



## Request for Proposals

### Corporate Space Planning and Architectural Consultation Services

August 2017

#### Project Overview

The Corporation for Public Broadcasting (CPB) requests proposals from licensed architects or architectural firms for space planning and architectural consultation services for CPB.

CPB's leased offices are located in downtown Washington, DC at 401 9<sup>th</sup> Street, NW. The current lease agreement covers approximately 55,000 square feet and expires April 30, 2020. CPB maintains a staff of approximately 100 employees. These services are needed to assist CPB in identifying the best course of action for housing the CPB offices at the expiration of the current lease agreement. Services required by CPB include, but are not limited to, the following:

- A. Assisting CPB in evaluating current and anticipated space needs with regard to organizational structure, functional requirements, and workspace design:
  - a. Examination of current office layout and function;
  - b. Interviews with CPB leadership to determine organizational structure development strategy, anticipated staff growth, and other needs of CPB;
  - c. Survey of CPB staff to gather data on workplace requirements and preferences;
  - d. Review of CPB corporate policies that impact workplace design.
- B. Analyzing the benefits and limitations to CPB under the following scenarios:
  - a. Remaining in part of the current premises under a new lease agreement; or
  - b. Relocating to other leased office space in Washington, DC or the immediate area.
- C. Developing recommendations for office space needs for CPB incorporating the following:
  - a. Space size in square feet;
  - b. Efficient, modern, and marketable workplace design and furnishing scenarios;
  - c. Functional layout and organization concepts through space programming;
  - d. Examination of alternative workplace strategies;
  - e. Workspace allocations for employees utilizing current and projected staffing needs;
  - f. Any other recommendations or information that should be considered by CPB.
- D. Providing CPB with an estimated budget for the recommendations, taking into consideration the various location scenarios, as well as timelines for completion and benchmarks for use in tracking the project.
- E. Ongoing architectural consultation services as the project continues into the execution phase.

The agreement for services will extend for a period of 12 months, renewable under the same terms and conditions at CPB's sole discretion for two additional 12-month terms.

Proposals must be submitted no later than 5:00 p.m. Eastern on August 25, 2014.

## I. CPB

CPB is a private, non-profit corporation created by the United States Congress through the Public Broadcasting Act of 1967. CPB is exempt from taxes under Section 501(C)(3) of the Internal Revenue Code. It is funded by the United States Federal government through annual Congressional appropriations. The purpose of CPB is to promote non-commercial media in television, radio, and other digital platforms for the American people.

## II. CPB's Current Office Space Documentation

CPB will make a copy of its office space plans, current lease, and any other documentation it deems necessary for the project available to the selected applicant. Selected applicant will also have access to the CPB office space as needed.

Applicants must disclose any existing or potential conflict of interest it might have with landlords, property management companies, construction firms or contractors, subcontractors, engineering and other design firms, or any other entity that may have a stake in the project.

## III. Proposal Components

Applicants must separate their technical and cost proposals.

- A. **Technical Proposals:** Technical proposals should address the issues set forth below in the order specified.
  1. **Company overview** - Please provide an overview of the company to include the following:
    - i. Description of the company to include structure (public or private), years active, number of employees, average project load, and platform of services;
    - ii. Team overview to include principals assigned to CPB and their biographies;
    - iii. Notice of any potential conflicts of interest, either by individual team members or the company, as described in Section II.; and
  2. **Project Process and Services** – Please provide a detailed description of the process by which you will evaluate CPB's needs and the services you intent to provide, including the following:
    - i. Development of a systematic approach to evaluate the space needs of CPB, including collecting and utilizing data from the organization;
    - ii. Analysis of benefits and limitations of alternative location scenarios. Consideration should be given to office space type/class, jurisdictional impact, logistics and commuter considerations, permitting and construction issues, etc.;
    - iii. Creation of a set of recommendations based on the space needs evaluation and analysis of locations. Recommendations should include information on the quantity, design, and organization of space needed by CPB, as well as cost-saving alternatives and technologies that may work for the organization;
    - iv. Estimation of budget under the various location and recommendation scenarios, including design, construction, relocation, and furnishing costs, as well as timelines for completion and benchmarks for use in tracking the project;
    - v. Ongoing architectural consultation services as needed, such as test-fit plans, square-footage calculations, development of a preliminary space plan; and

3. **Projects, References, and Competitive Advantages** – Please provide the following:
- i. Examples of work similar to the CPB project undertaken by your company within the last 5 years, along with a brief narrative describing outcomes;
  - ii. References provided by 3 clients from the examples listed above with telephone and email contact information;
  - iii. A summary of any competitive advantages offered by your company; and
- B. **Cost Proposals** – Applicant’s cost proposals must describe the exact formula used to determine its compensation and billing practices for evaluating CPB’s space needs and making recommendations for design and organization during the initial contract term and the renewal period. Please identify any other remuneration the firm may receive directly or indirectly for providing the services described herein.

#### IV. Evaluation Criteria

Proposals will be evaluated on the following criteria with the associated weight.

- A. Company Overview (15%).
- B. Project Process and Services (30%).
- C. Projects, References, and Competitive Advantages (25%).
- D. Cost – reasonableness of the proposed price (30%).

#### V. Proposal Submission

Applicants must submit their technical and cost proposals separately through CPB’s Grants Management System.

To gain access to this RFP via the Grants Management System, please send an email request to Chad Cook, Director, Office Services ([ccook@cpb.org](mailto:ccook@cpb.org)) no later than 5:00 p.m. ET on August 23, 2017. CPB will provide access to eligible applicants within 24 hours. Include RFP title in the subject line. In your request, please provide your name, title, phone number, organization name, address and organization web address.

