



**Redevelopment
Authority**
of Prince George's County

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

REQUEST FOR QUALIFICATIONS

NO. 2024-02

Commercial Real Estate Brokers

ISSUE DATE: **July 2, 2024**

CLOSING DATE: **August 2, 2024, at 12:00 noon**

This document is available from the Redevelopment Authority website.

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SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Redevelopment Authority of Prince George's County (RDA) is soliciting a Request for Qualifications (RFQ) from individuals and firms interested in providing Real Estate Broker services, including the marketing, recruiting, and leasing for prospective retail tenants and operators located at its Towne Square Suitland Federal Center project in Suitland, Maryland. Must have the capacity to perform the required services under federal, state and local real estate laws and regulations. **Preference points will be given to Prince George's County certified, minority firms/individuals or local-based firms/individuals.**

A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of publicly owned business, on in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. To be considered a member of a qualified minority group, a person must be a United States citizen who is Asian-Indian, Asian-Pacific, Black, Hispanic, or Native American

A local-based business is defined as a business located in or owned in substantial part by persons residing in the County.

It is the intent of the RDA to identify up to **three** qualified individuals or firms to perform real estate broker services on behalf of the RDA. The RDA will choose from the list as needed. The RDA may also seek proposals from this list of firms/individuals. Firms/individuals deemed qualified will execute a listing agreement for the sale of specific RDA properties and a buyer's agent agreement for the purchase of properties on behalf of the RDA

1.2 SUBMITTAL REVIEW

All responders are required to submit one original and 4 hard copies plus an electronic copy via email of the submittal package by the closing date, addressed to:

Gerald P. Konohia
Senior Manager
Redevelopment Authority
9200 Basil Court, Suite 504
Largo, Maryland 20774
Gpkonohia@co.pg.md.us

The RDA will endeavor to evaluate the submissions within 30 days of submittal. Hard copy submittals must be sealed, and the outside envelope must be clearly marked "**RFQ No. 2024-02**".

Offerors mailing submissions should allow sufficient mail delivery time to ensure timely receipt by the Redevelopment Authority. The Offerors shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

1.3 QUESTIONS AND INQUIRIES AND PRESUBMISSION CONFERENCE

Questions and inquiries must be submitted via email no later than 12:00 pm EST July 12, 2024, to:

GPKonohia@co.pg.md.us

Questions that are received by phone calls, faxes or any other form of communication other than emails will **not** be accepted or answered. Responses to the questions will be posted on the Redevelopment Authority website no later than **July 19, 2024**. Potential respondents are responsible for periodically checking the website for updates to this solicitation.

A Pre-submission Conference will be held at 4524 Suitland Road Suitland, MD at **10:00 am on Tuesday July 9, 2024**. Attendance at the pre-bid conference is not mandatory but is strongly recommended.

1.4 PUBLIC REVIEW PROCESS

Prior to executing an agreement or contract on future projects, the selection may be approved at an open public meeting by the RDA Board of Directors.

1.5 SUBMISSION ACCEPTANCE

The Redevelopment Authority reserves the right to accept or reject any and all submissions, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, the RDA reserves the right to make a whole award, partial award, or no award at all.

1.6 NOTICE TO OFFERORS

Before submitting a proposal, Offerors are to completely familiarize themselves with the requirements of the solicitation. Failure to do so will **not** relieve the Offeror of 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 REQUIREMENTS

2.1 MINIMUM QUALIFICATIONS

The RDA requires a minimum of three (3) years of real estate broker experience for firms and individuals to be deemed qualified for this RFQ. Respondents must provide evidence of possessing a current Maryland Real Estate Broker License. Respondents must also provide evidence of a Certificate of Good Standing with the Maryland Department of Assessments and Taxation. Additional qualifications can be found in Section 4.4 Evaluation Criteria. Respondent must have sold/lease an average of 10,000 square feet of commercial real estate transactions within the last 24 months.

2.2 SCOPE OF WORK

The Redevelopment Authority (RDA) is seeking services of a qualified commercial real estate broker(s) on an as needed basis. During the Contract Term, The RDA will identify various properties for which broker services will be required.

Successful completion of tasks may require written reports, coordination with various County agencies, presentations and meetings with the RDA board members, meeting and/or presentations to local citizen groups and communication with authorities external to the RDA or the Prince George's County Government.

Although the exact workload will vary depending on the RDA's need, the RDA anticipates the services provided will consist of multiple real estate transactions involving the potential sale, lease, acquisitions and other forms of dispositioning of various real property, included in the RDA's real estate portfolio. Notwithstanding the foregoing, RDA provides no assurance regarding the number of task orders assigned nor guarantee a maximum number of transactions or billable hours.

