



REQUEST FOR PROPOSALS
REDEVELOPMENT AUTHORITY OF PRINCE
GEORGE'S COUNTY
RFP NO. 2026-01

Development Opportunity
29 Bayou Avenue Capitol Heights, MD 20743

The Timeline

Redevelopment Authority of Prince George's County (RDA) will endeavor to follow the timetable set forth below; however, the activities and timetable represented below are a guideline only and are subject to change at RDA's sole discretion and without prior notice:

<i>Selection Process Timetable (subject to change)</i>	
<i>1. Issuance of RFP</i>	<i>Thursday, February 25, 2026</i>
<i>2. Site Tour (10 AM Prompt)</i>	<i>Wednesday, March 11, 2026</i>
<i>3. Pre-Response Question and Answer Period</i>	<i>Wednesday, March 11, 2026- March 18, 2026</i>
<i>4.. RFP Proposal Submission Due Date (5:00 PM ET)</i>	<i>Wednesday, March 25, 2026</i>
<i>5. Community Presentation by Development Team Respondent Request for Best and Final Offer (If Applicable) Best and Final Submission Due Date (If Applicable)</i>	<i>Summer 2026</i>
<i>6. Final Selection of Development Team</i>	<i>Summer 2026</i>

Please refer to the RDA Solicitations website for timeline updates.

This document is available from the Redevelopment Authority Webpage at: <https://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/solicitations/invitation-bids>

Questions regarding this Request for Proposals should be submitted via e-mail only to 29BayouAve@co.pg.md.us. Respondents shall not direct questions to any other person within the RDA except as allowed elsewhere in this RFP. Responses to Respondent questions will be aggregated and posted on the following website: <https://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/solicitations/invitation-bids>

THIS REQUEST FOR PROPOSALS MAY BE TERMINATED AT ANY TIME AT THE SOLE OPTION OF RDA WITHOUT RECOURSE TO ANY RESPONDENT OR OTHER PERSON. RESPONDENTS SUBMIT THEIR PROPOSALS AT THEIR SOLE COST AND RISK.

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- Exhibit 1: Sources and Uses Budget
- Exhibit 2: Project Development and Operating Pro Forma
- Exhibit 3: Proposed Financing Strategy
- Exhibit 4: Schedule of Performance

Attachment: DC LISC Blue Line Corridor Inclusive Economic Development Agenda

The Redevelopment Authority of Prince George’s County (RDA)


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SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Town of Capitol Heights (the “Town” or “ToCH”), by and through the Redevelopment Authority of Prince George’s, a public body corporate and politic, existing under the laws of the State of Maryland (“RDA”), is hereby soliciting proposals (each a “Proposal” and collectively “Proposals”) from qualified developers or development teams (a “Developer,” also referred to herein each a “Respondent” and collectively “Respondents”) that encompass the goals set out in this RFP, pursuant to either a (1) ground lease of no less than fifty (50) years or (2) a fee simple conveyance, to design, finance, construct and/or manage a mixed-use / residential development on an approximate 1.8-acre parcel located at 29 Bayou Avenue, Capitol Heights, MD 20743 (the “Development Parcel” or “Site”). The Development Parcel is nestled in the bustling Town of Capitol Heights and is about a tenth of a mile away from the Capitol Heights metro station.

Respondents are required to conduct their own due diligence in anticipation of the property being conveyed **“as is, where is, with all faults”** without any representations or warranties by ToCH or RDA. The proposed design concept, development plans and schedule shall further reflect the important value of the Site to the surrounding community. 

The Respondents that present the most comprehensive, and community supported solution may be “short listed” and/or a “best and final” proposal may be requested before a final selection is made.

1.2 PROPOSAL CLOSING DATE


Proposals must be received, and time stamped by RDA no later than **Wednesday, March 25, 2026** at 5:00 pm Eastern Standard Time (EST). See “**SECTION IV: PROPOSAL SUBMITTALS**” for more details.

1.3 PRE-RESPONSES INFORMATION SESSION AND SITE VISIT

RDA will conduct a site visit at the 29 Bayou Avenue, Capitol Heights, MD 20743, at 10 am EST prompt on Wednesday, March 11, 2026. Attendance at the pre-response information session is not mandatory but is strongly recommended.

The tentative schedule for the Pre-Response Information Session and Site Visit is as follows:

- 9:45 – 10:00 am: Arrive and Check-in
- 10:00 – 11:00 am: Information and Site Walk

Respondents can RSVP by Monday, March 9, 2026, by emailing 29BayouAve@co.pg.md.us. with  the name, organization, phone number, and email address of the attendee.

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All questions regarding this RFP must be submitted via e-mail only to 29BayouAve@co.pg.md.us. Respondents shall not direct questions to any other person within RDA except as allowed elsewhere in this RFP.

