



**REVENUE
AUTHORITY
OF PRINCE
GEORGE'S
COUNTY**

**REQUEST FOR PROPOSALS
NO. RVAPGC- CSA-Demo- 5-2026**



**Demolition of the Creative Suitland
Redevelopment Site**

**Special accommodation for those with differing abilities are
available by calling (301) 772-2060.**

Release Date: May 20, 2026

Submission Deadline: Friday, July 17, 2026, 5:00pm (EST)

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I. EXECUTIVE SUMMARY

In furtherance of County Executive Braveboy's strategic plans for economic development, the Revenue Authority of Prince George's County ("RVAPGC" or "Revenue Authority") invites qualified contractors to submit proposals for the demolition of the Creative Suitland Art Center site. This 3-acre site represents the future location of a vibrant, connected, mixed use development community that blends modern, affordable housing, retail and artisan centric amenities. To achieve the bold vision of Elevating Prince George's County through smart, collaborative development, this project will be a catalyst for future development along Silver Hill Road. This solicitation is phase one of the Creative Suitland Redevelopment Project. The site, located on Parcels A and B at 4719 Silver Hill Road in Suitland, Maryland, is a block and a half from the Suitland Mixed-Use Town Center Development Plan (MUTC) on Suitland Road and 0.5 miles from the Suitland Metro Station in Prince George's County, Maryland.

II. OVERVIEW

The Revenue Authority seeks qualified contractors ("Respondents") to this Request for Proposals ("RFP"), with demonstrated experience, organizational skills, and the project management capacity to plan, and execute projects of a similar type and scope to the outlined project.

III. PROJECT OBJECTIVES

The Revenue Authority is seeking a combined technical and budget proposal for the demolition of the buildings, surface parking, hardscaping and landscaping at the project site (Image A & Image B). At the conclusion of the demolition project the site should be shovel ready for grading and future development.

Shovel Ready Site Including, but not limited to:

- **Debris Removal:** All debris from the demolished building and parking lot (concrete, asphalt, steel, wood) is removed, including subsurface foundations and old footings.
- **Environmental Clearance:** A Phase I (and often Phase II) Environmental Site Assessment is completed, showing the site is free from contamination (petroleum, asbestos, lead) or that remediation is finished.
- **Grading & Soil Testing:** The soil is tested for stability and graded to manage stormwater, ensuring it is ready for new foundations.
- **Backfilling:** Any voids, voids, or basements left by the demolition are properly filled and compacted.
- **Disconnected Old Utilities:** All utilities (water, gas, electric, sewer) from the previous structure are safely capped, removed, or rerouted.
- **Access Verification:** Access to the property is ensured via a paved, legal roadway that can handle heavy construction traffic.

The budget should include costs associated with all aspects of demolition project

management including coordination, administration, supervision and implementation of all aspects of the demolition. This includes any infrastructure, utility disconnection, permitting, fencing, security, disposal of debris and any other costs to be incurred within the scope of the project. The proposal should include cost associated with all Prince George's County requirements and submissions for RAZE/ Demolition Permits including but not limited to performing lead and asbestos abatement, removing hazardous or regulated materials, obtaining necessary permits, submitting necessary notifications, disconnecting utilities, rodent baiting, and development of site-specific safety and work plans.

The proposal should also include a projected timeline from project initiation, site planning, permitting, remediation, utility disconnection, demolition, to delivery of a shovel ready, razed site.

IV. PROJECT SITE LOCATION & DESCRIPTION

The site is approximately 2.97 acres in size and located at 4719 Silver Hill Road in Suitland, Maryland.

Year Built: 1960

Site Size: 2.97 acres (129,373 sq. ft.)

Building Size: 47,085 sq. ft.

UTILITIES

WATER SOURCE: Public

SEWER: Public Septic, Public Sewer

SPRINKLERS: Yes

The zoning for the site is MU-TC (Mixed use Town Center). The property sits at north corner of Silver Hill Road and Swann Road and is accessible by both streets. The site is located directly East of the US Census Bureau headquarters and other federal agencies. The site is in a Historically Underutilized Business Zone, Priority Funding Area, Transforming Neighbors Initiative Area, and Health Food Priority Area Incentive Zone.

As a part of the Suitland M-U-TC development, RVAPGC has assembled a group of properties located along Silver Hill and Suitland Roads to redevelop in accordance with the MUTC plan. The following sites are the focus of this request:

Parcels lettered "A" and "B" in a subdivision known as "Parcels A, B, C and D are re-subdivisions of Lots 3 and 4, SUITLAND SUBDIVISION" as per plat thereof recorded among the Land Records of Prince George's County, Maryland in Plat Book WWW at Plat 27.

Together with drainage rights contained in a Deed recorded in Liber 1772 at folio 20. Less and except part of Parcel B, being more particularly described as follows:

Beginning at the westernmost corner of said Parcel B, as shown on the aforesaid plat, thence running with the northwesterly line of said parcel.

- i. North 35°51'30" East, 32.79 feet to a point; thence running through parcel,
- ii. 35.91 feet along the area of a curve deflecting to the left, having a radius of 23.00

- feet and a chord bearing and distance of South 08°52'34 East, 32.38 feet to a point of tangency; thence
- iii. South 53°36'38" East, 326.23 feet to a point thence running with the southeasterly line of Parcel B,
 - iv. South 35°51'30" West 10.00 feet to a point; thence running with the southwesterly line of said parcel
 - v. North 53°36'38" West, 349.02 feet to the point of beginning, containing 3,601 square feet or 0.0827 of a care of land.

The buildings having exterior Walls built of a non-combustible material such as Brick, Concrete, Block or poured Concrete. Interior partitions and Roof structure are built of combustible materials. Floor may be Concrete or Wood Frame.

Environmental Remediation and Considerations

The successful Respondent will be solely responsible for any environmental remediation that may be associated with removal or disturbance of existing improvements or other preparation of the Project Site. The successful Respondent shall be responsible for all pre-development (including possible demolition of existing improvements, environmental remediation costs and due diligence studies such as traffic, geotechnical, storm water management, historic preservation reviews, and other site preparations) and Project development costs. Respondents shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses.

