

# PRINCE GEORGE'S COUNTY GOVERNMENT

## Office of Central Services



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### **REQUEST FOR SPACE ("RFS")** OCS-RFS-PGCMLS-LP-2026-2 **Prince George's County Memorial Library System**

Prince George's County's Prince George's County Memorial Library System ("PGCMLS"), by and through the Office of Central Services ("OCS") is seeking offers for land for purchase or existing buildings that could serve as a new branch library for Langley Park Branch Library that satisfy the criteria listed below. Responsive offers, among other things, should provide space that is within one building or site. It is the County's preference to purchase but will also consider lease or ground lease options with a preference for lease structures that include a path to ownership. PGCMLS is the agency identified to initially occupy the proposed space.

#### **Background**

The Prince George's County Memorial Library System (PGCMLS) helps customers discover and define opportunities that shape their lives. The library serves the 967,000+ residents of Prince George's County, Maryland through 19 branch libraries, a 24/7 online library, and pop-up services throughout the community. PGCMLS is a responsive and trusted community-driven organization. Programs, services, and outreach activities serve booklovers, immigrants and refugees, job seekers, children, young professionals, seniors, and families alike.

#### **Evaluation Criteria**

The Evaluation Criteria are as follows:

- A. Serves the Agency's operations
- B. Purchase Price or Rental Rate and Rent Structure
- C. Location that meets the preferred criteria

## **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.

<p><b>Section A. Agency Operation</b> – To be evaluated based on the suitability of space to meet the operational needs of the Prince George's County Memorial Library System (“PGCMLS”).</p>
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**Purchaser / Tenant** Prince George’s County, Maryland, a body corporate and politic, acting by and through its Office of Central Services, (the “County”).

The County agency initially occupying the premises will be PGCMLS. In the case of a lease, 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 requiring Offeror’s consent.

**Land**

Please provide address and the following:

- Description of the land (sufficient land to construct a 20,000 to 25,000 GSF building to accommodate the program described in Exhibit 1.) size, location and zoning);]
- Description of any existing improvements, buildings or infrastructure including area of paved surfaces:
- Points of vehicular access to the site.

**Building Type & Size**

A building or complex that is approximately 20,000 – 25,000 Rentable Square Feet (“RSF”) of space to accommodate PGCMLS mission needs.

If there are existing tenants in the space proposed, please provide evidence including dates for the existing tenant’s plans to vacate the space. If there are existing improvements on a proposed development site, please provide evidence including dates by which the Landlord shall demolish the improvements.

Please provide building name and address and the following:

- Description of building systems including HVAC system servicing the space, its capacity and additional capacity available within the building;
- Description of Building’s security and access control (preference will be given to Buildings with lobby level security and controlled access to the space);
- Detailed description of maintenance and cleaning.
- Description of current recycling programs;
- Description of any amenities the building has such as a gym or restaurant;
- Description of energy efficiency programs and equipment; ADA compliance; and
- Description of any proposed renovations planned for the building

<b>Seller / Landlord</b>	<p>Please provide ownership information including:</p> <ul style="list-style-type: none"> <li>• 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);</li> <li>• Management structure; and</li> <li>• Evidence of Offeror's wherewithal to fund development (where appropriate) ongoing building operations, a tenant improvement allowance and, if applicable, other property improvements.</li> </ul>
<b>Lenders</b>	<p>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.</p>
<b>Premises</b>	<p>Please propose an existing building or land for new construction that can accommodate the program.</p> <p>If there are existing tenants in the space proposed, please provide evidence including dates for the existing tenant's plans to vacate the space.</p>
<b>Test Fit (if applicable)</b>	<p>After thorough analysis of all proposals, the County will notify Offerors whose proposals have been shortlisted by the County for purposes of building/property tours. After the building/property tours are complete, the County shall deliver programming requirements (program attached as Exhibit 1) to such Offerors and Offerors shall, at its sole cost and expense without any reimbursement from County, upon County's request, provide one test fit for the Premises based upon programming provided by County, which shall include one (1) revision and the architect shall be required to submit detailed pricing notes along with the test-fit.</p> <p>District, provide \$0.15/RSF in funding for and deliver one test fit for the Premises based upon the programming requirements provided.</p>
<b>FOR LEASE OPTIONS ONLY</b>	<p>Ten (10) to twenty (20) years.</p>
<b>Lease Term</b>	<p>The County requests an option to extend the term for two (2) additional period of five (5) years</p>

