



REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY

REQUEST FOR PROPOSALS

NO. 2026-02

*Development Project Management Services for
Towne Square at Suitland Federal Center Development*

ISSUE DATE: 5/29/2026

PRE-PROPOSAL CONFERENCE: 6/10/26, 10:00a

PROPOSAL CLOSING: 07/08/26, 5PM

This document is available from the Redevelopment Authority Webpage at:

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

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

Table of Contents

SECTION I: INTRODUCTION 1

1.1 SUMMARY STATEMENT 1

1.2 PROPOSAL CLOSING DATE 1

1.3 QUESTIONS, INQUIRIES AND PRE-PROPOSAL CONFERENCE 2

1.4 PROPOSAL ACCEPTANCE 2

1.5 DURATION OF PROPOSAL OFFER..... 2

1.6 NOTICE TO OFFERORS..... 2

SECTION II: GENERAL INFORMATION 3

2.1 ECONOMY OF PREPERATION/INCURRED EXPENSES 3

2.2 ADDENDA TO REQUEST FOR PROPOSAL 3

2.3 ORAL PRESENTATIONS..... 3

2.4 CONFIDENTIALITY/PROPRIETARY INFORMATION 3

2.5 ALLOWANCE OF IN-HOUSE WORK 4

**2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL
 CONTRACTOR.....4**

2.7 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS..... 4

SECTION III: SCOPE AND REQUIREMENTS 4

3.1 BACKGROUND/PROJECT DESCRIPTION 4

3.2 SITE DESCRIPTION6

3.3 SCOPE OF SERVICES..... 7

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

3.4	REQUIREMENTS.....	9
3.5	INNOVATIVE PROJECT DELIVERY AND ECONOMIC BENEFIT.....	10
3.6	TRANSPARANT AND ACCOUNTABLE PROJECT MANAGEMENT	10
3.7	PERFORMANCE AND METRICS INCENTIVES.....	12
3.8	COMMUNITY AND ECONOMICAL BENEFIT.....	12
3.9	SUSTAINABILITY AND RESILIENCE.....	12
SECTION IV: PROPOSAL SUBMITTALS		13
4.1	PROPOSAL FORMAT.....	13
4.2	FORMAT DESCRIPTION	13
4.3	OFFEROR QUALIFICATIONS	15
4.4	DEMONSTRATION OF EXPERIENCE	15
4.5	COUNTY LOCAL AND MINORITY OWNED BUSINESS PARTICIPATION	17
SECTION V: PROPOSAL SUBMITTALS		19
5.1	SELECTION PROCESS.....	19
5.2	EVALUATION AND SELECTION COMMITTEE	19
5.3	QUALIFYING PROPOSALS.....	19
5.4	EVALUATION CRITERIA.....	19
5.5	FINAL RANKING AND SELECTION.....	20
5.6	PROPOSALS PROPERTY OF RDA.....	20
5.7	LEGAL SUFFICIENCY AND RESERVATION OF RIGHTS.....	20
SECTION VI: APPENDICES AND EXHIBITS.....		21
	Exhibit A.....	21

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Redevelopment Authority of Prince George's County (RDA) is soliciting proposals from qualified firms to provide **Development Project Management Services** (the "Project Manager") for the redevelopment of the **Towne Square at Suitland Federal Center** (the "Project"). The selected firm will provide centralized leadership and strategic coordination, including schedule oversight, budget monitoring, stakeholder engagement support, risk management, and reporting to ensure the timely and successful execution of the redevelopment effort.

PROPOSAL CLOSING DATE

- 1.2** The Respondent must submit original and 4 copies of the proposal along with an electronic version on a USB Flash Drive in a sealed package and address to:

Ashlee Green
Senior Manager
Redevelopment Authority
9200 Basil Court, Suite
504
Largo, Maryland
20774

Proposals must be received and time stamped by the Redevelopment Authority no later than July 8, 2026, at 5:00 PM (EST). The submittals must be sealed, and the outside envelope must be marked "**RFP No. 2026-02**".