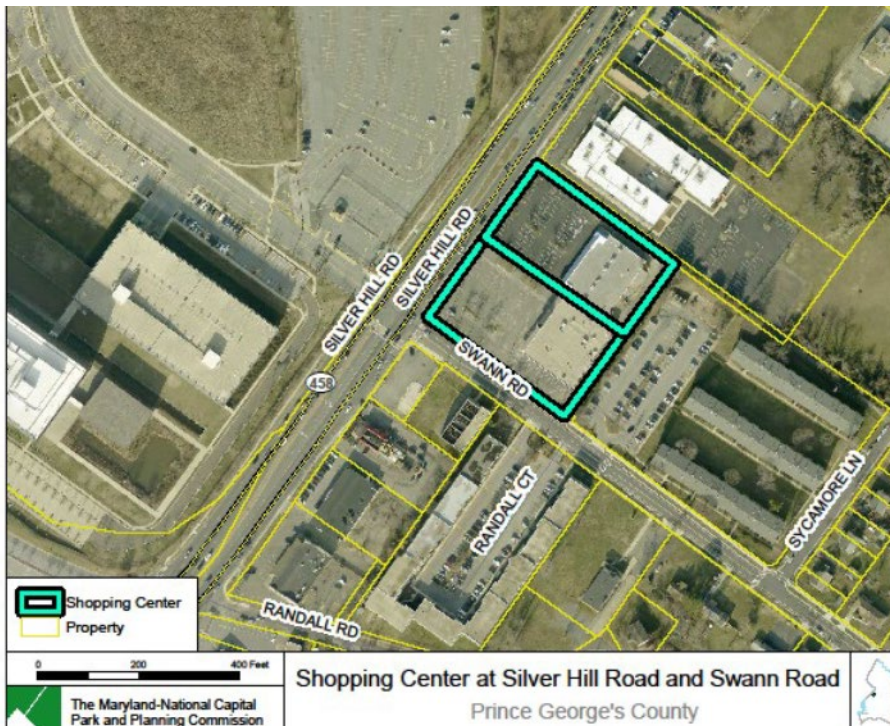


Image A: 4719 Silver Hill Road, Suitland, MD 20746

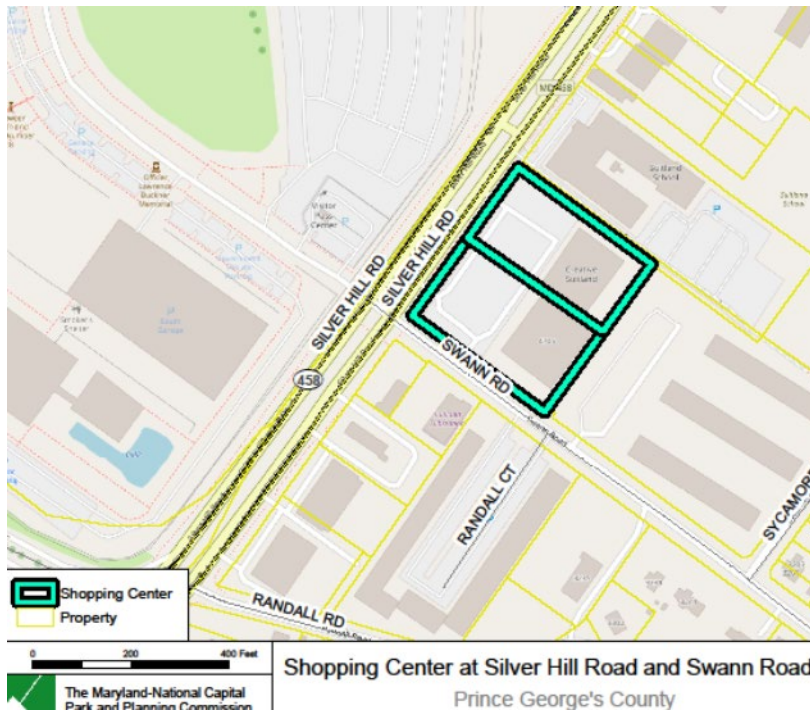


Image B: 4719 Silver Hill Road, Suitland, MD 20746

PLANNING INFORMATION

The Respondent will be responsible for managing all required State, County and local permitting, licensing and entitlement processes as it relates to the complete demolition of the site. Due to the project timeline, the Revenue Authority will submit the initial Raze Permit to the Department of Permitting, Inspection and Enforcement (DPIE), however the contractor, once selected, will be added to the permit application.

V. MINIMUM QUALIFICATIONS

RVAPGC is seeking to engage an experienced contractor (“Respondent”) to lead the planning and execution of the proposed project outlined above.

The Contractor selected must possess the following qualifications:

- i. Minimum ten (10) years’ experience in construction and demolition in the National Capital Region.
- ii. Knowledge of the federal, state or local laws regulations and requirements related to the successful execution of the proposed project.
- iii. Ability to deliver an economically viable project by identifying at least three (3) similar projects of comparable size, scale and complexity to the proposed project delivered within the last 10 years. Please provide a brief description of each project, total SF, cost, completion timeframe and notable delays.
- iv. Key personnel and consultant resources to support the proposed project objective. Identify the general qualifications and relevant experience of team members who will be directly involved in the Project. Also provide evidence of administrative

capacity and qualified staffing to undertake and manage the proposed project.

- v. Demonstrated ability to deliver projects based on an accurate budget, timeline and overall delivery expectation. Respondent must submit at least three (3) references from prior projects of similar scale, scope and complexity.
- vi. Previous experience with asset management functions of subcontractors and adherence to Prince George's County Based Small Business (CBSB) and Minority Business Entity (MBE) Requirements of 40% of project cost.

VI. SCOPE OF WORK

Permits, Entitlements, and Zoning.

- i. Determine all governmental authorizations required for the Project, and prepare a schedule indicating when each such item is to be obtained;
- ii. Identify any necessary permits, entitlements, studies and other tasks necessary to satisfactorily complete the outlined project objectives to meet all regulatory requirements.
- iii. Prepare applications for RVAPGC's approval and signature, supervise and coordinate all work of the professionals associated with or necessary to such applications and process, procure and maintain all governmental authorizations required for the entitlement, site readiness and demolition of the Project.
- iv. All fees and permit charges for such governmental authorizations shall be included in the Final Project Budget and shall be paid by RVAPGC as Project Costs. Respondent shall consult with and advise RVAPGC and /negotiate on RVAPGC's behalf regarding any entitlement obligations or improvements required in connection with the Project, but final agreements regarding such matters shall be subject to RVAPGC's approval.
- v. Respondent shall provide weekly updates to RVAPGC on the processing status of all governmental authorizations.
- vi. Project Schedule. Prepare project schedule that addresses the requisite activities for the transaction and provides a timeline for the process, indicating key assumptions and milestones and submit to RVAPGC for approval prior to the commencement of construction.
- vii. Project Budget. Develop a project budget and submit to RVAPGC for review and approval. The Final Project Budget shall include any and all Project Costs which are expected to be incurred through and including Final Completion and shall be revised only with the prior approval of RVAPGC, which shall not be unreasonably withheld, conditioned, or delayed. Upon approval by RVAPGC, the Initial Project Budget shall be replaced with the Final Project Budget.
- viii. Engineers and Other contracted Professionals. Respondent shall: (A) promptly evaluate, and propose for RVAPGC's approval, engineers and any other necessary professionals and consultants for the Project; (B) coordinate, guide, and oversee the preparation of AIA form agreements approved by RVAPGC with

engineers and such professionals and consultants (except for environmental consultants, which shall use a form agreement approved by RVAPGC); (C) negotiate, in cooperation with RVAPGC's legal counsel, any such agreement; and (D) recommend for RVAPGC's approval and execution any such agreement.

VII. SUBMISSION REQUIREMENTS

FAILURE OF A RESPONDENT TO SUBMIT ALL REQUIRED INFORMATION MAY RENDER THE SUBMISSION INCOMPLETE AND INELIGIBLE FOR FURTHER CONSIDERATION.

