



Request for Proposals: Mass Timber Accelerator Consultant

Date of Issue: October 8, 2025

Proposals Due: 11:59 PM, November 26, 2025

Total Funding Available: \$180,000

All proposals must be submitted to:

buildings@masscec.com

I. SUMMARY

Through this Request for Proposals (RFP) the Massachusetts Clean Energy Technology Center (MassCEC) is seeking a qualified consultant with subject matter expertise in Mass Timber to manage the Mass Timber Accelerator (the “Accelerator”). The Accelerator is a new initiative which will:

- Increase the understanding of the benefits of Mass Timber among building developers who procure design teams and general contractors for new construction projects or additions,
- Demonstrate projects that showcase cost-saving use cases for Mass Timber construction,
- Increase industry knowledge about the time to build, cost, and climate impacts of using Mass Timber,
- Decrease the upfront carbon from building projects, and
- Position the state as a leader in reducing embodied carbon in new construction and additions by using Mass Timber as a climatetech solution.

The selected consultant will be responsible for managing all aspects of the Accelerator including:

- Designing a program based on a cohort model, where participants will receive technical assistance support, opportunities for learning and sharing, and networking alongside other participants in the cohort,
- Recruiting projects to participate in the Accelerator,
- Coordinating the review and approval of applications from developers, design teams, and general contractors who would like to apply to participate in the Accelerator,
- Engaging key stakeholders to participate as industry experts in the cohort model in order to build support for and understanding of Mass Timber buildings,
- Providing technical assistance support or coordination of technical assistance for participants, and
- Reviewing analyses and design work, estimated time to build, cost, and embodied carbon savings and synthesizing key takeaways into a final report.

II. ABOUT MASSCEC

The Massachusetts Clean Energy Technology Center (MassCEC) is a quasi-state economic development agency dedicated to accelerating the growth of the clean energy sector across the Commonwealth to spur job creation, deliver statewide environmental benefits and to secure long-term economic growth for the people of Massachusetts. MassCEC works to increase the adoption of clean energy while driving down costs and delivering financial, environmental, and economic development benefits to energy users and utility customers across the state.

MassCEC’s mission is to accelerate the clean energy and climate solution innovation that is critical to meeting the Commonwealth’s climate goals, advancing Massachusetts’ position as an international climate leader while growing the state’s clean energy economy. MassCEC is committed to creating a diverse, equitable, and inclusive organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental justice in all aspects of our work in order to promote the equitable distribution of the health and economic benefits of clean energy and support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate in equitable clean energy and climate solutions.

III. PROGRAM GOALS AND DESCRIPTION

Structural building materials, like steel and concrete, have high embodied carbon. Embodied carbon refers to the greenhouse gas emissions that occur during the production and use of building materials and includes emissions from extracting and manufacturing materials, transporting materials to a job site, construction practices, and ongoing maintenance and demolition. This results in most upfront embodied carbon having been released by the time a building is constructed. Early design and procurement decisions can help reduce the embodied carbon in a building, especially when alternative materials are considered.

Mass Timber is a low-embodied carbon alternative to conventional structural framing that uses large, engineered wood panels, columns and beams. Typical Mass Timber buildings have a partially exposed finished interior, an overall lighter footprint, and utilize materials from sources that may contribute to sequestering carbon for the life of the building when certain forestry practices are utilized. Mass Timber is also an economic development opportunity for the US Northeast and Massachusetts in particular.

Incorporating Mass Timber into the design process as early as possible is essential to the successful completion of more Mass Timber buildings. The Accelerator will support this early-stage planning by funding approximately eight (8) projects over the course of two to three years. The initiative will focus on supporting building developers and owners that construct new buildings or additions and the design teams and general contractors they hire with the goals of increasing the understanding of Mass Timber benefits and positioning the state as a leader in the market development of Mass Timber climatetech.

IV. ELIGIBILITY

Applicants may be companies or nonprofit organizations with expertise in embodied carbon and Mass Timber and are experienced in public sector program management. For the sake of this RFP, the term “Applicant” refers to either a single entity or several entities applying together. Teams with multiple entities should have one (1) entity that takes responsibility for

organizing the team and submitting a joint proposal (the “Lead Applicant”). MassCEC will contract with the Lead Applicant.

