



Redevelopment Authority  
of Prince George's County

# REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY

## REQUEST FOR PROPOSAL NO. 2017-2

*Development of the Towne Square at Suitland Federal Center  
4809 Suitland Road*

***ISSUE DATE: February 21, 2017***

***PRE-PROPOSAL CONFERENCE: March 6, 2017***

***from 10:00 am EST to 11:00 am EST***

***PROPOSAL CLOSING: April 28, 2017, 12:00 Noon EST***



This document is available from the Redevelopment Authority Webpage at:  
<http://www.princegeorgescountymd.gov/1500/Development-Opportunities>

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**SECTION I: INTRODUCTION**

**1.1      SUMMARY STATEMENT**

The Redevelopment Authority of Prince George's County (RDA) is hereby soliciting proposals for an approximately 1 acre (43,507 square feet) parcel located at 4809 Suitland Road. The site is mostly flat and rectangular and fronts Suitland Road. The zoning is MUTC. The site is located one block from the RDA's signature redevelopment project, the Town Square at Suitland Federal Center subdivision. The redevelopment project is a mixed use subdivision consisting of 2 single family dwellings, 219 town houses, 538 Market rate multi-family units, 137 senior multi-family units, 80,000 square feet of retail, and up to 50,000 square feet of public uses. The combined redevelopment site is approximately 25 acres and is located a half mile from the Suitland Metro Station and is across the street from the Suitland Federal Center.

**1.2      PROPOSAL CLOSING DATE**

The proposer must submit 1 original and 4 copies of the proposal along with an electronic version on a compact disk (CD) in a sealed package and address to:

Tanya M. Diggs  
Administrative Specialist  
Redevelopment Authority  
9200 Basil Court, Suite 504  
Largo, Maryland 20774

Proposals must be received and time stamped by the Redevelopment Authority no later than April 28, 2017 at 12:00 noon EST. The submittals must be sealed, and the outside envelope must be clearly marked "**RFP No. 2017-2**".

**Late proposals will not be considered.** Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Redevelopment Authority.

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The Offerors shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

**1.3      QUESTIONS AND INQUIRIES AND PRE-PROPOSAL CONFERENCE**

Questions and inquiries must be submitted via email no later than March 10, 2017:

[tdiggs@co.pg.md.us](mailto:tdiggs@co.pg.md.us)

Phone calls or faxed questions will not be accepted. All questions and answers will be posted to the RDA website no later than March 17, 2017. All potential respondents are responsible for checking the RDA website for any addendums. A Pre-Proposal Conference will be held on site on March 6, 2017 at 10:00 a.m. EST. Attendance at the pre proposal conference is not mandatory, but is strongly recommended.

**1.4      PROPOSAL ACCEPTANCE**

The Redevelopment Authority reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, the RDA reserves the right to make a whole award, partial award, or no award at all.

**1.5      DURATION OF PROPOSAL OFFER**

Proposals are to be held valid for six months following the closing date for this Request for Proposals. This period may be extended by mutual written agreement between the Offerors and the Redevelopment Authority.

**1.6      NOTICE TO OFFERORS**

Before submitting a proposal, Offerors are to completely familiarize themselves with the requirements of the solicitation. Failure to do so will **not** relieve the Offeror of responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done; it being understood that the submission of a proposal is an agreement with all of the items

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and conditions referred to herein.

**SECTION II: GENERAL INFORMATION**

**2.1      ECONOMY OF PREPARATION/INCURRED EXPENSES**

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the Offeror's capabilities and description of the offer to meet the requirements of this RFP. The RDA will not be responsible for any costs incurred by any Offeror in preparing and submitting a response to this solicitation.

**2.2      ADDENDA TO THE REQUEST FOR PROPOSAL**

If it becomes necessary to revise any part of this RFP, Addenda will be provided on the RDA website. It is the responsibility of all potential respondents to regularly check the RDA website for any Addenda.

