

# BID SHORT FORM - EXPRESSION OF INTEREST

Please save this short form, fill it out, and return to [OCS\\_RealProperty@co.pg.md.us](mailto:OCS_RealProperty@co.pg.md.us)

SELLER/LESSOR Prince George's County, acting by and through the Office of Central Services (the "County")

**RESOLUTION NUMBER** CR - -

**\* BEFORE YOU PROCEED \***

Please read the County's Transaction Terms, Reservation of Rights and Miscellaneous Provisions  
<http://www.princegeorgescountymd.gov/4174/TERMS-RIGHTS-AND-RESERVATIONS>

**SECTION 1 - RESPONDENT CONTACT INFORMATION**

NAME  
(Individual or Entity) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_

**SECTION 2 - PROPERTY DESCRIPTION & BID AMOUNTS**

	ADDRESS	TAX ID #	MAP #	BID AMOUNT
1.				\$
2.				\$
3.				\$
4.				\$
<b>TOTAL BID AMOUNT</b>				<b>\$</b>

*The County is interested in a qualitative approach to EOI submission material. Brief, clear and concise material is more desirable than quantity*

# BID SHORT FORM - EXPRESSION OF INTEREST

---

## SECTION 3 - INTENDED USE OF PROPERTY/PROJECT CONCEPT

1. State your intended use and/or vision for the project. Provide as much detail as possible and include the following:
  - a. *Scope and scale of the Development Project*
  - b. *Overall concept and vision for the Development Project including how the vision will integrate with and enhance the surrounding community*
  - c. *County, community and stakeholder engagement strategy, to the extent feasible.*
  - d. *Development plans (master plans, concept drawings, elevations and renderings), if available.*
  - e. *Zoning strategies, including a detailed explanation and justification for any proposed variance from conventional zoning requirements or zoning map amendments, if applicable.*
  - f. *Project schedule and milestones from award through project completion. The Phasing plan that describes your strategy and timing for delivering various components of the project. If entitlements are required, describe each step in the approval process*
  - g. *Solutions to potential challenges to the project, as foreseeable.*

*The County is interested in a qualitative approach to EOI submission material.  
Brief, clear and concise material is more desirable than quantity*

# BID SHORT FORM - EXPRESSION OF INTEREST

---

**SECTION 3 - INTENDED USE OF PROPERTY/PROJECT CONCEPT (CONTINUED)**

2. As to the Development Project, state the extent to which the intended use:

- will improve the surrounding neighborhood
- is expected to eliminate blight
- will further economic development
- will leverage Transit-Oriented Development
- will increase property values
- will serve the public interest

*The County is interested in a qualitative approach to EOI submission material.  
Brief, clear and concise material is more desirable than quantity*

# **BID SHORT FORM - EXPRESSION OF INTEREST**

---

**SECTION 3 - INTENDED USE OF PROPERTY/PROJECT CONCEPT (CONTINUED)**

3. State any additional information you would like the Office of Central Services to consider.

*The County is interested in a qualitative approach to EOI submission material.  
Brief, clear and concise material is more desirable than quantity*

# BID SHORT FORM - EXPRESSION OF INTEREST

## SECTION 4 - EXPERIENCE AND KEY PERSONNEL

### 1. Relevant Experience

*Indicate your ability to deliver projects similar in scope and scale to your proposed project.*

*Include past projects (at least one project) that have comparable components and identify the following:*

PROJECT NAME OR TITLE \_\_\_\_\_

PROJECT ADDRESS OR LOCATION \_\_\_\_\_

PROJECT DESCRIPTION

*Include use(s), total square footage,  
number of units, rental/sales,  
affordability, etc. (if applicable)*

TOTAL PROJECT COST

\$

*Estimated OR Actual total  
development costs*

FINANCING

*Proposed OR Actual financing  
structure*

REFERENCES

*Include name, e-mail addresses and/  
or telephone number*

### 2. Key Personnel

*Provide the name(s) of key personnel, if applicable beyond "Respondent Contact Information" in Section 1, their proposed role(s) and contact information. Key personnel shall have primary involvement in the project.*

NAME

(Individual or Entity) \_\_\_\_\_

NAME

(Individual or Entity) \_\_\_\_\_

ROLE

\_\_\_\_\_

ROLE

\_\_\_\_\_

PHONE/E-MAIL

\_\_\_\_\_

PHONE/E-MAIL

\_\_\_\_\_

*The County is interested in a qualitative approach to EOI submission material.  
Brief, clear and concise material is more desirable than quantity*

# BID SHORT FORM - EXPRESSION OF INTEREST

## SECTION 4 - EXPERIENCE AND KEY PERSONNEL (CONTINUED)

### 3. Escrow/Closing Agent

Include full name, mailing address, email address and telephone number.