Responses to Respondent questions will be aggregated and posted on the RDA website: <https://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/solicitations/invitation-bids>. **Phone calls or faxed questions will not be accepted. All questions and answers will be posted to the RDA website no later than ten business days prior to the proposal submission date.**

1.4 PROPOSAL ACCEPTANCE

The Town of Capitol Heights (and/or RDA on its behalf) 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, when such irregularities are considered to be in the best interest of RDA. A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a proposal or variation of a proposal from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other respondents. **Responses that do not meet the following requirements will be deemed “Non-Responsive” and will not be considered for evaluation.**

1.5 DURATION OF PROPOSAL OFFER

Proposals are to be held valid for ninety (90) days following the proposal submission date for this Request for Proposals, during which time respondents may not withdraw or materially modify their proposals without forfeiting their proposal security. This period may be extended by mutual written agreement between the Respondents and ToCH.

If, at any time after Selection, the selected Respondent does not wish to proceed with the Project, then Respondent must notify RDA and ToCH in writing and provide reasons for its decision. The selected Respondent wishing to withdraw may be subject to the loss of part or all or any deposits previously provided to the ToCH or to RDA on its behalf and may be responsible for certain costs previously waived by the ToCH, in addition to any other remedies available to the ToCH under the executed disposition agreement, if any, or by law.

1.6 NOTICE TO RESPONDENTS

Before submitting a proposal, Respondents are to completely familiarize themselves with the requirements of the solicitation. Failure to do so will not relieve the Respondent of responsibility to fully perform in accordance with the requirements set forth herein. 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 the items and conditions referred to herein.

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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 Respondent's capabilities and description of the offer to meet the requirements of this RFP. RDA and ToCH shall not be liable for any costs incurred by any Respondent with respect to their preparation of a Submission or their negotiation of the Land Disposition and Development Agreement and related final documentation. Each Developer and each Selected Developer shall bear all its/their own costs in that regard.

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 Redevelopment Authority's website. It is the responsibility of all potential respondents to regularly check the Redevelopment Authority of Prince George's County (RDA) website for any addendums.

2.3 CONFIDENTIALITY/PROPRIETARY INFORMATION

Respondents must specifically identify and provide justification for those portions of their proposals, if any, which they deem to contain confidential, proprietary information, unless the content of the document falls within a specific exemption category (e.g., trade secrets and commercial or financial information obtained from outside the government, to the extent that disclosure would result in substantial harm to the competitive position of the person from whom the information was obtained) Respondents 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).

SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND/PROJECT DESCRIPTION

The Town of Capitol Heights (ToCH) intends to use the Development Site as a pilot project to kickstart a robust plan to add significant density to the Blue Line Corridor initiative. The initiative is an opportunity to create a dense, multi-modal, amenity-rich, active commercial corridor along the Blue Line Metro. It seeks to create diverse communities and environmentally sustainable development that serves the needs of a wide range of households.

ToCH envisions the new development to fit seamlessly into the Capitol Heights community, providing appropriate diversity of housing sizes, amenities and uses that complement the existing residential neighborhood.

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Fig 1. Blue Line Corridor Boundary Map

