

Request for Proposal

RFP #: DC-BR-01

Commercial Brokerage Firm

In support of

World Learning

1015 15th Street NW, Ninth Floor

Washington, DC 20005

Submission Deadline: Friday, February 29, 2024 by 5:00 PM Eastern Time

BACKGROUND

World Learning Inc. (WL) is a 501(c)(3) international nonprofit organization that works to create a more sustainable, peaceful, and just world through international education, cultural exchange, and sustainable development programs. It is comprised of World Learning, a global development and exchange nonprofit organization; The Experiment in International Living, a pioneer of abroad and virtual youth exchange programs since 1932; and School for International Training, a global university offering accredited undergraduate study abroad programs, including the comparative International Honors Program, and globally focused graduate degrees and certificates. WL has a campus and offices in Brattleboro, Vermont, as well as headquarters in Washington, D.C., and program centers across the globe. For more information on WL, please visit <https://www.worldlearninginc.org/>.

With approximately **120** employees in the US that have the DC office as their designated base (mostly on a hybrid basis), as well as visiting staff from overseas and program groups utilizing our offices on a periodic basis, it is important that WL maintain an innovative and diverse space. Our current space in DC encompasses **29,441** square feet across two floors. Our current lease is set to expire on July 31, 2026. We are looking to renegotiate our current lease or explore options for a new or renovated modern space for our HQ in DC.

LOCATION OF SERVICE

Washington, DC

World Learning

1015 15th Street NW, 9th Floor
Washington, DC 20005
P: 202.408.5420
F: 202.408.5397

info@worldlearning.org
[worldlearning.org](https://www.worldlearning.org)

PURPOSE/SCOPE OF WORK

WL is seeking to obtain some or all of the following services from a highly qualified commercial real estate brokerage firm:

1. Assist in determining WL's future space requirements. What role can your firm play in assisting us as we identify needs and consider options (e.g., location, space configuration, amenities, etc.)?
2. Research and analyze viable locations and space alternatives, including an analysis of relocation versus staying in place.
3. Develop a comprehensive schedule of actions necessary to complete this project.
4. Lead the lease negotiation(s).
5. Assist WL in the planning and execution of its relocation (if applicable) after the lease is signed.
6. Other services that are available that may be useful to us through this process – please identify any additional costs.

KEY CONTRACT TERMS

Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to WL must be furnished for the use of WL without royalty or any additional fees.

All Materials will be owned exclusively by the WL. The Contractor will not use or allow the use of the Materials for any purpose other than the Contractor's performance of the Contract without the prior written consent of the WL.

BIDDER MINIMUM REQUIREMENTS

WL will accept and evaluate proposals only from bidders that meet ALL OF the following requirements:

1. Licensing: Bidder must have all necessary business licenses, professional certifications, or other credentials to perform the services and, if a corporation, be in good standing and qualified to conduct business in Washington, D.C. and the States of Maryland and Virginia.
2. Broker Experience: The account executive(s) / lead broker(s) who will be assigned to the WL account must have a minimum of ten (10) years' experience in providing commercial real estate advisory and brokerage services to clients.
3. Tenant Representation: The bidder must be able to provide services as an exclusive Tenant Representation Broker.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

WL will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Please respond fully in writing to the relevant questions below. The depth, quality and completeness of your response will influence the decision on which firm will represent WL in its search for, and negotiation of, lease space. Your written response will also serve, in part, as a benchmark against which to evaluate your performance should your firm be chosen to represent WL.

In addition to the submission requirements listed below, a short-list of Contractors will be selected for a virtual presentation round.