If applicable, Seller and Purchaser agree to execute such reasonable escrow instructions as may be appropriate to enable the Title Company (or closing agent if different) to comply with the terms of this Agreement.

## SECTION 5 - MINIMUM BUSINESS TERM

**PURCHASE PRICE**  
*(If fee simple acquisition)*

**OR ANNUAL BASE RENT**  
*(If ground lease)*

**TOTAL BID PURCHASE AMOUNT \$**

*Respondent shall pay the total bid purchase amount to the County for fee simple conveyance of the Development Project at closing.*

**10% EARNEST MONEY DEPOSIT \$**  
**(EMD)**

**TOTAL ANNUAL BASE RENT \$**

*Respondent shall pay the total annual base rent to the County*

**ESCALATION**  
**ANNUAL BASE RENT (YR 1) %**

*Annual base rent shall increase by this percentage on the first anniversary of the closing date*

**ESCALATION**  
**ANNUAL BASE RENT %**

*Annual base rent shall increase by this percentage every subsequent anniversary of the initial rent escalation date for the term of the ground lease*

**10% EARNEST MONEY DEPOSIT \$**  
**(EMD)**

Respondent shall deliver to the County either a Certified or Cashier's Check, Electronic Transfer or Irrevocable Standby Letter of Credit in the amount of the EMD identified above, which is equal to ten percent (10%) of the Purchase Price, or ten percent (10%) of the appraised land value (if entering into a ground lease) is enclosed.

## SECTION 6 - ADDITIONAL INFORMATION (ATTACHMENTS)

Respondent may attach additional information to assist the County in its evaluation of the EOI. Refer to Instruction to Bidders for the maximum number of pages allowed. Attachments include appendices, exhibits, drawings and renderings.

*The County is interested in a qualitative approach to EOI submission material. Brief, clear and concise material is more desirable than quantity*

# BID SHORT FORM - EXPRESSION OF INTEREST

## SECTION 7 - AFFIDAVIT AND ELECTRONIC SIGNATURE AGREEMENT

I, the Respondent, certify that:

1. I have independently arrived at and submitted this bid without collusion, agreement, understanding, or planned common course with any other Respondent or county employee.
2. I am legally entitled to enter into contracts with Prince George's County and I am not in violation of any prohibited conflict of interest.
3. I have fully informed myself regarding the accuracy of the statements made in this affidavit.
4. I have read the entire content of the Invitation for Bids, including the Instructions, Form and Terms.
5. I accept all the terms and conditions herein as part of my bid and I will be bound by the same.
6. I am not relying on any statement, verbal or otherwise, not contained herein.
7. I have examined the property(ies) identified and acknowledge its "As-is" condition.
8. I agree that an electronic signature of an authorized Prince George's County, Maryland representative is the legal equivalent of his/her manual signature on the agreement attached hereto (the "Agreement"). By signing the Agreement, I/Entity consent(s) to be legally bound by the Agreement's terms and conditions. I/Entity further agree that the County's use of computer software, a key pad, mouse or other device to select an item, button, icon or similar act/action, in accessing, reviewing, approving and/or signing the Agreement, constitutes his/her signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by him/her in writing. I/Entity also agree(s) that no certification authority or other third party verification is necessary to validate the County's E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of the County's E-Signature or any resulting contract between myself/Entity and the County.

**I have read the County's Transaction Terms, Reservation of Rights and Miscellaneous Provisions**  
<http://www.princegeorgescountymd.gov/4174/TERMS-RIGHTS-AND-RESERVATIONS>

**I have enclosed the 10% Earnest Money Deposit as calculated in Section 5**

NAME/ENTITY _____	TITLE _____
AUTHORIZED SIGNATURE _____	DATE _____

*The County is interested in a qualitative approach to EOI submission material. Brief, clear and concise material is more desirable than quantity*

# BID SHORT FORM - EXPRESSION OF INTEREST

**SECTION 7 - AFFIDAVIT AND ELECTRONIC SIGNATURE AGREEMENT (CONTINUED)**

-----

Prince George's County, Maryland hereby agrees to conduct transactions with the above named Individual/Entity by electronic means in accordance with the terms set forth above and agreed to by Individual/Entity.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*The County is interested in a qualitative approach to EOI submission material.  
Brief, clear and concise material is more desirable than quantity*