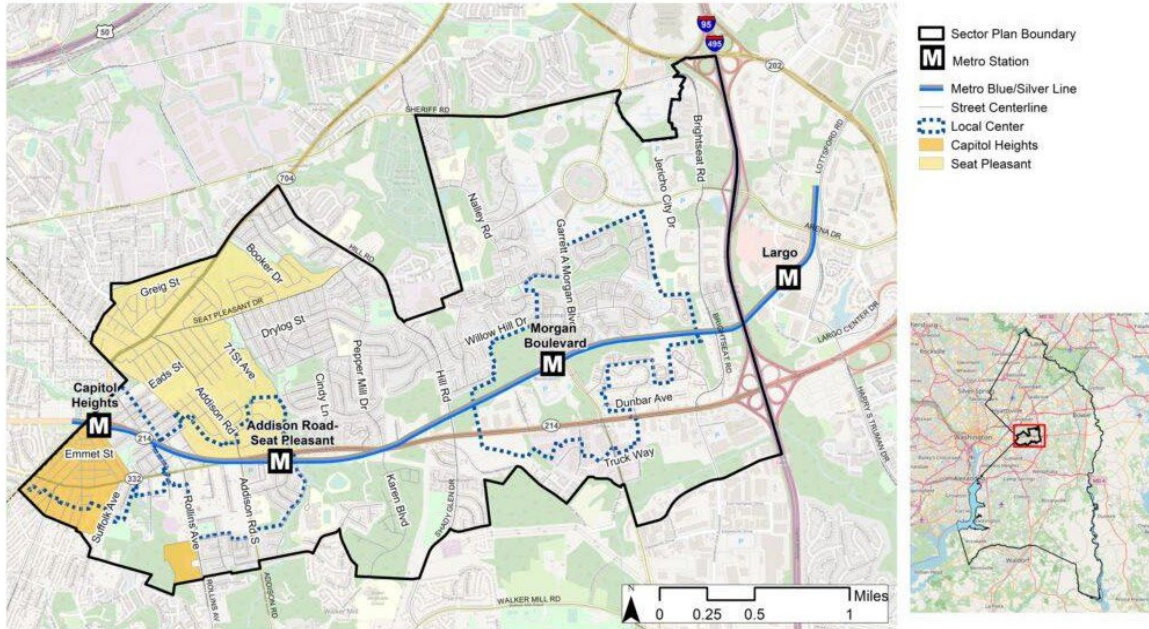


Figure 1: Blue Line Corridor Map

Fig 2. Development Boundary



Figure 2: Development Parcel Map (Not to Scale)

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3.2 SITE DESCRIPTION

The vacant Development Site at Bayou Avenue will be new construction of an affordable family mixed-use development. The site is an approximate 1.8 acres located at 29 Bayou Avenue, Capitol Heights, Maryland 20743.

Development Site Plan

The 29 Bayou Avenue Development is a pilot project in the ToCH's new Collaborative RFP process. Therefore, it is critical that any proposed development includes the desired goals and attempts to incorporate as many community objectives to the extent practicable. Based on feedback received from the ToCH, residents and community members desire a project that reflects the important value of these sites to the neighborhood and embody the following characteristics:

- Architectural images of the proposed project to show how it complements the neighborhood character and establishes a signature gateway on this visible corner;
- Residential development should include a mix of unit types and sizes across multiple income levels and affordable units must be substantially similar to market rate units and in compliance with regulatory requirements;
- Opportunities for homeownership;
- A commitment to build the highest allowable density for the Site;
- Sustainability Features that meet or exceed green building requirements

RDA seeks a developer that will develop the Site in keeping with the goals set out in this RFP and will accept both matter-of-right and Detailed Site Plan ("DSP") development proposals. However, RDA encourages Respondents to submit DSP development proposals that **maximize the density** of the Development Parcel.

The Respondents that present the most innovative, comprehensive, and community supported solution may be "short listed" and/or a "best and final" proposal may be requested before a final selection is made.

Zoning

Respondents are responsible for all zoning due diligence. The Site lies within applicable zoning/design standards outlined in county regulations and CB-97-2022 (Blue Line Corridor Zoning legislation). Respondents shall provide a zoning narrative demonstrating feasibility of their concept.

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Uploaded electronic files should use the following naming convention: “**29 Bayou Avenue 2025 RFP Response – [Team Name] – [File Type]-[Date]**”. It should be sent to 29BayouAvenue@co.pg.md.us.

The hard copies, electronic copy and RFP deposit must be marked with “29 Bayou Avenue 2025 RFP - [Team-Name]” on the box or envelope and delivered to the following address by the submission deadline above:

Redevelopment Authority of Prince George’s County
9200 Basil Court | Suite 504
Largo, MD 20774
Attn: Steven Donegan
Project Manager

A copy of the Letter of Credit (described in Section 5.6 below) is required to be uploaded with a Respondent’s electronic proposal, and with the original hardcopy provided to RDA.

4.1 TECHNICAL PROPOSAL FORMAT OUTLINE

Respondent’s Proposal shall have the following sections prominently displayed:

1. Transmittal Letter (no tab required)
2. Title Page
3. Table of Contents
4. Proposal
5. Offeror Development Team Corporate Structure
6. Organizational Chart
7. Minority Business Enterprise (MBE)/ County Based Business (CBB) Participation
8. Exceptions or Restrictions
9. References
10. Audited Financial Report (most recent)
11. Affidavits, Certifications, and Affirmation
12. Statement of No Conflicts of Interest
13. Statement of No Pending or Threatening Litigation
14. Statement of Minimum Terms
15. Community & Stakeholder Outreach
16. Certificate of Good Standing

4.2 FORMAT DESCRIPTION

Each qualification submission shall conform to the following order and format.

- 4.2.1 **Transmittal Letter**: The submission shall include a transmittal letter prepared on the offeror's business stationery. The purpose is to transmit the statement of qualifications; 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 submission.