<b>Option Term</b>	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
<b>Rent Commencement</b>	Premises, Base Building, Parking Areas and Site, as evidenced by a certificate of occupancy. Please confirm Offeror can deliver the substantially completed
<b>Date</b>	Premises by the Summer, 2025. If this delivery timeframe cannot be accommodated, please propose an alternative delivery date for the County's consideration.
<b>Use</b>	Public library, administrative office and any other lawful use. Please provide the names of the other tenants in the building.
<b>Assignment/ Subletting</b>	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 Purchase or the Premises
<b>Building Hours</b>	24 hours a day, 7 days a week access.
<b>Parking</b>	Please reference the availability and type of parking. Please offer the County a parking ratio of 2 per 1,000 RSF leased
<b>Rent Abatement &amp; Tenant Improvement Allowance</b>	<p>The County is seeking competitive proposals that include rental abatement and a Tenant Improvement Allowance. A typical requirement of this kind requires a concession package of approximately \$150.00 per RSF. Please provide a separate TIA and Rent Abatement Period. The County reserves the right to convert some or all of its rental abatement to TIA and convert any unused TIA to rental abatement.</p> <p>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.</p>

If the County requires that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. The Work Exhibit shall set forth the foregoing requirement.

**Brokerage**

Divaris Real Estate Inc. (“Divaris”) is recognized as the exclusive broker representing the County in this proposed transaction. Upon execution of a Lease with the County, Landlord shall compensate Divaris with a commission equivalent to 4.0% of the Lease value based on the Annual Rent (as defined above) over the initial Lease Term.

**Section B. Purchase Price or Rental Rate and Rent Structure** – To be evaluated in 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.

<b>Purchase</b>	<p>A preference will be given to those Offers that provide the County with a purchase option.</p> <p>Please provide a purchase price for the land and/or building in “as is condition” or “turn-key delivery”.</p>
<b>Inspection Period And Closing Period</b>	<p>Please propose an Inspection Period duration and a Closing timeframe following the conclusion of the Inspection Period.</p>
<b>Open Book Process</b>	<p>Please note, the Landlord and County shall arrive at a final Annual Rent through an open book and collaborative process.</p>
<b>Operating Expenses</b>	<p>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.</p>
<b>Real Estate Taxes</b>	<p>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.</p> <p>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.</p>
<b>Tenant Improvement Allowance Amortization</b>	<p>Annual Rent shall include TIA amortized over the initial Lease Term.</p> <p>Please provide a interest rate at which all Tenant Improvements will be amortized at over the term of the Lease.</p>
<b>Annual Rent</b>	<p>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.</p>

This is an	Net Rent	\$12.00
<b>EXAMPLE ONLY</b>	Operating Expenses	\$ 4.50
of how the	Real Estate Tax Base	\$ 2.50
proposed rent	TIA Amortization	TBD
structure should	Annual Rent for first Lease year	TBD
be presented	<b>\$19.00 per SF plus TIA Amortization</b>	

**Section C: Location** – To be evaluated based on the location’s accessibility to the constituents it serves. A preference shall be given to properties in proximity to public transportation and other social service resources.

**Proximity to Public Transit/Preferred Locations** Langley Park (Zip Codes: 20783; 20787; 20903 and 20912), specifically within the following boundaries:

The community is bordered by University Boulevard to the south, the Northwest Branch Anacostia River to the north, Phelps Road to the east, and the Prince Georges County–Montgomery County line to the west. With a preference for locations within (1/4 mile or less) of a Metro Bus, or The Bus stop that connects directly to a Metro train station. An additional preference will be given to options within proximity of the Metro train station. Please 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 station and major highway / freeway access proximate to the Building.

### **Submission Format and Due Date**

### **Electronic Proposal Submission**

Please provide Microsoft Word and PDF copies of the offers (not exceeding 10 MB) labeled: **Prince George’s County Memorial Library System-Langley Park (PGCMLS) RFS.**

Excluding the cover, the technical proposal may contain up to 20 double-sided sheets (or 40 pages, 8-1/2” x 11”).

