

**Solicitation for:
FEMA Project Coordinator
Request for Qualifications RFQ 23-08
City of Woburn, Massachusetts**

Posted: January 10, 2023

Due: January 25, 2023 at 11:00 AM EST

Deliver to:
City of Woburn
Purchasing Department
ATTN: Orazio DeLuca, MCPPO
odeluca@cityofwoburn.com
10 Common Street
Woburn, MA 01801



General:

The City of Woburn seeks to engage a consultant to provide professional service services in conjunction with the design of stream restoration; appurtenant flood storage; wetlands restoration; and stormwater improvements in the Cummings Brook watershed on the former Hurld School Site. The scope of services is as follows:

Scope of Services:

Project Coordination - Plan for and facilitate bimonthly team meetings that include the consultant, City staff, and committee representatives; Create and track progress on timelines; Grants reporting and coordination; Ensuring that deadlines are met in timely fashion and deliverables completed.

Community engagement: Plan and facilitate a minimum of two community meetings; create outreach materials including door hangers, signage, and flyers; Conduct survey; Reach priority populations in the vicinity of the park with targeted outreach and outreach opportunities.

Project duration will be for a two year period.

The project will be funded using a FEMA grant and has a budget of \$25,000.