

REQUEST FOR SPACE ("RFS") OCS-RFS- DSS-2026-2  
for the Acquisition of A Hotel Building for the  
DSS Non-Congregate Shelter

Issued: February 6, 2026

The Prince George's County Office of Central Services ("OCS") is seeking offers for an existing hotel building that could serve as a non-congregate sheltering to be the single solution for sheltering, but rather one of many forms of non-congregate sheltering assistance. This facility will replace an existing facility in the northern part of the county. The properties offered should contain multi-family units, single room occupancies, and efficiencies. Innovative solutions such as renovation, restoration or transformation of an existing space which will address the critical needs for families are welcomed. The Department of Social Services is the agency identified to initially occupy the proposed space.

#### Background

The mission of the Department of Social Services ("DSS") is to empower every County resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and wrap around supportive services. Ten percent (10%) of the total number of buildings footprint should be utilized for program support spaces. Supportive services will be provided on site and will be geared toward supporting families to achieve housing stability, improving quality of life and working to sustain self-sufficiency. Such spaces may include a community room, administrative area as well as a space to accommodate group dining. DHS or one of its providers will maintain on-site control over the units. Partially occupied buildings will not be accepted.

This solicitation is intended to identify suitable building available for lease or purchase to provide non-congregate sheltering, but rather one of many forms of non-congregate sheltering of approximately 25,000 to 90,000 SF for 50 guest suites minimum with the potential for expansion on "as needed," "when needed," that will serve approximately 100 men, and women per the program outlined in Exhibit A.

#### Evaluation Criteria

The Evaluation Criteria are as follows:

- A. Developer / Landlord Qualifications, Financial Feasibility and Agency Operations
- B. Purchase Option Structure consistent with OCS's typical standards
- C. Economic Development: Location & Community and Environmental Benefits

#### Submission Instructions

Offerors shall include responses to each of the terms / criteria included under the Evaluation Criteria in the order and format presented below. Please clearly state any exceptions or substitute language to any of the terms listed below.

Section A. Developer Qualifications, Financial Feasibility and Agency Operations – To be evaluated and scored based on the Developer's financial resources, capacity, and ability to successfully complete a purchase and sale on suitable terms and conditions with the County, that meets the operational needs of DSS.

Purchaser:

Prince George's County, a body corporate and politic acting through its Office of Central Services (the "County").

The County agency initially occupying the premises will be DSS.

Developer & Owner  
Qualifications:

Please provide ownership information including:

- Evidence of control of property and timely availability of the Building and Premises (if offeror does not currently own the property, please provide evidence of site control and timing and all contingencies (if any) for closing);
- Demonstrate that Developer, its member entities, and/or key personnel have successfully served in lead developer and landlord roles for completed projects of a similar scale and scope to the project proposed by Developer/Landlord;
- Management structure; and
- Provide evidence of sufficient organizational capability to ensure successful and timely delivery purchase of the project.

  

- Please provide a detailed description of any lenders with financing associated with the building and any liens and/or ground leases that may or will encumber the building.

Financial Feasibility &  
Bidder / Developer's  
Financial Capability:

Please propose an existing building of approximately 25,000 to 90,000 SF for 50 guest suites minimum with indoor meeting rooms, or auditorium and outdoor space that can accommodate the program described in Exhibit A.

If there are existing tenants in the space proposed, please provide evidence including dates for the existing tenant's plans to vacate, accommodate the space requirement including generator. If there are proposed improvements on a site, please provide evidence including dates by which the Developer shall complete the improvements.

Building, please provide building name and address and the following:

- 50 guest suites minimum (single, double room occupancies or efficiencies / studios or hotel suites / extended stay style units)
- Furnished units are preferred:

  

- For new buildings – please provide evidence of entitlements and approvals for development of the building, parking and site;
- For existing buildings - description of any renovations planned for the building, including timeline;
- For new and existing buildings- description of the proposed base building specifications and building systems, including HVAC system servicing the space, its capacity and additional capacity available within the building;

Development that  
Addresses  
Agency's/County's  
Operational, Premises,  
Location and Support  
Services Requirements:

