



Redevelopment Authority
of Prince George's County

REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY

REQUEST FOR EXPRESSIONS OF INTEREST AND QUALIFICATIONS FOR THE REDEVELOPMENT OF THE GLENARDEN APARTMENTS

Glenarden, MD

NO. 2014-01

ISSUE DATE: January 16, 2014

***PRE-PROPOSAL CONFERENCE: January 30, 2014, 10:00 a.m.
EST***

PROPOSAL CLOSING: February 14, 2014 12:00 p.m. EST

This document is available from the Redevelopment Authority Webpage at:

<http://www.princegeorgescountymd.gov/sites/RedevelopmentAuthority/Resources/RequestsForProposals/Pages/default.aspx>



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SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Redevelopment Authority of Prince George's County (RDA) is hereby soliciting proposals from qualified firms and individuals to develop an approximately 27 acre property known as the Glenarden Apartments in Glenarden, Maryland. The vacant 49 buildings on the property housed 477 affordable apartments and 101 market rate apartments. The breakout of unit types was as follows:

- 1 bedroom: 97 (17%)
- 2 bedroom: 243 (42%)
- 3 bedroom: 154 (27%)
- 4 bedroom: 84 (15%).

The property is currently zoned R-18 but the Landover Gateway Sector Plan envisions MXT zoning for the redevelopment of the site. The land is currently assessed at \$5,930,600 and the improvements are assessed at \$14,403,500.

The RDA envisions a two-step solicitation process: **1) RFEI/RFQ to prequalify development teams that are interested in redeveloping the property (this document), and 2) RFP to select a developer from a short list of prequalified teams that are invited to submit a complete redevelopment proposal. However, the RDA reserves the right to make an award solely on the basis of the RFEI/RFQ responses if it determines that it is in its best interest to do so.**

The United States Department of Housing and Urban Development (HUD) has initiated foreclosure proceeding against the current property owner. The RDA anticipates HUD taking title to the property in May 2014 and then simultaneously transferring ownership to the RDA. The RDA intends to make a final selection of a development partner in the early Spring of 2014. **It is anticipated that the selected developer will have up to four years from the date the RDA acquires the property to complete the project.**

Respondents to the RFEI/RFQ are expressly prohibited from submitting any site plans, designs or architectural renderings of any kind as they will not be reviewed

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or considered in the evaluation of the RFEI/RFQ responses. Please review Section IV for the specific requirements for the proposal submittals.

The RDA anticipates that the total development costs of the project will be approximately \$80 - 100 million.

1.2 PROPOSAL CLOSING DATE

The proposer must submit one 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 Diggs
Administrator of Procurement and Finance
Redevelopment Authority
9200 Basil Court, Suite 504
Largo, Maryland 20774

Proposals must be received and time stamped by the Redevelopment Authority no later than 12:00 p.m. EST on February 14, 2014. The submittals must be sealed, and the outside envelope must be clearly marked "**RFEI No. 2014-01**".

Late proposals will not be considered. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Redevelopment Authority. The Offerors shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

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1.3 QUESTIONS AND INQUIRIES AND PRE-PROPOSAL CONFERENCE

Questions and inquiries by phone will not be accepted. All questions and inquiries must be submitted via email no later than ten business days prior to the RFEI/RFQ closing date to:

tdiggs@co.pg.md.us

Responses to questions will be posted on the RDA website no later than seven days prior to the RFEI/RFQ closing date.

A Pre-Proposal Conference will be held on the project site on January 30, 2014 at 10:00 a.m. EST. Attendance at the pre proposal conference is not mandatory, but is strongly recommended.

1.4 SITE WALK THROUGH

Immediately following the pre-proposal conference, a walkthrough of the site exterior and representative interior units and common areas will be conducted. Participants will be required to wear appropriate footwear, hard hats, bring their own flashlights.

1.5 PUBLIC REVIEW PROCESS

The RDA Board of Directors must approve the execution of a developer agreement or contract at an open public meeting of the RDA Board of Directors.

1.6 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.

