

ADDENDUM NO. 4

REQUEST FOR PROPOSALS

RFP NO. 2026-02 Development Project Management Services for Towne Square at Suitland Federal Center Development

To All Prospective Respondents:

Please note the following changes, additions, and information presented herein in connection with the above referenced Request for Proposals. The Prospective Respondents shall be governed accordingly and acknowledge in writing receipt of this Addendum No. 4. This addendum is hereby made part of the contract documents of which explains and/or corrects the original document.

Pursuant to this Addendum No. 4:

Question	Response
a) For this RFP, are teaming partnerships permitted?	Yes. Teaming arrangements and subcontractors are permitted. The RFP contemplates a project team, requires identification of key personnel and local/minority business participation, and references subcontractors throughout the document.
b) If so, as part of 4.4 requirements, can subcontractor past performances be included with the four requested?	Yes. The project experience required may include projects performed by proposed key personnel and members of the proposed project team, provided their role on each project is clearly identified and they will be committed to this contract.
Please provide anticipated project duration for the Preconstruction and Construction phases to determine the NTE fee.	The RDA anticipates approximately 12–18 months for preconstruction activities (including any procurement, design coordination, permitting, utility coordination, and predevelopment activities) followed by 24–40 months of construction , subject to funding, permitting, procurement, and regulatory approvals. Offerors should develop their proposed staffing and fee based on their recommended project delivery schedule.
Attendance at the pre-proposal conference is mandatory. Are	No. Attendance was mandatory, and only firms represented by attendees identified in Addendum No. 2 are eligible to submit

Question	Response
additional participants outside of Addendum 2's attendee list permitted to participate?	proposals. Substitutions within the same firm are permitted provided at least one representative from the firm attended the mandatory conference.
Is it RDA's intent for the awarded PM Contractor to work onsite for the duration of the contract? If so, will RDA provide accommodations?	The Project Manager is expected to maintain a regular onsite presence sufficient to effectively manage the Project, coordinate contractors, attend meetings, and monitor construction activities. The contract does not require full-time onsite occupancy during pre-development. Unless otherwise approved by the RDA, the Consultant shall provide its own office space, computer equipment, communications, and administrative support. The RDA may provide temporary meeting space when available. During construction, the RDA may provide a trailer only or make other arrangements for the PM.
Please specify certifications, affirmations, and affidavits required as part of the proposal submission.	The required certifications, affirmations, and affidavits are those contained in Appendix A , including any standard RDA/Prince George's County procurement forms applicable to this solicitation. These executed forms must be submitted with the proposal.
Appendix A is referenced but not included. Please clarify whether or not it should be included.	Appendix A was inadvertently omitted. It will be issued by this addendum below and must be completed and submitted with the proposal.
Is there an incumbent? If so, please provide company name and details.	No. There is no incumbent Development Project Manager for this solicitation. This is a new professional services procurement.
Is the "development consultant team" listed permitted to participate in this RFP?	No. Members of the current development consultant team that participated in preparing the project planning documents or assisted in developing this solicitation are not eligible to serve as the Development Project Manager under this procurement due to potential organizational conflicts of interest.
The Respondent must have professional liability insurance throughout the life of the Project. Please specify the requirements.	The successful Offeror shall maintain Professional Liability (Errors & Omissions) Insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 aggregate , or equivalent coverage acceptable to the RDA, throughout the duration of the contract. Certificates of Insurance must be provided prior to contract execution and maintained continuously throughout the Project.
For the requested dashboard software, will it be paid by the awarded PM contractor or RDA? If contractor, where should these costs be included?	The dashboard or project management technology proposed by the Consultant shall be included as part of the Consultant's services. Any licensing, implementation, administration, and maintenance costs should be included within the Offeror's Not-to-Exceed Fee as miscellaneous expenses using the Fee Template. The RDA will not pay separate software licensing costs unless specifically approved in writing.
If the responder is a Prince George's County MBE/County-Based business,	No. Being certified as a County-Based MBE or County-Based Business does not automatically satisfy the supplier utilization requirements. The solicitation establishes an overall 30% supplier

Question

Will this designation fulfill supplier utilization requirements?

Response

Utilization goal consisting of at least 15% County-Based Minority Business Enterprise (CBMBE) participation and at least 15% County-Based Business (CBB) and/or County-Based Small Business (CBSB) participation, or demonstration of good faith efforts where applicable. Firms should describe how these participation goals will be achieved.