- Description of the land (size, location and zoning);
- Description of any existing improvements, buildings or infrastructure including area of paved surfaces;
- Description of any existing stormwater management and utilities to the site;
- Points of vehicular access to the site;
- Description of building's security and access control (preference will be given to buildings with lobby level security and controlled access to the Premises);
- Include neighborhood-serving amenities including community space, affordable, space for health care providers and retail space for groceries, restaurants, pharmacies, professional services and others with attention to serving the local community and catering to local and emerging businesses.
- Must be ADA accessible with elevators and include some ADA rooms;
- Achieve programmatic and architecture solution that meets the operational needs of the prospective County Agency. Please provide the following:
  - Base building, site and garage plans;
  - Floor plans delineating specific floor and square footage;
  - Description of the condition of space;
  - Common area factor; and
  - Offeror's agreement to utilize BOMA standard of measurement for the building and Premises.
- All Furniture Finishing and Equipment (hereinafter defined (excluding Inventory (as hereafter defined) personal property owned by Landlord) located on, and used in connection, with the operations of the facility, including one (1) "Periodic Automatic Replenishment" of linens and soft cost items.
- "FF&E" shall mean: all furniture, finishings, built-in serving or service furniture, carpeting, draperies, decorative millworks, decorative lighting, doors, cabinet, hardware, partition (but not permanent walls), television receivers and other electronic equipment, interior paintings, interior water features, artifacts and artwork, and interior and exterior graphics located within the facility's guest suites only; (b) communications and camera equipment; (c) laundry room equipment located within the laundry room and kitchen areas equipment located within the kitchen; (d) guest rooms telephones and intent systems.
- Provide for an appropriate amount of parking that provides for the County's use, retail and housing use (as appropriate), the communities use and reflects the Development Parcel's proximity to a Metrorail station, bus and other public transportation infrastructure.



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Section B. Purchase Price Option Structure – To be evaluated in context of the overall value to the County and the competitiveness relative to market.

Purchase Price:

Please provide a purchase price for the land and/or building in "as is condition" or turn-key development delivery. The Developer shall be obliged towards the County, who shall accept to deliver to the County the Property Sold on the Completion Date, turnkey, in accordance with the DD, the Technical Descriptions and this Agreement.

Open Book Process:

Please note, the Developer and County shall arrive at a final Purchase and Sales Agreement through an open book and collaborative process.

Turnkey shall mean that:

- a. the Property Sold and all other works belonging to the Property Sold are completely and entirely ready for use;
- b. the Building is functioning fully and normally;
- c. all technical facilities of the Property Sold as mentioned in the Technical Specifications are already configured to the extent possible;
- d. if the technical fixtures mentioned above are not yet fully configured because they cannot yet be fully configured, they shall be configured promptly for the account of Vendor as soon as it is possible to do so;
- e. the Property Sold is unlocked and accessible as usual;
- f. the Property Sold satisfies and meets the requirements and regulations imposed by the authorities and/or the utility companies and has all applicable and required permits.

Below is an EXAMPLE ONLY of how the proposed purchase structure should be presented:

Purchase Price \$6,000,000.00

(land and/or building)

TIA \$2,000,000.00 plus a 3% surcharge for construction/project management and selection procedures carried out by the Developer plus a 10% surcharge for profit, risk and general condition costs incurred by the Developer.

Turnkey Delivery  
Gross Price \$8,060,000.00

Closing Commencement Date:

The County shall close when the Premises is delivered to the County with any work to be performed by the Offeror completed to the Premises, Base Building, Parking Areas and Site, as evidenced by a certificate of occupancy. Please confirm Offeror can deliver the substantially completed Premises within 18 months. On the Closing Date, County shall pay to Developer through an escrow arrangement acceptable to Developer and County and as set forth on the Closing Statement (as hereinafter defined) an amount equal to the Purchase Price in immediately available funds as more particularly set forth.

Use:

Primarily a homeless shelter and day center and any other lawful use.

Amenities:

Please describe the amenities or special services that will be available in the building (deli/restaurant, building conference rooms, teleconferencing, health/fitness center, security escort services, etc.).

Parking:

Please reference the availability, quantity and type of parking.

Brokerage:

Seller and Buyer expressly acknowledge that Seller's Broker has acted as the exclusive broker with respect to the Transaction and with respect to this Agreement. Seller shall pay any brokerage commission due to Seller's Broker in accordance with the separate agreement between Seller and Seller's Broker. Seller agrees to hold Buyer harmless and indemnify Buyer from and against any and all Liabilities (including reasonable attorneys' fees, expenses and disbursements) suffered or incurred by Buyer as a result of any claims by Seller's Broker or any other party claiming to have represented Seller as broker in connection with the Transaction. Buyer agrees to hold Seller harmless and indemnify Seller from and against any and all Liabilities (including reasonable attorneys' fees, expenses and disbursements) suffered or incurred by Seller as a result of any claims by any party other than Seller's Broker claiming to have represented Buyer as broker in connection with the Transaction. The provisions of this section shall survive the Closing (and not be merged therein) or the earlier termination of this Agreement.