The RFP response must include the following components ("Submission"):

- i. Title Page – The title page should contain the RFP title, the Respondent's name, and the submission date.
- ii. Transmittal Letter – The transmittal letter should not exceed one page and should contain the name, title and contact information of the individual with authority to bind the Respondent. This person must sign the transmittal letter.
 - a. Respondent's address and formation type (i.e., a corporation, limited liability company, etc.). The Respondent must be registered with the Maryland Department of Assessments and Taxation to conduct business in the State of Maryland and in good standing.
 - b. An acknowledgement that the Submission is valid for a minimum of 240 days from the Submission deadline. Please note that a new acknowledgement is also required for any amendments to the Submission.
- iii. Statement of Qualifications – In evaluating a Respondent's qualifications, the Revenue Authority is looking for a demonstrated track record of delivering projects that reflect the Respondent's ability to achieve the objectives, and the goals contained in this RFP.
- iv. Background Information - Provide a description of the Respondent, including its organizational structure, identification of principals, details of member entities, majority shareholder(s), length of time in business, overview of the Respondent's portfolio and proposed guarantor of the Project.
- v. Project Experience - Provide a description of up to five examples demonstrating the Respondent's experience including that of the applicable teams' experience completing a project of similar size, scope and complexity. Examples must include project size, including total land and building area; project scope; project location; total project costs; and project length from inception to completion. Photos, site plans and renderings may be included, but are not required.
- vi. References - Provide the names, phone numbers and email addresses of at least 3 references for completed projects for which the proposed Project team completed a comparable Project. For each reference, indicate the contact person's role in the Respondent's completed projects and the time of their involvement in

each.

- vii. Development Team – Identify the development team that will be directly involved in the Project, including the proposed general contractor(s), any partners, architects, engineer, construction manager, or other consultant as applicable. Provide names of the lead contractor, project manager, and team members in an organizational chart structure. The Submission must include a resume or description of each key Project team members' relevant experience in completing projects of the scale and complexity envisioned in this RFP, as well as education and professional licensing.
- a. Additionally, identify the primary point of contact for this RFP and provide their business address, telephone number, email address and title. A description of the Respondent's financial capacity is required, in the form of the most recent financial statements, balance sheets, profit and loss statements, evidence of lines of credit and uncommitted discretionary sources of equity, and/or any other material financial statements.
- viii. **Project Plan** - Respondents shall submit a Comprehensive Project Plan that clearly describes how, if selected, the Respondent will plan, manage, and execute the demolition and site preparation project from Notice to Proceed through final closeout. The Project Plan will be a major evaluation factor. Proposals that provide general marketing information instead of detailed execution plans may be deemed non-responsive. The Project Plan shall be organized using the sections below and must address each requirement in detail and include the following:
- a. **Project Understanding and Execution Approach**
Provide a narrative demonstrating the Respondent's understanding of the Project and proposed overall strategy.
- Summary of understanding of the project site and objectives
 - Identification of anticipated project risks and constraints
 - Proposed execution strategy and sequencing approach
 - Key assumptions and potential challenges
 - Opportunities for value engineering, efficiency, innovation and cost control
- b. **Pre-Demolition Due Diligence Plan**
Describe how the Respondent will prepare the site prior to demolition.
- Review of existing documentation (surveys, environmental reports, utilities, etc.)
 - Additional investigations to be performed by the Respondent
 - Site logistics and staging strategy
 - Utility identification and coordination plan
 - Deliverables to be prepared prior to demolition, including:
 - Demolition Work Plan
 - Site Logistics Plan
 - Site Health and Safety Plan
- c. **Permitting and Entitlements Strategy**
Provide a detailed permitting and approvals plan.

- List of anticipated permits and approvals required
- Identification of responsible agencies
- Strategy for obtaining permits and approvals
- Proposed timeline for permit acquisition
- Coordination approach with county inspectors and agencies
- Responsibility matrix identifying who will secure each permit

d. Environmental and Hazardous Materials Plan

Provide a comprehensive environmental compliance strategy.

- Approach to identification and handling of:
 - Asbestos
 - Lead-based paint
 - PCBs
 - Contaminated soils or other hazardous materials
- Compliance with federal, State of Maryland, and county regulations
- Abatement sequencing strategy
- Waste handling, transportation, and disposal procedures
- Documentation and reporting protocols
- Recycling and sustainability practices
- Waste diversion goals (if applicable)

e. Demolition Methodology and Sequencing

Provide a detailed description of demolition methods.

- Proposed demolition sequencing and phasing
- Equipment and techniques to be used
- Structural demolition methods
- Removal of below-grade structures and foundations
- Methods to protect adjacent properties and infrastructure
- Dust, noise, and vibration control measures
- Traffic and pedestrian safety plan

f. Site Safety and Risk Management Plan

Provide a site-specific safety strategy.

- Site Health and Safety Plan (HASP) overview
- OSHA compliance approach
- Safety training and certifications of personnel
- Emergency response procedures
- Incident reporting protocols
- Site security and access control procedures
- Safety performance metrics (EMR, TRIR, etc.)

g. Construction Management and Project Controls

Describe the Respondent's construction management approach.

- Project management structure and communication plan

- Schedule development and monitoring tools
- Cost control and change management procedures
- Subcontractor coordination and oversight
- Quality Assurance / Quality Control (QA/QC) plan
- Inspection coordination and documentation
- Meeting cadence and reporting procedures
- Sample progress report format

h. Project Schedule and Phasing Plan

Provide a preliminary project schedule.

- Gantt chart or similar schedule format
- Major milestones and durations
- Identification of critical path activities
- Long-lead items and permitting durations
- Contingency planning for delays

i. Community Impact Mitigation Plan

Provide a strategy for minimizing impacts to the surrounding community.

- Noise control measures and work hour management
- Dust and air quality control measures
- Traffic and site access management
- Communication strategy for nearby residents and businesses
- Complaint response protocol
- Community notification approach

j. Soft Grading and Site Restoration Plan

Describe how the site will be prepared for future development.

- Backfilling and compaction approach
- Soft grading methodology
- Erosion and sediment control measures
- Final stabilization procedures
- Definition of “build-ready” site condition

k. Project Closeout Plan

Describe how the Project will be completed and turned over.

- Final inspections and approvals
- Permit closeout procedures
- Waste disposal documentation
- Final project report and turnover package
- As-built documentation (if applicable)

l. Project Team Organization and Responsibilities

Provide details regarding the proposed team.

- Organizational chart

- Roles and responsibilities matrix
- Key personnel assignments and availability
- Subcontractor management approach

m. **Submission Format Requirement**

The Project Plan shall:

- Follow the section numbering above
- Be clear, concise, and specific to this Project
- Include graphics, schedules, and diagrams as appropriate

ix. Mandatory Project Reporting and Communication Requirements

To ensure transparency, proactive coordination, and timely advancement of the Project, the selected Contractor shall implement a comprehensive project reporting and communication program from Notice to Proceed through final project closeout.

The Contractor shall be responsible for developing, maintaining, and distributing regular reports that provide RVAPGC with clear visibility into schedule, cost, safety, regulatory compliance, risks, and milestone progress.

a. **Project Reporting Objectives**

The purpose of mandatory reporting is to:

- Provide consistent and transparent updates on project status
- Ensure early identification and resolution of risks or delays
- Track progress against schedule, budget, and milestones
- Maintain regulatory and safety compliance documentation
- Support informed decision-making by RVAPGC
- Create a complete and auditable project record

b. **Kickoff and Reporting Setup**

Within fifteen (15) business days of Notice to Proceed, the Contractor shall:

- Conduct a Project Kickoff Meeting with RVAPGC
- Establish reporting templates and communication protocols
- Submit a Project Management Plan including reporting schedule
- Provide a baseline project schedule and milestone log

c. **Meeting Requirements**

• **Weekly Progress Meetings**

The Contractor shall conduct weekly project meetings with RVAPGC. Meeting minutes shall be distributed within 48 hours.