The following are potential tasks, which the contractor will perform at the request of the RDA, as condition of the Task/Work Agreement. These tasks are considered "due diligence" related, technical assistance, or administrative in nature, for which there will be no commission or "out of pocket" payment from RDA.

Technical services for brokerage representation services to the RDA will be required, but not limited to the following areas of work:

I. Potential Tasks

The task order issued may fall within one or a combination of the following specialized areas:

A. **Market Analysis**

Determine the estimated fair market value of potential acquisitions and dispositions of property and determining fair market rental packages (including base rent, operating expenses, tenant improvement allowance, annual escalation, etc.) of potential commercial leases.

B. **Listing Services**

Commercial Real Estate Broker commission for listing and managing sale or lease of properties. Specific services may include, but not limited to, the following:

- i. List and market the property;
- ii. Show the property to other agents and other interested parties;
- iii. Respond to questions regarding the facility;
- iv. Respond to, and negotiate submitted offers;
- v. Lead RDA's response to potential due diligence investigations by buyers as necessary and support any requests for assistance by buyer and buyer's agent to support the due diligence;
- vi. Leading closing process.

C. **Site Location Assistance**

Identify suitable real property for the RDA to acquire, or other use and prepare economic studies and perform due diligence.

D. **Negotiation**

Together with the RDA staff, negotiate the purchase, sale (as buyer or as seller), lease (as lessee or lessor), or other disposition of a variety of real estate interests in a manner consistent with the strategy selected by the RDA. This includes but not limited to the coordination of sales, leasing and closings.

E. **Capital Market Services**

Arrange structured finance for the purchase of property by the RDA.

F. **Marketing and Advertising**

Prepare marketing materials to solicit vendors interested in locating to Towne Square at Suitland Federal Center. The materials shall specify minimum building requirements, including but not limited to, total floor area, optimum floor plate size, special operational features and requirements, schedule for completion and financial requirements. Brokers will conduct any pre-proposal conferences and shall be responsible for responding to all inquiries.

G. **Site Visits**

Arrange and coordinate site visits of the appropriate sites for the RDA and prospective buyers and lessees.

H. **Other Services**

Perform other real estate services as required by the RDA.

2.3 ECONOMY OF PREPARATION/INCURRED EXPENSES

Submissions should be prepared simply and economically (limited to 25 single-sided 8 1/2 x 11 with 12-point font) providing a straightforward, concise delineation of the Offeror's capabilities and description of the offer to meet the requirements of this RFQ. The RDA will not be responsible for any costs incurred by any Offeror in preparing and submitting a response to this solicitation.

2.4 ADDENDA TO THE REQUEST FOR QUALIFICATIONS

If it becomes necessary to revise any part of this RFQ, addenda will be provided on the Redevelopment Authority website. It is the Offeror's sole responsibility to monitor the RDA website for any revisions to this RFQ.

2.5 ORAL PRESENTATIONS

The Redevelopment Authority reserves the right to conduct individual interviews with Offerors.

2.6 CONFIDENTIALITY/PROPRIETARY INFORMATION

Offerors must specifically identify those portions of their submissions, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such 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. Offerors must clearly indicate each and every page that is deemed to be confidential/proprietary or a trade secret (it **IS NOT** sufficient to preface your submission with a proprietary statement).

2.7 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this RFQ 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.

2.8 WITHDRAWAL OF SUBMISSIONS

Negligence on the part of the Offeror in preparing the submission confers no right of withdrawal after time fixed for closing of the submissions. Should the Offeror choose, the submission can be withdrawn from consideration upon a written request from the Offeror.

2.9 INSURANCE

Upon contract execution, the contractor shall save and keep harmless and indemnify the RDA against any and all liability claims, and the cost of whatsoever kind and nature arising or alleged to have arisen for injury, including personal injury to or death of person or persons, and for loss or damage occurring in connection with this contract and or any acts in connection with activities to be performed under this contract resulting in whole or in part from the acts, errors or omissions of the contractor, or any employee, agent or representative of the contractor.

INSURANCE REQUIREMENTS: The contractor shall provide the RDA with evidence of its contractor’s commercial insurance coverage’s for the following exposures:

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

Prince George's County, Maryland shall be included as an additional insured under the liability insurance coverage with respect to activities related to this contract.