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

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

1.3 QUESTIONS, INQUIRIES AND PRE-PROPOSAL CONFERENCE

Questions and inquiries must be submitted via email no later than twelve business days prior to the Request for Proposals closing date to:

angreen@co.pg.md.us

Phone calls or faxed questions will not be accepted. All questions and answers will be posted to the RDA website no later than ten business days prior to the closing date. All potential respondents are responsible for checking the RDA website for any addendums. A Pre-Proposal Conference will be held at the site in front of 4700 Towne Square Blvd, Suitland, MD on June 10, 2026, 10:00 a.m. EST. Attendance at the pre-proposal conference is **mandatory**.

PROPOSAL ACCEPTANCE

1.4

The Redevelopment Authority reserves the right to accept or reject any and all proposals in RDA's best interest, in whole or in part, received as a result of this solicitation and to waive any technicality or irregularity in any response. Further, the RDA reserves the right to make a whole award, partial award, or no award at all, as well as request clarification or additional information from any Respondent, suspend/modify/cancel this solicitation at any time, negotiate different or additional terms from those contained in any proposal, and/or decline to enter into any definitive agreement for any reason.

DURATION OF PROPOSAL RESPONDENT

1.5

Proposals will be held valid for six (6) months following the closing date of this Request for Proposals. This period may be extended by mutual written agreement between the Respondents and the Redevelopment Authority.

NOTICE TO RESPONDENTS

1.6

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

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all of the items and conditions referred to herein.

SECTION II: GENERAL INFORMATION

2.1 ECONOMY OF PREPERATION/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. The RDA will not be responsible for any costs or expenses incurred by any Respondent in preparing and submitting a response to this solicitation.

2.2 ADDENDA TO REQUEST FOR PROPOSAL

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

2.3 ORAL PRESENTATIONS

The RDA reserves the right to conduct in-person interviews either simultaneously or sequentially with one or more finalists at no cost to the RDA. Finalists may be asked to provide oral presentations, respond to questions from the RDA's Proposal Analysis Group, and clarify elements of their technical or price proposals. The RDA may also request best and final offers from any or all finalists.

2.4 CONFIDENTIALITY/PROPRIETARY INFORMATION

Respondents must specifically identify those portions of their proposals, if any, which they deem to contain confidential, proprietary information or trade secrets, and must provide justification as to why the material should not, upon request, be disclosed by the Redevelopment Authority in accordance with the Maryland Freedom of Information Act, 10-601 *et. seq.*, State Government Article, Maryland Annotated Code. Respondents must clearly indicate each and every page and section of their proposal that is deemed to be confidential / proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

with a proprietary statement).

2.5 ALLOWANCE OF IN-HOUSE WORK

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

2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR

As a result of this RFP, the Contract to be negotiated shall be by and between the Respondent as Contractor and the Redevelopment Authority as Owner (the "Contract"), and it shall contain provisions that are included in this RFP. By submitting a proposal in response to the RFP, the Respondent accepts the terms and conditions set forth herein.

2.7 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS

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

SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND/PROJECT DESCRIPTION

The Redevelopment Authority's mission is to contribute to the creation of a diverse and vibrant economy and living environment for Prince George's County, using community building techniques and providing responsible and responsive development and redevelopment that is designed to enhance quality of life, balanced growth and job creation for diverse, sustainable communities.

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

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

In late 2014, the RDA, together with its development consultant team, began planning the development of a new mixed-use community across the street from the Suitland Federal Center, which houses the headquarters of the U.S. Census Bureau.

The vision for the Towne Square at Suitland Federal Center is to establish an active and vibrant mixed-use, pedestrian-oriented community that enhances the lifestyles of residents of the immediate and surrounding neighborhoods.



Fig. 1. Development Boundary

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

3.2 SITE DESCRIPTION



Fig 2. Development Site Plan

The combined site is approximately thirty-three acres in size, contiguous and mostly flat. To date, 219 townhomes have been built and sold, with the last remaining nine (9) to be built by Spring 2027 (Block G). The Senior Building (Block C) was also completed in 2022 and is occupied. The Park for Block H was completed, as well as many elements of Central Park (Block E) have been implemented.