**2.3      ORAL PRESENTATIONS**

The Redevelopment Authority reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Offerors may be required to provide oral presentations to discuss their proposal, answer questions from the RDA's Proposal Analysis Group, and/or clarify their technical submittal.

**2.4      CONFIDENTIALITY/PROPRIETARY INFORMATION**

Offerors must specifically identify those portions of their proposals, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by the Redevelopment Authority in accordance with the General Provisions Article (GP), §§ 4-101 through 4-601, Maryland Annotated Code. Offerors must clearly indicate each and every page that is deemed to be confidential/proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).

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**2.5 ALLOWANCE OF IN-HOUSE WORK**

No section or portion of this RFP or the Contract shall be construed or interpreted to preclude the Redevelopment Authority from accomplishing any task or undertaking of any operation or project utilizing its own work force and that of the Owner's Representative.

**2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR**

The Contract to be negotiated as a result of this RFP (the "Contract") shall be by and between the Offeror as Developer and the Redevelopment Authority, and shall contain provisions included in this RFP. By submitting a proposal in response to the RFP, the Offeror accepts the terms and conditions set forth herein.

**2.7 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS**

Offerors are required to submit with their proposal certain certifications, affirmations and affidavits. These forms, which should be completed by all Offerors, are included as Appendix A of this RFP.

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## SECTION III: SCOPE AND REQUIREMENTS

### 3.1 BACKGROUND/PROJECT DESCRIPTION

The Redevelopment Authority's mission is to contribute to the creation of a diverse and vibrant economy and living environment for Prince George's County, using community building techniques and providing responsible and responsive development and redevelopment that is designed to enhance quality of life, balanced growth and job creation for diverse, sustainable communities. 4809 Suitland Road is located approximately one block east of the RDA's signature redevelopment project, the Towne Square at Suitland Federal Center (see Figure 1). Below is a more detailed description of that project. Although not a part of the approved subdivision, it is expected that the development of 4809 Suitland Road will be compatible with the redevelopment project.

Figure 1 – Development Boundary





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Beginning in the early 2000's, the RDA began acquiring the dilapidated and blighted properties in the Suitland Manor Subdivision, along Homer Avenue, Huron Avenue, Hudson Avenue, Lewis Avenue and Chelsea Way. The acquisition, totaling 22 acres, was complete in 2007. The tenants were relocated and all buildings were demolished.

In late 2014, the RDA, together with its consulting team began planning the development of a new mixed-use community anchored by the Suitland Federal Center which houses the new headquarters of U.S. Census Bureau. Working collaboratively and assembling adjacent property owners, the RDA and its consulting team in 2015 guided the property through the entitlement process obtaining approval of the Preliminary Plan of Subdivision and the MUTC Special Permit. With adjacent property owners the total land area of the approved plans is approximately 25 +/- acres. More information can be accessed at: <http://suitlandtowncenter.com/>.

Currently the Redevelopment Authority is procuring the streets and alley closures under the County's Vacation Application process. The RDA will also acquire Record Plat/Final Plat for the new Subdivision to allow the project to advance to building permits. In 2016, NVR was awarded development rights to build 219 market-rate for sale townhouses, and Mission First Housing Development Corporation was selected to build a 137 unit mixed income senior housing development.

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Figure 2 – Future Towne Square Development Phase 1



The vision for the Towne Square at Suitland Federal Center is to establish an active and vibrant mixed-use, pedestrian-oriented community that enhances the lifestyles of residents of the immediate and surrounding neighborhoods. Since the adoption of the Suitland Sector Plan 9 years ago, market needs have shifted. The proposed plan enhances the original intent of the Development Plan while meeting current market needs and design trends.