V. ESTIMATED TIMELINE THIS TIMELINE IS SUBJECT TO CHANGE AT MASSCEC’S DISCRETION.

Release of RFP	October 8, 2025
Questions due to MassCEC via email to [buildings@masscec.com]	November 5, 2025
Questions with Answers Posted to MassCEC Website	November 13, 2025
Proposals Due	November 26, 2025
Interviews of Top Applicants	Mid December, 2025
Notification of Award	January, 2026

VI. SCOPE OF WORK

MassCEC has reserved a budget of up to \$180,000 for the work described in this RFP. An additional \$320,000 is budgeted for direct grant awards of \$40,000 to eight development teams that participate in the Mass Timber Accelerator.

The Scope of Work for the Selected Consultant (for the \$180,000 budget) includes:

Task 1: Program Management and Reporting

The Selected Consultant will be responsible for administration, documentation, communication, and evaluation related to the Accelerator and the tasks in this agreement, including:

- Attending kick-off call with MassCEC.
- Attending check-ins with MassCEC every two weeks during program design and once a month during program implementation, or another agreed-upon frequency based on the needs of MassCEC and the Selected Consultant.
- Coordinating with subcontracted technical assistance provider and MassCEC to facilitate their involvement in the Accelerator.
- Providing quarterly progress reports to MassCEC (in brief memo or slide format).
- Synthesizing Mass Timber design analyses at the end of each cohort into a report with key learnings and recommendations.

- Synthesizing and summarizing at the end of each cohort anticipated time to build, embodied carbon savings, and high-level cost for projects (anticipated to be pre-construction estimates).

Deliverables:

- Minutes from kick-off meeting with MassCEC
- Quarterly progress reports
- Minutes from biweekly check-ins with MassCEC
- End-of-cohort reports

Task 2: Program Design

The Selected Consultant will be responsible for design of the Mass Timber Accelerator program with MassCEC input, including engaging stakeholders, developing a strategy and timeline for a cohort-based program model, establishing program requirements and structure, and designing the application and award process.

- The Selected Consultant will develop a cohort-based model for the Accelerator with the goal of fostering collaboration and innovation through a supportive peer network. The cohort model will provide opportunities for shared learning, peer support, and technical assistance through monthly office hours and industry roundtables.
- The Selected Consultant, in consultation with MassCEC, will design technical assistance programming and appropriate partnerships to leverage available expertise and funding. This may include partnerships such as those employed in Boston, Georgia, and NYC Mass Timber Accelerator efforts. The Selected Consultant should reserve at least \$30,000 of funding for a technical assistance subconsultant.
- The Selected Consultant, in consultation with MassCEC, will develop a plan for how projects are selected to participate in the Accelerator.
- The Selected Consultant will engage key stakeholders prior to program implementation in order to build support for and awareness of the Accelerator. Stakeholders may include:
 - Insurance companies unfamiliar with Mass Timber buildings and therefore hesitant to underwrite them
 - Fire departments, planning & code enforcement departments reviewing Mass Timber Accelerator projects who may have less familiarity with the construction method

Deliverables:

- Minutes from at least one meeting with key stakeholders
- Report, either in memo or slide format, outlining the strategy and timeline for the Accelerator, including strategy for shared learning/peer support/technical assistance
- A Program Manual and related application documents which outline project requirements, timelines, application and awarding process, and financial support

Task 3: Program Implementation

The Selected Consultant will manage all aspects of program implementation for the Accelerator. This includes but is not limited to:

- Running the solicitation for building cohort participants. The Selected Consultant will open the application and conduct outreach, as needed, to secure the necessary number of participants for each cohort,
- Reviewing proposals and selecting cohort participants,
- Establishing criteria in consultation with MassCEC that the Mass Timber design analysis reports must meet in order for cohort participants to be eligible to receive award funds. It is expected that at a minimum, Mass Timber design analysis reports will include the following information:
 - Time saved as compared to a traditional structural system
 - Cost information
 - Greenhouse gas emissions savings from baseline
- Managing one to two sequential cohorts of projects for approximately eight (8) Mass Timber design analysis studies. This will include:
 - Coordinating monthly office hours for participants to troubleshoot ideas or meet with industry experts,
 - Coordinating and providing technical assistance for program participants to help them complete their Mass Timber analysis studies,
 - Coordinating two (2) public convenings (mid and final review) for participants to share progress to date,
 - Designing a Mass Timber design analysis template to ensure consistency among projects.

