



***REQUEST FOR PROPOSAL: HISTORICAL ARCHITECT &
DESIGN SERVICES***

Prepared by:

Meridian International
1630 Crescent Place, NW
Washington DC 20009 8550

February 12, 2024

Request for Proposal (RFP) – Historical Architectural & Design Services

Meridian is accepting written proposals from qualified firms to provide architecture and design services.

Proposals shall be submitted no later than 2:00 PM on March 18, 2024.

ATTN:

Marc Kravitz
Director, Facilities
Meridian International
1630 Crescent Place NW
Washington, DC 20009

I. Purpose and Objective

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified historical architects (herein referred to as “A/E”) interested in contracting with Meridian International Center (herein referred to as “Meridian”) to provide desired services as outlined in this RFP.

Meridian has identified the following objectives:

- To provide historical architectural knowledge and guidance at the Meridian International Center as the organization embarks on a 10+ year repair and maintenance/renovation plan.
- Create a Historic Structure Report (HSR) for the property to use as a roadmap for the future.
- Advise Meridian on all matters related to the Historic Trust and other government or regulatory historic guidelines and requirements.
- Provide ongoing architectural support post project. Continuity of knowledge of campus for future projects is a critical piece of this project.
- Perform, or oversee, studies as requested by Meridian or as suggested by successful bidder. Initial studies to include:
 - Campus Interior SF/As-built survey
 - Workplace strategy and Campus plan
 - Environmental Hazards Study
 - Historic Structure Report
- Maximize efficiency in facilities utilization across the campus.
- Participate in community outreach meetings alongside Meridian team.

II. Background

Meridian International occupies and stewards two historic mansions designed by John Russell Pope, the Meridian House and White-Meyer House. The houses sit on 3 acres of beautifully landscaped property in Washington, DC. Both houses are listed on the National Register of Historic Places.

The campus serves as the unofficial “Embassy of Washington,” welcoming more than 3,500 international students and leaders, as well as diplomats, corporate executives, and administration officials who come through our doors each year.

Meridian completed a Facilities & Conditions Assessment (FCA) in late 2022.

III. Scope of Services

The following scope of design services with focus on a historical property, including structural, mechanical, electrical, plumbing and site/civil engineering services, energy modeling/analysis, and energy, technology and security integration and management, shall be performed by the selected architect (A/E) for the following repair and maintenance/renovations at:

Meridian International Center

1630 Crescent Place NW, Washington, DC 20009

- **Pre-Design along with Meridian Facilities Team (Phase I)** Participate and understand vision and project goals in collaboration with the Meridian Team.
- **Conceptual/Project Planning Phase (Phase II)**
Conceptualize suggested path options based on overall project goals, budget and event constraints.
- **Design Development Phase (Phase III)**
After approval and acceptance of the suggested path from Phase II, work to create detailed plans and timelines for building projects. Projects will be based off the HSR and completed FCA and take into consideration funding and possibly needed closures of buildings. They will include mechanical, plumbing, electrical / control systems, façade, and exterior grounds and landscaping and interior design. Shall provide energy modeling for mechanical and other building systems under consideration. The A/E will then prepare a final design plan based on the input received from any applicable municipal, regulatory, and/or and historic preservation agencies responsible for project approvals.
- **Construction Documents (Phase IV)**
After approval and acceptance of the end project plan from Phase III by Meridian, the A/E will be responsible for preparation of the required architectural/engineering drawings and plan documents, e.g. site plan(s), mechanical, electrical, plumbing, and structural plan(s).

After final approval of the architectural drawings and plan documents by Meridian, as well as the appropriate historical preservation and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes.

- **Bidding & Contract Award (Phase V)**
The A/E will lead the process in bidding the project to prospective prime contractors. Services will include the distribution of plans and specifications, coordinating with sub-contractor pre-bid meetings, formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and providing Meridian with a recommendation for prime contract awards.
- **Construction Administration & Project Closeout (Phase VI)**
The A/E shall be a representative of and shall advise and consult with Meridian during construction until the final payment to prime contractors is due.
 - a. Plan Approvals - The A/E is responsible for the procurement of all required plan approvals from the appropriate regulatory bodies, including, but not limited to, Storm water Management, landscaping, HVAC, Mechanical, plumbing and/or Fire Protection.

b. Construction Related Services - The A/E will provide, on Meridian's behalf, construction administration and inspection services. Services to be provided consist of coordinating regular progress meetings, review of shop drawings, assisting Meridian in material selection, undertaking construction observation, coordination of permitting with GC, processing approvals for payment to prime and other contractors, and facilitating preparation of final record drawings, warranty follow-up and project closeout.

- **The A/E shall provide updated budgetary cost estimates during each phase of the design process.**

- **Design Guidelines**

The A/E will work to maintain the historical, cultural, social, and political contexts of the time in which the homes were built. Where capable, and within historic guidelines, effort will be made to combine modern design within a historic project.

The A/E shall integrate Meridian's vision for space usage into the program and design of all projects.

IV. **Architect Profile**

Respondents to this RFP shall include the following minimum information in their proposal:

- a. General qualifications: describe the general qualifications of the firm.
- b. Special qualifications: describe any special or unique qualifications as they relate to this project including, but not limited to, historic building design and/or repair and maintenance.
- c. Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project. Include staff level and associated hourly rate.
- d. Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services have been provided within the last ten (10) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.

V. Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Describe how the A/E will organize and perform the work described in the Scope of Services section. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided by the sub-consultant(s).
- b. Describe the A/E understanding of the project and the planned approach to achieve the goals of the project.
- c. Include conceptual time schedules and related expectations/obligations.
- d. Provide a fee proposal. **Fees shall include an hourly rate per role (i.e. Principal, project manager, designer) and estimated monthly hours and fees during each stage of the project. Provide pricing for studies listed in Section I. All time and labor needed to successfully complete this project and reimbursable costs must be considered in the proposal. Provide T&M rates for ongoing services beyond the project.**
- e. Provide a description of any possible additional related costs and/or fees (not included in your base fee) that Meridian might incur as a result of this design process.
- f. Provide a description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.

VI. Proposal Evaluation/Selection Process / Agreement Award

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP
- Fee Proposal / Cost: Overall fee / billing rates
- Prior experience, Qualifications, References, Past Performance
- Experience / Expertise in historic buildings.

Award of Agreement. Upon the completion of the selection process, Meridian shall notify all bidders of the selection and the successful A/E shall enter into the AIA Document B112™–2022 Agreement Between Owner and A/E.

VII. Submittal Requirements

Marc Kravitz, Owner’s Representative
Email: mkravitz@meridian.org

Responses to RFP shall be received by Meridian no later than March 18th, 2024. Four (4) copies of your proposal are requested.

Marc Kravitz
Director, Facilities
Meridian International
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Washington, DC 20009

Proposal shall be marked “Proposal for Meridian International Architectural & Engineering Design Services” and shall clearly identify the A/E submitting the proposal.

This RFP shall not, in any manner, be construed to be an obligation on the Meridian to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Name of A/E: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

E-mail: _____

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge, and that the A/E he/she represents. If selected, agrees to incorporate the requirement of this RFP in the final contract with Meridian.

Signature of Person Authorized to Submit Proposal: _____

Typed Name of Signature Above: _____