Weekly meetings shall include:

- Review of work completed during the previous week
- Work planned for the upcoming week
- Safety performance and incidents
- Permit and inspection status
- Risk and issue review
- Schedule and cost updates

- **Monthly Executive Progress Meetings**

The Contractor shall facilitate monthly executive-level meetings with RVAPGC leadership. These meetings shall focus on:

- Overall project status
- Major milestones and upcoming activities
- Budget status and change orders
- MWBE participation progress (if applicable)
- Community impact updates
- Key decisions required from RVAPGC

d. Weekly Written Progress Reports

The Contractor shall submit a Weekly Progress Report within two (2) business days following each reporting period.

The Weekly Report shall include:

- Summary of work performed
- Updated 3-week lookahead schedule
- Safety report and incident log
- Permit and inspection updates
- Photographic documentation of progress
- Identified risks, issues, and mitigation actions
- Submittals and approvals log

e. Monthly Project Status Reports

A comprehensive Monthly Report shall be submitted to RVAPGC and shall include:

- **Schedule Status**
 - Updated project schedule
 - Progress against baseline schedule
 - Critical path activities
 - Delays and recovery actions
- **Budget and Cost Status**
 - Contract value and approved changes
 - Pending change orders

- Cost-to-complete projections
- **Safety Performance**
 - Safety metrics and training activities
 - Incidents and corrective actions
- **Environmental and Regulatory Compliance**
 - Status of permits and inspections
 - Waste disposal and recycling documentation
 - Hazardous material handling updates
- **MWBE Participation Tracking**
 - MWBE utilization to date
 - Payments to MWBE firms
 - Planned upcoming MWBE participation

f. Milestone Tracking and Notifications

The Contractor shall maintain a Milestone Log tracking major project milestones, including:

- Permit approvals
- Start of demolition
- Completion of demolition
- Completion of below-grade removal
- Completion of soft grading
- Final inspection and project closeout

RVAPGC shall be notified a minimum of five (5) business days in advance of all major milestones and inspections.

g. Issue and Risk Management Reporting

The Contractor shall maintain a Risk and Issue Log and provide updates in all progress reports.

The log shall include:

- Description of the issue or risk
- Potential schedule or cost impacts
- Mitigation strategy
- Responsible party
- Target resolution date

h. Project Documentation and Recordkeeping

The Contractor shall maintain a centralized digital project record including:

- Permits and inspection records
- Safety documentation
- Waste disposal manifests
- Meeting minutes and reports
- Change orders and approvals
- Photographic documentation

All records shall be provided to RVAPGC at project closeout.

i. Final Project Closeout Report

At completion of the Project, the Contractor shall submit a Final Report including:

- Summary of work performed
 - Final schedule and cost summary
 - Waste and recycling documentation
 - Permit and inspection closeout documentation
 - Lessons learned and recommendations
 - Final photographic documentation of the site
- ix. **Liabilities** – Include a statement regarding any debarments, suspensions, bankruptcy, or material loan defaults on development projects and/or government (local, county, state or federal) contracts of any of the Respondent's team's entities or affiliates. Respondents shall also provide a statement regarding any outstanding tax liabilities and other governmental liabilities for any of the bidding team's entities.
- x. **Litigations** - Respondents shall also provide a statement regarding any ongoing or knowledge of threatened litigation in which the State of Maryland, the County or the Revenue Authority is a party that relates to any team member, affiliate or to any other entity or individual having a controlling interest in the entity (or entities) that comprise Respondents. If such litigation exists, Respondents shall provide the name and civil or criminal action number of such litigation, the name of the court with jurisdiction and a description of the subject matter of such litigation.
- xi. **Evidence of Certification of Status** – Respondent shall include a current Maryland Certificate of Status of Good Standing.
- xii. **Supplier Participation Plan** – Respondent shall include the completed Participation Plan (Form No. 1 - Section IX) in its Submission.
- xiii. **Exceptions** – Respondents may elect to take exception to the requirements of this RFP. Any exceptions will be evaluated based on the intent of the RFP. Exceptions will only be considered if they are included in the Submission.

VIII. SUBMISSION INSTRUCTIONS

RFP Release: Wednesday, May 20, 2026
Submission Deadline: Friday, July 17th, 2026 @ 5pm (EST)

- i. Point of Contact – PAG Chair at RVAPGC-ED@co.pg.md.us
- ii. Submission Deadline - Respondents must submit a copy of their Submission to the following email address: RVAPGC-ED@co.pg.md.us
- iii. Questions must also be submitted to the same email address. The Revenue Authority must receive Submissions no later than 5:00 p.m. Eastern Standard Time on Friday, July 17th, 2026.
- iv. The Revenue Authority will not accept late Submissions. Unless requested by RVAPGC, Respondents cannot submit additional information or modify their Submission after the Submission deadline.
- v. Prior to the Submission deadline, Respondents can withdraw their Submission by providing written notice to the PAG Chair at RVAPGC-ED@co.pg.md.us
- vi. Submission Email Header - The subject of the email must be “Submission of [insert Respondent’s name and remove brackets] in Response to RVAPGC- CSA-Demo-5-2026”
- vii. Submission Delivery – Respondents shall adhere to the Submission requirements. Submissions must be in pdf format and font size can be no smaller than 11. The text in the narrative may be single or double-spaced.
- viii. Incomplete or inappropriately prepared Submissions will not be considered. Respondents must respond to each Submission component in the order outlined in Section V (Submission Requirements).
- ix. Each sub-section must be separated by tabs with sub-section headings. While there is no set page limit for the solicitation, respondents are discouraged from submitting proposals longer than 60 pages. Proposals should be efficient, however effectively communicate the feasibility of the proposed project plan. Cover, title, transition and appendices will not be counted within the 60-page recommended limit.

x. Solicitation Timeline

Solicitation Milestone	Date
Release Solicitation	Wednesday May 20, 2026
Site Tour	Monday, June 1st at 10am - 1pm
Virtual Information Session	Friday, June 5, 2026 @ 10am
Q&A deadline	Tuesday, June 9, 2026
Q&A responses posted	Friday, June 10, 2026
Responses Due by 5pm (EST)	Friday, July 17, 2026
Virtual Respondent Oral Presentations	Wednesday, July 29, 2026 1pm - 4pm (EST)
Selection and Award	Monday, August 17, 2026

IX. EVALUATION CRITERIA AND SELECTION PROCESS

i. Proposal Analysis Group

The Revenue Authority will convene a qualified Proposal Analysis Group (“PAG”) to evaluate the Submissions. The Revenue Authority may enlist professional consultants, advisors, and other stakeholders to technical assistance to the PAG. The PAG will evaluate each response, considering the information provided in the Submission and in the County’s and Revenue Authority’s best interests.

The PAG will review all qualified Submissions and may invite Respondents to an oral presentation, at which time Respondents will present and explain the major characteristics of their Submission and respond to the PAG’s questions. The PAG’s scoring of each proposal will be final. The PAG will provide its recommendation to the Revenue Authority’s Executive Director who will select the successful Respondent.

ii. Evaluation Criteria

The PAG will evaluate each Submission in accordance with the criteria listed below. The PAG, at its discretion, may invite all or a short-list of Respondents to provide oral presentations.

Responsive proposals will demonstrate the following: (i) that the Submission is consistent with the policies and goals described in this RFP; and (ii) the Respondent’s ability to successfully execute the Project within a reasonable timeframe and within projected budget.

Among other factors, Submissions will be evaluated for responsiveness, feasibility, and the Respondents’ demonstration that it can successfully execute the Project based on its track record.

