



**EXECUTIVE OFFICE OF  
ENERGY & ENVIRONMENTAL AFFAIRS**  
**Rebecca L. Tepper, Secretary**  
**Grant Announcement**



## **Request for Responses**

### **Massachusetts Destination Mountain Biking Development Grant FY 2025**

COMMBUYS Bid # BD-25-1042-ENV-ENV01-107243 / ENV 25 MOOR 02

## **1. GRANT OPPORTUNITY SUMMARY:**

### **A. BACKGROUND AND GOALS:**

In Massachusetts, professionally-built, destination mountain biking investment represents a significant opportunity for rural economic development, and productive use of natural and conserved lands.

Mountain Biking, as an outdoor recreation activity, has grown significantly in popularity over the last few decades. As many as 50 million Americans enjoy mountain biking, and that rate grew over 4% in 2023 (Statistica, 2024). Mountain bikers tend to be more affluent, and many travel multiple times a year on longer and “short-break” trips specifically to find destination mountain biking trail systems, spending on average \$400 per trip (Buning et. al. 2019).

Municipalities and states around the country are investing in professionally-built, destination mountain biking systems, and realizing significant economic benefit to local economies. In places like Bentonville, Arkansas, Duluth, Minnesota, and The Kingdom Trails in East Burke, Vermont, economic studies have documented that these trail systems and regional marketing of them have generated millions of dollars in both local spending and out-of-state tourism spending (WVU Extension).

Professionally-built mountain bike trails systems can also support land conservation goals by providing a local economic benefit of conserved land and, in turn, contributing to community and regional resilience by conserving and building green infrastructure to mitigate from the impacts of climate change including heat and flooding impacts.

Unfortunately, Massachusetts has lagged behind most other states in the creation of, or investment in official, purpose-built mountain biking trail system development. The history of mountain bike trail development in Massachusetts has centered around non-professionally designed, user-built, and unmanaged trail systems, that were most often built across multiple land ownerships **without landowner permission**. This has resulted in a mountain biking trail landscape dominated by trails of similar characteristics (intermediate difficulty, hand-built, mediocre conditions, unmarked, and confusing, etc.) that cannot be actively managed, marketed, or promoted because they are either not well designed, not large enough, don't

have landowner permissions, or all three. As a result, most Massachusetts riders tend to travel out of state to find purpose-built destination trail systems.

Today we have an opportunity to change this landscape.

**GOALS**

The Massachusetts Office of Outdoor Recreation (MOOR) in the Executive Office of Energy and Environmental Affairs desires to help stimulate the development of destination mountain bike trail systems in the Commonwealth that are:

- Professionally-designed and built, and mountain-bike-optimized;
- Of sufficient mileage (at least 20 miles) with a variety of difficulties, terrains, and styles;
- Will be mapped, marked, and marketed;
- Ready for construction including a full trail design, full and formal land-owner permissions, and full environmental permits; and
- Include trails designed for adaptive riding equipment.

**B. PROPOSALS SOUGHT FOR:**

MOOR seeks proposals for up to \$250,000 from eligible organizations for the construction of shovel-ready, professionally-designed, mountain biking trails systems in Massachusetts meeting the goals as described above.

**C. ELIGIBLE APPLICANTS:**

Eligible grantees include non-profit organizations (501(c)(3)), municipalities, and tribal governments. Partnerships between eligible grantees and private organizations or state agencies are welcome.

**D. APPLICATION DEADLINE:**

This grant opportunity is for construction to be completed by June 30, 2025 (FY25). Applications will be accepted until 5 p.m., Friday, October 4, 2024

**E. FUNDING AVAILABILITY:**

MOOR expects to award up to \$300,000 in funding to award to between one and three (1-3) projects that best meet the goals described above for construction in FY25.

**F. MATCH REQUIREMENT:**

Projects are required to be matched with at least a 50% match of private, local or non-state funds.

**G. BUDGET REQUIREMENT:**

Applicants should submit a budget detailing proposed grant and match costs and activities, including proposed costs per unit item. The budget (both grant and match) should be focused on trail / trailhead construction, signage and marking, but up to 20% may be devoted to additional trail amenities (i.e. overlooks, rest areas, pavilions, etc.), and 20% may be devoted to planning / permitting of future trail system phases.