All questions must be submitted via email to Chad Cook, Director, Office Services ([ccook@cpb.org](mailto:ccook@cpb.org)). CPB will post responses without attribution. The deadline for submitting questions is August 23, 2017 at 5:00 p.m. ET.

Submissions through the Grants Management System are due no later than Friday, August 25, 2017 at 5:00 p.m. ET. CPB will not consider applications submitted after this time.

CPB may request applicants with the top scores to meet with and present their proposal to senior management at CPB’s offices in Washington, DC. If so, CPB will notify applicants to schedule these meetings.

## VI. Timeline

TIMELINE	
Activity	Date
RFP Announcement	August 8, 2017
GMS Access Request Deadline	August 23, 2017
RFP Question Submission	August 23, 2017
Response Deadline	August 25, 2017
Select Presentations to CPB	TBA
Contract Signed	September 8, 2017
Project Begins	TBA

## VII. CPB Terms

Proposals become the sole property of CPB and will not be returned. CPB reserves the right to accept or reject any or all submitted proposals for any reason or for no reason. CPB will not entertain any claim for expense in relation to the preparation and submission of this RFP or any matter relating thereto. If additional information about CPB is needed, please visit us at [www.cpb.org](http://www.cpb.org).

## VIII. GENERAL TERMS

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Applicant's proposals to meet the requirements of this RFP. Neither multiple nor alternate proposals will be accepted. An Applicant should give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets.

The selected Applicant shall be responsible for all products and services required by this RFP. Subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Applicant's proposals.

By submitting an offer in response to this RFP, an Applicant, if selected for award, shall be deemed to have accepted the terms of this RFP. Any exceptions to this RFP must be clearly identified in the proposal. A proposal that takes exception to these terms may be rejected.

As part of the RFP review process, CPB may share materials, data, other information and analyses (collectively, "Information") with Applicants. As a condition of receiving such Information, Applicants responding to this RFP shall be deemed to have agreed to protect, preserve and maintain all such Information on a strictly confidential basis, and to promptly return to CPB upon its request all tangible copies of such Information in your possession.

CPB is not responsible for loss or damage to the material submitted, or for any unauthorized use or misuse of the submitted materials by any third party. Any submission to CPB shall become the property of CPB (not including any intellectual property rights contained in such submission), and CPB is not required to return any submitted materials to any applicant.

Solicitation by CPB of proposals does not constitute an agreement by CPB to extend funding to any party for the project under consideration. CPB may, in its sole discretion, elect not to pursue this Project in any manner.

By submitting a proposal, each applicant grants to CPB the right to duplicate, use, disclose, and distribute all of the materials submitted for purposes of evaluation, review, and research. In addition, each applicant guarantees that the applicant has full and complete rights to all of the information and materials included in the proposal. Each applicant also guarantees that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights, or other proprietary rights of any third party.

#### IX. CONDITIONS OF AGREEMENT

If a proposal is selected for funding, applicants will be required to sign a binding agreement. Until both parties have signed an agreement, no express or implied commitment has been made to provide financial support. Applicants are not authorized to commence work until the agreement is fully executed. If applicants opt to commence work, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship. As a condition of agreement, applicants must guarantee that, among other things, any work they undertake on behalf of CPB is not defamatory and will not violate or infringe upon the privacy rights, copyrights, or other proprietary rights of any third party. Selected applicants must also agree to indemnify CPB against any loss resulting from breach of any of the guarantees contained in the agreement.

Those receiving funds from CPB must be able comply with a number of requirement that will be included in the operative agreement. These requirements include but are not limited to:

- 1) Maintenance, for three years following receipt of relevant funds, of all financial records to the project, which records shall be accessible to CPB, and to the U.S. Comptroller General or other representatives for examination and audit purposes;
- 2) Maintenance, for three years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances, and other documents related to the work undertaken, copies of which shall be made available to CPB on request;
- 3) Compliance with equal employment opportunity and nondiscrimination laws and policies;
- 4) Applicants will be required to provide documentation as to actual costs;
- 5) All research and materials created, developed, compiled or produced pursuant to or as a result of this project (including but not limited to all reports) will be considered ordered and commissioned by CPB as works made for hire under the copyright laws, and made in the course of services rendered. If, for any reason, the proposed research and materials to be provided are not considered works made for hire under the copyright laws, then the applicant will be required to assign all right, title and interest in and to such research and materials to CPB. Applicants further agree that neither they, nor any of their subcontractors, will have any copyrights whatsoever in any research and/or materials created, developed, compiled or produced by them or by any subcontractor, or by any third party participating in the preparation of research or materials for this project;

6) Applicants will be required to represent and warrant that no funds provided by CPB shall be (i) used for any activity designed to influence legislation or appropriations pending before the United States Congress or any State legislature (26 §U.S.C. 501(c)(3)); or (ii) used to conduct any reception or provide any other entertainment for any officer or employee of the Federal Government or any state or local government (47 §U.S.C. 396, D(k)(2(A)); and

7) Applicants will be required to indemnify and hold CPB harmless from and against all actual or alleged claims, damages, liabilities, costs and expenses (including legal fees) arising out of or related to (i) any alleged or actual breach of any representation or warranty in the operative agreement; (ii) any other default by such applicant of any term or provision of the operative agreement; or (iii) applicant's performance under the Project.

Other material terms and provisions will be set forth in the binding agreement that the successful applicant will be required to execute.