Points shall be allocated as follows:

- i. **Contractor’s and Delivery Team’s Relevant Experience (up to 15 points)**

- ii. **Contractor's and Delivery Team's Capacity (up to 15 points)**
- iii. **Overall Quality and Responsiveness of the Submission (up to 30 points)**
- iv. **Timeline of Project Completion (up to 15 points)**
- v. **Total Project Costs (up to 25 points)**

iii. Announcement of Short List

Upon review of the Submissions, the PAG may, in its sole discretion, identify a short list of Respondents.

iv. Best and Final Offer Submission

The PAG may, in its sole and absolute discretion, conduct discussions with all, or some, of the Respondents via best and final offer ("BAFO") submissions. If Respondents are asked to submit a BAFO, Respondents must adhere to the additional guidance provided by the PAG and submit a revised Submission for final consideration. Upon receiving the BAFO(s), the PAG reserves the right to have additional rounds of requests for information and conduct further discussions and negotiations if the BAFO(s) lack adequate information to reach a final selection.

X. MISCELLANEOUS PROVISIONS

i. Liquidated Damages

Timely completion of the Project is critical to the Revenue Authority of Prince George's County (RVAPGC) due to the impact on planned redevelopment, financing, public safety, and coordination with future construction activities. Delays in completion will result in administrative costs, extended project management, and potential economic impacts that are difficult to quantify precisely. Accordingly, liquidated damages are established to compensate RAPGC for these anticipated losses and are not intended as a penalty.

The Contractor shall achieve Substantial Completion of the Project within the contract time established in the Notice to Proceed.

For purposes of this Project, Substantial Completion shall include:

- Completion of all demolition activities
- Removal of all above- and below-grade structures and debris
- Completion of soft grading and site stabilization
- Completion of required inspections
- Delivery of a safe, clean, and build-ready site

If the Contractor fails to achieve Substantial Completion within the required contract time, the Contractor shall pay RAPGC Liquidated Damages in the amount of:

\$1,500 – \$3,500 per calendar day

The final daily amount will be established in the contract based on project size and complexity.

Liquidated damages shall be assessed for each calendar day beyond the approved Substantial Completion date.

RAPGC reserves the right to establish interim milestone deadlines. Failure to meet interim milestones may result in partial liquidated damages. Interim liquidated

damages may be assessed at 50% of the daily rate until the milestone is achieved.

Liquidated damages will not be assessed for delays determined by RAPGC to be excusable, including:

- Severe weather events
- Acts of God
- Unforeseen hazardous conditions
- Delays caused by RAPGC or regulatory agencies
- Force majeure events

The Contractor must provide prompt written notice of any delay within five (5) calendar days of occurrence.

RAPGC may deduct liquidated damages from:

- Progress payments
- Retainage
- Final payment

Assessment of liquidated damages does not limit RAPGC's right to recover additional damages where permitted by law.

By submitting a proposal, Offerors acknowledge that:

- The liquidated damages amount is reasonable
- The damages are difficult to quantify
- The Contractor agrees to the assessment of liquidated damages as outlined

ii. Revenue Authority Conditions

The RVAPGC reserves the right to accept any Submission deemed to be in its or the County's best interest. A Submission does not constitute a contract and does not indicate or otherwise reflect a commitment of any kind on behalf of RVAPGC or the County. Furthermore, this RFP does not represent a commitment or offer by RVAPGC to enter into an agreement with a Respondent or to pay any costs incurred in the preparation of a Submission. Furthermore, this RFP does not commit RVAPGC or the County to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected Respondent and RVAPGC. All costs related to responding to this RFP are the sole responsibility of the Respondent. Submissions will be valid for 240 calendar days from the Submission deadline, which may be extended by mutual agreement between the Respondent and RVAPGC. Any commitment made by RVAPGC will be subject to the availability of funds to carry out any such commitments and the execution of an agreement acceptable to RVAPGC and the County

iii. Ownership and Use of Responses

All Submissions shall be the Revenue Authority's property. The Revenue Authority and/or the County may use any and all ideas and materials included in any response, whether the response is selected or rejected.

iv. Revenue Authority's Reservation of Rights

RVAPGC reserves the right, in its sole and absolute discretion, to reject all Submissions and/or to cancel this RFP at any time, for any or no reason, prior to entering into an agreement and further reserves the right to do the following:

- a. Issue clarifications to this RFP prior to the Submission deadline.

- b. Modify the Submission deadline for responses or other actions; and (i) reissue the original RFP, (ii) issue a modified RFP, or (iii) issue a new RFP, whether or not any responses have been received in response to the initial RFP.
- c. After reviewing one or more responses, the Revenue Authority may request additional information from Respondents.
- d. Begin negotiations with the next preferred Respondent if an agreement cannot be executed with a prior selected Respondent; and
- e. Reject any responses it deems incomplete or unresponsive to this RFP.

v. Questions or Modifications

All questions regarding this RFP must be submitted via e-mail to the PAG Chair at RVAPGC-ED@co.pg.md.us. Respondents must only direct questions to the PAG Chair. Prior to the Submission deadline, responses to Respondent questions will be aggregated and posted, on a rolling basis, on the Revenue Authority's webpage at:

<https://www.princegeorgescountymd.gov/departments-offices/revenue-authority>

- a. RVAPGC will also post any notices or information regarding cancellations, withdrawals, modifications to this RFP on its webpage. Respondents must regularly check the webpage for any such notices and information, and the Revenue Authority shall have no duty to provide direct notice to Respondents. A Respondent's failure to request additional information or clarification shall preclude the Respondent from subsequently claiming any ambiguity, inconsistency, or error.

vi. Davis Bacon

To the extent applicable, the selected Respondent must develop the Project Site in compliance with the provisions of the Davis-Bacon Act, 40 U.S.C. § 276(a), and the regulations promulgated therewith. It shall be the Respondent's responsibility to determine the Davis-Bacon Act's applicability.

vii. Maryland Public Information Act

If a Respondent contends that any part of its Submission is proprietary or confidential and, therefore, is limited to disclosure under the Maryland Public Information Act, Md. Code Ann. General Provisions §§4-101 et seq. ("MPIA"), the Respondent must identify all such confidential or proprietary information and provide justification for why such materials should not be disclosed by the Revenue Authority pursuant to requests for disclosure made under the MPIA. RVAPGC, as custodian of the Submissions, reserves the right to determine whether material deemed proprietary or confidential by the Respondent is, in fact, proprietary or confidential as required by the MPIA, or if the MPIA permits nondisclosure. The Revenue Authority will favor disclosure in response to any MPIA request. Blanket statements that the entire RFP is proprietary and/or confidential will not be acceptable. Respondents must identify each instance where proprietary and/or confidential information is present in the Submission.