**H. TOTAL ANTICIPATED DURATION OF CONTRACT(S):**

The contract period will begin on the date EEA executes the contract. Approved project costs must be

expended by June 30, 2025. Contract extensions will be dependent on available resources and approval.

**I. PREVAILING WAGE APPLICABLE:**

No

**J. IDENTIFICATION OF CONTRACTS WITH COMMONWEALTH AGENCIES OR SUBDIVISIONS:**

Yes

**K. IDENTIFICATION OF FINANCIALLY INTERESTED PARTIES:**

No

**L. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM:**

Subject to 815 CMR 2.00, this grant program provides funding 501(c)(3), non-profit organizations, and municipalities, and tribal governments to support inclusive outdoor recreation events.

**M. CONTACT INFORMATION:**

Paul Jahnige, Director

Massachusetts Office of Outdoor Recreation

[Paul.l.jahnige@mass.gov](mailto:Paul.l.jahnige@mass.gov)

## **2. PERFORMANCE AND CONTRACT SPECIFICATIONS**

**A. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:** The Massachusetts Office of Outdoor Recreation (MOOR) seeks to help stimulate the development of destination mountain bike trail systems, and is accepting proposals for up to \$250,000 from eligible organizations for the construction of shovel-ready, professionally-designed, mountain biking trails systems in Massachusetts meeting the goals as described above in section 1A.

**B. ELIGIBLE APPLICANTS:**

Eligible grantees include non-profit organizations (501(c)(3)), municipalities, and tribal governments. Partnerships between eligible grantees and private organizations and state agencies are welcome.

**C. FUNDING AVAILABILITY, BUDGETING GUIDELINES, ALLOWABLE EXPENDITURES & PAYMENTS:**

This is a reimbursement grant program.

Reimbursements will be based upon proof of actual expenditures. Reimbursement shall only be for expenses up to the approved grant amount, and in accordance with the approved project budget. Grantees must pay costs and then submit reimbursement requests. Reimbursement requests must include both invoices / receipts and proof of payment. Multiple reimbursement requests are acceptable. Reimbursements will also be contingent on documentation of matching expenses and payments.

Approved budgets must detail both proposed grant-funded and matching costs and activities, including proposed costs per unit item. The budget (both grant and match) should be focused on trail / trailhead

construction, signage and marking, but up to 20% of the total budget may be devoted to additional trail amenities (i.e. overlooks, rest areas, pavilions, etc.), and 20% may be devoted to planning / permitting of future trail system phases.

Eligible expenses include construction costs, materials, signage, equipment costs / rental, construction oversight, environmental controls, reasonable mobilization, and planning and permitting consultant services and costs (up to 20%).

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

**D. PROJECT TERMS:**

If awarded, all projects will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions. EEA does not guarantee that any contracts may result from this Bid or that any particular funding level will be awarded. Contracts may be extended or otherwise amended at the sole discretion of EEA. Only costs incurred during the contract period are eligible for reimbursement.

**F. ANTICIPATED DURATION OF CONTRACTS:**

All grant contracts are expected to end on or before June 30, 2025. Grant extensions for activities, events, expenditures after June 30, 2025, is dependent on available resources and program approval.

**G. DELIVERABLES:**

Grantees are expected to deliver the trail project as proposed and approved. Amendments to project details must be submitted to EEA prior to any changes and must receive written approval.

**H. MOOR ACKNOWLEDGEMENT:**

Grantees must include acknowledgement of MOOR funding in project related promotional materials, and include the MOOR logo and acknowledgement on trail system signage for at least three years.

**I. REPORTING:**

Grantees are required to submit a final report with their final reimbursement request that must include a plan, written and photographic summary of construction completion consistent with the approved project and budget. MOOR will also conduct a final site visit prior to final reimbursement, and reserves the right to conduct site visits throughout construction.