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

It is the intent of the Redevelopment Authority to deliver fully finished lots with all supporting infrastructure in place, including new streets and water, sewer, electric, and gas utilities, to advance the remaining components of development within Blocks D, E, and F (the "Property").

This effort also encompasses major roadway improvements to Suitland Road and Silver Hill Road, as well as the delivery of a cultural arts center and central park to support a vibrant, mixed-used destination.

3.3 SCOPE OF SERVICES

The RDA seeks the services of a Project Manager to provide centralized leadership, strategic coordination, schedule control, budget tracking, stakeholder engagement support, risk management, and reporting necessary to ensure the timely and successful execution of the Towne Square at Suitland Federal Center Project. This includes, but not limited to:

- **Project Planning and Governance**
 - Establish project governance framework and decision-making structure, which must be approved by RDA.
 - Develop master schedule with milestones and critical path analyses that must be updated monthly, unless otherwise agreed in writing, and submitted to RDA for approval.
 - Align project activities with County's strategic priorities and development goals.
- **Stakeholder Coordination**
 - Coordinate with County, State, and/or Federal agencies as well as other stakeholders related to the Project that includes, but not limited to:
 - Revenue Authority of Prince George's County
 - Prince George's County Department of Permitting, Inspections and Enforcement
 - Prince George's County Department of Public Works
 - Maryland State Highway Administration
 - US Department of General Services
 - Washington Metropolitan Area Transit Authority
 - Facilitate and coordinate meetings with development partners, sub-contractors and community stakeholders.
 - Prepare meeting agendas, minutes and action trackers for any meeting.
- **Procurement and Contract Support**
 - Assist RDA and/or its representatives in the development of subsequent

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

- solicitations related to the Project's design, engineering, construction, and/or consulting services (the "subsequent solicitations").
- Assist in the coordination and evaluations of proposals related to subsequent solicitations of the Project. Please be advised that the Project Manager will have non-voting rights (unless approved in writing by the Owner) for any proposals submitted in response to subsequent solicitations related to the Project.
 - Monitor any contractor's performance and compliance with contractual obligations that have been awarded a contract related to the Project.
 - Track deliverables
 - **Budget and Financial Oversight**
 - Develop project budget tracking framework and monitor expenditures against approved funding pursuant to industry practices.
 - Identify funding gaps, risks and mitigation strategies
 - Develop reports for grants or external funding sources as required by those funding sources.
 - **Risk Management Plan**
 - The Respondent must have professional liability insurance throughout the life of the Project.
 - Identify Project risks (e.g., financial, legal, land use, environmental, schedule-related, or other Project-related issues).
 - Develop and assist in implementing mitigation strategies that must be approved by RDA.
 - Submission of monthly reports regarding any Project risks or noncompliance issues, project delays, or other issues that present any risk to the Project.
 - **Community/Stakeholder Engagement and Communications Support**
 - Early and ongoing transparent communication of the Project's milestones, challenges, and benefits to neighborhood associations, local businesses, and County officials as requested by RDA or its representative.
 - Assist RDA in developing public-facing project updates.
 - Coordinate community engagement sessions as requested by RDA or its representative.
 - Assist in the preparation of presentations to the County Council or executive leadership.
 - Implement mechanisms for incorporating community and stakeholder feedback into project design and delivery.
 - **Reporting and Performance Monitoring**
 - The Project Manager must maintain comprehensive records in accordance with RDA requirements and federal, local, and county laws, including:

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

- Monthly written status report.
- Implement and maintain a Project dashboard with KPIs (i.e., using a digital platform or integrated set of technology) that supports project oversight, management, document control, schedule monitoring, budget tracking, compliance management, procurement statuses, risk assessments, workflow approvals, and issue escalation throughout predevelopment, design, construction, lease-up, and stabilization.
- **Construction Oversight and Management**
 - Monitor all contractors' progress to assure achievement of schedule requirements and Project success.
 - Review all contractors' progress payment applications and provide payment recommendations based on progress and performance.
 - Centralize the communications and coordination of contractors performing work on the Project, including, but not limited to, scheduling and conducting regular site progress meetings, distribution of meeting minutes, site access control, establishment and management of Contractor staging and laydown areas as required, management of interfaces between adjacent contractor operations, etc.
 - Implement a Change Order Management Plan for RDA approval.
 - Ensure Project site safety, including, monitoring contractors' operations for safety practices according to industry practices and standards.
 - Ensure site Security, and
 - Ensure that all work packages of contractors are subject to the statutory security requirements pursuant to County laws, regulations, or policies.

3.4 **REQUIREMENTS**

The Respondent will be required to comply with all Prince Georges County Codes, including, but not limited to the following:

- *Specifications and Standards for Roadways and Bridges in Prince George's County, Maryland*, Prince George's County Department of Public Works and Transportation (DPW&T), Revision 03/14/12
- *Standard Specifications for Construction and Materials*, Maryland Department of Transportation, State Highway Administration, Revision July 2008
- *Preliminary Plan of Subdivision 4-15005*, Maryland-National Capital Park and Planning Commission, Prince George's County Planning Department, Accepted 07/31/15

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

-
- *Special Permit SP-15004*, Maryland-National Capital Park and Planning Commission, Prince George's County Planning Department, Accepted 10/20/15
 - And any other federal, state, or local laws, polices, requirements, or regulations.

3.5 INNOVATIVE PROJECT DELIVERY AND ECONOMIC BENEFITS

The Project Manager must ensure that creative deal structures (e.g., ground leases, equity partnerships, fee development) are implemented in this Project that will balance risk and return for the County, such as:

- Mechanisms in which the County can share in the financial upside of the Project (e.g., profit participation, performance incentives).
- Plans to mitigate development risk, including phased implementation and adaptive reuse.
- Value engineering and contract incentives to drive cost savings and the timely delivery of the Project.

3.6 TRANSPARENT AND ACCOUNTABLE PROJECT MANAGEMENT

The Project Manager will be required to develop and manage a comprehensive project management plan to ensure the Project's success, which should incorporate the following:

- Regular, transparent reporting to the RDA and public stakeholders, including monthly status updates and quarterly performance reviews.
- Clear protocols for conflict resolution, change management, and compliance with all applicable laws, regulations, and policies of Prince George's County.

The comprehensive project management plan should identify a digital platform or integrated set of technology tools it will use to support project oversight, management, document control, schedule monitoring, budget tracking, compliance management, workflow approvals, and issue escalation throughout predevelopment, design, construction, lease-up, and stabilization. More specifically, the proposed digital platform or integrated set of technology tools could provide the following functionality:

- The timely identification and management of risks, compliance deficiencies, cost overruns, change-order trends, schedule slippage, safety issues, and other conditions

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

that could delay, increase the cost of, impair, or cancel the project.

- The capability for RDA to access, at no additional cost unless otherwise approved in writing, dashboards, status reports, and underlying records within the project technology platform sufficient for RDA to monitor key project indicators. At a minimum, the system shall be capable of presenting current information regarding schedule status, milestone completion, procurement status, permitting status, budget-to-actual comparisons, contingency usage, change orders, claims, risk registers, compliance items, inspections, and open issues requiring decision or intervention.
- The ability to route, track, time-stamp, and document approvals, review comments, responses, and escalation events relating to material project matters, including design submissions, permitting actions, draw requests, change orders, budget reallocations, contingency use, compliance exceptions, risk items, protocols, and corrective action plans. RDA may require approval workflows that provide clear responsibility assignments, response deadlines, and escalation triggers for unresolved matters.
- Reporting protocols that will establish the frequency, format, and recipients of technology-enabled reports concerning material project risks and performance. Such reports shall include at least the: (a) risk register updates; (b) compliance status by category; (c) actual-versus-budget reporting; (d) forecasted cost overruns or funding gaps; (e) schedule variance reports; (f) change-order logs; (g) unresolved design, permitting, or construction issues; and (h) recommended mitigation actions. RDA may require automated alerts for matters reasonably likely to cause material delay, material added cost, default, loss of financing, or project cancellation.
- The ability to maintain a reliable and auditable record of submissions, approvals, revisions, communications, and issue-resolution history. Respondents will have to preserve such records in accordance with applicable law, contract requirements, RDA policies, and any specified retention schedule. The Respondent will have to provide exportable records in a reasonably usable format to support legal review, contract administration, public reporting, financing compliance, or audit.
- The ability to protect confidential, proprietary, personally identifiable, and security-sensitive information within the project technology environment, including user access controls, authentication protocols, backup and recovery procedures, and incident response practices. Any technology solution shall remain subject to applicable public access law, confidentiality limitations, and Authority approval.