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- 4.2.2 **Title Page:** Each submission shall begin with a Title Page. It should display the words "RFP No. S16-056". 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 submission should contain a "TABLE OF CONTENTS" with Page numbers indicated.
- 4.2.4 **Proposal:** The Offeror shall present its offer on double-spaced typed pages. The Offeror must address each of the areas covered under the evaluation criteria in the order provided below:
- A. Technical Criteria
 - B. Economic Criteria
 - C. General Criteria

4.2 **FORMAT DESCRIPTION (continued)**

- 4.2.5 **Respondent Development Team's Corporate Structure:** The Development Team must submit the key members of the proposed development team including the lead developer, proposed partners, if any, and the architect, engineer, landscape architect, general Offeror and legal counsel, etc. 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.
- 4.2.6 **Organizational Chart:** Including names of partners and specific role in the project.
- 4.2.7 **Minority Business / County Based Business Participation:** Identify and describe the equity participation plan to utilize MBE/CBB/CLB/CBSB and other disadvantaged businesses in the development of this project (See "Appendix A-3")
- 4.2.8 **Exceptions or Restrictions:** Should the Offeror take exceptions to any provision or requirement of this RFP, it shall be indicated in this Section.
- 4.2.9 **List of References:** List the names of at least three clients for whom you have performed similar services. List the contact individuals, addresses, phone numbers, length of time of contract relationship and services provided.
- 4.2.10 **Audited Financial Report:** The Offeror shall provide the most recent audited financial report. The lead developer must submit evidence of financial capacity including lines of credit and commitment letters from lenders and capability to complete the proposed project.
- 4.2.11 **Affidavits, Certifications, and Affirmation:** The Offeror is required to submit with the proposal certain certifications, affirmations and affidavits. These forms are included in this RFP (See "Appendix A") and shall be completed by all Offerors.
- 4.2.12 **No Conflicts of Interest:** The Offeror is required to make a statement of no knowledge of any potential conflicts of interests with Prince George's County.

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- 4.2.13 **No Pending Litigation**: The Offeror must affirm that it is not party to any pending litigation against the County.
- 4.2.14 **Statement of Minimum Terms**: Respondent shall complete the Statement of Minimum Terms attached as **Appendix C**, which shall serve as the basis for negotiations of a disposition agreement with the selected Respondent. Respondent may propose both or either of a ground lease and/or the purchase of the fee interest of the Development Parcel for the ToCH’s consideration.
- 4.2.15 **Community & Stakeholder Outreach**: RDA is committed to maximizing community benefits for its residents and expects Respondent to consider and incorporate stakeholder and community preferences into its Proposal, to the extent practicable. In view of this commitment, Respondent must present:
- i. A detailed description of Respondent’s activities and strategies completed to date that demonstrates Respondent’s efforts to work with the local community and stakeholders to ensure their meaningful involvement in the Proposal;
 - ii. A detailed description of Respondent’s post-Selection approach and strategies to working with the local community and stakeholders to ensure their meaningful involvement in the development process.
- 4.2.16 **Certificate of Good Standing**: The Respondent 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 the RDA and ToCH requirements in this solicitation, including the development objectives described herein will be selected.

5.2 EVALUATION AND SELECTION COMMITTEE

A Proposal Analysis Group (“PAG”) will evaluate all proposals received by the closing deadline. The composition of the PAG will be determined by RDA and ToCH, in their sole discretion. RDA and/or the PAG may consult with professional consultants, advisors, and other stakeholders for technical assistance at its discretion. RDA and/or the PAG will evaluate each response, taking into account the information provided in response to the RFP and the best interests of ToCH.

5.3 QUALIFYING PROPOSALS

The PAG shall first review each Proposal for compliance with the requirements of this RFP as set forth in this RFP. Failure to comply with any material requirements of this procurement shall disqualify a Respondent’s Proposal, unless such non-compliance is waived in writing by RDA. RDA reserves the right to waive a requirement and/or minor irregularities when it is in RDA’s or ToCH’s best interest to

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do so. RDA also reserves the right to request supplemental information from Respondents during the evaluation period.

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:

Development Concept & Design: Overall quality, feasibility, and coherence of the proposed development concept, including its alignment with the goals and requirements of this RFP and Appendix C. Proposals will be assessed on land use, density, site planning, architectural approach, urban design integration, circulation and parking strategy, and the ability of the concept to deliver a high-quality, context-appropriate project that advances community and Blue Line Corridor objectives and maximizes the Site’s development potential. Concepts must demonstrate clear feasibility within existing regulatory, financial, and site constraints.	30 Points
Financial Feasibility and Capacity: Ability to finance, structure, and deliver the proposed development without reliance on public subsidy, including the strength and credibility of the financing strategy, quality of the pro forma, reasonableness of assumptions, demonstrated access to equity and debt capital, and overall financial capacity of the Development Team. Proposals must clearly establish that the Respondent possesses the financial resources, experience, and commitment necessary to meet all obligations, deposits, and performance requirements outlined in this RFP and Appendix C.	25 Points
Development Team Capacity: Demonstrated qualifications, experience, and organizational capacity to successfully execute a project of this scale and complexity. Consideration will include the strength and track record of the principal development entity, key personnel, and affiliated consultants; successful delivery of comparable projects; proven ability to navigate entitlement and permitting processes; and the team’s capacity to meet all performance obligations, schedules, and requirements contained in this RFP and Appendix C.	15 Points
Local, Minority Business Participation, Equitable Inclusion: Commitment to equitable inclusion, including meaningful participation of local, minority, and small businesses across all phases of the project. Proposals will be assessed on the credibility, specificity, and enforceability of the Respondent’s inclusion strategy; prior performance in meeting similar goals; identification of potential MBE, WBE, and local partners	15 Points