The approved Master Plan realizes the goals and intent of the Suitland Town Center Mixed-Use Development Plan. This includes a potential 50,000 square foot Arts Center overlooking a park and mixed-use buildings, expressing an urban form and design. The proposed plan celebrates the contemporary lifestyles sought by modern populaces but recognizes the potential to enhance the base guidelines. Thus the proposed site and building designs reflect the progressive vision for this community; a distinct contemporary character with stimulating spaces to meet modern lifestyle expectations.

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The proposed Towne Square at Suitland Federal Center Master Plan was developed to embrace the 6 key elements of the original sector plan:

- *A compact built environment with a pedestrian-friendly and well-landscaped town center core with mixed-use buildings that have pedestrian-oriented storefronts.*
- *Concentrations of uses and buildings in the core area through different forms of mixed-use development where visitors can accomplish multiple tasks with one trip and reduce the use of automobiles.*
- *Human-scaled, contextually designed buildings, defining spaces in the town center core area and providing visual interest.*
- *Attractive, walkable and safe public spaces with well-designed public amenities that serve as the focus of activity.*
- *Buildings located close to the street with wide sidewalks where people shop, socialize and recreate.*
- *Parking as an integrated element of site design in an unobtrusive, secondary and creative physical arrangement.*

The focal point of the Master Plan is the dedicated civic and social gathering spaces that create a true sense of community. These neighborhood spaces serve as an epicenter from which various activities radiate. The surrounding blocks are lively mixed-use buildings with ground floor retail activating the street.

Easy access to everyday needs and conveniences is achieved through a town-center-style concentration of uses. The location of mixed-use buildings also establishes an urban core, where the major daily community needs are centrally located. Designed as a mixed-use community that caters to all markets and lifestyles, the proposed programs include multi-family, townhomes, a grocery store, retail, an arts center, and senior housing. Located just outside these mixed-use blocks are single-family townhouse clusters. These clusters resonate as small, quiet neighborhoods, with the convenience of a town center within walking distance.

The proposed comprehensive design realizes the goals of the Suitland Town Center Mixed-Use Development Plan. It also captures the potential to enhance the base guidelines, and to progress towards the contemporary lifestyles that are so highly valued by modern populaces.

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**3.2 SITE DESCRIPTION**

The site is an approximately 1 acre (43,507 square feet) parcel located at 4809 Suitland Road. The site is mostly flat and rectangular and fronts Suitland Road. The zoning is MUTC. It is the Offeror's responsibility to familiarize themselves with the requirements of the MUTC zone and the associated character areas. Two local plans are applicable to the site: The Approved Suitland Mixed-Use Town Center Development Plan (2006), and the Southern Green Line Sector Plan. The site is well served by public transportation with the Suitland Metro Station located approximately a half mile away. The Suitland Federal Center, with approximately 12,000 employees, is a couple of blocks west from the site and within easy walking distance. The property has a current assessed value of \$294,100.

**3.3 DEVELOPMENT OBJECTIVES**

- Green and sustainability principles shall be incorporated. Building(s) on the site must be developed to achieve a minimum Silver Level LEED (Leadership in Energy and Environmental Design) Certification or equivalent standard such as Enterprise Green Communities Criteria or Energy Star.
- Urban farming, including farm to table concepts, is an acceptable temporary use as long as it comports with the MUTC zoning and the Southern Green Line plan.
- The proposal should be appropriately scaled to complement the objectives of the Mixed Use Town Center zoning (MUTC) and the Southern Green Line plan.
- The redevelopment should be a catalyst for future development.
- The project should embrace the principles of new urbanism, such as walkability, green design, energy and water efficiency and appropriate density.
- The RDA's major financial objective is to generate a reliable stream of income from the development for a significant number of years, to generate a front end capital infusion from the development, or a combination of the two.
- The RDA is willing to consider a fee simple sale of the site, a long term ground lease, or an equity partnership in the development.

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- The RDA will consider both permanent and temporary uses, such as but not limited to urban farming, farmer's markets, pop up retail, etc. (3 to 5 years).