The comprehensive project management plan shall include a technology implementation plan identifying the systems to be deployed, responsible personnel, onboarding steps, training approach, integration assumptions, and the timeline for full operational use. The plan should demonstrate practical, low-friction implementation strategy and clear

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

usefulness for real-time oversight and decision-making.

3.7 PERFORMANCE METRICS AND INCENTIVES

The Project Manager will be required to implement key performance indicators (KPIs) that align with the County objectives. Those objectives will include, but not limit to:

- Timely achievement of development milestones.
- Attainment of local/minority participation targets.
- Delivery of community benefits and financial returns.
- Performance-based incentives or penalties should be tied to the KPIs.

3.8 COMMUNITY AND ECONOMICAL DEVELOPMENT

The Project Manager shall assist RDA in implementing the County's strategic objectives for mixed-use development, which includes maximizing community benefit, supporting neighborhood planning efforts, and advancing economic development. Thus, the Project Manager will be required to develop an economic development plan that demonstrates the County's commitment to goals that are innovative and benefit the community, such as:

- Integrating affordable housing, commercial, and public spaces.
- Enhancing local employment opportunities and small business participation.
- Delivering tangible public benefits (e.g., green spaces, cultural amenities, social services) and quantifying their value.
- local and/or minority equity participation, and a contracting plan that aligns with Prince George's County MBE goals at a minimum of 30%.
- Roles for local and minority-owned firms in the development team.
- Strategies for outreach, mentorship, and capacity-building for County-based small businesses.
- A monitoring and reporting mechanism for participation throughout the project lifecycle.

3.9 SUSTAINABILITY AND RESILIENCE

The Project is required to achieve LEED Silver Certification. During the Pre-Design Phase, the selected Offeror must ensure that a LEED Action Plan outlining a strategy of how the Project will obtain the Prerequisites and the Credits identified on the LEED Checklist is prepared and submitted to RDA or its representative. The plan must include a LEED Scorecard, a list of

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

responsible parties, and a documentation timeline. The selected Offeror must ensure that the consultant or contractor performing the work will submit all the required documentation for LEED certification, including, but not limited to, final construction waste management logs, material tracking sheets, indoor air quality management plans, and photographs. The selected Offeror will be required to support RDA and other consultants with the required documentation pertaining to the construction operations and submittals.

The Project must be designed, constructed, and documented to achieve a minimum of Sustainable SITES Initiative Silver Certification as administered by the Green Business Certification Inc. (GBCI). The landscape design must adhere to SITES prerequisites and accumulate sufficient points to reach the Silver level. Key focus areas include, but are not limited to, water management, soil restoration, native vegetation, and material selection. The selected Offeror must ensure that the SITES Precertification* is pursued by the consultant or contractor performing the work to validate design strategies and confirm the sustainability trajectory of the project early in the design phase. The selected Offeror will be required to support RDA and other consultants with the required documentation pertaining to construction operations and submittals.

The Project Manager will be required to institute strategies to ensure sustainability and resilience for the redevelopment of the Property, including, but not limited to:

- Incorporation of green building standards, renewable energy, and environmentally sustainable features.
- Strategies for climate resilience and long-term operational efficiency.
- Quantifiable metrics for environmental impact.