1.7 DURATION OF PROPOSAL OFFER

Proposals are to be held valid for six months following the closing date for this

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RFEI/RFQ. This period may be extended by mutual written agreement between the Offerors and the Redevelopment Authority.

1.8 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 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 RFEI/RFQ. 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 RFEI/RFQ, addenda will be posted on the RDA website. It is the Offeror's responsibility to monitor the RDA website for any revisions to this RFEI/RFQ. The RDA intends to complete an appraisal of the property, which will be posted to the RDA website as an 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.

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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 Maryland Freedom of Information Act, 10-601 et. seq., State Government Article, 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).

2.5 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this RFEI/RFQ 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.

2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR

The Contract to be negotiated as a result of this RFEI/RFQ or the Request for Proposals (the "Contract") shall be by and between the Offeror as Contractor and the Redevelopment Authority, and shall contain provisions included in this RFEI/RFQ. By submitting a proposal in response to the RFEI/RFQ, 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 RFEI/RFQ.

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2.8 CONFLICT OF INTEREST

By submitting their responses for qualification, offeror certifies that its submission is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with its proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND

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. To that end, the RDA is seeking to develop the Glenarden Apartments site in compliance with the Landover Gateway Sector Plan which highlighted this property as a short and long term implementation priority.

The Glenarden Apartment site is the focal point of the Gateway North neighborhood identified in the Sector Plan. The immediate area is surrounded primarily by residential uses. Investments in projects in vicinity of the site over the last several years have been very successful. Nearby projects include:

Woodmore Town Centre at Glenarden

Anchored by a 130,000 square foot Wegmans grocery store (the first on the County), this 245 acre, \$78.5 million mixed-use development project includes retail stores Costco, JC Penney, Best Buy and Petco. It will also include residential, hotel and office space. This is a joint development of Petrie Ross Ventures and The Hutensky Group.

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Wayne K. Curry Sports & Learning Center

Managed by the Prince George's Parks and Recreation Department, this facility includes a field house, fitness center, gymnastics facility, learning center, and aquatic center.

Largo Government Center

Many of the agencies within the Executive Branch of County government, including the Department of Environmental Resources, Department of Housing and Community Development, Department of Public Works and Transportation and the newest agency, the Department of Permits, Inspections and Enforcement, are located within a 5 minute drive to the property.

Additionally, there are several planned major investments in the area worth noting, including:

Landover Mall Redevelopment

Plans for the redevelopment of this 88 acre site are highly visible and accessible from Interstate 495. Plans call for a mixed used town center with regionally supported retail.

Purple Line (transit development)

The Purple Line is a proposed 16-mile east-west Light Rail Transit (LRT) line extending inside the Capital Beltway from New Carrollton in Prince George's County to Bethesda in Montgomery County. This infrastructure investment will improve east-west mobility, and reduce travel times for thousands of area residents and will connect to the nearby New Carrollton Metro Station.

Regional Medical Center

County Executive Rushern Baker and Dimensions Healthcare System selected the nearby Largo Town Center in Largo, Md., as the site of the region's newest hospital. The \$645 million hospital will house 259 beds, a full-service medical campus and a private practice. The 700,000-plus-square-foot hospital is expected to open in 2017 near the Largo Metro station.

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3.2 SITE DESCRIPTION

The site is approximately 27 acres in size and is bounded by Brightseat Road to the East, Evarts Street to the South, Hamlin Street to the North and the Cattails Branch to the West. The 49 structures currently on the site which house 578 garden-style are vacant and will be demolished. The approved Sector Plans calls for a less dense development pattern than the existing site configuration. The RDA intends to deliver a vacant site in mid-2014 to the winning development team and has reserved \$2 million to demolish the buildings. The existing zoning is R-18, however the sector plan calls for MXT zoning. It is the Offeror's responsibility to familiarize themselves with the requirements of this zone. Proposals must be responsive to the MXT zoning classification.



The property is outlined above.