**Community Stakeholders Priorities**

Community stakeholders have a vision of the redevelopment of 4809 Suitland Road providing jobs and economic growth to their community. They are seeking a place:

- Where residents can walk either to pick up a meal or sit down in a nice family atmosphere and enjoy a meal.
- Where local church members, Census Bureau employees, as well as business owners and other employees, can pick up a meal or sit down in a nice family atmosphere and enjoy a meal.
- That will have more nutritious meal options for seniors, children and other residents.

This is a list of preferred uses and options generated by community stakeholders for the redevelopment of the property, including but not limited to the following:

- Family themed restaurant such as Famous Dave's, Bob Evans, Olive Garden, Macaroni Grill or similar
- Starbucks or similar coffee shop
- Sweetgreen, Chipotle or similar
- Restaurants that feature wraps and a variety of salads using organic ingredients
- Panera Bread or similar made to order salad restaurant
- Restaurants that offer organic juices, smoothies, and organic tarts
- Restaurants that source local, organic and naturally grown ingredients
- Provide amenities that attract the employees of the nearby Suitland Federal Center
- Ice cream and frozen yogurt parlor such as Friendly's or Dairy Queen
- Provide restaurants and amenities to attract young professionals and new families
- Provide free public WI-FI at the business site that will operate there
- Be pedestrian friendly
- Provide equitable space for community organizations
- Provide a performing arts and teaching center

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- Building should not exceed five stories
- Provide underground parking if costs permit
- Provide retail and office space
- If housing is proposed, multifamily rental is **not** a priority and single family is preferred.

**SECTION IV: PROPOSAL SUBMITTALS**

**4.1 TECHNICAL PROPOSAL FORMAT OUTLINE**

Each technical proposal shall have the following sections prominently displayed:

1. Title
2. Table of Contents
3. Development Team Corporate Structure and Capacity
4. The Project
  - a. Conceptual Architectural Design
  - b. Conceptual Site Plan
  - c. Proposal Narrative and Description
  - d. Project Schedule and Milestones
5. Financial Plan and Financial Return to the RDA
6. Compliance with the Jobs First Act
7. Community Engagement Strategy
8. Statement of no Conflict of Interest
9. Statement of no Pending or Threatening Litigation
10. Certificate of Good Standing
11. Exceptions or Restrictions

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**4.2 FORMAT DESCRIPTION**

Each proposal shall conform to the following order and format.

- 4.2.1 Transmittal Letter: The proposal shall include a transmittal letter prepared on the Proposer's business stationery. The purpose is to transmit the proposal; therefore, it should be brief. The letter must be signed in ink by an individual who is authorized to bind the firm to all statements, including services and prices, contained in the proposal.
- 4.2.2 Title Page: Each proposal shall begin with a Title Page. It should display the words "RFP No. 2017-2. It should also have the name of the company, and name, title, business address and telephone number of the person authorized to obligate the company.
- 4.2.3 Table of Contents: The proposal should contain a "TABLE OF CONTENTS" with page numbers indicated.
- 4.2.4 Proposal: The Offeror shall present their offer on double spaced typed pages. Offeror must address each of the areas covered under the evaluation criteria in the order as provided below:

**The Project:** Offerors must submit a narrative description of the proposed project including a commitment to achieve a minimum Silver Level LEED (Leadership in Energy and Environmental Design) Certification or equivalent standard such as Enterprise Green Communities Criteria. The narrative should also include a description of how the project enhances the overall Suitland neighborhood. Offerors must demonstrate how their proposal is responsive to the existing approved plans. The submittal must include proposed or representative architectural designs, a conceptual site plan, and a proposed schedule with major milestones. The Offeror must also submit a proposed financing plan, a sources and use statement which includes the development team's equity contribution, developer profit/fees and a five year operating pro forma, if applicable. The Offeror should also describe the social, economic and environmental benefits of their proposed project, and describe the unit mix being proposing, if any.