We are currently working to identify qualified SDVOSB firms for potential participation and would like to request assistance in locating the appropriate directory or database of certified SDVOSB firms recognized by Prince George's County, the State of Maryland, or another approved governmental certifying agency.

Could you please advise where we can access the applicable SDVOSB directory, or provide guidance on how best to identify certified SDVOSB firms for this solicitation?

At this time, Prince George's County does not maintain a separate directory of certified Service-Disabled Veteran-Owned Small Business (SDVOSB) firms. Respondents may identify qualified SDVOSB firms through certification programs administered by the Prince George's County Procurement Office, State of Maryland or other governmental certifying agencies, including the U.S. Department of Veterans Affairs (VA) Veteran Small Business Certification (VetCert) Program or the U.S. Small Business Administration (SBA), as applicable.

The Redevelopment Authority does not endorse any particular directory or certifying agency beyond the requirements set forth in the solicitation. It is the responsibility of each respondent to verify that any proposed SDVOSB firm possesses a current certification from an acceptable governmental certifying agency at the time of proposal submission.

Respondents are encouraged to conduct their own due diligence in identifying qualified SDVOSB firms and to include documentation of the firm's certification with their proposal, if required by the solicitation.

APPENDIX A-1

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 RESPONDENT 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 of Incorporation

1. Full name and address of business
City and State Zip
Business Phone Number

2. Is the business incorporated? yes no

3. Other names used by business i.e., Trading As or D/B/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 address 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 address 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 _____, 2024.

Signed by Preparer

PART "B" - AFFIDAVIT (RESPONDENT'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 RFP 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)

APPENDIX A-3

Local, Minority Business Participation and Equitable Inclusion

FORM NO. 1

SUPPLIER UTILIZATION PLAN for PROPOSAL

PART 1

Instructions: submit one form for offeror

Offeror Entity Name:

Offeror's Authorized Person's Name:

Offeror's Authorized Person's Title:

Total Percentage of CBSB Participation: _____% Total Percentage of MBE Participation: _____%

Certification Types: SDDD Certified County-Based Small Businesses (CBSB) ☐ SDDD Certified County-Based Business (CBB) ☐ SDDD Certified Minority Business Enterprise (CMBE) ☐ SDDD Certified County-Based Minority Business Enterprise (CBMBE)

☐ Certified Disadvantaged Business Entity (CDBE) ☐ SDDD Certified County-

PERCENTAGE OF WORK TO BE PERFORMED BY OFFEROR			
Offeror (Prime Contractor) Name	Certification Type (if any)	Certification Number (if applicable)	% of Work to be Performed by Offeror as Prime Contractor

Located Businesses (CLB) See Appendix K for Definitions of Certified Businesses.

FORM NO. 1 (continued)

SUPPLIER UTILIZATION PLAN for PROPOSAL

Part 2

Subcontractor Name	Certification Type (if any)	Certification Number (if applicable)	Subcontractor's % of Work	Description of Work

INSTRUCTIONS: LIST ALL BUSINESS ENTITIES OTHER THAN OFFEROR THAT WILL
PERFORM

WORK UNDER THIS CONTRACT, INCLUDING LOWER TIER SUBCONTRACTORS

LIST ADDITIONAL SUBCONTRACTORS ON A COPY OF THIS SHEET AND SUBMIT
WITH TECHNICAL PROPOSAL.

SUPPLIER UTILIZATION PLAN for PROPOSAL

Part 3

INSTRUCTIONS: SUBMIT ONE FORM FOR EACH COUNTY-BASED SMALL BUSINESS LISTED IN PART 2 OF THIS SUPPLIER UTILIZATION PLAN

We certify that in the event _____ (“Developer”) is awarded a (Insert Developer’s Name) contract under RFP No. _____ for _____,

Offeror and _____ (“CBSB Subcontractor”) intend to enter (Insert CBSB Subcontractor Name) into a contract by which CBSB Subcontractor will perform the work identified in Part 2 of this Supplier Utilization Plan with respect to its identification of CBSB Subcontractor.

Contractor hereby represents and warrants that it shall pay its subcontractors (including a material supplier) for satisfactory performance under the respective subcontract within seven (7) calendar days after receipt of such amounts that are paid to the Contractor by RDA for such work performed under the Contract. In the event that there is a good faith dispute over all or any portion of the amount due on a payment from Contractor to a subcontractor, Contractor may withhold the disputed amount but shall pay the undisputed amount. A subcontractor who further subcontracts work on procurement projects is responsible for the same requirements and interest penalties for payment to its subcontractors (lower tier subcontractors) after receiving payment as applicable to a prime contractor.