WORKER’S 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 contractor 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 contractor will provide coverage for these exposures on an “if any basis.” The coverage under such an insurance policy or policies shall have limits not less than:

<u>Worker’s Compensation:</u>	<u>Statutory Limit's (State of Maryland)</u>
Employer’s Liability: Each Accident	\$500,000
Disease Policy Limits	\$500,000
Disease - Each Employee	\$500,000

COMMERCIAL GENERAL LIABILITY INSURANCE (CGL): An insurance policy covering the liability of the contractor for all work or operations under or in connection with this project; and all obligations assumed by the contractor under this contract. 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:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY	\$1,000,000/\$2,000,000 per occurrence/ aggregate
PREMISES MEDICAL PAYMENTS	\$5,000
FIRE LEGAL LIABILITY	\$1,000,000
PERSONAL INJURY/ADVERTISING	\$1,000,000 or combined single limit not less than \$2,000,000

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

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 contractor's aforementioned Commercial General Liability Insurance.

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

BODILY INJURY AND PROPERTY DAMAGE LIABILITY	\$1,000,000 combined single limit
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Prince George's County, Maryland must be included as an additional insured under the automobile liability insurance coverage with respect to activities related to this contract.

Contract employees are not permitted to operate any vehicle owned by Prince George's County Government whether in commission of the contract or outside of same.

The following special provisions and conditions are part of the insurance requirements.

SPECIAL PROVISIONS FOR INSURANCE:

- The contractor shall forward to the RDA, a certificate(s) of insurance indicating the insurance and any special provisions required under the foregoing provisions. Such certificate(s) shall be in a form satisfactory to the RDA and shall list the various coverage's and limits. Insurance companies providing the coverage must be acceptable to the RDA, rated by A.M. Best and carry at least an "A" Rating (VIII). In addition to the aforementioned provisions; such insurance policies shall not be changed or canceled, and they will be automatically renewed upon expiration and continued in full force and effect until completion and acceptance of all work covered by the contract, unless the RDA is given 30 days written notice before any change or cancellation is made effective. If requested, the contractor shall directly furnish the RDA with a certified copy of each insurance policy upon request.
- 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 the RDA must be approved in writing.
- All insurance shall be procured from insurance or indemnity companies acceptable to the RDA and licensed and authorized to conduct business in the District of Columbia, State of Maryland and Commonwealth of Virginia. The RDA's approval or failure to disapprove insurance furnished by the contractor shall not release the Contractor of full responsibility for liability for damage and accidents.
- If at any time the above required insurance policies should be canceled, terminated or modified so that the insurance is not in full-force and effect as required herein, the RDA reserves the right to terminate this contract.
- The contractor shall require each subcontractor, at all tiers to provide evidence of insurance coverage specified herein and such evidence of coverage shall be provided to the RDA prior to commencement of work. Such coverage shall remain in full force and effect during the performance of activities under this contract.
- Any contract of insurance or indemnification naming the County, 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 the County, 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 the execution of the contract, the contractor shall not be permitted to enter upon the property to perform the duties outlined in the contract until all required insurance certificates or evidence of self-insurance has been received.
- The contractor shall, prior to contract execution, and for each extension of the contract, furnish to the RDA certificates of insurance as evidence of such insurance coverage stated above. Such insurance certificates shall provide that the RA be notified in writing by the insurer at least 30 days prior to cancellation or material change of any such coverage.

The certificate of insurance should be sent to:

**Redevelopment Authority of Prince George's County/
Risk Management
Attention: Executive Director
9201 Basil Court, Suite 504
Largo, Maryland 20774**

2.10 VENDOR OATH AND CERTIFICATION

See Appendix A.

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SECTION III: SUBMITTALS

3.1 TECHNICAL SUBMITTAL FORMAT OUTLINE

Each submission shall have the following sections prominently displayed:

1. Cover letter
2. Description of experience and qualifications, the required certifications and licenses, and a Letter of Good Standing
3. Scope of Work fee schedule
4. Sales and marketing plan
5. Corporate structure and evidence of insurance
6. Statement of no Conflict of Interest
7. Statement of no pending or threatening litigation

3.2 FORMAT DESCRIPTION

Each submission shall be presented on double spaced typed pages, limited to 25 single-sided 8 1/2 x 11 with 12-point font.