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3.3 DEVELOPMENT OBJECTIVES

- Green and sustainability principles shall be incorporated. Buildings on the site should be high performing and must be developed to a minimum Silver Level LEED (Leadership in Energy and Environmental Design) Certification.
- Open space and landscape features are strongly encouraged to incorporate sustainable site design practices such as the Sustainable Sites Initiative (SITES™), low impact development practices and principles of Eco District development.
- The project must be responsive to the MXT zoning and the Landover Gateway Sector Plan which recommends 2-3 story townhomes and neighborhood scaled mixed use development.
- Reserve 1.4 acres on Brightseat Road for commercial/retail development
- Reduce the size of the superblocks and improve road connections
- Reduce housing unit density on the project site, provide for mixed income housing and a diversity of housing types.
- Integrate homeownership opportunities onto the property.
- Preserve and expand open space beyond the current three acres.
- Compliment transit and proposed commercial development.
- Provide for mixed used development and accommodate moderate density senior housing. Senior housing can be independent living, assisted living or some other type.
- Sustainable site planning to LEED ND standards is strongly encouraged.
- On-site residential should be market rate or mixed income. Projects that propose 100% affordable housing units will **not** be accepted.

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- Provide up to 25,000 sq. ft. for commercial/retail.
- 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.

Although Offerors are required to provide a market study to support their proposed development program, Offerors are strongly encouraged to provide housing components that fall within the following ranges: 50-100 units of Midrise Senior housing (one and two bedrooms) and townhomes (two, three and four bedroom units) with a minimum lot size of 2100 sq. ft.

3.4 PROJECT TIMELINE

The subject property will be acquired by the Redevelopment Authority from the U.S. Department of Housing and Community Development (HUD) pursuant to its Right of First Refusal offer for local governments. HUD has instituted foreclosure proceedings against the current owner and the non-competitive sale to the RDA is contingent upon HUD acquiring title at its foreclosure sale and HUD's acceptance of the RDA's submission of a redevelopment plan. The proposed redevelopment plan must include specifications for the site's redevelopment, rationale to support any changes in the existing Regulatory Agreement, information on the proposed ownership entity, details on how the demolition and new construction will be financed. It is the goal of this RFEI/RFP to identify a developer whose proposed development program and terms would inform the redevelopment plan that will be submitted to HUD.

Below is a proposed pre-closing timeline:

- RDA execute purchase contract with HUD – March 2014
- Issue RFP to short listed developers (optional) - March 2014

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- Transfer title from HUD to RDA – May 2014
- Select developer – May 2014
- Demolition (funding is secured) – July 2014
- Groundbreaking and construction start – December 2015
- Construction completion – March 2018

3.5 MARKET STUDY REQUIREMENTS

Offeror should include in the market study the following elements:

- The economic environment, and market demographics for the proposed market area; giving boundaries and description of that area
- Absorption rate for product types similar to those proposed in the development plan for two years prior and five years after proposed project delivery;
- Available goods and services in relation to demand by the community and proposed residents to support any proposed retail or commercial units
- Effect of any existing or planned market competitors for any portion of the proposed project within a 10 mile radius of project site on the proposed development plan
- Description of physical conditions, parking requirements,
- Consumer spending potential, current consumer demand for goods and services offered in the market area and analysis of competing markets for goods and services offered by proposed tenants
- Office market demand, if part of the proposed development
- Summary of market conditions and conclusions to support proposed development plan
- Monthly rents and/or sales prices for each type of housing unit
- Breakdown of housing units by tenure (rental/homeownership), by type (family, senior, etc.), by tenure (homeownership/rental), number of bedrooms, and by square footage.

3.6 ACCESS TO SITE

Offeror shall have access to the site during the site walk through immediately following pre-proposal conference. There will be no other times provided for access to the site.

3.7 INSURANCE

Offeror shall be required to maintain and provide proof of general liability insurance in

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the amount of \$2 million in the aggregate and \$1 million per occurrence with a firm authorized to do business in the State of Maryland. Offeror shall be required to maintain and provide proof of Worker's Compensation, Automobile Liability, Professional Liability (where required by law) insurances with a firm or firms licensed to do business in the State of Maryland. All proof of the aforementioned insurance coverage shall be for the period of performance of activities pursuant to this RFEI/RFQ and any subsequent RFP for the same development activities. Offeror shall hold the County and RDA harmless and indemnify both against claims and obligations due to actions and activities of the Offeror or any member of the responding team and not arising from negligence or misconduct of the County, RDA or its employees.

