



FabVille Lab
Manager RFP
Information Session

Mayor's Office of Strategic Planning
and Community Development

June 23, 2026

Seeking

WHO: Nonprofit organization meeting minimum eligibility criteria (listed on subsequent slide)

WHAT: Manage and program community hours at FabVille, Somerville's makerspace located in Somerville High School

WHY:

- Provide a safe and welcoming space for the broader Somerville community to engage in the creative process of design and prototyping
- Support community education, skill development, and exposure to digital fabrication and its practical applications to entrepreneurship and the workforce

Minimum Eligibility Criteria

- Demonstrate proven ability in the use and instruction of digital arts/fabrication software and equipment including 3D printers, laser cutters, CNC routers, vinyl cutters, etc.
- Have experience in maintaining and troubleshooting any issues with digital fabrication equipment including 3D printers, laser cutters, CNC routers, vinyl cutters, etc.
- Have experience managing and maintaining a safe workspace conducive to learning
- Have all staff and instructors able to pass a Somerville Public Schools CORI check

Grant Timeline



Scope of Work

- Programming
 - Includes Open Shop, Group Instruction, and Community Events
- Administration
 - Includes planning and preparation for classes and events, professional development for staff, website maintenance, routine cleaning and organizing of the space, intern supervision, etc.
- Maker Showcase
- Annual Report
- Reimbursable Maintenance and Materials Costs
 - For preapproved purchases (i.e. frequently used materials and supplies, special event supplies, custodial costs, machine maintenance, maintenance contracts, etc.)

Available Funding

- Up to \$70,000 available for:
 - Programming
 - Administration
 - Maker Showcase
 - Annual Report
- Up to \$5,000 available for:
 - Maintenance and Materials Costs
- **TOTAL AVAILABLE: Up to \$75,000**



Questions?

Ask now, or submit to:
wfd@somervillema.gov
by June 25, 2026 at 12:00PM

PROPOSALS DUE:
July 17, 2026 by 12:00PM to
wfd@somervillema.gov

Late proposals will NOT be accepted