The Offeror should describe the ownership entity. Provide the anticipated sales price/monthly rents by unit type. Define the boundaries of the target market area

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and your understanding of the target market area demographics. Describe the senior housing target area market competitors. Describe any opportunities for multigenerational spaces or collaborations you would include. Describe any age or income restrictions.

**The Development Team and Capacity:** Offerors must submit the key members of the proposed development team including the lead member, proposed partners, if any, and the architect, engineer, landscape architect, general contractor and legal counsel. Resumes for each key member of the team should be submitted and shall be limited to two pages each. Descriptions of successfully completed projects by the team members of similar scope to the one proposed shall be included. The proposed corporate structure of the builder/development team must also be described. The lead member must submit evidence of financial capacity including lines of credit and commitment letters from lenders and capability to complete the proposed project. Offerors should include their most recent audited financial statement.

**Financial Return to the RDA:** The Offeror must submit the proposed financial return to the RDA. This includes any and all payments to the RDA and the timing of such payments and the nature of such payments.

**Compliance with the Jobs First Act:** The RDA seeks to have a minimum of 30% County-Based Small Business, County-Based Minority Business Enterprise (MBE), County-Based Business, Certified County Based Non-Profit Entity, Certified County Located Business, and Minority Business Enterprise (MBE) participation at all levels of the project, including design, development, contracting, subcontracting, marketing, sales and leasing. Offerors should identify all team members and equity partners that are certified Minority Business Enterprises or local businesses with the County. Further, a plan to hire additional County and MBE enterprises beyond those listed in the Proposal should be submitted.

**Marketing:** The Offeror should submit a detailed description of the post-award marketing approach.

- 4.2.5 Exceptions or Restrictions: Should the Offeror take exception to any provision or requirement of this RFP, it must be indicated in this section.



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- 4.2.6 Affidavits, Certifications, and Affirmation: The Offeror is required to submit with the proposal certain certifications, affirmations and affidavits. These forms must be completed by all Offerors. (See Appendix A)
- 4.2.7 No Conflicts of Interest: The Offeror is required to make a statement of no knowledge of any potential conflicts of interests with the Redevelopment Authority or Prince George's County.
- 4.2.8 No Pending Litigation: The Offeror must affirm that they are not party to any pending litigation against the Redevelopment Authority or Prince George's County.
- 4.2.9 Certificate of Good Standing: The Offeror must provide a Certificate of Good Standing from the State of Maryland.

## SECTION V: EVALUATION AND SELECTION PROCESS

### 5.1 SELECTION PROCESS

The Proposal that best meets with the Redevelopment Authority's requirements in this solicitation, including the Development Objectives, will be selected.

### 5.2 EVALUATION AND SELECTION COMMITTEE

The Proposal Advisory Committee (PAG) will evaluate all proposals received by the closing deadline. The PAG may request additional technical assistance from any resource at its discretion.

### 5.3 QUALIFYING PROPOSALS

The PAG shall first review each Proposal for compliance with the requirements of this RFP as set forth in Section IV. Failure to comply with any requirements of this procurement may disqualify an Offeror's Proposal. The RDA reserves the right to waive a requirement and/or minor irregularities when it is in the RDA's best interest to do so. Proposals will not be opened publicly. The RDA also reserves the right to request supplemental information from Offerors during the evaluation period.