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. Executive Summary
4. Development Team
 - a. Corporate structure and capacity
 - b. Relevant experience
5. The Project
 - a. Proposal narrative and description of the development program
 - b. Market study and rationale (residential, retail and commercial)
 - c. Affordable housing – typology, number of units, and percentage of overall housing units
 - d. Project timeline and milestones
 - e. Financial Plan
6. Financial Return to the RDA
7. Local and MBE Participation
8. Community Engagement Plan
9. Statement of no Conflict of Interest
10. Statement of no Pending or Threatening Litigation
11. Certificate of Good Standing
12. Exceptions or Restrictions

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Note: Architectural designs, site plans and artist renderings are not required and will not be considered during the evaluation process.

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 "RFEI No. 2014-01. 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 Executive Summary: Offeror shall provide an Executive Summary of their response. The Executive Summary should highlight key components of the submittal, in particular (a) number of rental units, (b) number of homeownership units, (c) depth of affordability for all units, (d) size of all units, (e) product type for all units, (f) square footage of commercial/retail and target tenant, (g) cost of construction, and (g) open space allocation on site.
- 4.2.5 Development Team: Offeror shall identify any and all development partners for the project in the form of an organizational chart. Also, Offeror shall provide a narrative clearly identifying each principal, owner, partner or co-venturer proposing to participate in the project as well as their percentage of ownership, area of specialty, i.e., development, construction, property management, architect, engineer, etc. Offeror shall provide a resume, no more than two pages, for each principal member. Provide descriptions of team members successfully completed projects of similar scope to the one contemplated in this solicitation. The proposed corporate structure of the development team must also be described.

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The lead developer must submit evidence of financial capacity including three years of financial statements and any other documentation to support capability to complete the proposed project. Submissions for this section of the RFEI/RFQ shall be limited to no more than 30 pages.

- 4.2.6 **Project:** The Offeror shall present their submission on double spaced typed pages and shall be limited to no more than 25 pages. Offeror must clearly address each of the following areas:

Narrative and Description: Offerors must submit a narrative description of the proposed project including a commitment to build to a minimum Silver Level LEED Certification and to incorporate sustainable site design practices, low impact design elements, square footage of commercial/retail space, number of stories, number of parking spaces, and number and type of residential units including the percentage affordable and percentage market rate. The Offeror must also submit a proposed financing plan, a sources and use statement which includes the development team's equity contribution, and a five year operating pro forma (if applicable). The Offeror should also describe the social, economic and environmental benefits of their proposed project.

Market Study and Rationale: Offeror will be expected to provide an analysis of the current Landover housing market and climate, projection of future development potential, vacancy rate assumptions, and housing absorption rate for the next five years. The analysis should include projected housing types, the number of homeownership, rental, and senior housing units, projected sales price or achievable rents, and description of target consumers. The market study should identify potential retail and office tenants for the 25,000 square feet of commercial space called for in the Sector Plan. Offeror should provide narrative detail and data supporting the proposed development program. **If the program departs from the parameters outlined in Section 3.3, a data and fact based rationale must be articulated supporting that departure.**

Affordable Housing: Offeror should include the number of affordable units in their development program in the recommended categories:

- senior (rental or homeownership) at or below 50% AMI,
- single family (rental or homeownership) at market rate, and
- affordable single family (rental or homeownership) at or below 80% AMI.

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Project Finance Information

Offeror shall provide the following:

- 1. Project Pro-formas:** Full development pro-formas describing the total development costs and project income, including a ten (10) year operating pro-forma which demonstrates net operating income, operating expenses, reserves, debt service requirements, and related coverage ratios for office and residential rental units. Sales schedule and estimated sale value for sale units and lease up schedule and absorption rate for rental units, both residential and commercial, should be included.
- 2. Development Budget:** Comprehensive development budget showing the total development costs, value of the site, hard and soft construction costs and all related transaction fees and reserves. Project costs should be expressed in as total and per square foot amounts. In order to be deemed responsive, the development budget shall include, but not be limited to:
 - Hard and soft costs identified in detail (itemized) based on industry standards
 - All developer fees, general contractor fees and overhead costs separately identified
 - Detailed operating expenses
 - All assumptions used in the financial model
- 3. Sources and Uses Statement:** List of all proposed sources of project funding and uses for those funds that corresponds to the total development costs in the development budget, including the proposed purchase price for the property.