### **3. Instructions for Application Submission**

**A. EVALUATION CRITERIA:**

Potential grant proposals will be evaluated based on the following criteria:

- Meeting the Goals (Total 50 Points):

- Is the proposed system professionally-designed and built, and mountain bike optimized? (10)
- Is the proposed system of sufficient mileage with a variety of difficulties, terrains, and styles to be a true destination? (15)
- Will the system be mapped, marked, and marketed? (5)
- Is the project ready for construction including a full trail design, full and formal land-owner permission, and full environmental permits? (15)
- Does the system include trails designed for adaptive riding equipment? (5)
- Expertise, Local Commitment and Track Record (Total 25 Points):
  - Does the project team bring necessary expertise and experience in developing destination= mountain biking systems? (10)
  - Is there documented and enthusiastic support and commitment from the local community and= regional partners? Has the project sought input and engagement with under-represented= populations? (10)
  - Has (have) the land-owner(s) committed long-term public access in writing? (5)
  - For municipalities, evaluation under this criterion also includes compliance with the [MBTA= Communities Act](#).
- Budget (Total 25 Points):
  - Does the proposed budget match the proposed trail plan? (10)
  - Does the project include at least a 50% match from private, local or non-state funding sources? (10)
  - To what degree is complete project funding in place to meet the goals? (5)

**B. APPLICATION SUBMISSION INSTRUCTIONS:**

An on-line submission form is available at <https://www.mass.gov/orgs/the-massachusetts-office-of-outdoor-recreation>.

**A grant contract must be executed prior to engaging in ANY grant funded activities, and contracting can take several weeks.**

**C. REQUIRED APPLICATION DOCUMENTS:**

- Completed on-line application form
- Budget including detailed grant and match funded activities, and total project budget (if greater)
- Letters of support and commitment from local municipality(s), regional organizations, state elected officials, and others
- Documentation of long-term landowner permission
- Documentation of any required permits and/or documentation that certain permits are not required
- Grantee organization authorized signature

**D. DOCUMENTATION REQUIRED UPON APPROVAL FOR FUNDING:**

If selected, the Applicant or its fiscal sponsor will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, filled out and signed by the Applicant
- Commonwealth Scope and Budget Form
- Request for Taxpayer Identification Number and Certification (W-9)

- Completed Contractor Authorized Signatory Listing (both sides)
- Electronic Funds Transfer Form

These forms are posted on the COMMBUYS site for this procurement. Respondents are encouraged to review these forms prior to submission of their proposal. Applicants may also review forms prior to submission of an application at <https://www.mass.gov/lists/osd-forms>.

**Public records:** Please note that all responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L. c. 66, s. 10, and to c. 4, s. 7, ss. 26. Any statements in submitted responses that are inconsistent with these statutes, including marking of information as confidential, shall be disregarded. Please do not submit any information that the Applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar information.

## 4. Deadlines and Procurement Calendar

**A. RELEASE OF BID: September 9, 2024**

**B. INFORMATION SESSION:** No information sessions will be provided.

**C. APPLICATION DUE DATE:** Applications will be accepted until 5 p.m. **Friday, October 4, 2024.**

**Applications should be submitted through the on-line submission form is available at <https://www.mass.gov/orgs/the-massachusetts-office-of-outdoor-recreation>.**

**If you would prefer not to submit using the online application, please contact Paul Jahnige.**

**D. ESTIMATED AWARD DATE:** Applicants will be notified of funding decisions as soon as feasible, ideally within four weeks of submitting a complete application. An initial contract will be provided immediately thereafter.

**E. ESTIMATED CONTRACT START DATE:** Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

## 5. Miscellaneous

**A. TYPE OF PROCUREMENT:** Grant

**B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS:** This Bid is a single department procurement. All contracts awarded under this Bid will be utilized solely by EEA.

**C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS:** This Bid will result in multiple contracts.

**D. BID DISTRIBUTION METHOD:** This Bid has been distributed electronically using the CommBuys system. It is the responsibility of every Applicant to check CommBuys for any addenda or modifications to a Bid to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Applicants who fail to check for amended Bids and submit inadequate or incorrect responses. Potential Respondents are advised to check the “last change” field on the summary page of Bids for which they intend to submit a response to ensure they have the most recent Bid files.

**E. SUBMISSION OF WRITTEN QUESTIONS:**

Written questions must be entered by pressing the “Bid Q&A” tab for the Bid in COMMBUYS no later than Friday, September 27, 2024, at 4:00 PM. The issuing department reserves the right not to respond to questions submitted after this date. It is the Bidder’s responsibility to verify receipt of questions.

At its discretion, EEA may publish answers to submitted questions via COMMBUYS. If posted, EEA intends to post Questions and Answers on or before Monday, September 30, 2024.