

# Stoneham

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Community Development Corporation  
Building Community Connections

**Request for Proposals**

for an independent contractor  
for meeting facilitation services  
for an established transportation group

\$250 per meeting  
4 meetings  
spring - summer 2019

# Stoneham

## Community Development Corporation

### Building Community Connections

#### Request for Proposals

For an independent contractor to provide meeting facilitation services for four meetings of the Stoneham Transportation Advisory Committee (STAC), a flagship initiative of the Stoneham Community Development Corporation, Stoneham, MA.

#### About STAC

STAC's Short List of work priorities are attached. Learn more about the CDC at [stonehamcdc.org](http://stonehamcdc.org).

#### Vision

The Stoneham CDC 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 Community Development Corporation (Stoneham CDC) is working to connect and enrich our town and our community. The Stoneham CDC 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. A growth mindset, a commitment to efficiency, and interest in leveraging teams to produce wins are the most important attributes of a successful facilitator in this group.

#### Skills

- Facilitator models above average communication and prosocial skills
- Facilitator brings track record of working effectively as part of a group
- Facilitator has track record of implementing long term goals
- Facilitator has proven ability to prioritize competing needs
- Facilitator has appetite to lead
- Facilitator is experienced with (or ready to learn to use) MailChimp, Weebly & other software as needed.

#### Proposal Requirements

- Proposed staffing, including professional biography/biographies (ideally, 1 paragraph per bio.)
- Narrative of relevant experience (ideally 1 page or less)
- Sample of a communications piece (a writing, an infographic, etc.)
- Two references, who can speak to track record described in Skills list

*cont'd*

## Deadline

Proposals will be accepted until Friday, March 22nd.

## How to Submit

Submit proposals to [info@stonehamcdc.org](mailto:info@stonehamcdc.org) or mail to 15 East Street, Stoneham, MA 02180. All materials must be received by the deadline.

## Timeline

Mid March:  
Interviews on a rolling basis

Late March:  
Selection of contractor

April:  
STAC generally meets on the first Thursday of each month, 8am to 9:30am at Stoneham Senior Center, 136 Elm Street. Ideally, the facilitator will commence in time for the April 4th or May 2nd meeting.

## Scope of Work

- Facilitate 4 regular monthly meetings (no meeting in July).
- Prepare and send reminders for meetings at least 48 hours in advance via email. Post any info on changes to regular meetings on CDC website at least ten days in advance.
- Organize location of meetings (CDC has a list of typical locations).
- Organize agendas that advance The Short List (with participation from members). This is typically prepared on the fly, in the room on the day of the meeting.
- Complete limited tasks outside of the monthly meeting as needed (e.g. prepare correspondence on behalf of the group, attend

public input sessions, outreach to potential new members, liaise with CDC board).

- Workload not to exceed 4-8 hours per month.

## Fee for Services

\$250 per meeting, including pre and post meeting work not to exceed 4-8 hours per month.

## Extension of Agreement

According to its discretion, the CDC may or may not decide to extend the agreement with the selected contractor beyond the initial four meetings. The CDC will provide a form of Agreement for Services following selection of a Facilitator.

## Diversity &

### Non-discrimination

Stoneham CDC 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 CDC 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 Development Corporation is recognized by the IRS as a tax exempt nonprofit organization under Section 501(c)(3).



## **Stoneham Transportation Advisory Committee (STAC)**

Everyone should have safe and efficient mobility.

We understand your commuting challenges. We have a plan to make things better. Join STAC by emailing [info@stonehamcdc.org](mailto:info@stonehamcdc.org) or coming to a monthly meeting. Visit [stonehamcdc.org](http://stonehamcdc.org) and click on "Get Involved" for details.

### **Get there safer and more efficiently**

1. Support Complete Streets improvements town-wide
2. Advocate for improvements of Stoneham Square as conceptualized in Town's December 2016 study.

### **Get there in different ways**

3. Support complimentary transportation service in a continuous East/West corridor (Melrose/Stoneham/Wakefield).
4. Advocate for MBTA service expansion
  - a. Extend the 99 bus route to follow Pond Street/South Street and reach Fallon Road.
  - b. Support more bus trips during peak commutes on the 132 bus line.
  - c. Continue the 131 bus route from Melrose westerly along Franklin Street to Main Street/Rt 28, including a stop at Stoneham High School.