SECTION IV: PROPOSAL SUBMITTALS

4.1 PROPOSAL FORMAT

Each technical proposal shall have the following sections prominently displayed:

1. Title Page
2. Table of Contents
3. Project Approach & Methodology
4. Fee (Not to Exceed), including unit rates.
5. Local & MBE Participation
6. Timeline
7. Assumptions, Exceptions or Restrictions

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

-
8. Statement of No Conflict of Interest
 9. Statement of No Pending or Threatening Litigation
 10. Certificate of Good Standing

4.2 FORMAT DESCRIPTION

Each proposal shall conform to the following order and format:

- 4.2.1 Transmittal Letter:** The proposal shall include a transmittal letter prepared on the Offeror's business stationery. The purpose is to transmit the proposal; therefore, it should be brief. The letter must be signed in ink by an individual who is authorized to bind the firm to all statements, including services and prices contained in the proposal.
- 4.2.2 Title Page:** Each proposal shall begin with a Title page. It should display the words "RFP No. 2026-02." It should also have the name of the company, and name, title, business address and telephone number of the person authorized to oblige the company.
- 4.2.3 Table of Contents:** The proposal shall contain a "TABLE OF CONTENTS" with page numbers indicated.
- 4.2.4 Proposal:** The Offeror shall present their offer on single-spaced typed pages. Offerors must address each of the areas covered under the evaluation criteria in the order set forth in Section 4.1 of this RFP and described below:

The Project Approach and Methodology: Offerors must submit a detailed narrative that will describe its methodology for success, including, but not limited to, the proposed staffing, project management approach, technology tools for Project oversight and scheduling, sustainability and resilience potential, organizational structure, and other resources required to provide the Development Project Management services. *See Section III and other relevant sections of this RFP.* The narrative should include an explanation of how the Project Manager will utilize any software tool for management, cost controls, and scheduling on the Project.

Experience and Key Personnel: Offerors must provide examples of a minimum of four relevant completed projects in which they have provided Development Project Management services. Descriptions of successfully completed projects by the team members of similar scope to the one proposed and shall include the timeline for completion, the fee for Development Project Management services, and total cost. Offerors must identify the key members of the proposed team.

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

Resumes for each key member of the team should be submitted and limited to three pages.

Fee (Not to Exceed): The Offeror must submit the proposed not to exceed fee based upon the total labor hours it will utilize on the Project, including the hourly rate for each person on the Project. The fee shall include the cost for operations and all miscellaneous expenses including, but not limited to, office administration, telephone, mailings, printing, etc. Offerors must submit the fee proposal using the fee template provided herein. *See Exhibit B of this RFP.* Please do not make any changes to the format of the fee template.

Local and Minority Business Involvement: The RDA seeks to have local and minority participation at all levels of the Project. Please identify all local and minority businesses that will be members of the Development Project Management team. *See Section 4.5 of this RFP.*

Timeline: The Offeror shall present the Project timeline in a monthly format. Submission shall include major Project milestones and decision points.

Assumptions, Exceptions or Restrictions: Should the Offeror assume or take exception to any provision or requirement of this RFP, it must clearly and precisely indicate its assumptions or exceptions in this section.

Statement of No Conflicts of Interest: The Offeror is required to make a statement of no knowledge of any potential conflicts of interest with the Redevelopment Authority or Prince George's County.

Statement of No Pending or Threatening Litigation: The Offeror must affirm that they are not a party to any pending litigation against the Redevelopment Authority or Prince George's County.

Certificate of Good Standing: The Offeror must provide a Certificate of Good Standing from the State of Maryland.

4.3 OFFEROR QUALIFICATIONS

Offerors must show through their entity and/or key personnel experiences a history of delivering successful Development Project Management services for a similar development site to include, but not limited to, land development, site planning, horizontal and vertical construction, public infrastructure coordination, and community engagement.

Offeror must provide evidence of the organizational and financial capacity to deliver the

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

proposed services in its experience narrative.