- 3.2.1 Cover Letter: The submittal shall include a transmittal cover letter prepared on the Proposer's business stationery. The purpose is to transmit the proposal; therefore, it should be limited to one page. The letter must be signed by an individual who is authorized to bind the firm to all statements. It should also display the words "RFQ No. 2024-02." It should also have the name of the company, and name, title, business address and telephone number of the person authorized to obligate the company/individual.
- 3.2.2 Experience, Qualifications, Certifications and Licenses: The submittal shall describe in detail the experience, qualifications, certifications and licenses (including broker and real estate agent) of all relevant individuals and of the firm/individual(s) responsible for performing the scope of work. **Submittal should provide three references that can be contacted** and a Certificate of Good Standing from the State of Maryland.
- 3.2.3 Scope of Work Fee Schedule: The submittal of the work shall include a fee for each scope of work line item from Section 2.2. **The fee for the scope of work shall be presented as a lump sum or as a percentage of the purchase or sale price.** This fee schedule shall be in place for a maximum of one year.

- 3.2.4 Corporate Structure and Evidence of Insurance: The submittal must describe the corporate structure (i.e. Limited Liability Company, sole proprietorship, etc.) and evidence of insurance required under Section 2.9.
- 3.2.5 Statement of No Conflicts of Interest: The submittal shall provide a statement of no conflicts of interests that would preclude the Offeror from contracting with the Redevelopment Authority. **A Certificate of Good Standing from the State of Maryland is also required.**
- 3.2.6 Statement of No Pending or Threatening Litigation: The submittal shall provide evidence that the Offeror does not have any pending or threatening litigation against the Offeror. All pending or threatening litigation against the Offeror should be disclosed.
- 3.2.7 Sales and Marketing Plan: The submittal shall provide a plan for the effective and efficient marketing and sale of properties. Plan should include examples of marketing collateral such as hard copy brochures, internet, and social media. It should also include events such as open houses and promotional activities to attract potential buyer or vendors.

SECTION IV: EVALUATION AND RATING CRITERIA

4.1 SELECTION PROCESS

Up to 3 Offerors that best meet with the Redevelopment Authority's requirements may be selected and placed on a short list of pre-qualified real estate brokers. The RDA may select from this list or may seek proposals from this list or a subset of this list for specific projects.

4.2 EVALUATION COMMITTEE

The Proposal Analysis Group (PAG) endeavors to evaluate all submittals received within 30 days of receipt. The PAG may request additional technical assistance from any source within the County and may the submission of additional information.

4.3 QUALIFYING SUBMITTALS

The PAG shall first review each Submittal for compliance with the mandatory requirements of this RFQ. Failure to comply with any requirements of this procurement may disqualify an Offeror's Submittal. The RDA reserves the right to waive a requirement and/or minor irregularities when it is in the RDA's best interest to do so. Submittals will not be opened publicly. .

4.4 EVALUATION CRITERIA

After determining compliance with the requirements of this RFQ the PAG shall conduct its evaluation of the technical merit of the submissions. Each submission received as a result of this RFQ shall be subject to the same review and evaluation process. The following criteria will be used in the evaluation:

Criteria	Points
1. Qualifications of the key personnel <i>Points will be awarded based upon educational credentials, possession of appropriate business and professional licenses, certifications and professional accomplishments or awards of the broker and all personnel and independent contractors providing service to the RDA under the direction of the broker. Minimum qualifications include:</i> <ul style="list-style-type: none">• Certifications and licenses – Maryland Real Estate Broker License	20
2. Past experience and performance <i>Points will be awarded based upon the successful completion of</i>	30

<i>similar work in a timely and economical manner. Reviews from references, along with their contact information, are required. A minimum of three references are required. Evidence of a minimum of three (3) years' experience is required.</i>	
3. Fee structure <i>Points will be awarded based upon the proposed fee schedule for each of the services outlined in the Scope of Work.</i>	10
4. Sales and marketing plan <i>Points will be awarded based upon the completeness of the plan to effectively and efficiently market and sell the properties.</i>	15
5. Minority and local business involvement <i>Points will be awarded based upon the level of local and minority business participation. Preference is given to local and minority individuals/firms.</i>	15
6. Overall responsiveness to the RFQ <i>Points will be awarded based upon the clarity of the response to the RFQ.</i>	10

4.5 FINAL RATING

The Offers will be rated based on the average of scores (using the criteria listed above) received from members of the PAG. A minimum score of 75 points is required in order to be deemed qualified.

4.6 SUBMISSIONS ARE THE PROPERTY OF THE RDA

All materials submitted in response to this Request for Qualifications 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(s).

APPENDIX A

VENDORS OATH AND CERTIFICATION

Pursuant to Subtitle 10, Section 10A-110 of the Prince George's County Code, the Purchasing Agent requests as a matter of law that any contractor receiving a contract or award from Prince George's County, Maryland, shall affirm under oath as below. Receipt of such 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 firm, partnership or corporation that no officer or employee of the 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 under oath and the penalty of making a false statement that if the contract is awarded to our firm, 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: _____