viii. Ethics and Conflicts of Interest

- a. Respondents are subject to the ethics law in public contracting, including but not limited to, all applicable provisions of Prince George's County Code ("Code"). Respondents and members of its development team are prohibited from contacting any Revenue Authority board member, PAG member, employee or agent of the Revenue Authority or the County (other than as instructed in this RFP) regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. A Respondent, or anyone acting on its behalf, who contacts any individual or organization for the purpose of influencing the outcome of the solicitation process, shall result in the disqualification of said Respondent and its Submissions.
- b. By proffering a Submission, each Respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have a conflict of interest. Conflict of interest is defined as a situation in which the nature of work pursuant to this RFP and the Respondent's organizational, financial, contractual or other interests are such that:
 - o Award of the contract may result in an unfair competitive advantage.
 - o The Respondent's objectivity in performing the contract work may be impaired. In the event that any member of the Respondent's team, or the Respondent as an organization, has or may have a conflict of interest, the Respondent shall disclose such conflict of interest(s) fully in its Submission.
 - o The successful Respondent agrees that if after the award Respondent discovers a conflict of interest with respect to the contract, Respondent will immediately disclose, in writing, the conflict of interest to the PAG Chair. The disclosure shall include a description of the action that the Respondent has taken or intends to take to eliminate or mitigate the conflict. The PAG Chair may, however, make a recommendation to terminate the contract if it is determined, in its sole discretion, that the proposed solution is insufficient.
 - o In the event the Respondent was aware of a conflict of interest before the award of the contract and intentionally did not disclose the conflict to the RVAPGC's Executive Director, the Revenue Authority shall terminate the contract.
 - o The provisions of the following sections shall be included in all subcontracts and consulting agreements wherein the work to be performed relates to the work contemplated under this RFP:
 - o "No member of or delegate to the Prince George's County Government or the Revenue Authority of Prince George's County shall be allowed to any share or part of contract or to any benefit to arise therefrom. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.
 - o No member, officer or employee of the Revenue Authority of Prince George's County, no member of the governing body in which the Revenue Authority of Prince George's County involved, and no other public official of such locality or localities who

exercises any functions or responsibilities with respect to the project, shall, during their tenure, or for one-year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.”

ix. Kickbacks

- a. A kickback means any money, fee, commission, credit, gift, or compensation of any kind which is provided directly or indirectly to a Respondent, a Respondent’s employee, a subcontractor, a subcontractor employee, a public employee, or other person for the purpose of obtaining or rewarding favorable treatment in the award of a prime contract or a subcontract in connection with a contract awarded by the Revenue Authority.
- b. A person must not:
 - Provide, attempt to provide, or offer to provide a kickback;
 - Solicit, accept or attempt to accept a kickback;
 - Include, directly or indirectly, the amount of a kickback in the price charged by the subcontractor to the Respondent, or by the prime contractor in the price charged by the prime contractor, to the Revenue Authority; or
 - Claim that the unlawfully induced contract or subcontract fulfills any legal, regulatory or contractual requirement.

x. Subcontracting

The Revenue Authority reserves the right to approve any person undertaking a part of the work under the terms of a contract related to this RFP. The maximum percentage of work that may be performed by a subcontractor(s) is 90%. In the event the successful Respondent desires to subcontract any portion of the work specified herein, the Respondent shall furnish with their proposal the names, qualifications and experience of their proposed subcontractors. Subcontractors shall conform, in all respects, to the provisions specified for the Respondent. The Respondent shall, however, remain fully liable and responsible for the work done by their subcontractors. Copies of executed subcontracts are not required with the proposal; however, the intent to subcontract must be disclosed within the Submission. Subcontractors Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that The City is an additional insured on insurance required from subcontractors

xi. Respondent Prompt Payment

- a. Respondent shall pay each of its subcontractors (including a material supplier) for satisfactory performance under the respective subcontract within seven calendar days after receipt of such amounts that are paid to the Respondent by the Revenue Authority for such work performed under the agreement. In the event that there is a good faith dispute over all or any portion of the amount due on a payment from Respondent to a subcontractor, Respondent may withhold the disputed amount but shall pay the undisputed amount. A subcontractor whose subcontracts further 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 Respondent.

- b. Interest penalties. Any Respondent who violates Paragraph (1), above, shall pay to the subcontractor a penalty of one and a half percent (1.5%) of the amount due per month for every month (or such other percentage as identified in County Code Section 10A-153) 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 Respondent (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. This requirement is enforceable in the Circuit Court of Prince George's County and is not intended to create a private right of action against the Revenue Authority. Willful violations of this requirement may also result in the Respondent being suspended or debarred.

- c. Subcontract Clause Requirements. Respondent shall include in each of its subcontracts: (A) a payment clause which obligates the Respondent to pay the subcontractor for satisfactory performance under its subcontract within seven days out of such amounts as are paid to the Respondent by the Revenue Authority for such work performed under such contract; (B) an interest penalty clause which obligates Respondent to pay to the subcontractor in the case of each payment not made in accordance with the payment clause included in the subcontract (i) for the period beginning on the day after the required payment date and ending on the date on which payment of the amount due is made; and (ii) computed at a rate of one and a half percent (1.5%) of the amount due per month for every month (or such other percentage as identified in County Code Section 10A-153); and (C) a clause in its subcontracts requiring the subcontractor to (i) include a payment clause and an interest penalty of one and a half percent (1.5%) (or such other percentage as identified in County Code Section 10A-153) of the amount due per month for every month in each of its subcontracts, and (ii) requiring each of its subcontractors to include such clauses in their subcontracts with each lower-tier subcontractor or supplier.

xii. Responsibilities of the Respondent

The Respondent shall be responsible for the professional quality and accuracy of their advice and other services furnished by them. The Respondent shall perform services with the degree of skill, which is normally exercised by recognized professionals with respect to services of a similar nature. Neither the Revenue Authority's review, approval or acceptance of, nor payment for, any of the services required under any agreement shall be construed to operate as a waiver of any rights under any agreement or of any cause of action arising out of the performance of this Agreement, and the Respondent shall be and remain liable to the Revenue Authority in accordance with applicable law for all

damages to the Revenue Authority caused by the Respondent's negligent performance of any of the services furnished under any agreement. The rights of the Revenue Authority provided for under any agreement are in addition to any rights and remedies provided by law.

xiii. Formation of Agreement with Successful Respondent

The contract, if any, shall be between the successful Respondent and the Revenue Authority, or its delegate, and shall contain provisions included in this RFP (the "Agreement"). By submitting a proposal in response to the RFP, the Respondent accepts the terms and conditions set forth herein. If an Agreement, acceptable to the Revenue Authority, cannot be successfully negotiated with the top-ranked Respondent, the Revenue Authority may proceed to negotiate with the Respondent that submitted the next highest ranked Submission. Alternatively, and in the Revenue Authority's sole and absolute discretion, until an initial letter of intent or an Agreement is entered into for the award of this RFP, the Revenue Authority may elect to negotiate with more than one Respondent at a time.

xiv. Anti-Discrimination

The Revenue Authority is an Equal Opportunity Employer. Discrimination based on age, race, color, creed, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, or physical characteristic or other unlawful basis of discrimination is expressly prohibited.

x. Insurance

WORKERS' COMPENSATION: An insurance policy complying with the requirements of the statutes of the jurisdiction(s) in which the work will be performed, and if there is any exposure to the Respondent, their personnel, their major Contractors or any of the Contractor's personnel due to the U.S. Longshoremen's and Harbor Workers' Act, Jones Act, Admiralty Laws or the Federal Employers' Liability Act, the Respondent will provide coverage for these exposures on an "if any basis."

COMMERCIAL GENERAL LIABILITY INSURANCE (CGL): An insurance policy covering the liability of the Respondent for all work or operations under or in connection with this project; and all obligations assumed by the Respondent under this Agreement. Products, Completed Operations and Contractual Liability must be included, in addition to coverage for explosion, collapse, and underground hazards, wherever required.

The coverage under such an insurance policy or policies shall have limits not less than:

Required Coverage	Minimum Limits Required
Commercial General Liability	\$1MM per occurrence, \$2M aggregate with \$10M Umbrella
Workers' Compensation	\$1M – Bodily Injury by Disease per employee \$1M – Bodily Injury by Disease aggregate \$1M – Bodily Injury by Accident Meeting the state statutory obligations
Builder's Risk*	"All Risk" with limits equal to the completed value of the project and no coinsurance penalty provisions

*Coverage will be procured by the County

AUTOMOBILE LIABILITY INSURANCE: An insurance policy covering the use of all owned, non-owned, hired, rented or leased vehicles bearing license plates appropriate for the circumstances for which they are being used, as required by the Motor Vehicle Laws of the District of Columbia, Maryland or Virginia, and not covered under the Respondent's aforementioned Commercial General Liability Insurance.