1. Submit one (1) RFS Proposal in a single PDF file (not exceeding 3 MB). Excluding the cover, the RFS Proposal may contain up to 4 double-sided sheets (or 8 pages, 8-1/2” x 11”)
2. RFS Proposals submitted in any form other than as specified herein may be deemed nonresponsive and may not be considered for award.
3. RFS Proposals shall be concise, yet sufficiently comprehensive to set forth the Offeror’s understanding of the required services. RFS Proposals must be organized to the structure described herein.

Only Electronic mail will be accepted. Physical Submission of Offers will not be accepted. Each Offer shall be submitted with the subject of: **“Offer in Response to OCS-RFS-PGCMLS-LP-2026-2.”** Offers must be **e-mailed** to: [OCS\\_RealProperty@co.pg.md.us](mailto:OCS_RealProperty@co.pg.md.us) with cc to: [lfswyers@co.pg.md.us](mailto:lfswyers@co.pg.md.us).

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

**Exhibit 1**  
**Preliminary program attached as**

## PROGRAM DETAIL

SPACE NAME	SPACE	SUM		
<b>Entrance, Circulation Desk &amp; Café</b>			<b>1,120</b>	
Café/Coffee Shop	300			
Public Entrance & Lobby	180			
Exhibit Space	200			
Copy Center	120			
Customer Service Desk	220			
Self-Check Out Bay	50			
Self-Service Reserved Book Bay	50			
<b>Collections</b>			<b>2,380</b>	
Fiction Collection & Seating	1,000			
Non-Fiction Collection & Seating	800			
Current Magazine & Newspaper Display	140			
New Book Display	200			
Reference Collection & Seating	200			
AV Collection & Seating	240			
<b>Children's Library</b>			<b>1,200</b>	
Children's Collection & Seating	700			
Children's Reference Collection & Seating	200			
Children's On-line Public Access Catalog (OPAC)	100			
Children's Preschool Play Area	200			
<b>Teen/Young Adult</b>			<b>850</b>	
Teen/Young Adult Collection & Seating	850			
<b>Study/Tutoring (Literacy)</b>			<b>880</b>	
Study/Tutoring Room A	120			
Study/Tutoring Room B	120			
Study/Tutoring Room C	120			
Study/Tutoring Room D	120			
Technology Lab	400			
<b>Community Spaces (Culture &amp; Partnerships)</b>			<b>6,500</b>	
Multipurpose Room	2,000			
AV & Furniture Storage Room	400			
Culture Craftspace	500			
Food Pantry	100			
Meeting Room	300			
Resource Office A (Literacy and Culture)	200			
Resource Office B (Workforce Development and Legal)	200			
Storytellers' Lounge (2nd Floor)	1000			
Rooftop Garden*	1800			
<b>Non-assignable</b>			<b>1,090</b>	
Computer/Telecommunications Room	100			
Electrical Closet (2)	80			
Library Storage Room	188			
Mechanical Room	300			
Public Rest Rooms	400			
Custodial Sink & Supply Closet	28			
<b>Staff</b>			<b>1,580</b>	
Staff Lounge	180			
Staff Restrooms (2)	100			
Open Workspace	800			
Staff Conference Room	300			
Partnership Events Staff Office	100			
Supervisor Office	100			
<b>Net Assignable Square Footage:</b>			<b>15,600</b>	
Circulation @35% (1.54 Factor)			<b>8,424</b>	
<b>Gross Square Footage:</b>			<b>24,024</b>	
<b>Outdoor Spaces</b>				
Children's Patio				
Front Porch				

## PROGRAM SUMMARY

ZONE	NET SQUARE FEET	PERCENT
<b>Entrance, Circulation Desk &amp; Café</b>	<b>1,120</b>	<b>5%</b>
<b>Collections</b>	<b>2,380</b>	<b>10%</b>
<b>Children's Library</b>	<b>1,200</b>	<b>5%</b>
<b>Teen/Young Adult</b>	<b>850</b>	<b>4%</b>
<b>Study/Tutoring (Literacy)</b>	<b>880</b>	<b>4%</b>
<b>Community Spaces (Culture &amp; Partnerships)</b>	<b>6,500</b>	<b>27%</b>
<b>Support Spaces</b>	<b>1,090</b>	<b>5%</b>
<b>Staff</b>	<b>1,580</b>	<b>7%</b>
<b>Net Square Footage:</b>	<b>15,600</b>	<b>65%</b>
Circulation @35% (1.54 Factor)	<b>8,424</b>	<b>35%</b>
<b>Gross Square Footage:</b>	<b>24,024</b>	<b>100%</b>