Offerors shall disclose whether they, or any proposed subcontractors, have been a party in any administrative dispute resolution process, alternative dispute resolution process, or litigation involving Prince George's County Government, the Redevelopment Authority, or any other agency of the Prince George's County Government within the three (3) years prior to the issue date of this RFP.

The Redevelopment Authority may consider such information, together with any other relevant information, in determining the responsibility of the Offeror and its proposed subcontractors, including whether the Offeror has demonstrated the integrity, reliability, and capacity to perform the contract.

No Offeror shall be deemed ineligible solely on the basis of having been a party to such dispute or litigation. However, the Redevelopment Authority reserves the right to determine whether an Offeror to be non-responsible where the underlying facts of such dispute or litigation demonstrate material breach, poor performance, bad faith, or other conduct adversely affecting the Offeror's ability to perform.

Any determination of non-responsibility shall be made in accordance with applicable Redevelopment Authority's procurement laws and procedures.

4.4 **DEMONSTRATION OF EXPERIENCE**

In its experience narrative, Offerors shall identify four (4) development project management projects that have been completed and comparable to Offeror's proposed services. The proposal should indicate the key personnel that had primary involvement. For each relevant project, the Offeror shall identify the following:

- a. Project Team name;
- b. Project name or title;
- c. Owner of the Project;
- d. Location or address of the project;
- e. Names and contact information for team members involved in the project, along with a description of each party's role in the project;
- f. Description of the project, including use(s) and total acreage;
- g. Period of performance;
- h. Estimated total project costs and final total development costs;
- i. Project commencement and completion date;

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

-
- j. Illustrative materials that will demonstrate the skill and experience of the team; and
 - k. References, no less than one page per project, which includes the name, mailing address, email address, telephone number, and letter authorizing each reference.

4.5 GOOD FAITH EFFORTS REQUIRED

Offerors are required to make good faith efforts to utilize County-based businesses and County-based small businesses in the performance of any agreement resulting from this RFP, where such firms are qualified and available.

Good faith efforts may include, but not limited to:

- Identifying and soliciting qualified County-based businesses and County-based small businesses for subcontracting and consulting opportunities;
- Encouraging participation by local firms in areas of work likely to involve subcontracting or small purchases;
- Utilizing the services and assistance of the Supplier Development and Diversity Division (SDDD) of Prince George's County Office of Procurement;
- Documenting outreach efforts undertaken to promote local participation.

The RDA reserves the right to require documentation of good faith efforts of Offerors as part of proposal evaluation and during contract performance.

4.5.1 CERTIFICATION AND ELIGIBILITY

For the purposes of this RFP, only firms certified by the SDDD shall be recognized as County-based business, County-based small businesses, or Minority Business Enterprises (MBEs).

Offerors are responsible for verifying the certification status of all firms proposed for participation and for ensuring that such certifications remain valid throughout the term of any agreement resulting from this RFP.

THIS SOLICITATION IS OPEN TO ALL INTERESTED VENDORS AS A PRIME CONTRACTOR AND INCLUDES AN OVERALL 30% SUPPLIER UTILIZATION REQUIREMENT AS OUTLINED BELOW:

- A 15% COUNTY-BASED MINORITY BUSINESS ENTERPRISE (CBMBE) SUPPLIER UTILIZATION

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

-
- AND A MINIMUM OF 15% COUNTY-BASED BUSINESS (CBB) OR COUNTY-BASED SMALL BUSINESS (CBSB) SUPPLIER UTILIZATION

4.5.2 PARTICIPATION REPORTING REQUIREMENTS

If selected, the Offeror may be required to submit quarterly participation reports documenting the utilization of County-based businesses and County-based small businesses. Such reports shall identify participating firms, certification status, scope of work performed, and the percentage of total contract dollars paid to the certified firms, in a form that must be acceptable to RDA.

An Offeror's failure to submit any required reports or to demonstrate good faith compliance may result in corrective action or other remedies as permitted under the governing agreement.