Schedule Estimates and Milestones: The submittal must include a proposed timeline with major milestones such as closing on financing, construction start, lease up and sales, construction completion, and lease stabilization.

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. The RDA has reserved \$2 million for the demolition of all structures on the site; Offeror must anticipate sufficient return to the RDA to compensate for the cost of demolition and any other costs incurred in the acquisition of the project site from HUD.

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Local and Minority Business Involvement: The RDA seeks to have local and minority participation in our development projects. Offerors should identify all team members and equity partners that are certified Minority Business Enterprises or local businesses. Further, any plans for local and minority contracting and hiring should be submitted.

Community Engagement: The Offeror shall submit a detailed description of the post-award approach to community engagement and strategies to working with the community, the Town of Glenarden and other stakeholders to ensure their meaningful involvement in the development process.

- 4.2.7 Exceptions or Restrictions, Section II: Should the Offeror take exception to any provision or requirement of this RFP, it must be indicated in this section.
- 4.2.8 Affidavits, Certifications, and Affirmation, Section V: 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)

**A minority- owned business is defined as a business which is at least 51% owned by one or more minority group members; or , in the case of publicly owned business, on in which at least 51% of its voting stock is owned by one or more minority group members, whose general management and daily business operations are controlled by one or more such individuals and which has been certified by the Supplier Development and Diversity Division as a Minority Business Enterprise pursuant to Division 6 of this Subtitle. Minority group members include, but are not limited to, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.*

County-based business means a business whose principal place of operation is located within Prince George's County, that meets the requirements of Section 10A-163(a), of the Prince George's County Code and whose application for certification as a County-based business is approved by the Purchasing Agent. .

County-based small business means a business that meets the requirements of Section 10A-161(b) of the Prince George's County Code and whose application for certification as a County-based small business is approved by the Purchasing Agent.

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4.3 OFFEROR QUALIFICATIONS

- Offeror must show through entity and/or key personnel experience a track record of having delivered successful redevelopment or development projects of similar development program, scale, and project budget in the same roles as proposed in this project.
- Offeror must provide evidence of organizational and financial capacity to deliver the proposed project.
- Offeror must be able to supply a Letter of Credit for no less than 25% of HUD's Sales Analysis (\$12,071,617).
- Offeror must be prepared to complete the project development plan within 48 months of closing, i.e., property transfer. The RDA anticipates transferring the entire 27 acre project site to the development team after demolishing the existing buildings. If Offeror proposes later transfer of title, a full explanation and financial justification should be included in the RFEI/RFQ response in order for the submittal to be deemed responsive.
- Offeror and ultimate ownership entity must comply with HUD Previous Participation Certification, and Certification of Substantial Compliance, examples of which are attached as Appendices A-3 and A-4.
- Offeror must be prepared to be bound by the Use agreement negotiated between RDA and HUD, provided at closing and recorded as against the property.
- Offeror must be prepared to be bound by the Equity Rider and the Homeownership Equity Rider negotiated between RDA and HUD, examples of which are attached as Appendices A-5 and A-6.