### **Shared Approach**

- We bring together caring local stakeholders and committed professionals to find the best solutions.
- We focus our work on the implementation of long term strategic plans.
- We build regional and state partnerships because our challenges are larger than a single town.
- We recognize that accessible and equitable mobility is a basic right.



## About STAC

STAC is an advisory committee of the nonprofit Stoneham Community Development Corporation. 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.

## MBTA Service in Stoneham

June 2018

### By the Numbers

Average weekday boardings (as of June 2018)

Town	Weekday Ridership 2016
Stoneham	761
Wakefield	829
Reading	291
Woburn	1,496
Melrose	2,209

Local Payments to MBTA System in FY16: Assessment (as of June 2018)

	Population	Paymnt per Capita	FY19 \$	FY18 \$	FY17 \$	FY16 \$	Services
Stoneham	21,414	\$23	484,861	474,286	470,048	465,423	Bus
Wakefield	25,118	\$24	591,633	579,266	564,040	558,490	Bus, Commuter Rail
Reading	24,753	\$23	566,445	551,912	547,755	542,365	Bus, Commuter Rail
Woburn	38,231	\$23	871,685	851,152	845,260	836,941	Bus, Commuter Rail
Melrose	27,043	\$23	616,976	605,387	598,861	592,967	Bus, Commuter Rail

## Local Context

### *Mobility Is Important*

*Excerpt from Stoneham Square 2015 Strategic Action Plan:*

“...A strong, efficient and reliable transportation network, including auto, bicycle, pedestrian and public transit amenities, is essential to the success of Stoneham Square and its economic opportunities. Transportation not only provides access to jobs, it also provides access to customers needed to support area businesses.

### *Scope of Challenges*

There are few public transit options. One MBTA local bus serves Stoneham Square and connects area residents to the Orange Line terminus in Melrose. There is one Express Bus trip daily to Boston. MBTA commuter rail stations are located approximately one mile from Town Square in Wakefield and Melrose.

Stoneham Square is currently serviced by MBTA bus route 132, which runs between Redstone Shopping Center and Malden Center Station, which connects to the Orange Line via Oak Grove Station. The bus makes several stops along Main Street / Route 28. Current service begins at 5:30AM and ends at 11:30PM. Saturday inbound service is 8am to 7:00pm and there is no Sunday service.

### *From Our Business Community*

Local merchants have expressed the need to relocate existing bus stops that are obstructing storefronts and adding stops near job centers. More specifically, some businesses even stated that the unpredictable service and lack of transit options limits the potential to attract employees, in particular city dwellers who do not own a car. Further, bus service does not connect residents or consumers to other amenities in Town, most notably there is no public transportation link to the Stone Zoo or other nearby recreational amenities....”

**Stoneham Transportation Advisory Committee  
MBTA Bus Service**

**Opportunities for Ridership**

**99 Local**

BR Medical Center Stoneham &  
**Wellington Station**  
6am to 1am weekday,  
6:30am to 1am Saturday,  
8:30am to 1am Sunday

Extend route to follow Pond Street/South Street and end at Fallon Road.

This would serve ~600 new units of newly built multifamily housing. It would mitigate increased pressure on the existing intersection of South Border Road and Route 28, which already has high frequency of car crashes. There were 25 motor vehicle incidents there between 2012 and 2015.

**132 Local**

Redstone Shopping Plaza Stoneham &  
**Malden Station (Oak Grove)**  
Inbound from Redstone

First trip at 6am on weekdays, 8am on Saturday. Last trip at 11:30pm on weekdays, 7:30 on Saturdays.

Outbound from Malden Station

First trip at 5:30am on weekdays 8:30am. Last trip at 11pm on weekdays, 7pm on Saturdays

No Sunday service.

More buses during peak commuting.



**131 Local**

Franklin Street at Melrose/  
Stoneham border &  
**Malden Center Station**  
6:25am to 6:55pm weekday,  
No weekend service

Add a loop to serve Stoneham. The bus stops at the Melrose Stoneham border right now.

Include stops at Stoneham High School and possibly Senior Center. Adding a loop on the eastern side of town would enable people to get into Boston for medical appointments.

**325 Inner Express**

Redstone Shopping Plaza Stoneham &  
**Haymarket Station**  
Inbound from Redstone  
Daily trip at 7:05am on weekdays  
Outbound from Haymarket  
Daily trip at 5:20pm on weekdays  
No weekend service.