The coverage under such an insurance policy or policies shall have limits not less than:

Required Coverage	Minimum Limits Required
Commercial Automobile Liability	\$1M CSL

BODILY INJURY AND PROPERTY DAMAGE LIABILITY

RVAPGC of Prince George's County must be included as an additional insured under the automobile liability insurance coverage with respect to activities related to this contract.

Respondent and their Contractor's employees are not permitted to operate any vehicle owned by RVAPGC whether in commission of the contract or outside of same.

PROFESSIONAL ERRORS AND OMISSIONS LIABILITY INSURANCE: A separate insurance policy to pay on behalf of the Respondent all costs the Respondent shall become legally obligated to pay as damages due to any claim caused by any negligent act, error or omission of the Respondent or any other person for whose acts the Contractor is legally liable arising out of the performance under this PROJECT WORK.

Required Coverage	Minimum Limits Required
Professional Liability (Errors and Omissions)	\$1MM per occurrence, \$3MM Aggregate
Contractors' Pollution Legal Liability	\$1MM per occurrence, \$2MM Aggregate – would prefer \$5M total limit

CRIME/FIDELITY INSURANCE: The Respondent shall maintain a standard crime policy with limits of liability covering losses of Respondent's and RVAPGC's money or property caused by dishonesty of employees, loss of money or securities while being conveyed by messenger outside the premises. The policy should also include loss caused by forgery of outgoing monies, but not limited to cash, securities or other forms of negotiable instruments, for loss caused by burglary, theft, robbery, and mysterious disappearance.

The indemnity provisions under such policy should have the following limits:

Required Coverage	Minimum Limits Required
Railroad Protective Liability Insurance (if working within 50 feet of a railroad)	\$2MM per occurrence, \$2MM Aggregate
Cyber Risk and Electronic Data Processing	\$2M minimum limit

SPECIAL PROVISIONS FOR INSURANCE:

- The Respondent shall forward to RVAPGC a certificate(s) of insurance indicating the insurance and any special provisions required under the foregoing provisions. Such insurance certificates shall provide that the Chief Real Estate Officer be notified in writing by the insurer at least 30 calendar days prior to cancellation or material change of any such coverage. The certificate(s) shall be in a form satisfactory to RVAPGC and shall list the various coverages and limits. Insurance companies providing the coverage must be acceptable to RVAPGC, rated by A.M. Best and carry at least an "A" Rating VIII. In addition to the provisions, such insurance policies shall not be changed or canceled and shall be automatically renewed upon expiration and continued in full force and effect until completion and acceptance of all work covered by the contract, unless RVAPGC is given 30 calendar days written notice before any change or cancellation is made effective. If requested, the Respondent shall directly furnish the Risk Management Office with a certified copy of each insurance policy.
- The initial and subsequent certificates of insurance shall include a description of the contract work and the assigned contract number.
- Prior to beginning any Project work, the insurance requirements as outlined by RVAPGC must be approved in writing.

- All insurance shall be procured from insurance or indemnity companies acceptable to RVAPGC and licensed and authorized to conduct business in the District of Columbia, State of Maryland and Commonwealth of Virginia. RVAPGC's approval or failure to disapprove insurance furnished by the Respondent shall not release the Respondent of full liability for damage and accidents.
- If at any time the above-mentioned insurance policies should be canceled, terminated or modified so that the insurance is not in full-force and effect as required herein RVAPGC reserves the right to terminate this contract.
- The Respondent shall require each Contractor and subcontractor, at all tiers to provide evidence of insurance coverage specified herein and such evidence of coverage shall be provided to RVAPGC, prior to commencement of work. Such coverage shall remain in full force and effect during the performance of activities under the contract.
- Any contract of insurance or indemnification naming RVAPGC, or any of the departments, agencies, administrators or authorities as an additional insured shall be endorsed to provide that the insurer will not contend in the event of any occurrence, accident, or claim that RVAPGC, et al, are not liable in tort by virtue of being governmental instrumentalities or public or quasi-public bodies.
- In the event the required certificates of insurance as specified herein are not furnished within ten business days prior to the execution of the contract, the Respondent shall not be permitted to commence the duties outlined in the contract until all required insurance certificates or evidence of self-insurance has been received.

**The certificate of insurance should be sent to:
The Revenue Authority of Prince George's County
1300 Mercantile Lane, Suite 108, Largo, Maryland 20774
Attention: Chief Financial Officer**

XI. SUPPLIER DIVERSITY AND PARTICIPATION

The selected Respondent must comply with Section 10A-161 of the Code, including the participation requirements and all other applicable County requirements. Implementation of these requirements as applicable, is a contractual obligation, and failure to comply with such terms shall be treated as a material breach of the terms of this RFP and the Agreement that may result in suspension, debarment or cancellation of the Agreement. Respondent shall include the completed Supplier Participation Plan in its Submission. When looking at supplier diversity and participation, the Respondent should address the Respondent team, contracting and subcontracting and local hiring. Additionally, if applicable, the successful Respondent must adhere to CB-51-2022, the County's Diversity and Equity Policy in Publicly Subsidized Development Projects. Submissions should be aligned with the County's diversity, equity and participation goals.

The Respondent that is awarded the contract under this solicitation (the prime "Contractor") shall provide Monthly Reports to the Chief Real Estate Officer, RVAPGC, via the Monthly Supplier Participation Report (FORM 4: Monthly Supplier Participation Report). The Compliance Unit of RVAPGC will review reports and act if the reports are incomplete, if there are questions about the validity of the information in the reports and/or if reports are not submitted. Respondent must understand that not reporting and/or meeting their participation requirements constitutes a material breach of contract that could result in a fine of up to 5% of the Contract value for each violation up to termination of Contract.

i. Waivers

If, for any reason, during the term of the Agreement, the Respondent is unable to achieve the participation requirements of this RFP, the Respondent may request, in writing, a waiver of the requirement by submitting the following Certification:

A detailed statement of the efforts made to select portions of the work proposed to be performed by CBSBs, CBMBEs and/or LOOBs in order to increase the likelihood of achieving the stated requirement;

- a. A detailed statement of the efforts made to contact and negotiate with CBSBs, CBMBEs and/or LOOBs, including:
- b. The names, addresses, and telephone numbers of CBSBs, CBMBEs and/or LOOBs and the dates such firms were contacted, and
- c. A description of the information provided to CBSBs, CBMBEs and/or LOOBs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed;
- d. As to each CBSBs, CBMBEs and/or LOOBs that placed a subcontract quotation or offer that the Respondent considered not to be acceptable, a detailed statement of the reasons for this conclusion; and
- e. A list of CBSBs, CBMBEs and/or LOOBs subcontractors found to be unavailable to perform under the Contract.

The Revenue Authority may grant the waiver only upon a reasonable demonstration by the Respondent that the CBSBs, CBMBEs and/or LOOBs participation requirement cannot be achieved at a reasonable price and if the Revenue Authority determines that the public interest will be served.

ii. Definition

"Best Efforts" means efforts to the maximum extent practicable have been made to meet the requirement. (County Code Sections 10A-136(l) and 10A-164(e)).