Deliverables:

- Memo(s) detailing selected cohort participants
- Template for Mass Timber design analyses
- Minutes from monthly office hours
- Subcontract agreement(s) for additional technical assistance from relevant partner(s)

Task 4: Data Collection & Final Report

For an agreed-upon period of time following the completion of each cohort, the Selected Consultant will be responsible for ongoing data collection on the progress of each of the participant projects, including cost data from the bidding process. This data will be combined from all eight projects into one report, written by the Selected Consultant. This data will help MassCEC collect and disseminate valuable information on the Mass Timber projects.

Deliverables:

- Aggregated data in spreadsheet format
- Final report

VII. HOW TO APPLY

MassCEC must receive responses to this RFP no later than November 26, 2025, at 11:59 pm ET. Only complete, timely proposals will be considered. MassCEC, at its sole discretion, may determine whether an application is complete. The submission must be in electronic form, submitted via email to buildings@masscec.com. Proposals should be in a single PDF document. "Mass Timber Accelerator Consultant" should appear in the email subject line.

Please include in your proposal:

- **Attachment A:** Authorized Applicant's Signature and Acceptance Form
- **Attachment B:** Application Form
- **Attachment C:** Proposed Budget and Schedule.
 - Include a Budget and Schedule. Schedule outputs, such as Gantt charts, are acceptable in forms other than the Schedule template.
 - While the contract may be structured as regular base grant payments with some milestone payments based on certain deliverables, an approximate range of staffing or contracting hours and costs should be included.
 - MassCEC generally requests a milestone payment structure for projects of this nature.
- Resumes of key participating individuals, including those from project partners.
- Up to three (3) relevant work samples or links to work samples.
- Up to three (3) relevant references.

Please review and be prepared to sign Attachment D (Sample Agreement). Any requested change to Attachment D (Sample Agreement) should be noted in Attachment B (Application Form). Please do not send letters of support.

MassCEC does not anticipate accepting responses past the deadline.

VIII. SELECTION CRITERIA

Applicant Proposals will be evaluated on the following criteria:

Experience and Qualifications: (40%)

- Demonstrated understanding of Mass Timber markets, projects, and similar Mass Timber Accelerator programs
- Experience in developing and administering public-facing technical assistance and grant programs
- Experience providing or coordinating technical assistance related to Mass Timber/Cross Laminated Timber

- Quality of applicant communication and outreach experience related to Mass Timber Accelerator efforts (*In addition to addressing this in the narrative related to experience, applicants may submit or link 3 examples of work products.*)
- Experience conducting financial feasibility analysis
- Knowledge of typical barriers to Mass Timber use in building projects
- Experience working successfully with planning and building departments in Mass Timber development matters

Quality of Mass Timber Accelerator Plan, Staffing, and Responsiveness to Scope of Work (30%)

- Mass Timber Accelerator plan demonstrates a clear understanding of the Scope of Work and addresses all required components
- Mass Timber Accelerator plan identifies goals and objectives by contract phase
- Application is thorough and comprehensive in scope
- Applicant has submitted all required information in a clear, understandable manner
- Applicant describes reasonable strategies to screen for good candidates, minimize technical assistance needs for screened candidates, and maximize the number of developments building with Mass Timber through their approach
- Personnel demonstrate qualifications and capacity to undertake the Mass Timber Accelerator
- References provided have knowledge about, and direct experience with, the Applicant
- Quality and relevance of references

Soundness of Budget and Schedule (25%)

- The budget seems reasonable and feasible
- Applicant has established matching funding for technical assistance, marketing or other tasks that outside parties commit to as part of the application
- The provided schedule seems reasonable and feasible, and tasks and deliverables by phase are identified
- The provided budget proposes a reasonable cost for screening, website, and narrowing candidates down to properties with high probability of building with Mass Timber at a reduced cost
- Applicant has established a reasonable breakdown of funding committed to administration, technical assistance, and project grants

Overall Quality and Innovativeness of Proposal (5%)

- Applicant plan and narrative demonstrate an understanding of the concepts and motivators underlying the Mass Timber Accelerator
- Applicant identifies opportunities to leverage knowledge they or partners have to improve outcomes of the Mass Timber Accelerator
- Applicant has relationships with supply chain, stakeholders, and other relevant parties and proposes to leverage lessons learned and strategies employed
- Applicant proposes innovative ideas and strategies

- Applicant proposed work will be relevant to property owners and developers interested in building with Mass Timber beyond the grant period

IX. BUDGET

MassCEC anticipates contracting with the Selected Consultant for the tasks described in Section VI (Scope of Work) for no more than \$180,000. The contract period should not exceed three (3) years. The proposed budget in the application should reflect the proposed approach described in Attachment B (Application) and Attachment C (Proposed Budget Categories and Milestones and Payments).