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<p>Stakeholder and Community Engagement: RDA is committed to maximizing community benefits for its residents and expects Respondents to consider and incorporate stakeholder and community preferences into their project, to the extent practical. In view of this commitment, Respondents must present:</p> <ul style="list-style-type: none">• A detailed description of the activities and strategies completed to date that demonstrate the Respondent’s efforts to work with the local community and stakeholders to ensure their meaningful involvement in the submitted response; and• A description of the post-award approach and strategies to working with the local community and stakeholders to ensure their meaningful involvement in the development process.	<p>10 Points</p>
<p>Statement of Minimum Terms: Offer reasonable approach and clear methodology for determining value to ToCH. The greater the financial return offered and the earlier that financial return is offered to the ToCH, the higher the score in this category.</p> <p>Respondents shall complete the Appendix C, which Term Sheet shall serve as the basis for negotiations of a disposition agreement.</p>	<p>5 Points</p>
<p>TOTAL:</p>	<p>100 POINTS</p>

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5.5 FINAL RANKING AND SELECTION

Based on the PAG’s initial review of proposals, 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. RDA and ToCH reserve the right to make an award with or without negotiations or to request best and final offers. Any negotiations shall be completed within ninety (90) days of the initial award notification, unless in its sole discretion extended in writing by RDA and ToCH. Only those Respondents who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process. RDA also reserves the right to request supplemental information including, but not limited to, audited and unaudited financial statements of all equity partners, key personnel background information, and detailed project timelines. Failure to provide the information within ten (10) business days of the request may result in disqualification.

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 of RDA and the Mayor of ToCH for award of the exclusive rights to negotiate a Land Disposition and Development Agreement (LDDA) with ToCH, based on the terms of the Respondent’s submission.

There is no binding agreement between the selected Developer and ToCH until the Town Council of Capitol Heights has approved the negotiated LDDA. Prior to such approval, ToCH shall have no obligations or liability whatsoever to the selected Developer.

5.6 DEPOSIT

RFP Selection Deposit:

Amount: \$10,000.00

Format: Standby, irrevocable letter of credit (See **Appendix D** for form.)

Due At: RFP Response Submission

*Additional deposits may be required upon execution of the disposition agreement as negotiated between the Parties.

Conditions: If a Respondent’s response is not selected, the letter of credit shall be returned to the Respondent. If a Respondent’s response is selected, the letter of credit will be considered a non-refundable deposit, only to be returned upon the Respondent’s successful completion of closing as determined by RDA through the terms of the disposition agreement. If the selected Respondent fails to proceed to closing or defaults on any pre-closing obligations, ToCH shall be entitled to immediately draw upon the full amount of the letter of credit as liquidated damages, without prejudice to any other remedies available to ToCH.

5.7 PROPOSALS PROPERTY

All proposals submitted in response to this Request for Proposals become the property of RDA and ToCH and may be appended to any formal documentation which would further define or expand the contractual relationship between ToCH and the successful Respondent. While ToCH will use reasonable efforts to maintain confidentiality of proprietary information clearly marked as such, ___

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all submissions may be subject to disclosure as required by the Maryland Public Information Act and other applicable public records laws.

5.8 RESERVATION OF RIGHTS & MISCELLANEOUS PROVISIONS

RDA and ToCH reserves the right, in its sole discretion and as it may deem necessary, appropriate, and/or beneficial to the RDA with respect to the RFP, to:

- i. Cancel, withdraw, reissue or modify the RFP at any time;
- ii. Issue clarifications or addenda;
- iii. Request additional information or proposal modifications, including Best and Final Offers;
- iv. Enter into negotiations with one or more Respondents, or terminate and begin negotiations with another Respondent at any time;
- v. Modify a Proposal during negotiation;
- vi. Begin negotiations with a different Respondent if RDA and/or ToCH determines, in its sole discretion, that a disposition agreement cannot be finalized within the allotted negotiation period with the previously selected Respondent;
- vii. Modify and memorialize changes to any Proposal as deemed necessary during negotiations between RDA and/or ToCH.
- viii. Reject any Proposal deemed incomplete, non-responsive or otherwise unacceptable, or reject all Proposals;
- ix. Rescind the Selection or terminate negotiations if a Respondent proposes changes inconsistent with its submitted Proposal or violates applicable law or this RFP; and
- x. Extend deadlines or initiate a new solicitation process, with or without receiving any Proposals.

