

Meals On Wheels, Inc. of Tarrant County
Building Expansion Project
Mandatory RFQ Pre-proposal Meeting

RFQ No. 2022-001 — Request for qualification for professional architectural / engineering services for the Meals On Wheels Facility Expansion Project.

IMPORTANT DATES

- Opening Date: 9:00 a.m., CDT, Monday, June 20, 2022
- Closing Date: 2:00 p.m., CDT, Thursday, July 21, 2022
Note: any responses received after the date and/or hour set for the RFQ opening will not be accepted.
- Mandatory Pre-proposal Meeting: 9:00 a.m., CDT, Tuesday, June 28, 2022
- Deadline for Submitting Questions: 12:00 p.m., CDT, Wednesday, July 6, 2022
 - All questions must be submitted in writing and directed to Keith Harrison, emailed to keith@mealsonwheels.org
 - Email must include RFQ No. in its subject line and confirmation of receipt by Meals On Wheels is required.
- Responses to Questions will be posted online no later than 12:00 p.m., CDT, Wednesday, July 13, 2022.
 - A public response will be posted to all questions received.
 - It is the responsibility of the vendor to monitor the website after the response date.
- The <https://www.mealsonwheels.org/building-expansion> web page has been established as a central repository for the Facility Expansion Project. The page contains:
 - RFQ (downloadable)
 - Supporting Documents (downloadable)
 - Floor Plan – Existing Structure
 - AutoCADD Floor Plan Existing Structure – Part A
 - AutoCADD Floor Plan Existing Structure – Part B
 - Front Rendering – Existing Structure
 - Back Rendering – Existing Structure
 - RFQ Timeline
 - Mandatory Pre-bid Meeting
 - RFQ Q&A
 - Project Budget & Funding
 - Statement of Need
 - Scope of Services
 - Contact Information
- Expansion Preliminary Requirements
 - 4,600 SF of Freezer and Dry Storage Space in the Kitchen
 - 3,900 SF of storage space for Client Services
 - 2,200 SF of office space for Adult Activity Center staff

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- 4,900 SF of additional parking space in Sally Port
- 2,260 SF of miscellaneous space
- Addition of a natural gas powered generator to address service interruptions.
- A Preliminary Sketch of the Proposed Expansion will be added to the Supporting Documents page today (available for handout)

SELECTION CRITERIA

Interested parties will be evaluated based solely on their RFQ response and will receive a weighted score in each of the following categories. A maximum score of 100 is available.

- Responsiveness to RFQ [10 pts]
- Project Team / Qualifications [20 pts]
- Experience (general work experience) [20 pts]
- Relevant Project Expertise [20 pts]
- References [15 pts]
- Backlog / Staff Capacity [15 pts]

FOLLOW DIRECTIONS

- All Response Forms and Questionnaires must be fully completed and included in your response. Detailed specifications have been provided and any deviations or exceptions must be referenced on the form provided. Unless deviations are specifically stated herein, services will be provided according to the specifications at no additional charge.
- **It is the Respondent's sole responsibility to print and review all pages of the RFQ document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide signature on this form renders response non-responsive.** Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire response.
- **DON'T FORGET!**
 - Complete Deficiencies and Deviations Form
 - Sign Your Submission