4.4 DEMONSTRATION OF EXPERIENCE

Offeror shall identify three (3) neighborhood scale development or redevelopment projects, completed or in the process of completion, comparable to Offeror's proposed project and with which Offeror or their key personnel have had primary involvement. Offeror should include past projects that have had comparable mixed use elements. For each relevant project, the Offeror shall identify the following:

- a. Development Team name;
- b. Project name or title;
- c. Location or address of the project;
- d. Names and contact information for team members involved in the project, along with a description of each party's role in the project;

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- e. Description of the project, including use(s), total square footage and number of units, affordability level, unit type by bedroom number;
- f. Period of performance;
- g. Estimated total development costs, if project is not yet complete or actual total development costs, if project has been completed;
- h. Projected groundbreaking and completion date, if project is not yet complete or actual groundbreaking and completion date, if project is complete;
- i. Proposed or actual financing structure of the project;
- j. Illustrative materials that will demonstrate the skill and experience of the team;
- k. References, no less than one per project, to include name, mailing address, email address, telephone number and a letter authorizing each reference to respond to inquiries regarding the financing, and development of that project.

4.5 COUNTY, SMALL, DISADVANTAGED BUSINESS

County-based business and Minority business enterprise Participation: The County seeks to have County-based businesses and County-based Minority business enterprise participation at all levels of the project, including design, development, contracting, marketing, sales and leasing. Applicants should identify all team members and equity partners that are certified Minority business enterprises or certified County-based businesses. Further, plans for County-based business and Minority business enterprise contracting and hiring should be submitted.

SECTION V: EVALUATION AND SELECTION PROCESS

5.1 SELECTION PROCESS

The submissions that best meet with the requirements and objectives of this RFEI/RFQ will be selected and may be required to submit a final proposal pursuant to an RFP which will require architectural drawings, marketing plan, and further documentation of design elements of the development program.

5.2 EVALUATION AND SELECTION COMMITTEE

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

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discretion.

5.3 QUALIFYING PROPOSALS

The PAG shall first review each Proposal for compliance with the requirements of this RFEI/RFQ 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.

5.4 EVALUATION CRITERIA

After determining compliance with the requirements of this RFEI/RFQ, 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 development program including a detailed description of the justification of the housing, commercial and retail components based upon the market analysis, and the consistency with the Sector Plan and zoning. Proposals that go above the requirement of LEED Silver and achieve LEED Gold or Platinum will be scored higher. Proposals that include more sustainable site design practices will be scored higher. The project timeline and milestones will also be evaluated in this section.	25 Points
Development Team: Evaluation criteria include demonstrated past experience of the project team to complete projects similar to what is being proposed (15 points). Financial capability will be based upon the development team equity, sources and uses budget, and audited financial statements. (10 points).	25 Points
Financial Return: The greater the financial return offered to the RDA, the higher the score in this category.	20 Points
Local and Minority Business Involvement: The higher the level of local and minority business participation, the higher the score in this category.	15 Points
Community Engagement: Evaluation criteria include the thoroughness of the community engagement strategy.	10 Points

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Responsiveness to the RFEI/RFP: Evaluation criteria include the level of clarity of the proposal to the RFEI/RFP.	5 Points
Maximum Total	100

5.5 FINAL RANKING AND SELECTION

The evaluation criteria contained herein shall be scored by the PAG based upon the stated weight factors for each evaluation criteria. The Evaluation and Selection Committee will make recommendations to the Executive Director to narrow the number of Respondents in the competitive range to exclude submissions which are not among the most highly ranked. The RDA can select from among these submissions a subset of Respondents and has the sole and absolute discretion to conduct discussions with all or some of the Respondents through best and final offer submissions in order to determine if Respondents are qualified under the terms of the RFEI/RFQ. The RDA will contact all Respondents with the results of the RFEI/RFQ submissions.

Based on the PAG’s initial review of proposals, the RDA may invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. The RDA reserves the right to make an award with or without negotiations or to request best and final offers. **Only those Offerors who are deemed qualified will be asked to respond to an RFP for the selection of a development partner.** The RDA also reserves the right to request supplemental information including audited and unaudited financial statements of all equity partners. **Finally, the RDA reserves the right to make an award solely on the basis of the RFEI/RFQ responses if it determines that it is in its best interest to do so.**

5.6 PROPOSALS PROPERTY OF THE RDA

All proposals submitted in response to this RFEI/RFQ 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(s).

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:

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

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 Date Office Assumed
Name Office Business/Address

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 Date Term of Office Assumed Office Expires
Name Business/Address

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

APPENDIX A-2

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

APPENDIX A-2

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)

