

REQUEST FOR SPACE ("RFS")  
OCS-RFS-PGPD-2026-2

## Prince George's County Police Division VI

The Prince George's County Office of Central Services, Capital Improvement Program (CIP) - Special Projects Group (SPG) is seeking offers for land or existing buildings that could serve as a new police station for Prince George's County Police Division VI. It is the County's preference to purchase a property. The County will also consider lease or ground lease options with a preference for lease structures that include a path to ownership. The Prince George's County Police Department ("PGPD") is the agency identified to initially occupy the proposed space.

## Background

The Beltsville Division VI Police Station is currently located at 4321 Sellman Rd., Beltsville, MD 20705. Located in the northernmost region of the County, the current location is bordered to the west by Montgomery County, to the north by Howard County, and to the east by Anne Arundel County. Communities within Beltsville - Division VI include unincorporated Laurel, Beltsville, Calverton, and Greenbelt. The respondents can submit a proposal for the sale of existing land/improvements or lease of existing land/improvements based on the program of requirements. The goal of this RFS is to identify land/space to serve as the NEW Division VI facility in a centralized location.

## Evaluation Criteria

The Evaluation Criteria are as follows:

- A. A solution that satisfies the Agency's location criteria
- B. A facility that serves the Agency's operations
- C. Purchase Price or Rental Rate and Rent Structure consistent with OCS's typical standards

## Submission Instructions

Offerors shall submit their proposals by responding to or accepting each of the terms 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. Agency Operation** – To be evaluated and scored based on the suitability of space to meet the operational needs of PGPD, and ability to successfully complete a lease on suitable terms and conditions with the County.

**Purchaser / Tenant:** Prince George's County Maryland, a body corporate and politic acting through its Office of Central Services (the "County").

The Prince George's County agency initially occupying the Premises will be PGPD. The County retains the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the Lease or otherwise require Landlord's consent.

**Building / Land:** Please provide address and the following:

- Description of the building and/or land (size, location, and zoning)
- Description of any existing improvements, buildings or infrastructure including area of 1) paved surfaces and 2) non-paved surfaces
- Current SDAT assessed value
- Points of vehicular access to the site

**Seller / Landlord:** 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);
- Management structure; and,
- Evidence of Offeror's wherewithal to fund development (where appropriate) ongoing building operations, a tenant improvement allowance and, if applicable, other property improvements.

**Lenders:** 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.

**Premises:**

Please propose an existing building or land for new construction that can accommodate the program for PGPD below:

- 10,000 - 15,000 gross square feet ("GSF") of contiguous floor area for lease options and 20,000 – 25,000 GSF for purchase options or
- Sufficient land to construct a 20,000 to 25,000 GSF building to accommodate the program.
- Preference for buildings that meet LEED V4, NFPA, and Net Zero standards.

Please provide the following:

- Floor plans delineating specific floors and square footage and/or a site plan depicting the land
- Description of the condition of space

If there is an existing tenant in the proposed space, please provide evidence including dates for the existing tenant's plans to vacate the space.

**Test Fit (if applicable):**

Once Tenant has reduced the options to a short list, Landlord shall, at its sole cost and expense without any reimbursement from Tenant, upon Tenant's request, provide one test fit for the Premises based upon programming provided by Tenant, which shall include one (1) revision and the architect shall be required to submit detailed pricing notes along with the test-fit.

**Tenant Improvements/Build-Out Requirements:**

The County anticipates that the selected Landlord may be required to provide tenant improvements on a turnkey basis or, alternatively, provide a non-restrictive Tenant Improvement Allowance (TIA), as further described below. Proposers shall clearly state which option(s) they are offering and identify any assumptions or limitations.

**Space Planning and Design:**

The Landlord shall build out the Premises based on a mutually agreeable site and space plan, including a test fit prepared prior to execution of a Letter of Intent (LOI) or equivalent pre-lease document. All improvements shall utilize mutually agreed-upon materials and finishes, or existing improvements that are substantially similar to the County's standard materials and finishes.

**Turnkey Build-Out  
(Landlord-Delivered Option):**

If proposing a turnkey delivery, the Landlord, at Landlord's sole cost and expense, shall provide a complete build-out of the Premises (the "Landlord Work"). The Landlord shall retain and pay for all required professional services, including architectural and engineering services, and shall be responsible for preparing all drawings and construction documents.

The turnkey build-out shall include all hard and soft construction costs, including but not limited to:

- Architectural and engineering fees
- Permitting and construction costs
- Furniture, fixtures, and equipment (FF&E)
- Security systems
- Signage
- Telecom and data cabling
- Tenant relocation and move-related costs

The final scope of work and finish level shall be subject to County approval and incorporated as an exhibit to the lease agreement.

**Tenant Improvement Allowance (TIA – Non-Restrictive Option):** The County requires that any Tenant Improvement Allowance offered be non-restrictive. The County may use the TIA, at its discretion, for:

- Hard and soft construction costs
- Information technology and infrastructure
- Furniture, fixtures, and equipment (FF&E)
- Specialized electronic equipment
- Relocation and move-related services

Proposers shall identify the proposed TIA amount (expressed as a dollar amount per rentable square foot) and any conditions associated with its use. Restrictions on eligible uses of the TIA are discouraged and shall be clearly disclosed if proposed.