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**5.4 EVALUATION CRITERIA**

After determining compliance with the requirements of this RFP, the PAG shall conduct its evaluation of the technical and cost merit of the proposals. Each proposal received as a result of this RFP shall be subject to the same review and evaluation process. The following criteria will be used in the evaluation of submitted proposals:

The Project: Evaluation criteria include the overall economic impact of the project, the design, the development program, and the consistency with neighborhood plans and zoning. Proposals that go above the requirement of Silver Level LEED (Leadership in Energy and Environmental Design) Certification (or equivalent standard such as Enterprise Green Communities Criteria or Energy Star) and achieve LEED Gold or Platinum will be scored higher.	30 Points
Development Team Capacity: Evaluation criteria include demonstrated past experience of the project team to complete projects similar to what is being proposed the project ( <b>10 points</b> ). Financial capability will be based upon the development team equity, sources and uses budget, and audited financial statements ( <b>10 points</b> ). Offerors with more liquid assets that can be dedicated to project will score higher in this category.	20 Points
Financial Return: The greater the financial return offered and the earlier that financial return is offered to the RDA, the higher the score in this category.	15 Points
Compliance with the Jobs First Act: The higher the level of County-Based Small Business ( <b>5 points</b> ), County-Based Minority Business Enterprise (MBE) ( <b>5 points</b> ), County-Based Business ( <b>4 points</b> ), Certified County Based Non-Profit Entity ( <b>4 points</b> ), Certified County Located Business ( <b>1 points</b> ), Minority Business Enterprise (MBE) ( <b>1 points</b> ) participation, the higher the score in this category. A detailed plan on how the Offeror will comply with the Jobs First Act and meet the minimum 30% participation goal must be submitted.	20 Points
Marketing Strategy: Evaluation criteria include the thoroughness of the marketing strategy and approach to creating desire and demand for product	10 Points

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and services offered as a result of the project.	
Responsiveness to the RFP: Evaluation criteria include the level clarity and presentation in meeting the objectives of the proposal.	5 Points
<b><i>Total</i></b>	<b><i>100 Points</i></b>

**5.5 FINAL RANKING AND SELECTION**

Based on the PAG's initial review of proposals, the RDA may invite, without cost to itself, ranking finalists to make a presentation to the PAG of their proposal and their capabilities as a further consideration in the selection process. Only those Offerors who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process. Ranking finalists will be asked to present their proposal in a community meeting prior to the conclusion of the evaluation process. The RDA also reserves the right to request supplemental information including, but not limited to, audited and unaudited financial statements of all equity partners. The RDA reserves the right to make an award with or without negotiations or to request best and final offers.

The evaluation criteria contained herein shall be scored by the PAG based upon the stated weight factors for each evaluation criteria. The PAG will make recommendations to the Executive Director for award of the exclusive right to negotiate a Development Agreement with the RDA, based on the terms of the Offeror's submission.

**5.6 EXCLUSIVE RIGHTS OPTION FEE**

The Offerors must submit a statement that it will pay the RDA a refundable, exclusive rights option fee of \$10,000 if selected. This fee will be held by the RDA in a non-interest bearing account during the period of exclusive negotiations for a development agreement. Upon the successful execution of a development agreement, the exclusive rights option fee becomes nonrefundable and a negotiated good faith deposit is required. The good faith deposit will become nonrefundable once the negotiated feasibility study period has expired.

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**5.7 PROPOSALS PROPERTY OF THE RDA**

All proposals submitted in response to this Request for Proposals become the property of the RDA and may be appended to any formal documentation which would further define or expand the contractual relationship between the RDA and the successful Offeror.

**VENDORS OATH AND CERTIFICATION**

Pursuant to Subtitle 10, Section 10A-110 of the Prince George's County Code, the Purchasing Agent requests as a matter of law that any contractor receiving a contract or award from Prince George's County, Maryland, shall affirm under oath as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

"I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no officer or employee of the County whether elected or appointed, is in any manner whatsoever interested in, or will receive or has been promised any benefit from, the profits or emoluments of this contract, unless such interest, ownership or benefit has been specifically authorized by resolution of the Board of Ethics pursuant to Section 1002 of the Charter of Prince George's County, Maryland; and

I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no member of the elected governing body of Prince George's County, Maryland, or members of his or her immediate family, including spouse, parents or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing this contract, unless such officer or employee has been exempted by Section 1002 of the Charter of Prince George's County, Maryland.

