

Date: February 16, 2024

Subject: World Learning (WL) responses to questions received on the following Request for Proposal issued on February 1, 2024:

RFP #: DC-BR-01

[RFP-Real-Estate-Broker.pdf \(worldlearning.org\)](#)

Commercial Brokerage Firm

In support of

World Learning

1015 15th Street NW, Ninth Floor

Washington, DC 20005

Summary

World Learning Inc. (WL) has responded to all questions received by the stated deadline in the RFP. Questions received, and WL responses, are listed by category and in no particular order.

Questions and WL Responses

Questions regarding selection committee composition.

- Who is on the selection committee for World Learning, and what level of engagement will there be from the Board?

WL Response: CFAO and SVP of Finance, VP of Global Programs, DVP of Finance and Director of Security and Global Program Operations. The board is not directly involved in the process.

Requests for Additional Documentation and Tour of WL Facilities

- Are you able to share World Learning's current space plan (floor plan)?
- Are you able to share World Learning's current Lease and any Amendments?
- Can you provide your current lease, amendment(s), most recent rent bills, and as-built floor plans?
- Can you please send us a copy of the lease and a recent rent statement so we can analyze the best financial strategy on a lease renewal? Alternatively, could you provide us with your current Base Rent per square foot and current OPEX, CAM, and Real Estate Tax pass-throughs per square foot?
- Can you please provide 2023 estimates for operating expenses/real estate taxes and the most recent rent invoice? If available, please also provide the 2024 estimates for operating

World Learning

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- expenses/real estate taxes.
- Can you share WL's most recent organizational chart?
 - Can you provide your employee home zip codes?
 - Are we able to tour the facility prior to submitting the RFP response?
 - Can we tour your facilities?
 - Is there an opportunity for our Workplace team to take a brief tour of World Learning's space before responding to the RFP, to gain a better understanding of your current work environment?
 - Can we schedule a tour of WL's office to see your current space?

A copy of the current office floorplan is available upon request. Please send requests to ian.obrien@worldlearning.org.

WL will not be sharing copies of its lease at this stage. Key information from the current lease and amendments are already included in the RFP document.

WL will not be sharing employee home zip codes or an organizational chart as part of the solicitation.

WL will offer three time slots (over two different days) for interested parties to tour the current office space. Please contact WL's Office Coordinator at Nicklaus.Schieffelbein@worldlearning.org to confirm interest in viewing the space during one of the available opportunities, as listed below:

Tuesday, February 20th, 2024 10:00am – 12:00pm

Tuesday, February 20th, 2024 2:00pm – 4:00pm

Wednesday, February 21st, 2024 10:00am – 12:00pm

Please be advised that WL's Office Coordinator will not entertain any questions related to the RFP.

Questions Related to WL's Telework Policies.

- What is your current telework policy? Do you intend to maintain the same policy in the long term?
- What is your remote work policy, and what do you anticipate your teleworking/hoteling requirements will be in the future?
- Is there a minimum number of days you will require staff to go into the office?
- Can you share details on the state of your current hybrid work model?
- We understand WL has a hybrid strategy. Can you provide more detail, including how many days per week and which days per week are your employees coming into the office?
- Have you distributed a remote work survey to your staff and received the results? If so, can you

please provide the results?

WL Response:

We allow hybrid and fully remote work based on job responsibilities and with prior approval. Approximately 80% of DC based staff have approved hybrid agreements. There is no set number of days hybrid employees are required to come into the office. Schedules are set with their supervisors. Accordingly, the number of staff in the office on any given day fluctuates.

We intend to keep this policy in the long term and do not plan on surveying staff further regarding the policy.

Questions Related to WL's current offices in Washington DC.

- How many people does your current space accommodate, and how many people intend to use the space moving forward?
- How many of the 120 employees are full-time? What are your growth or contraction projections? What are your space utilization metrics?
- Are WL employees using the DC office and in what capacity?
- Does the current space layout and design work for the organization and its staff?
- Is the current space more open plan or closed private offices?
- What is the vision for the space layout – open plan, even mix of closed office and open plan, or primarily private offices?
- How often are you having large (30+ people) meetings / events in your space?
- Do you have a conference utilization tracking system, and if so, can you share your conference utilization data?
- We are wondering if WL has a total square footage in mind that you are targeting for your next lease.
- Is there a strategic advantage that World Learning benefits from by keeping the office at current address of 1015 15th Street, NW; If World Learning remains in its space, which parts of the layout would need to change / improve?
- What do you like / not like about your current building?
- What works well / or doesn't work about your current space?

WL Response: As mentioned in the RFP, there are approximately 120 full-time employees that have the DC office as their designated base. (The current office space can accommodate up to 180 employees.) Access to metro and public transportation is an important benefit in our current location. The space was recently renovated to an open floor plan with some private offices, two large conference rooms, and multiple huddle rooms.

On average WL hosts around three large (e.g. 30+ people) meetings a week, with some periods seeing more meeting activity and some less. WL does have a conference room registration and utilization system, however data is not regularly tracked and is not relevant at this stage.

With more employees working under a hybrid approach, we intend to reduce our space in the future to accommodate approximately 100 employees (or approximately 20,000 sq ft). We would like to continue to utilize an open floor plan with meeting room facilities for a mixture of small and large meetings.

The current location of our offices in downtown DC offers proximity to partners and participants in our programs. WL is open to staying in our current space if we can reduce the amount of space we currently have and renegotiate our lease on favorable terms.

Questions Related to Potential Alternative Locations

- Would World Learning entertain purchasing a building?
- Is the purchase of a building or office condo among the options World Learning will want to consider in this process?
- What quality of building is World Learning interested in for a relocation (Trophy, Class A, Class B)?
- Are there any locations outside of DC that World Learning would consider exploring?
- How important are amenities in a new building for World Learning? Fitness center, rooftop terrace, dining options, shared conferencing?
- Approximately how many staff members require parking?
- From your list of requirements, are there certain requirements that will be weighted more heavily?
- Is entertainment going to be a significant component of your mission?
- What are the top 3 drivers when deciding on World Learning's next lease (price, location, recruitment, etc.)?

We are not looking to purchase a building.

WL's strong preference is to remain in DC but may consider metro accessible locations outside of DC.

Our preference is a Class A building, but we are open to Class B.

In terms of preferred amenities in a potential new space, meeting room space for large groups and shared conferencing is important. Other amenities are seen as value added but not deal breakers.

Entertainment amenities are value added but not a priority consideration.

Price, location, and tenant improvement offerings will be the biggest drivers in our search.

Parking for staff is not a requirement, with the assumption that any office location we select will offer proximity to public transportation.

More details about WL search criteria and considerations will be discussed and finalized in collaboration with the winner of this RFP.

Questions Related to RFP Requirements and Selection Criteria

- What are the top 2-3 drivers in the selection of a real estate advisory firm?
- If the proposed team represents not-for-profit tenants that own buildings, will that have a negative impact on our scoring?
- If the real estate firm, but no members of the proposed team, represents the owner of your current building, will that be disqualifying?
- Do all team members need to have over ten (10) years of experience or only the lead broker?
- Is there an ideal number of pages that you would like us to meet for our response?

Please refer to the selection criteria included in the RFP.

If bidders are representing landlords in addition to tenants, they should explain their process for mitigating the potential or apparent conflict of interest.

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. (This minimum requirement does not apply to other team members who may be working with WL.)

Additional detail related to WL search criteria for future office space will be discussed and finalized in collaboration with the winner of this RFP.

There is no minimum or maximum page requirement in the solicitation.