**Coordination and Approval**

The Landlord and the County shall mutually agree upon the final scope of work, schedule, and finish level prior to commencement of construction. All agreed-upon improvements shall be documented as an exhibit to the lease.

**Section B. Rental Rate and Rent Structure** – To be evaluated in the context of the overall value to the County and the competitiveness relative to market. For lease proposals, the County will consider such factors as condition of space, efficiency of space, proposed TIA and flexibility in the utilization of the TIA, rental abatement period, escalations, etc. Rent structure should be submitted based on the following proposed structure.

**FOR LEASE OPTIONS ONLY**

**Lease Term:** Three (3) to Five (5) years.

**Option Term:** The County requests an option to extend the term for one (1) additional period of one (1) year.

**Rent Commencement Date:** The County shall commence paying rent 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 indicate when Offeror can deliver the substantially completed Premises.

**Use:** Public Safety Facility to operate on a 24/7/365 basis to serve as the new Division VI Police Station. The facility will be utilized to operate and store emergency response equipment, vehicles, and personnel and any other lawful use..

**Assignment/Subletting:** Please confirm the County shall have the right, subject to Offeror's consent, which consent shall not be unreasonably withheld, conditioned or delayed, to assign the Lease or sublease all or any portion of the Premises.

**Building Hours:** 7 days a week / 24-hour access / 365 days a year.

**Parking:** PGPD requires between 50 and 60 parking spaces. Please reference the availability. Please provide the number of parking spaces available.

**Tenant Improvement Allowance:**

Landlord, at Landlord's sole cost and expense, using mutually agreed upon materials and finishes or making use of the existing improvements, substantially similar to the County's standard materials and finishes, shall build out the Premises based upon a mutually agreeable site and space plan (to include a test fit prepared prior to LOI execution) on a "turnkey" basis. Landlord's architect and civil engineer shall prepare all drawings at Landlord's expense. The turnkey build-out shall cover all hard and soft costs of construction including architectural, engineering fees, Tenant moving costs, furniture, fixtures and equipment, security, signage, and telecom/data cabling. Landlord and Tenant shall agree to the plan scope and finish level and the same shall be made an exhibit to the lease.

If the County requires that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. In such event, the TIA thereunder shall be subject to the County's requirements to 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.

**Operating Expenses:**

The Annual Rent for the first year shall include operating expenses (“OpEx”). OpEx is subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the OpEx for the first year proposed by Offeror will be subject to verification by the County and may be subject to revision prior to Lease execution.

**Real Estate Taxes:**

The Annual Rent for the first Lease year shall include the “Real Estate Tax Base,” which shall be equal to the County’s proportionate share of real estate taxes for the building for such first year.

Commencing on the anniversary of the first Lease year, the County will owe its proportionate share of real estate taxes for the building that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be subject to verification by the County and the amount may be subject to revision prior to Lease execution.

**Annual Rent:**

Shall be equal to the total of all of the above factors. Please provide an aggressive, market sensitive rent proposal (**including concessions such as rent abatement**). Please use a full-service gross rental structure.

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

Net Rent	\$20.00
Operating Expenses	
Real Estate Tax Base	\$12.00
TIA Amortization	\$ 8.00
<b>Annual Rent for first Lease year</b>	<u>TBD</u>
	<b>\$40.00 per SF plus TIA Amortization</b>

**Purchase Option:**

A preference shall be given to those Landlords willing to provide the County with a purchase option as part of the lease.

**Section C. Purchase Price or Ground Rent Structure –** To be evaluated in the context of the overall value to the County and the competitiveness relative to market.

<b>Purchase Price:</b>	Please provide a purchase price for the land and/or building.
<b>Inspection Period and Closing Period:</b>	Please propose an Inspection Period duration and a Closing period following the conclusion of the Inspection Period.
<b>Net Rent / Ground Rent:</b>	In the case of a ground lease please provide a Ground Rent and term with escalations. Escalation will be allowed on the Net Rent / Ground Rent only. Do not include any escalation on the Annual Rent (as hereinafter defined).

**Section D: Location** – The site should be located in the Beltsville area of Prince George's County, Maryland.

<b>Proximity to Public Transit/Preferred Locations:</b>	Please describe the proximity (distance to the access point of the Building) and accessibility to multiple modes of public transportation and major highway / freeway access proximate to the Building.
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### **Submission Format and Due Date**

Offers must be submitted to OCS with all required supplemental information and documentation by **5:00 pm on Friday, February 20<sup>th</sup>, 2026**, in order to be considered. Only Electronic mail will be accepted.

Please email proposals with the subject of "Response to OCS-RFS-PGPD-2026-2". Please attach Microsoft Word and PDF copies of the offers. Emails should be sent to: [ocs\\_realproperty@co.pg.md.us](mailto:ocs_realproperty@co.pg.md.us) with cc to: [lfswayres@co.pg.md.us](mailto:lfswayres@co.pg.md.us).

**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 shall be distributed in the same manner as this original RFS.

***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, and OCS reserves the right to withdraw this Request for Space at any time.***