Interest penalties. In the event Contractor violates the provision of the Paragraph above, Contractor shall pay to the subcontractor a penalty of 1.5% of the amount due per month for every month to the subcontractor owed payment or portion thereof that payment is not made. Interest penalties shall accrue daily beginning eight (8) calendar days after payment is received by Contractor (or higher tier subcontractor) and ending on, but excluding, the payment date, using the rate established in this Paragraph calculated on a monthly (30-day) basis. Subcontractors may enforce this requirement in the Circuit Court of Prince George's County, Maryland, which shall have exclusive jurisdiction over such disputes. Willful violations of this requirement may also result in Contractor being suspended or debarred.

OFFEROR SIGNATURE

By: _____

Name: _____

Title: _____

Date: _____

CBSB SUBCONTRACTOR

SIGNATURE

By: _____

Name: _____

Title: _____

Date: _____

SUPPLIER UTILIZATION PLAN for Proposal

Part 4

INSTRUCTIONS: SUBMIT ONE FORM FOR EACH OF OFFERER’S COUNTY-BASED SMALL BUSINESS SUBCONTRACTORS THAT WILL SUBCONTRACT ANY OF THEIR WORK TO ONE OR MORE ENTITIES THAT ARE NOT COUNTY BASED SMALL BUSINESSES

We certify that in the event _____ (“Developer”) is awarded a contract under RFP No. _____ for _____, Developer’s CBSB Subcontractor _____ (“CBSB Subcontractor”) intends to subcontract part of its work to the following entities, which are not County-Based Small Businesses:

Non-CBSB Entity Name	Description of Work	% of Work
		%
		%
		%
		%
		%
		%

		%
		%
Total Percentage of Work CBSB Subcontractor Will Subcontract to Non-CBSB Entities: _____ %		

LIST ADDITIONAL NON-CBSB SUBCONTRACTORS ON A COPY OF THIS SHEET
AND SUBMIT WITH TECHNICAL PROPOSAL

EQUITABLE INCLUSION PRIORITY FORM

Section 1. General Information	1. Development Parcel _____ 2. Respondent _____ 3. Does Respondent include one or more entities that meet the requirements as indicated in the “Equitable Inclusion Priority” sub-section of the “Equitable Development Focus” section of the RFP? ☐ YES ☐ NO
	Complete Section 2 and the table below only if the answer to Section 1, #3 is YES
Section 2. Equitable Inclusion Priority Entity	4. Total Equity Participation Percentage to meet the Equitable Inclusion Priority (the sum of equity participation in the table below): _____ 5. I certify that the entity or entities listed in the table below are certified as Prince George’s County-Based Small Business (CBSB); County-Based Business (CBB); County-Located Business (CLB) and/or Minority Business Enterprise (MBE) Certification or led by or majority controlled by individuals designated as socially disadvantaged in accordance with the requirements found under 13 C.F.R. §124.103. ☐ YES ☐ NO
Section 3. Declaration	I declare, certify, verify, attest, and state that this form and any supporting documents are true and correct to the best of my knowledge and belief. Pursuant to Criminal Penalties for False Statements Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department of the United States Government.
	Signature: _____ Date: _____ Print Name: _____ Title: _____

Equity Participation Percentage Table (instructions below)							
ENTITY NAME	STREET ADDRESS	ZIP CODE	A. (Y OR N?)	B. (Y OR N?)	C. (Y OR N?)	D. (Y OR N?)	EQUITY PERCENTAGE (%)
TOTAL EQUITY PARTICIPATION PERCENTAGE							

Equity Participation Percentage Table instructions:

- If Respondent is comprised of one or more entities that meet the requirements for the Equitable Inclusion Priority, the Respondent should complete this table to identify each such entity.
- Answer “Yes” or “No” to all designations that apply to each entity
 - A. Black Americans
 - B. Hispanic Americans
 - C. Individuals who are members of other groups for which a rebuttable presumption exists that the individuals are socially disadvantaged (13 C.F.R. §124.103(b)(1))
 - D. Individuals who establish social disadvantage by a preponderance of the evidence (13 C.F.R. §124.103(c))
- Equity Percentage = The percentage of equity participation in the Proposal for each entity listed