

Request for Proposal

Community Project Management Contractor

Mad River Valley Conservation and Recreation Visioning Project - Balancing Outdoor Recreation and Environmental Integrity for Community Vitality

This Request for Proposal (RFP) is for supporting the MRV Conservation and Recreation Visioning project, its newly formed 16-person representative Steering Committee, its two co-chairs, a core planning group, and two working groups. The contractor will report to and work closely with the co-chairs. This new, 18-24 month-long community project seeks input from the collaborating entities represented on the Steering Committee, recreation and conservation focused working groups, and anyone in the MRV and stakeholders outside the Valley who are interested in participating and offering their perspective and knowledge. The project is a component of the MRV's package of outdoor recreation-related projects that received a large grant this year through the Vermont Outdoor Recreation Economic Collaborative (VOREC). If trails, nature, and a healthy environment are a priority for you, this contracting opportunity is the perfect way for you to contribute to the future of the Mad River Valley.

Timeline

RFP Posted: August 31, 2022

Responses Due: Sept. 15, 2022

Send proposal and any questions on the RFP to: Laura Arnesen, Mad River Valley Recreation District (MRVRD) Ex. Director, laura@mrvrd.org

Project Kick-off: Oct. 1, 2022

Estimated Time Commitment: Approximately 5 - 10 hours per week on average for 18-24 months

Overview

See the **Steering Committee Charge** [at this link \(PDF\)](#)

Scope of Work

1. Administration
 - a. Drafting meeting minutes - Steering Committee, Working Groups, Planning Group/Chairs, Public forums
 - b. Scheduling meetings - Steering Committee, Working Groups, Planning Group/Chairs, Public forums
 - c. Managing project budget
 - i. Managing project budget to direct spending and support fundraising efforts
 - ii. Receiving and reviewing invoices from subcontractors
 - iii. Submitting invoices for payments
2. Project Management/Coordination - Thinking strategically, collaborating with co-chairs and core planning group, and helping bring diverse thoughts together to support forward stepwise, efficient movement toward end goals.
3. Communications - Helping implement regular communications & updates to the MRV community

- a. Drafting press releases
 - b. Drafting updates for MRV Recreation District's website
 - c. Drafting posters/advertising for public meetings
4. Fundraising - This is an optional but desirable component. If the contractor has fundraising experience and availability, there could be additional work and billable hours when the MRV Recreation Hub launches a public fundraising phase, most likely in summer 2023.

Qualifications/Requirements

The successful candidate will be a self-starter who enjoys working with teams and preferably has experience with similar administrative and project management support work. Someone who is personable, diplomatic, and has good judgment on what things they can handle directly and what should be delegated. Strong computer skills: spreadsheets, Doodle polls, Word, Google Docs are a must. All documents are kept on a shared drive. Flexibility in terms of attending in-person and Zoom meetings, some during the business day and some during evenings, is required.

Compensation

Depending on qualifications and experience we are willing to pay an hourly rate of \$30-45. This is a contractual position and the contractor will receive a 1099 for reporting their wages for tax purposes.

Proposal Requirements

Please include the following in your proposal response:

- Overview of your relevant experience
- Why this project is of interest to you
- Your availability per month (e.g., I am available MTW during the business day and Thursday evenings)
- 2-3 references with contact email and phone numbers

We look forward to your proposal!