



PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Central Services

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REQUEST FOR SPACE("RFS") OCS- RFS-DSS-2023-8

DSS Warm Nights Emergency Temporary Housing

Prince George's County's Office of Central Services ("OCS") is seeking offers for land for new construction or existing free standing building(s) that is currently ready for occupancy or could be renovated to be occupied as an emergency temporary housing for residents experiencing an episode of homelessness. **It is the County's strong preference to purchase a site, land or the redevelopment of an existing building** in the fulfillment of this requirement, but the County will also consider **lease structure or ground lease options that include a path to ownership**. The Department of Social Services is the agency identified to initially occupy the proposed space.

Background

The mission of the Prince George's County 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 supportive services. This solicitation is intended to identify a suitable building or land for new construction available for purchase or for lease (**Design-Build**) to provide temporary shelter for persons experiencing an episode of homelessness. While it will become the new permanent location for the new Warm Nights / Overflow shelter, it may also serve as an interim swing space for other shelters as renovations occur at other County shelters.

Evaluation Criteria

The Evaluation Criteria are as follows:

- A. Serves the Agency's operations
- B. Purchase Price or Lease (Built to Suit) 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.

Section A. Agency Operation – To be evaluated based on the suitability of space to meet the operational needs of the Department of Social Services ("DSS").

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 DSS. In the case of a lease (**Design-Build**) purchase structure, The County retains the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the agreement, or otherwise requiring Offeror’s consent.

Land: Please provide address and the following:

- Description of the land (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 can accommodate between 65-75 beds is preferred. Opportunities which may allow for more than 75 residents may also be suitable. Ideally the County would like to have current residential buildings; however the County is open to the possibility of alternative uses that can be converted to residential units.

Please provide ownership information including:

- Seller / Landlord:**
- 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) foreclosing);
 - 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 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 the space.

Test Fit:

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 conceptual Test Fit for the Premises based upon programming of requirements 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.

Use:

Primarily a homeless residential shelter and any other lawful use.

Parking: Please reference the availability and type of parking (i.e. structured vs. surface). Please offer the County a minimum of 25 parking spaces (including space for delivery vehicles) with a preference for more, a preference will be given to options that can exceed 25 parking spaces.

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 requirements of County Code Section [Section 10A-161, et seq.] regarding the use of Small, Minority, County-Based and County-Located Businesses in Prince George's County (as such term is defined under County Code Section 10A-161, et seq.), provided that 40% participation on contracting opportunities over \$500,000 and 100% participation on \$500,000 or below for CBSB/and 20% MBE across the board participation shall be required). The Offeror that is awarded the contract under this solicitation must submit a Supplier Utilization Plan (Form No. 1) during the period of the contract. The Supplier Utilization Plan certifies the percentage of the Contract's total value that will be subcontracted to Contractors, subcontractors or suppliers throughout the full term of the contract. The Work Exhibit shall set forth the foregoing requirement.

Brokerage: Landlord and Tenant hereby represent and warrant to each other that they have not engaged, employed or utilized the services of any business or real estate brokers, salesmen, agents or finders in the initiation, negotiation or consummation of the business and real estate transaction reflected in this Lease. On the basis of such representation and warranty, each party shall and hereby agrees to indemnify and save and hold the other party harmless from and against the payment of any commissions or fees to or claims for commissions or fees by any real estate or business broker, salesman, agent or finder resulting from or arising out of any actions taken or agreements made by them with respect to the business and real estate transaction reflected in this Lease.

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 to purchase option proposals, the County will consider such factors as condition of space, the efficiency of space, proposed TIA and flexibility in the utilization of the TIA, rental abatement period, escalations, etc. Provide rent structure should be submitted based on design build structure.

Purchase Price Please provide a purchase price for the land and/or building.

Inspection Period and Closing Period: Please propose a due diligence Inspection Period duration and a Closing timeframe following the conclusion of the Inspection Period.

Open Book Process: Please note, the Landlord and County shall arrive at a final Purchase Price (Built to Suit delivery) structure through an open book and collaborative process.

Section C: Location – To be evaluated based on the location’s accessibility to the constituents it serves. A preference shall be given to properties within Prince George’s County.

Proximity to Public Transit/Preferred Locations: All councilmanic districts within the County are acceptable with a preference for locations within 1 to 2 blocks 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 close 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 the color of Metro train station and major highway / freeway access proximate to the Building.

Submission Format and Due Date

Please provide three (3) hard copy, one (1) electronic and one (1) USB flash drives labeled **DSS Warm Nights Homeless Shelter RFS DSS-2023-8** containing Microsoft Word and PDF copies of the offers. The offers shall be written in 12-point font size on 8.5"x 11" paper.

Each Offer shall be submitted in a sealed envelope conspicuously marked: "**Offer in Response to OCS- RFS-DSS-2023-8.**" Offers must be submitted to OCS with all required supplemental information and documentation, by 3:00 pm, September 4, 2023, else the offer will not be considered. .

Please submit proposals by email to OCS_RealProperty@co.pg.md.us. Please include a Microsoft Word and PDF version of the proposal as an attachment.

Office of Central Services
REFERENCE: OCS-RFS-DSS-2023-8
Land Acquisition and Real Property Division (LARP)
1400 McCormick Drive
Suite 336
Largo, MD 20774
ATTENTION: Ikenna Udejiofor

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 at <https://www.princegeorgescountymd.gov/4212/Development-and-Solicitation-Opportuniti> .

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 withdraw this Request for Space at any time.

Exhibit A – Program Requirements

Low Barrier Program Of Requirements 65 -75 Bed Shelter

- Approx. 65-75 low barrier beds, single rooms with flexibility to modify rooms as needed to maximize space utilization for multi-person households.
- 2 respite beds in close proximity to the clinical area
- Congregate gender-neutral bathrooms and shower stall on each sleeping floor (minimum 1/8 residents)
- Three (3) to private case management, therapy sessions, workstations, conference area, staff laundry, and unisex bathroom
- Hot Box/screening area

Clinic

- Clinic/Assessment area containing (1) exam room, (1) dental room, waiting for area, and secure areas for pharmaceuticals
- Unisex staff bathroom
- 2 isolation / quarantine beds

Day Program

- Separate entrance from shelter staff
- Entrance containing queuing area to accommodate up to five (5) persons
- Security desks with clear line of sight to services and multi-purpose area
- Multipurpose area with audio/visual capabilities to accommodate 30 people to include:
 - One (1) office adjacent to space for services (approx. 80sf)
 - One (1) Small conference room
- Dining/Kitchen Area
 - A commercial kitchen with commercial fridge(s), freezers, ovens, grill, dishwashers, prep areas, etc.
 - Serving and food prep space
 - Food pantry for food storage
- Training/Educational Area to include
 - Computer lab with 6-10 stations

- 2 Classrooms/training space to accommodate approximately 20 people with audio/video capabilities
- Clothing/Boutique Area adjacent to laundry for clothing donations
- Laundry area for general use to include (1) commercial grade washer and dryer unit per 10 residents

Administrative support area for 2-6 staff members to include:

- Three (3) private case management offices, therapy sessions, workstations, conference area, Separate staff laundry, and unisex staff bathroom
- Administrative area to support 2-6 staff with small huddle spaces for private consultations, staff breakroom with kitchenette, lockers and seating.
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- Staff break room with kitchenette, lockers, and seating medium conference room/meeting space for program meetings
- Maintenance, trash, and loading area in the rear of the building, janitorial closets, and small maintenance office onsite. This can be shared amongst the sites.

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