

**REQUEST FOR PROPOSALS**  
**Commercial Real Estate Broker/Advisor**

Issue Date: August 4, 2021

Due Date: August 16, 2021

**I. Introduction**

RFE/RL, Inc. (“RFE/RL”) is an international news and broadcast organization. RFE/RL is a private, nonprofit 501(c)(3) corporation, and is funded by a grant from the U.S. Congress through the United States Agency for Global Media (USAGM).

RFE/RL maintains a corporate office in Washington, D.C. and broadcasting headquarters in Prague, Czech Republic. More information is available at <https://www.rferl.org/>

**II. Objective and Needs**

RFE/RL is seeking written proposals in response to this RFP from qualified firms to establish a relationship with a commercial real estate adviser and broker that will provide a full range of tenant broker services to help RFE/RL establish and execute a strategy for its office space needs in Washington, DC.

RFE/RL currently has a lease for two floors at 1201 Connecticut Ave, NW, Washington, DC (1201) for a total of 26,856 RSF. RFE/RL occupies one floor (4<sup>th</sup> floor) and sub-leases a second floor (11<sup>th</sup> floor) to Vox Media (Vox).

The lease at 1201 expires on December 31, 2023. RFE/RL is reviewing options to fulfill its space needs, including the efficacy of renewing RFE/RL’s 1201 lease or finding a new space to lease or sublease within Washington, DC.

**III. Scope of Work**

To be considered competitive, your proposal must address how, and the degree to which, you will provide the following required services. A tour of current offices at 1201 can be arranged upon request.

- Manage RFE/RL DC office lease project from inception to relocation (or renovation in place), ensuring we stay on track to meet goals.
- Advise RFE/RL on optimal space utilization and office configuration, including benchmarking to current best practices
- Advise RFE/RL on the criteria to apply in seeking new or, in the case of 1201, refurbished premises, including (but not limited to) commuting distances, proximity to USAGM, traffic flow data, utilities information, and zoning/permitting requirements
- Analyze the current lease and determine the best economic strategy for the timing of moving premises, including a) relocating before the lease termination, b) whether triple-net or full-service lease is optimal for RFE/RL, and c) the appropriate level of tenant improvement allowance
- Identify the terms and conditions under which a renewal and renovation should be considered
- For potential relocation, identify and propose appropriate office space, arrange tours, and track proposals and terms of each
- Lead the negotiations with prospective or, in the case of 1201, current landlords to secure the best terms and conditions for new or refurbished premises
- Coordinate lease preparation and execution
- Provide related services as required in the course of this assessment and strategic planning

Please address the following in your proposal:

**1. Decision Making Process**

- a. Identify the processes and services you will use to help RFE/RL determine the best options available to meet its real estate needs for the next ten years.

**2. Implementation**

- a. If RFE/RL decides the best option is to **renew** its current lease, please describe the strategies, processes, and services you will implement to renew the lease under the most advantageous terms and conditions to the company.
- b. If RFE/RL decides the best option is to **relocate** to another facility, please describe the strategies, processes, and services you will implement to identify the optimal site, lease the space under the most advantageous terms and conditions, and help the company relocate.
- c. If you would like to highlight **another option(s)**, please provide similar information as requested above.

**3. Post Implementation**

- a. Following implementation, please explain the core services you will provide to keep RFE/RL apprised of changes in market conditions, opportunities, and risks to its real estate situation. Identify any optional services, with fees, that RFE/RL may consider using.

**4. Requirements From RFE/RL**

- a. Please provide a description of the commitments and obligations you will need from RFE/RL including time, materials, financial, and others.

**5. Your Firm and Its Work with Similar Organizations**

- a. Please provide an overview of your firm's understanding of, and activities in, the Washington, DC market, with examples of your supporting similar sized organizations as RFE/RL in Washington, DC.
- b. Provide references with contact information from a minimum of three clients who have used your services within the last 2 years to obtain office space similar in size to our current 4<sup>th</sup> floor office square footage at 1201.

**6. Disclosure of Conflicts of Interest**

- a. Please provide a list disclosing: i) the addresses in Washington, DC of properties in which your firm holds an ownership interest; and ii) the addresses in Washington, DC of properties of your current clients' known interests. Please describe procedures and controls in place to prevent current and future conflicts of interest from affecting RFE/RL.

**7. Fee Structure**

- a. Please provide a fee structure for your engagement with RFE/RL, including any proposed commission sharing. Specify which services are included in this compensation and which services would require additional fees.

**IV. Required Proposal Information and Format**

The proposal should consist of two parts: technical and pricing.

Technical Proposal:

- Brief introduction, statement of qualifications

- Description of Services (responses to questions 1-5, Scope of Work)
- Technical Proposal must be fifteen (15) pages or fewer
- Disclosure of Conflicts of Interest (question 6, Scope of Work)

Fee (pricing) Proposal:

- Cost of each service (response to question 7, Scope of Work)
- Specify which services are included and which services (if any) would require additional fees
- Statement on Ongoing Fees
- Other Pricing Information

A copy of the proposal should be sent as an e-mail attachment to RFE/RL Procurement & Licensing Officer Virgis Pikturna at [procurement@rferl.org](mailto:procurement@rferl.org) and must be received by August 16, 2021 5:00 PM EST. If a bidder wishes to also submit a hard copy of the proposal, it needs to be received no later than the due date and should be posted to 1201 Connecticut Ave NW, Suite 400, Washington DC 20036, Attn: Virgis Pikturna.

## **V. Review Process**

RFE/RL may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firm's proposal. However, RFE/RL reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. In making a selection, we will base our decision on the offered services, features and capabilities that are of use to us, the level of support to RFE/RL and our employees, and the price of the services.

Proposals will be evaluated by RFE/RL's Review Committee against the factors specified below. The relative weights of the criteria are based on a 100-point scale:

Criteria	Points
Qualifications, experience, references, and ability to carry out the described work.	60
Fees/expenses.	30
Other factors, including completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere.	10

**VI. Key Dates & Timeline**

RFP Released	August 4, 2021
Submission of Questions Due by Bidders	August 9, 2021
Response to Questions Posted	August 11, 2021
Submission of Proposal Due Date	August 16, 2021 17:00 EST
Oral Presentation/Interviews (if needed)	TBD
Award Notice	August 31, 2021