The overall budget for the Mass Timber Accelerator includes an additional \$320,000 for an anticipated eight grants of \$40,000 to participants in the Mass Timber Accelerator. MassCEC will make direct awards to the project team participants.

MassCEC prefers that the Selected Consultant will be paid by the completion of the tasks described in Section VI (and any others mutually agreed upon) on a milestone basis, not to exceed an agreed upon maximum. Invoices from the Selected Vendor will be paid no more frequently than on a monthly basis and no less frequently than quarterly. MassCEC reserves the right to award less than the budget amount, more than the budget amount, or to make no awards at all.

- The total budget for this award may not exceed \$180,000.
 - The budget should include \$30,000 for technical assistance
 - The budget should include miscellaneous funds reserved for unforeseen needs, recommended not to exceed \$25,000

Example Budget	
Selected Consultant Program Design & Management	\$125,000
Partner Technical Assistance	\$30,000
Miscellaneous	\$25,000
Total	\$180,000

X. CONTACT INFORMATION FOR QUESTIONS

Questions can be submitted to buildings@masscec.com by November 5th at 11:59PM. “Mass Timber Accelerator Consultant” should appear in the email subject line.

XI. GENERAL REQUEST FOR PROPOSALS CONDITIONS

NOTICE OF PUBLIC DISCLOSURE

As a public entity, MassCEC is subject to Massachusetts' Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC from an applicant is a public record subject to disclosure. Applicants shall not send MassCEC any confidential or sensitive information in response to this RFP. If confidential information is submitted as part of the application and not clearly marked as confidential, such information may be made publicly available by MassCEC without further notice to the Applicant.

Please note consultant rate sheets will be considered a public record subject to disclosure.

DISCLAIMER & WAIVER AUTHORITY

This RFP does not commit MassCEC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MassCEC reserves the right to accept or reject any or all applications received, waive minor irregularities in submittal requirements, modify the anticipated timeline, request modification of the application, negotiate with all qualified Applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in MassCEC's best interests.

This RFP has been distributed electronically using MassCEC's website. It is the responsibility of Applicants to check the website for any addenda or modifications to an RFP to which they intend to respond. MassCEC accepts no liability and will provide no accommodation to Applicants who submit an application based on an out-of-date RFP document.

CONTRACT REQUIREMENTS

Upon MassCEC's authorization to proceed with the proposal, MassCEC and the awarded applicant(s) will execute a contract, substantially in the form of the template agreement attached hereto as Attachment D will set forth the respective roles and responsibilities of the parties.

ATTACHMENT A: AUTHORIZED APPLICANT’S SIGNATURE AND ACCEPTANCE FORM

Mass Timber Accelerator Consultant (the “RFP”)

The undersigned is a duly authorized representative of the Applicant named below. The undersigned has read and understands the RFP requirements and acknowledges and confirms that the Applicant and each member of its team has read and understands the RFP Requirements. The undersigned acknowledges and agrees that all of the terms and conditions of the RFP are mandatory.

The undersigned and each Applicant and each member of its team acknowledges and agrees that (i) all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law, as explained in the RFP; (ii) that the Massachusetts Clean Energy Technology Center (“MassCEC”) has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein; and (iii) that MassCEC’s receipt of the application does not imply any promise of funding at any time.

The undersigned and each member of the Applicant’s team understands that, if the Application is selected by MassCEC pursuant to this RFP, the Applicant will execute and deliver an agreement to be provided by MassCEC that shall set forth the terms and conditions, together the respective roles and responsibilities of the Applicant, and each member of its team, and MassCEC, with respect to the project described in the RFP.

I certify that the statements made in this Application, including all attachments and exhibits, are true and correct.

Applicant: _____

(Printed Name of Applicant)

By: _____

(Signature of Applicant or Authorized Representative)

Title: _____

Date: _____