Evaluation Criteria	Submission Requirements
1. Experience of the firm	<p>1. Provide 3 examples of past performance of similar work. Specifically, please include:</p> <ul style="list-style-type: none"> a. Example with diverse and creative workspace ideas b. Provide space before and after pictures, if you supported the space build out c. Scope of services provided <p>2. Please provide background information on your company and its structure, culture, mission, and values.</p> <p>3. Describe your experience representing non-profit organizations and NGOs in leasing space.</p>

<p>2. Contractor’s proposed process and approach to meet our needs efficiently</p>	<p>a. A written proposal explaining the process for implementation. Please describe in detail the scope of services your firm would provide and all associated fees in the pricing section of your response. Also, indicate whether all of your services are provided in-house or if some are provided by outside vendors. Specifically address the following services:</p> <ul style="list-style-type: none"> a. Strategic planning b. Lease negotiation c. Move coordination <p>b. Description of services offered/provided</p> <p>c. Describe in general terms your negotiation strategy</p>
<p>3. Creativity with space requirements</p>	<p>Please explain the following:</p> <ul style="list-style-type: none"> a. How the firm will address space needs in a unique way b. How the firm will collaborate with WL c. How the firm will address challenges and need for flexibility with space
<p>4. Timeframe of implementation</p>	<p>a. Estimated hours, timeframe with deliverables, final delivery date</p>
<p>5. Pricing</p>	<p>a. Please explain your pricing model and the applicable fees that would apply for all the servicing options that you are able to provide.</p>
<p>6. Qualifications of proposed individuals</p>	<p>Please list each individual team member and the primary contact for this project. Also, describe the relationship of each team member with your company (i.e., independent contractor, employee or other). Additionally, please provide:</p> <ul style="list-style-type: none"> a. CV/Resume of proposed individuals to work on this project and 2 references per individual b. Describe the team we would work with c. Explain why your firm is the best fit for the job
<p>7. Tenant Representation</p>	<p>Preferential consideration will be given to brokers who can demonstrate experience representing tenants exclusively (vs. dual agency).</p>

8. Client References	<p>a. Please provide at least 3 organizational references with name, phone number and email address for similar services provided. As an example, we will be looking at the following areas for when checking references:</p> <ul style="list-style-type: none">a. How creative was the vendor?b. How responsive was the vendor?c. How collaborative was the vendor?d. Experience with shorter or flexible leasese. Experience with clients who have a comparable size and scopef. Experience working with NGOs
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ADDITIONAL INFORMATION

Please include the RFP # reflected on the first page of this document on all proposals and e-mail communications.

WL is committed to selecting the most competitive offer for contract award. Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. WL reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals may be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by WL as offers to enter into an agreement. WL reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

WL shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

Equal Opportunity Notice. WL is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

PROCESS SCHEDULE

Activity	Date
RFP Released	February 1, 2024
Questions accepted in writing	February 9, 2024, by 5:00 PM Eastern Time. Submit Questions to kote.lomidze@worldlearning.org and CC ian.obrien@worldlearning.org .
Answers posted	February 16, 2024
Proposals due	February 29, 2024, by 5:00 PM Eastern Time, Submit Questions to kote.lomidze@worldlearning.org and CC ian.obrien@worldlearning.org .
Short-list identified for provider interviews (via web)	March 29, 2024

Please note it is our best intent to comply with the above timeline, but unavoidable delays may occur.

ETHICAL BEHAVIOR

As a core value to help achieve our mission, WL embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. World Learning staff shall purchase goods and services that are compliant with federal and state laws and aligned with the organization’s best business practices. Goods and services must be obtained in an effective manner and in compliance with the WL’s Purchasing Policy, Code of Conduct, and any applicable donor provisions. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and WL employees, or other unethical practices. If you experience of suspect unethical behavior by a WL employee, please contact WL’s Ethics and Compliance Hotline through:

- Website: www.lighthouse-services.com/worldlearning
- Email: reports@lighthouse-services.com (must include “World Learning” in subject line)
- Toll-Free Telephone:
 - English Speaking USA & Canada: 833-400-0039
 - Spanish Speaking USA & Canada: 800-216-1288
- All other countries: 800-603-2869 (must dial country access code first – codes and instructions are available via the link below:

<https://www.lighthouse-services.com/documentlink/International%20Toll-free%20Hotline%20Access%20Instructions.pdf>

Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the WL will have their proposal disqualified and will not be solicited for future work.