4.5.3 DEFINITIONS

For purposes of this RFP, the following definitions apply:

County-Based Business: A business certified by SDDD as maintaining its principal place of operation in Prince George's County and meeting all applicable County requirements, including tax compliance and a substantial nexus to the County through employment, ownership, assets or revenue generation.

County-Based Small Business: A business that meets the definition of a County-based business and is certified as a small business under applicable State or Federal regulations, including COMAR or U.S. Small Business Administration standards.

Certified County-Based Business Participation: The percentage of total contract dollars paid to businesses certified as County-based small businesses.

Minority Business Enterprise (MBE): A business that is at least fifty-one percent (51%) owned, controlled and operated by one or more minority individuals and certified as such by SDDD.

4.5.4 EVALUATION AND COMPLIANCE

Local business participation and demonstrated good faith efforts may be considered as a part of the overall evaluation of proposals, consistent with the criteria set forth in this RFP. Failure to comply with the requirements of this Section may result in disqualification, withholding of

RFP NO. 2026-02

Development Project Management Services for Towne Square at Suitland Federal Center Development

approvals, or other remedies available to the RDA under applicable law and agreement terms.

SECTION V: EVALUATION AND SELECTION PROCESS

5.1 SELECTION PROCESS

The Proposal that provides the best value in terms of capabilities and price given the Redevelopment Authority's requirements in this solicitation will be selected.

5.2 EVALUATION AND SELECTION COMMITTEE

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

5.3 QUALIFYING PROPOSALS

The PAG shall first review each Proposal for compliance with the requirements of this RFP as set forth in Section 4. Each proposal received shall be subject to the same review and evaluation process as a result of this RFP. Failure to comply with any requirements of this solicitation may disqualify an Offeror's Proposal.

Before submitting a proposal, Offerors are to completely familiarize themselves with this solicitation. Failure to do so will not relieve the Offeror of responsibility to fully perform in accordance with the requirements set forth herein. No consideration will be granted for any alleged misunderstanding of the work to be done. All Offerors acknowledge that the submission of a proposal is an agreement with all the items and conditions referred to herein.

Proposals will not be opened publicly.

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:

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

Project Approach & Methodology (narrative demonstrates understanding = higher score)	30
Experience (more experience = higher score)	25
Key Personnel (better appropriate credentials = higher score)	10
Fee (Not to Exceed) (lowest realistic fee = higher score)	15
Local Business Involvement (more LB involvement = higher score)	5
Minority Business Involvement (more MB involvement = higher score)	5
Timeline (more realistic timeline = higher score)	10
Total	100

5.5 FINAL RANKING AND SELECTION

The evaluation criteria contained herein shall be scored by the PAG based upon the stated weight factors for each evaluation criteria. The SC will make recommendations to the Executive Director who will make the final selection.

Based on the PAG’s initial review of proposals, the RDA may invite, without cost to itself, ranking finalists to make a presentation to the PAG of their proposal and their capabilities as a further consideration in the selection process. The RDA also reserves the right to request supplemental information including, but not limited to, audited and unaudited financial statements of all equity partners.

5.6 PROPOSALS PROPERTY OF RDA

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

5.7 LEGAL SUFFICIENCY

Selection of an Offeror does not create any legally enforceable rights in favor of the Offeror unless and until a definitive agreement has been fully executed and approved by the RDA and any other required government authority. Any proposed award, land disposition, or negotiated business terms regarding this solicitation shall remain subject to legal sufficiency review, approval by the Redevelopment Authority’s authorized bodies or persons, satisfaction of applicable policy requirements, and compliance with federal, state, and local laws, regulations, and/or policies.

RFP NO. 2026-02

**Development Project Management Services for
Towne Square at Suitland Federal Center Development**

SECTION VI: APPENDICES AND EXHIBITS

Exhibit B

Fee (Not to Exceed) Template

<u>Name/Title</u>	<u>Hourly Rate</u>	<u>No. of Hours</u>	<u>Total NTE Fee</u>
<u>Miscellaneous</u>		<u>Total NTE Fee</u>	
• Travel			
• Printing, Mailing			
• Etc.			