- a. Statement of Best Efforts to Select CBSBs, CBMBEs and/or LOOBs
- b. Set forth in detail below are efforts made by Respondent to select portions of the work proposed to be performed by CBSBs, CBMBEs and/or LOOBs in order to increase the likelihood of achieving the stated requirement are as follows (additional sheets of paper may be attached if necessary):

- o Statement of Best Efforts to Contact and Negotiate with CBSBs, CBMBEs and/or LOOBs

c. Set forth in detail below are efforts made by Respondent to contact and negotiate with CBSBs, CBMBEs and/or LOOBs including: (a) a table containing the names, addresses, and telephone numbers of CBSBs, CBMBEs and/or LOOBs and the dates such firms were contacted; and (b) an attachment containing a description of the information provided to CBSBs, CBMBEs and/or LOOBs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed.

(A) Table of names, addresses, telephone numbers and dates.

Name	Address	Telephone Number	Date
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d. Please attach a description of the information provided regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed.

iii. **Detailed Statement of the Reasons CBSBs, CBMBEs and/or LOOBs Were Not Acceptable**

As to each CBSBs, CBMBEs and/or LOOBs that placed a subcontract quotation or offer which the Respondent considered not to be acceptable, please attach a detailed statement of the reasons for this conclusion.

- a. List of Unavailable CBSBs, CBMBEs and/or LOOBs

Please attach a list of CBSBs, CBMBEs and/or LOOBs subcontractors found to be unavailable to perform under the contract.

Sworn Affidavit of Respondent

The Affidavit shall be signed by an authorized signatory of the Respondent and shall be notarized.

The undersigned, (Name), having been first duly sworn, solemnly affirm under the penalties of perjury that the contents of the foregoing Certification of Respondent's Best Efforts to Meet the MBE and/or CBSB participation requirements are true and that he/she has personal knowledge of the statements and representations herein.

Signature:
Respondent Authorized Representative

STATE OF MARYLAND COUNTY
OF ()

I HEREBY CERTIFY THAT on this day of , 20 ,

before the undersigned Notary Public, personally appeared ,
(Print Name)

and signed this Certification as a true act and deed of .
(Contractor Firm Name)

[Affix notary seal here] Notary Public

My commission expires:

XII. REQUIRED FORMS

FORM NO. 1

SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL

PART 1

INSTRUCTIONS: SUBMIT ONE FORM FOR CONTRACTOR

Contractor Entity Name:

Contractor's Authorized Person's Name:

Contractor's Authorized Person's

Title: _____

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

Certification Type			
NCB	Non- Certified Business	MBE	Minority Business Enterprise
CBB	County-based Business	CBMBE	County-based Minority Business Enterprise
CBSB	County-based Small Business	CLB	County-located Business
DBE	Disadvantaged Business Enterprise		

PERCENTAGE OF WORK TO BE PERFORMED BY CONTRACTOR

Contractor (Prime Contractor) Name	Certification Type (if any)	Certification Number (if applicable)	% of Work to be Performed by Contractor as Prime Contractor

SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL

PART 2

INSTRUCTIONS: LIST ALL BUSINESS ENTITIES OTHER THAN CONTRACTOR THAT WILL PERFORM WORK FOR THE PROJECT, INCLUDING SUBCONTRACTORS

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

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

SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL

PART 3

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

We certify that in the event _____ (“Contractor”) is awarded a
(Insert Contractor’s Name)

contract under RFP No.RA-LAN-1-2026 for _____,

Contractor and _____ (“Subcontractor”) intend to enter
(Insert Subcontractor Name)

into a contract by which Subcontractor will perform the work identified in Part 2 of this

Supplier Utilization Plan with respect to its identification of the 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 calendar days after receipt of such amounts that are paid to the Contractor by the County 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 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. Willful violations of this requirement may also result in Contractor being suspended or debarred.

CONTRACTOR

SUBCONTRACTOR

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL

PART 4

INSTRUCTIONS: COMPLETE AND SUBMIT THIS SECTION FOR THE CONTRACTOR.

WORK TO BE PERFORMED BY CONTRACTOR

Certification Types	Certification #(if applicable)	% Self Performed	\$ Self Performed
NCB			
CBB			
CBSB			
MBE			
CBMBE			
CLB			
DBE			

TAX CERTIFICATION AFFIDAVIT

Part I: I HEREBY CERTIFY THAT:

The business named below is a (Maryland ___) (foreign ___) _____ (type of entity) registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and addresses of its resident agent filed with the State Department of Assessments and Taxation is:

Name:

Address:

[If not applicable, so state]

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due to the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the Maryland Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

Part II: I FURTHER CERTIFY THAT:

- 1. I have complied with the applicable tax filing and licensing requirements of Prince George’s County and the State of Maryland.
- 2. The filing information is true and correct concerning tax compliance for the past _____ years. Personal Property Current _____ Not Current _____

The Revenue Authority reserves the right to verify the above information with the appropriate government authorities.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Date: _____
By: _____
(Authorized Representative and Affiant)

(Printed or Typed Name)

VENDOR’S OATH AND CERTIFICATION

Receipt of this 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 company, partnership or corporation that no officer or employee of the Revenue Authority of Prince George’s County or Prince George’s 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 or under oath and the penalty of making a false statement that if the contract is awarded to our company, 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: _____

Name: _____ Title: _____

**CERTIFICATION OF ASSURANCE OF COMPLIANCE REGARDING FAIR LABOR
STANDARDS ACT**

In accordance with the Fair Labor Standards Act of 1938 (29 USCS, Sections 201-216, 217-219, 557), the implementing rules and regulations thereof, a Certificate of Compliance with the Fair Labor Standards Act of 1938 is required of Contractors or prospective Contractors receiving a contract or award from the Revenue Authority of Prince George's County. Receipt of such certification shall be a prerequisite to the award of contract and payment thereof.

Certification of Contractor

I (We) hereby certify that our company, as producer of the services to be acquired by the Revenue Authority of Prince George's County, has complied with all applicable requirements of the Fair Labor Standards Act of 1938 (29 USCS, Sections 201-216, 217-219, 557).

Handwritten Signature of Authorized Principal(s):

Name: _____ Title: _____

Name of Contractor: _____

Date: _____

STATEMENT OF OWNERSHIP AND CONTRACTOR 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 the Revenue Authority of 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: _____

Full name and address of business: _____

City and State

Zip Code

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 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	
Name	Office	Business/Address	Assumed

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).

Residence		Date Office	
Name	Office	Business/Address	Expired

6. List the names and residence addresses of all individuals owning at least ten percent (10%) of the shares of any class of corporate security, including but not limited to stocks of any type or class and serial maturity bonds of any type or class.

Name	Residence Address
------	-------------------

This Financial Disclosure Statement has been prepared by _____
on this _____ day of _____, 20__

Signed by Preparer

PART "B" - AFFIDAVIT (CONTRACTOR'S'S QUALIFICATION STATEMENT)

1. I am the _____ of _____
a party interested in obtaining a contract with the Revenue Authority of Prince George's
County under conditions set forth in documents for RFP No. RA-LAN-1-2026.

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 I am the

(Print Name)

_____ of _____

(Title)

(Business Entity)

and that _____ who signed the above Affidavit

(Print Name)

Is the _____ of said entity; that I know his/her signature,

(Title)

and his/her/their signature thereto is genuine; and that the above Affidavit/Statement of Ownership was duly signed, sealed, and attested for on 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)