Section C: Economic Development: Location & Community and Environmental Benefits – To be evaluated and scored based on their responsiveness to the goals and objectives of the County's requirements as summarized below:

Economic Development,  
Location & Community Benefits:

- Achieve location objectives as established by the County and is accessible to the constituents it serves.
- Briefly describe the proximity (distance to the access point of the building) and accessibility to multiple modes of public transportation, including color of metro train line and major highway/freeway access proximate to the building.
- To be evaluated based on the location's accessibility to the constituents it serves (North of Exit 15 - MD 214 (Central Avenue) / Largo, Seat Pleasant or South of Maryland 198, Laurel). All councilmanic districts within the County will be considered.
- Create development that supports job creation and/or for Prince George's County residents.
- Promote equitable inclusion generally, including but not limited to, preferences for either Prince George's County-Based Small Business (CBSB); County-Based Business (CBB); County-Located Business (CLB) and/or Minority Business Enterprise (MBE), and/or businesses that hire Prince George's County residents.

Environmental Benefits:

Provide a sustainable development that has minimal impact on the environment and achieves higher Leadership in Energy and Environmental Design (LEED) certification, if applicable.

Scoring System and Score Card

The following Score Card will be used by the County to rank proposals as to how they meet the County's Policy Goals, Requirements and Preferences.

Issue	Score
Developer / Landlord Qualifications, Financial Capacity	20
Satisfy Support Agency's Operational Requirements	20
Purchase Price Option / TIA Structure Terms or Projects Financial Feasibility	50
Provides Economic Development Goals for Location & Community Benefits	5
Satisfies Environmental Objectives, What is the proposed project schedule? How quickly will the space be available?	5
Total	100

Submission Format and Due Date

Please submit two (2) electronic copies in Microsoft Word and PDF by email to [OCS\\_RealProperty@co.pg.md.us](mailto:OCS_RealProperty@co.pg.md.us) and cc [lfswyers@co.pg.md.us](mailto:lfswyers@co.pg.md.us). The offers shall be written in 12-point font size. Within the body of the email please reference "Offer in Response to OCS-RFS-DSS- Non-Congregate Shelter-2026-02."

Deadline for Submitting Proposals:

Offers will be received and considered on a rolling basis starting February 6, 2026, and this solicitation shall remain open until the County has awarded a contract which satisfies the preponderance of this requirement. Submit a brief and concise proposal via e-mail: [OCS\\_RealProperty@co.pg.md.us](mailto:OCS_RealProperty@co.pg.md.us) cc [lfswyers@co.pg.md.us](mailto:lfswyers@co.pg.md.us).

Office of Central Services  
 ATTENTION: CIP - SPG  
 REFERENCE: OCS-RFS-DSS-2026-2  
 1400 McCormick Drive | Suite 336 |  
 Largo, MD 20774

No phone calls please.

Addendum: If it becomes necessary to revise any part of this RFS or if additional data is necessary to enable interpretation of provisions of this RFS, such revisions or additional data will be made available online.

Any matters that are not addressed in this RFS and that would further distinguish the building from other competing buildings should be addressed in your response.

*This Request for Space shall not be considered an offer to lease, or purchase and OCS reserves the right to*



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*withdraw this Request for Space at any time.*

**EXHIBIT A –**

**Preliminary Program Requirements**

**NON-CONGREGATE SHELTER/ OVERFLOW SHELTER PROGRAM REQUIREMENTS**

**Capacity:**

- Up to 100 Men/Women

**Square Footage:**

Approximately: 25,000 to 90,000 SF for 50 room minimum with the potential for expansion on “as needed,” “when needed.”

- Preference should be given to facilities that meet the entire square footage requirement in one facility using open floor layouts.

**The facility should be able to accommodate:**

- Warming kitchen large enough to accommodate warming ovens, refrigerators (number of ovens and refrigerators will vary depending on shelter capacity), and pantry for food\storage.
- Flexible Dining area that can accommodate seating for 25-50 people, which can also be converted into program space or meeting space.
- Laundry room with commercial grade equipment (4 to 6# washers and dryers will vary depending on shelter capacity).
- Medium to Large community room with Audio Visual capabilities.

**Please note, the outline above of the program requirements are preliminary and the exact program requirements will be further defined post site selection.**