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: _____

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
------	------------------	-------------------

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)

ACKNOWLEDGMENT (Corporate)

I, _____ certify that
Name (Printed)

I am the _____ of

_____ and that
Title and Business Entity

_____ who signed the above Affidavit/ Statement of Ownership
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.

(Name Printed) (SEAL)

(Signature) (SEAL)

Corporate Seal (as applicable) (SEAL)

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) SDDD Certified County-Based Located Business (CLB)

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.

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 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? <input type="checkbox"/> YES <input type="checkbox"/> 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. <input type="checkbox"/> YES <input type="checkbox"/> 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 disadvantages 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

APPENDIX B

STATEMENT OF MINIMUM BUSINESS TERM

Phase I	
Lessor/Seller	The Town of Capitol Heights, acting by and through the Redevelopment Authority of Prince George’s County (ToCH) for the development of 29 Bayou, Capitol Heights, Maryland.
Lessee/Purchaser/Developer	Entity Name:
Description of Real Property	The parcels of land known for tax and assessment purposes as: (the “ Development Parcel ”).
Disposition Structure	The Development Parcel may be conveyed by ToCH to the Respondent via a ground lease term to be determined, but no less than 50 years and no more than 99 years under County Official Code § Section 2-111.01(b)(e)(f), (g), Article 25A, Section 5(B) of the Annotated Code of Maryland. Respondent proposes the following Conveyance Structure:
Disposition Timeline	The disposition timeline must occur within two years of Mayor or ToCH or ToCH Council approval of the Land Disposition and Development Agreement (the “ Disposition Agreement ”).
Disposition Agreement Payment	In consideration of the ToCh entering into the Disposition Agreement, Developer shall pay to ToCH \$ _____ at the time of executing the disposition agreement (the “ Disposition Agreement Payment ”). The Disposition Agreement Payment shall be placed in escrow until Closing but shall not be refundable, except in event of ToCH default under the Disposition Agreement.
Closing Payment	In partial consideration of ToCH’s conveyance of the Development Parcel to the Developer, Developer shall pay to ToCH \$ _____ at the time of Closing (the “ Closing Payment ”). The Closing Payment shall not be refundable.
Annual Base Rent (If ground lease)	Developer shall pay to ToCH \$ _____ in annual base rent.
Rent Payment Terms	Rent payments shall commence at Closing. Developer to propose annual payment terms:
Redevelopment and Operational Costs	The Developer shall be solely responsible for all costs related to the redevelopment, including but not limited to predevelopment costs, construction costs, financing costs, and future operation and maintenance costs of the Development Parcel. The Developer shall be solely responsible for the payment of all utilities, permit fees, assessments and taxes relating to the Development Parcel, including, if applicable, possessory interest tax assessed.
Conditions of Closing	In addition to the other ToCh standard conditions of Closing, ToCH’s obligation to convey the Development Parcel is conditioned upon: •ToCH’s sole approval of the Developer’s design, budget and project financing plan. Developer’s obtaining financing and equity to fund 100% of the development;

	<ul style="list-style-type: none"> • Developer’s providing the ToCH development and completion guaranties and land note guaranties to the ToCH’s satisfaction; • Developer having received all necessary zoning approvals or any zoning relief deemed necessary to accomplish the Project. • Developer having received all necessary permits and other approvals required for commencing construction of the project.
Developer Financing	Developer shall be responsible for obtaining financing and equity to fund 100% of the development program, including all costs associated with predevelopment. The ToCh agrees to reasonably cooperate with Developer in connection with Developer’s proposed financing of the development program pursuant to a project funding plan (approved by the ToCh), including providing customary documentation confirming the ToCh 's approval of the Project and execution of standard estoppel certificates, provided that such cooperation shall not require the ToCh to incur any material cost or liability. The ToCh shall not be obligated to extend any additional loan to Developer or grant any funds to Developer in connection with the financing of the development program by Developer, and the Town shall incur no liability whatsoever should Developer fail to obtain or close on financing for the Project.
Affordable Housing	<p>In the event that the Development Parcels are being developed as a residential project, the ToCh requires that the development team comply with the applicable zoning, affordable housing requirements, and the requirements of the Disposition of ToCH’s “Land for Affordable Housing (“ADU Requirement”). “</p> <p>Complete per Proposal: Respondent proposes _____% of the housing units will include affordable units, with _____% at _____% AMI; _____% at _____% AMI; _____% at _____% AMI.</p>
Design Review	ToCH shall have the right to approve project plans and drawings related to the design, development, and construction of the improvements on the Development Parcel to ensure the quality and compatibility of the proposed improvements.
Green Building Requirements	<p>Developer must submit with its building permit application a LEED checklist indicating that the Improvements are designed to include sustainable design features such that the Improvements will meet or exceed the standards for certification as a LEED building at the appropriate LEED certification level pursuant to the requirements of the Green Building Act. Developer shall provide evidence of actual LEED certification within twelve (12) months of project completion.</p> <p>Complete per Proposal: Respondent proposes to deliver a project with the following sustainability considerations/green building level: _____</p>
Post-Closing Requirements	Developer shall be bound by the requirements of a Construction & Use Covenant and the Land Note to be attached to the Disposition Agreement, which may be amended with the approval of ToCH.
Phase II	If applicable