Handwritten Signature of Authorized Principal(s):

Name: \_\_\_\_\_ Title:

## APPENDIX A-2

### **STATEMENT OF OWNERSHIP AND BIDDER QUALIFICATION AFFIDAVIT**

Part A below requires a business entity, when responding to a bid or proposal solicitation, to provide a statement of ownership as a condition of eligibility to receive a contract from Prince George's County.

Part B is an affidavit of "No Conviction" for bribery, attempted bribery, or conspiracy to bribe, and is required under Section 16-311 of the Maryland State Finance and Procurement Article.

**NOTE:** Submission of completed document is prerequisite to award.

#### **PART "A" - OWNERSHIP                      Date**

1. Full name and address of business

City and State    Zip    Bus. Phone w/area code

2. Is the business incorporated?     \_\_\_yes     \_\_\_no

3. Other names used by business i.e., T/A

#### **Non-Corporate Business**

If response to Item #2 above is No, list the name and business and residence address of each individual having a ten percent (10%) or greater financial interest in the business.

Name	Business Address	Residence Address
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#### **Corporate Business Entities**

Is the corporation listed on a National Securities Exchange? \_\_\_yes \_\_\_no

4. List the names of all officers of the corporation, their business and residence addresses and the date they assumed their respective offices.

Residence Name	Office	Date Office Business/Address	Assumed
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5. List the names of all members of the current Board of Directors, their business and residence addresses, the date each member assumed office and the date his/her term as a Director shall expire (if any).

Date Name	Date Term of Business/Address	Office Assumed	Office Expires
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6. List the names and residence addresses of all individuals owning at least ten percent (10%) of the shares of any class of corporate security, including but not limited to stocks of any type or class

and serial maturity bonds of any type or class.

Name

Residence Address

This Financial Disclosure Statement has been prepared by \_\_\_\_\_

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_\_\_.

\_\_\_\_\_  
Signed by Preparer

**PART "B" - AFFIDAVIT (BIDDER'S QUALIFICATION STATEMENT)**

1. I am the \_\_\_\_\_ of \_\_\_\_\_  
a party interested in obtaining a contract with Prince George's County under conditions set forth in documents for Bid No. \_\_\_\_\_.
2. Upon examination of relevant records and to the best of my knowledge, no officer, director, partner or employees of the aforementioned business entity has on the basis of acts committed after July 1, 1977, been convicted of, or entered a plea of nolo contendere to, a charge of bribery, attempted bribery or conspiracy to bribe under the laws of the State of Maryland, any other state, or the federal government other than those listed on the attachment to this affidavit (attachment should list name, title, offense, place and date of conviction or plea);
3. I have been authorized to make this statement on behalf of the aforementioned party.

\_\_\_\_\_  
(Signature)

**ACKNOWLEDGMENT (Corporate)**

I, \_\_\_\_\_ certify that  
Name (Printed)

I am the \_\_\_\_\_ of  
\_\_\_\_\_ and that  
Title and Business Entity

\_\_\_\_\_ who signed the above Affidavit/  
Name (Printed)

is \_\_\_\_\_ of said entity; that  
Title

I know his/her signature, and his/her signature thereto is genuine; and that the above Affidavit/Statement of Ownership was duly signed, sealed, and attested for in behalf of said entity by authority of its governing body. Further, under penalty of perjury I solemnly affirm that the contents of the foregoing Affidavit and Statement of Ownership are true to the best of my knowledge, information and belief.

\_\_\_\_\_(SEAL)  
(Name Printed)

\_\_\_\_\_(SEAL)  
(Signature)

\_\_\_\_\_(SEAL)  
Corporate Seal (as applicable)



**EXHIBIT 1**

**Sources and Uses Budget  
(to be submitted by Offeror)**

**EXHIBIT 2**

**5 Year Proforma**  
**(to be submitted by Offeror)**