



Friendship Of Women, Inc.
A Center for the Prevention of
Family Violence & Sexual Assault

**P. O. Box 3112
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Brownsville, TX 78523
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**Request for Proposal (RFP)
Architecture and Engineering Services**

Friendship of Women seeks qualified architectural and engineering services to assist in the renovation of an approximately 2,100 square feet structure at 315 Old Port Isabel Road from the current occupancy of offices into temporary shelter space in order to provide more service to the community.

Funding is proposed to come from the City of Brownsville Emergency Solutions Grant – CV (CARES) Program.

Bids must include the following required services:

I. Statement of Qualifications

A competent architect/engineer will possess experience administering federally-funded housing projects. Proposals must disclose past clients, types of programs administered, and resumes of all employees who might provide technical assistance under the winning contract.

II. Scope of Work

Friendship of Women, Inc. (FOW) is a non-profit organization that operates/administers an emergency shelter for survivors of family and sexual violence in Cameron County. Our mission is to provide leadership and comprehensive services to empower and promote safety, health, and the overall well-being of adults and children impacted by family and sexual violence. We seek social change through advocacy, education, and prevention, and provide a safe home for victims and their families. FOW's emergency shelter serves as a safe haven for women and children feeling an abusive relationship or following sexual assault victimization. Families are assisted with food, clothing, case management, peer support services, child advocacy services, and more.

The general program of the renovation will include

- Shelter units (sleeping units with individual restrooms)
- Shared Kitchen
- Shared Dining area
- Pantry
- 2 staff offices
- Staff Restroom

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Scope of work will require interior demolition, new interior partitions, new mechanical systems, and alterations to the plumbing system. The existing building does not have a fire sprinkler, fire suppression, nor fire alarm system.

All contractors and subcontractors must pass a debarment check through the System for Award Management (SAM.gov) AND be cleared (not suspended or debarred) prior to any formal action authorizing the award of a contract to the architect/engineer.

Architectural:

- Provide existing dimensions of interior and exterior of structure
- Provide floor plan for renovation of existing structure
- Confirm proposed floorplan meets owner needs and building code requirements
- Obtain construction permits

Mechanical, Engineering, and Plumbing:

- Design of new mechanical system
- Evaluation and possible design of electrical system
- Plumbing design of modified/new restrooms

Civil Engineering:

- Design of fire sprinkler water supply line
- Evaluation of existing on site utilities and design of proposed on site utilities
- Evaluation of existing water supply and pressure for use
- Evaluation of existing wastewater service line capacity

Proposers must describe tasks they would perform to comply with the above duties.

III. Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

Criteria	Proposal Points
Background and Experience of Staff	30
Project Schedule	30
Federally Funded Projects Experience	20
Comparable Project Experience	10
References	10
Total	100

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Criteria Explanation:

- *Background and Experience of Staff* – Proposal shall include staff resumes, experience, and certification/licensing information. Engineers must be licensed to practice in Texas.
- *Project Schedule* – This is a federally-funded project by the Emergency Solutions Grant – CV (CARES) with a tight schedule. Submit proposed project schedule for completion of scope of services.
- *Federally Funded Project Experience* – Identify three other projects in which the firm developed project with federal and state funding sources providing a description of the project budget and identify the CFDA number.
- *Comparable Project Experience* – The proposer shall provide a summary of two (2) projects of comparable project experience within the last ten (10) years.
- *References* – Proposal must include 3 References.

IV. Professional Liability and Other Insurances

The firm(s) selected to perform the desired services must have professional liability insurance coverage of not less than \$1,000,000. If the present coverage is insufficient, the selected firms(s) must obtain additional coverage prior to the initiation of the work. The coverage must extend a minimum of three (3) years beyond the completion of the services. Additional insurances required and further explained in the contract would be, worker’s compensation, valuable papers, architect and/or engineer’s liability insurance, errors and omissions, and other general insurance.

V. Deadline for Submission

Hand-delivered proposals will be accepted no later than 5:00 pm CST on April 28, 2022, at

Friendship of Women, Inc.
ATTN: Gloria Ocampo
95 East Price Road, Building C
Brownsville, Texas 78521

Digital submissions of proposals will be accepted and should be emailed to CEO@fowinc.com with the Subject Line: **RFP Architecture and Engineering Services.**

Please limit the RFP to no more than 40 pages.

All questions regarding this RFP should be submitted online using the following [Question Form](https://forms.office.com/r/2SzRRGdVxP) (<https://forms.office.com/r/2SzRRGdVxP>) by no later than April 22, 2022. Interested respondents must register by completing an online [Interest Form](https://forms.office.com/r/NDsXHU9tD3) (<https://forms.office.com/r/NDsXHU9tD3>).



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