<p>Selected Developer Roles & Responsibilities</p>	<p>Following selection, RDA will work with the selected Developer to negotiate the Disposition Agreement, which will include an agreed upon approach to determining land value that will be calculated at financial closing of development site.</p> <p>RDA will engage with the selected Developer in a collaborative process to create a Development Plan for the Site, including the timing of development.</p> <p>In accordance with the LDDA, the Selected Developer will be responsible for:</p> <ul style="list-style-type: none"> •Creating a Development Concept; •Execute a right of entry agreement with the ToCH to allow the selected Developer to begin due diligence and studies on the property. •Determine land value for annual rent (If ground lease) or purchase agreement (If fee simple acquisition); and, •Securing Project entitlements; •Creating and implementing a development plan; •Designing, constructing, funding/financing, operating, and maintaining the development project; •Creating and implementing a stakeholder engagement plan.

The Respondent hereby acknowledges its agreement to be bound to the provisions of this Statement of Minimum Business Terms in the event the Respondent is selected to negotiate for the development and disposition of the Property. The terms of the disposition and/or ground lease shall be consistent with the terms of this Statement unless the Town of Capitol Heights ("ToCH") otherwise agrees in writing, in its sole and absolute discretion. Any material deviation from these terms shall require approval from the Town Council.

RESPONDENT:

BY: _____

Name

Title:

APPENDIX D: FORM OF IRREVOCABLE LETTER OF CREDIT

ISSUER: Date of Issue: _____, 20__
[Name of Bank]
[Bank Address]

IRREVOCABLE STANDBY LETTER OF CREDIT NO. [Insert Number]

Beneficiary

Applicant

Town of Capitol Heights,
by and through
Redevelopment Authority of
Prince George’s county
9200 Basil Court, Suite 504
Largo, Maryland 20774
Attention: 29 Bayou Project Manager

[Name of Developer]
[Address]

AMOUNT: \$_____

EXPIRY DATE: [Insert Date] subject to renewal provisions herein

Ladies and Gentlemen:

We hereby establish our Irrevocable Standby Letter of Credit [Insert Number] (“Letter of Credit”) in favor of Beneficiary for the account of Applicant up to an aggregate amount of _____ U.S DOLLARS (U.S. \$_____)

Available for payment when accompanied by the following three items:

1. A draft at sight drawn on [Name of Bank] duly endorsed on its reverse thereof by a duly authorized representative of the Beneficiary, specifically referencing this Letter of Credit Number [Insert Number];
2. The original of this Letter of Credit; and
3. A dated statement issued on the letterhead of Beneficiary, stating: “The amount of this drawing is \$ _____, drawn under Irrevocable Standby Letter of Credit No. [Insert Number] and represents funds due and owing to the Town of Capitol Heights.” Such statement shall be conclusive as to such matters and Issuer will accept such statement as binding and correct. Issuer shall have no right, duty, obligation or responsibility to evaluate the performance or nonperformance of any underlying agreement between Applicant and Beneficiary before performing under the terms of this Letter of Credit.

Continues on the next Page

This Letter of Credit shall automatically renew for one year term upon the Anniversary of the expiry date set forth above (The “Anniversary Date”) until [insert date] unless (i) earlier released by Beneficiary in writing or (ii) Issuers delivers written notice to both Applicant and Beneficiary that this Letter of Credit will not be renewed on the Anniversary Date upon which this Letter of Credit will no longer be renewed. Notwithstanding any terms and/or conditions to the contrary, this Letter of Credit will expire no later than [Insert Date].

If a drawing made by Beneficiary under this Letter of Credit reaches the address provided on this Standby Letter of Credit via Courier (including but not limited to FEDEX, DHL, UPS, or other nationally recognized overnight courier service) on or prior to 1:00 PM (Eastern Time) on a Business Day (Defined below) and, provided that such drawing and the statement presented in connection therewith conform to the terms and conditions hereof, payments shall be made to Beneficiary in the amount specified, in immediately available funds, on the same Business Day. If a drawing is made by Beneficiary under this Letter of Credit after 1:00 pm (Eastern Time) on a Business Day and, provided that such drawing and the statement presented in connection therewith conform to the terms and conditions hereof, payments shall be made to Beneficiary in the amount specified, in immediately available funds on the next Business Day. If requested by Beneficiary, payment under this Letter of Credit may be deposit of immediately available funds into an account designated by Beneficiary. As used herein, the term “Business Day” shall mean any day other than a Saturday, Sunday or a day on which banking institution in the State of Maryland are authorized or required by law to close.

Drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored if presented by the Mayor of Capitol Heights, Town Administrator, Redevelopment Authority of Prince George's County's Executive Director, their successors in office, or their duly authorized representatives, on or before the Expiry Date to Issuer's office at the address of Issuer set forth above.

This undertaking is issued subject to the International Standby Practices 1998 (“ISP98”). As to matters not expressly governed by ISP98, this Letter of Credit is governed by and shall be construed in accordance with the laws of the State of Maryland.

This Letter of Credit is set forth in full terms of our undertaking. This undertaking shall not in any way be modified, amended, amplified or incorporated by reference to any document, contract or other agreement, without the express written authorization of Issuer, Beneficiary and Applicant.

Continues on the next Page

[Insert Letter of Credit Number]

Page 3

Should you have occasion to communicate with us regarding the Letter of Credit, kindly direct your communication to the attention of Letters of Credit Dept. to the address aforementioned stating as reference our Standby Letter of Credit Number [Insert Letter of Credit Number].

Truly Yours,

Authorized Signature

Authorized Signature

EXHIBIT 1

SOURCES AND USES BUDGET (to be submitted by Respondent)

Respondents shall provide a “Sources and Uses” analysis that shall include the following, at a minimum:

Uses: A detailed project budget that breaks down all costs to be incurred to construct new improvements on the Development Parcel including hard costs (including base building costs, contingencies, furniture, fixture, and equipment costs, etc.); softs costs (including architecture fees, engineering fees, professional service fees, development fees, etc.); and acquisition and financing costs.

Sources: A breakdown of all funds to be obtained (including equity, debt, fundraised capital, non-TOCH funding, etc.) for the payment of the Uses in the project.

Sources and Uses must not show any gaps or shortfalls. Neither RDA nor TOCH will provide any public subsidy to fill any funding gaps or shortfalls, whether identified in the initial proposal or arising during development. Any such gaps or shortfalls shall be the sole responsibility of the Respondent.

EXHIBIT 2

PROJECT DEVELOPMENT AND OPERATING PRO FORMA– (to be submitted by Respondent)

In order to prove the economic viability of the construction and operation of the proposed project, Respondent shall provide a detailed, line-item, fully functional Microsoft Excel development and operating proforma for all income-producing uses proposed to be operated out of the building from pre-development through stabilization and for 10 years beyond the projected stabilization year. At a minimum, the pro forma should include a summary sheet, a detailed development budget, and a cash flow sheet.

The pro forma shall be inclusive of the following calculations: return on cost, return on equity (levered and unlevered); a detailed waterfall of profits to all capital accounts; internal rates of return; and any other project-specific return metrics. All assumptions used in the financial model should be clearly stated.

EXHIBIT 3

PROPOSED FINANCING STRATEGY

(to be submitted by Respondent)

In determining economic feasibility, Respondent must identify and pursue all available sources of financing (including but not limited to tax credits, private financing, and federal assistance) that may benefit the project. Respondent shall demonstrate thorough exploration of all such financing sources in their proposal. RDA or ToCH will not be providing any public subsidy to fill any funding gaps or shortfalls. Respondents should provide:

- i. Respondents' equity commitment to the project and the timing/disbursement of that commitment;
- ii. A proposed project financing strategy, including a listing of all anticipated sources of construction and permanent financing (including interest rates; amortization type and period; ex-ante return on assets and equity, and internal rate of return; covenants; coverage ratios; and all other relevant information)
- iii. Detailed description of which, if any, federal government funding sources the Respondent intends to attract to the project.
- iv. Satisfactory evidence of Respondent's ability to secure project debt and equity, including commitment letters from prospective investors.

EXHIBIT 4: SCHEDULE OF PERFORMANCE
(to be submitted by Respondent)

PROJECT SCHEDULE

Identify and describe a timetable and milestones from award through project completion.

MILESTONE	TARGET COMPLETION DATE	PARTY RESPONSIBLE
Final Selection & Notice	BY WINTER 2025	RDA / ToCH
Submission of Disposition Agreement and supporting exhibits		Developer
Execution of Disposition Agreement (subject to approval of surplus and disposition legislation)		ToCH & Developer
Submission of Disposition Escrow / Performance Agreement Payment		Developer
Due Diligence Period		Developer
Conceptual design, Design and Preconstruction Phase		Developer
Submission of entitlement application(s) (if applicable) to DMPED for review and approval		Developer
Permit Drawing Submission to ToCH		Developer
Permit Drawing Submission to DPIE		Developer
Closing and Submission of Closing Payment		Developer
Construction Commencement		Developer
Substantial Completion of Construction of project		Developer
The Final Completion Date		Developer
Certificate of Occupancy Issued		Developer

Attachment: Economic Development Agenda by LISC

This document is provided for contextual information. Please see the link below.

[DC LISC Blue Line Corridor Inclusive Economic Development Agenda](#)