CAN via the CAN website.
- Work with STAC leadership to manage and post STAC updates on social media.
- Workload not to exceed 4-8 hours per month.

Fee for Services

\$1,200 per year (pro-rated based on position start date).

Extension of Agreement

According to its discretion, the CAN may or may not decide to extend the agreement with the selected contractor beyond the initial year. The CAN will provide an Agreement for Services following selection of the Facilitator.

Diversity &

Non-discrimination

Stoneham CAN welcomes all people. The organization does not exclude people or treat them differently because of race, color, national origin, age, disability, religion, creed, sexual orientation or sex (including gender identity and gender stereotyping).

Creativity Welcome

The Stoneham CAN is interested in finding the right facilitator and is open to creative solutions and “out of the box” ideas from proponents in their proposals.

Nonprofit Status

Stoneham Community Action Network is recognized by the IRS as a tax exempt nonprofit organization under Section 501(c)(3).



About STAC

STAC is an advisory committee of the nonprofit Stoneham Community Action Network. We offer Stoneham stakeholders the opportunity to work together to advance local accessible and equitable mobility choices.

STAC formed in 2015 as an ad hoc group to support transportation-related recommendations from a strategic plan for Stoneham Square. Since then, the group has partnered with local and regional leaders to effect an impressive amount of change in a short time.

Accomplishments include extending operating hours of the MBTA Route 132 bus, supporting a Complete Streets policy and re-design proposal, supporting a regional Northern Suburban Mobility Study, completing a ZIP code study with MassRIDES to analyze commuting patterns, and supporting the Council on Aging's successful effort to add a new accessible van through the Community Transit Grant Program so that seniors complete their routine medical care.



American Planning Association
Massachusetts Chapter

Making Great Communities Happen

In 2017, STAC was honored with dual APA Massachusetts awards for Social Advocacy and Citizen Planning. Also, in 2019, STAC won a national APA Gold Award for a Grassroots Initiative.



**Stoneham Transportation Advisory Committee
Values, Goals and Objectives for 2022-2027
Updated as of May 2023**

Values:

- We are collaborative.
- We look for common ground.
- We are proactive about building relationships and partnerships within Stoneham and the region.
- We prioritize long term objectives over short term expediencies.
- We strive and pursue access to multimodal transportation for all, recognizing the value of equitable, inclusive, and accessible mobility.
- We recognize that active mobility is healthy.

Goals and Objectives:

The following support:

- Current and future planning in the Town of Stoneham.
- The Metropolitan Area Planning Council's (MAPC's) 2050 Metro Common Regional Initiatives consistent with Complete Street design and policies, and Section 3A of M.G.L. c. 40A (the Zoning Act) - Multi-Family Zoning Requirement for MBTA Communities
- Five of the US Department of Transportation's (USDOT's) strategic goals in the FY2022-26 DOT Strategic Plan: Safety, Economic Strength, Equity, Climate and Sustainability, and Transformation.

1. **Safety:** Strive to improve the safety of multimodal travelers (pedestrians, bicyclists, drivers and transit users) in Stoneham

- a. Continue to identify and escalate local safety issues
- b. Identify and advocate for improvements aimed at enhancing safety (e.g., traffic calming measures, improvements of existing roadways such as adding left-turn lanes at an intersection and improvements of pedestrian linkages between residential, commercial and community facilities and schools)

- c. Establish standards that are congruent with a mobility safe culture in Stoneham
- d. Coordinate with partners, including local and state agencies, government and safety groups, to work toward common state and regional safety goals
- e. Regularly collect, monitor, and assess safety-related mobility data in our community

2. **Mobility:** Provide opportunities for all people of all ages from Stoneham to access transportation services and other means of mobility.

- a. Improve and expand public and private mobility services to, from, and within Stoneham.
- b. Coordinate with partners, including local and state officials from DCR, MassDOT and MBTA, other mobility service providers, Stoneham Chamber of Commerce ,and surrounding communities, to improve and expand existing mobility services in and around Stoneham.
- c. Ensure the safe delivery of effective, affordable, accessible, convenient, reliable, and sustainable mobility services that meet community needs and make the best use of public financial resources.
- d. Investigate and assess the need for changes to existing mobility services to, from, and within Stoneham in the future.
- e. Encourage and support first- and last-mile mobility services to connect to public transit and other regional mobility services.
- f. Consider and support the integration and connectivity of mobility services in Stoneham including walking, bicycling, transit, and parking when designing new land uses, such as housing, education, entertainment and shopping.
- g. Explore relevant public and private funding to support mobility services to, from and within Stoneham.
- h. Focus on providing not only north/south, but east/west multimodal transportation options within the community.
- i. Support the mobility aspects of MAPC's 2050 Metro Common Policy.

3. **Mobility Infrastructure.** Ensure that Stoneham has the appropriate infrastructure to support mobility services to, from and within Stoneham.

- a. Utilize and advocate for Complete Streets guidance and policies when planning and designing new land uses and mobility services
- b. Provide convenient and secure short-term and long-term bicycle parking throughout Stoneham
- c. Advocate for accommodations that support shared transportation services as well as electric vehicle charging infrastructure
- d. Survey Stoneham residents to determine mobility infrastructure needs throughout Stoneham

- e. Explore relevant public and private funding to support the installation/implementation of mobility infrastructure
- f. Encourage new developments to provide appropriate mobility infrastructure
- g. Support Section 3A of M.G.L. c. 40A (the Zoning Act) - Multi-Family Zoning Requirement for MBTA Communities.

4. Educate and Communicate with all who live, work, learn, or play in Stoneham the everyday or pressing mobility issues within our community

- a. Educate and communicate information about the existing public and private transportation services to, from and within Stoneham along with available mobility infrastructure
- b. Partner with other community groups to generate awareness on the issues
- c. Conduct community meetings to educate Stoneham residents about emerging trends and policies
- d. Support surveying Stoneham residents as needed to better understand community needs for mobility services and show them why transportation is important

5. Local Economy: Encourage a vibrant, economically thriving and sustainable community through access to multiple mobility options in and around Stoneham.

- a. Support new and existing commercial development by developing access to multiple transportation modes, encouraging
- b. Support opportunities to realize attractive and convenient transportation facilities that attract and retain businesses, young professionals, families and older adults.
- c. Facilitate the movement of goods and freight to commercial development
- d. Advocate multimodal transportation in infrastructure development for local and regional economic development (jobs, reduction of vehicles - which is the environmental justice component, let people live where they want but commute more efficiently)
- e. Support shared mobility offerings (e.g., carsharing services)