



***REQUEST FOR PROPOSAL: OWNER REPRESENTATION***

***Prepared by:***

Meridian International  
1630 Crescent Place NW  
Washington, DC 20009 8550

***February 12, 2024***

## **Request for Proposal (RFP) – Owners Representation**

Meridian is accepting written proposals from qualified firms to provide Owner Representation.

RFP 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 Owner Representatives (herein referred to as “Owners Rep”) 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:

- Act as the owner’s representative, guiding decisions with expertise utilizing our completed Facility & Conditions Assessment (FCA) as a guide. Make recommendations with respect to budget and scope.
- Provide project and financial oversight of projects. Track and monitor spending against budget parameters. Suggest alternative approaches (value engineering) for cost savings and find synergisms between different trades and aspects of the project.
- Provide budget estimating and masterplan phased scheduling taking into consideration operational constraints.
- Assist in the selection of all trades, including the GC, making suggestions upon completion of bidding processes.
- Participate in community outreach, and Board meetings, if necessary, 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 the more than 3,500 international students and leaders, as well as diplomats, corporate executives, and administration officials who come through our doors each year.

## III. **Scope of Services**

The Owners Rep will act as Meridian’s representative and advocate, managing and mitigating risks. This will include structural, MEP and site/civil engineering services, energy modeling/analysis, and energy, technology and security integration and management which shall be performed by the selected architect/engineers (A/E) with Owners Rep input and oversight for the following repairs and maintenance/renovations at:

## **Meridian International Center**

1630 Crescent Place NW, Washington, DC 20009

- Review completed Facilities and Conditions Assessment (FCA). Make recommendations with respect to budget, schedule and scope expectations.
- Solicit proposals from A/E, MEP, Civil, Hazmat Survey, landscaping, building as-built surveyor and other feasibility service providers as needed.
- After approval and acceptance of the suggested conceptual/project planning phase path presented by the A/E, will provide input to the work to create detailed plans and timelines for building projects based on overall project goals, budget and event constraints.
- Provide concept budget estimating and provide updated budgetary cost estimates throughout each phase of the design process.
- Participate in board presentations and provide adequate support to Owner staff to present strategic approach and obtain project approvals to continue forward.
- Meet with Operations staff to understand project constraints, scheduled events, communication and safety protocols.
- Construction Related Services - The Owners Rep will provide, on Meridian's behalf, construction administration and inspection services. Services to be provided consist of coordinating regular progress meetings, undertaking construction observation and assisting in the processing certificates for payment(s) to prime contractors.

#### **IV. Bidders 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.
- 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 Owners Rep will organize and perform the work described in the Scope of Services section.
- b. Describe the Owners Rep 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 hourly rate per role, estimated monthly hours and estimated monthly total cost for services.**
- e. Provide a description of any possible additional related costs and/or fees (not included in your base fee) that the Meridian might incur.
- 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 / billing rates
- Prior experience, Qualifications, References, Past Performance
- Experience. Historic experience preferred.

Award of Agreement. Upon the completion of the selection process, Meridian shall notify all bidders of the selection and the successful Owners Rep shall enter into an agreement between Meridian and the Owners Rep.

## VII. **Submittal Requirements**

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

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

**Proposal shall be marked "Proposal for Meridian International Center's Owners Rep, Services" and shall clearly identify the firm submitting the proposal.**

**This RFP shall not, in any manner, be construed to be an obligation on 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 Owners Rep:** \_\_\_\_\_

**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 Owners Rep 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: \_\_\_\_\_



