



**CITY OF WOONSOCKET, RHODE ISLAND REQUEST FOR QUALIFICATIONS:  
"Lead Hazard Reduction Program – Program Consultant Services" Bid #5991  
for the Planning Department**

This is a *Request for Qualifications (Bid/RFQ#5991)* to be prepared and submitted to the Director of Finance, for Program Consultant Services for the City of Woonsocket's Lead Hazard Reduction Program. The program is funded by the U.S. Department of Housing and Urban Development and managed by the City's Department of Planning & Development.

Specifications are available **on the City's website** and the State of Rhode Island's purchasing website. Questions regarding this RFQ should be submitted in writing by **2:00 PM on October 12, 2020**. Please email all questions to Joseph Ferri (JFerri@woonsocketri.org). All questions and the City's responses will be compiled and posted on the Department's webpage (<http://www.woonsocketri.org/planning-development>) by **October 13, 2020 at 4:00 PM**. Any questions received after the deadline will not be answered.

Qualifications can be hand-delivered to the drop box at City Hall and/or mailed to the Finance Department to be received by the City of Woonsocket in the Finance Department, City Hall, PO Box 'B', Woonsocket, Rhode Island. Please label the envelope "**City of Woonsocket Lead Hazard Reduction – Program Consultant Services RFQ**". All bids are due by **Friday, October 16, 2020, no later than 3:00 PM local time** and are to be addressed to:

Office of the Finance Director  
Purchasing Division, **Bid #5991**  
169 Main Street, Woonsocket, RI 02895

**EACH MAILED/HAND-DELIVERED BID SHOULD BE SEALED AND CLEARLY MARKED  
ON THE OUTSIDE OF THE ENVELOPE**

**"City of Woonsocket Lead Hazard Reduction – Program  
Consultant Services"**

**Four (4) paper copies and one (1) electronic copy (on a flash drive) of each submission** will be accepted via mail or hand-delivery. **Solely Electronic bids WILL NOT be accepted** for this proposal. Sealed qualifications will be opened and read aloud publicly via Zoom at 3:30 PM on Friday, October 16, 2020. Zoom access information will be posted to the Department's webpage prior to the opening. Bids received after the set deadline will be rejected and remain unopened.

Qualifications submitted by mail are sent at the risk of the proposing firm. The Purchasing Division assumes no responsibility whatsoever for qualifications sent by mail.

Responses will be evaluated on the basis of the relative merits of the qualifications in addition to the price. The City of Woonsocket reserves the right to reject any and all responses, or parts thereof, to waive any irregularity in the responses received and to accept the responses, or parts thereof, deemed to be most favorable to **THE BEST INTEREST OF THE CITY**.

**Please see the City's website for Specifications required by  
The Department of Planning & Development:**

Christine Chamberland, Director of Finance