

**PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF CENTRAL SERVICES**

**EMERGENCY REQUEST FOR
SPACE ("RFS") OCS-RFS-
FIRE/EMS-2023-07
FIRE AND EMERGENCY MEDICAL SERVICES**

The Prince George's County Office of Central Services (OCS) is seeking offers for Temporary Emergency Warehouse space that satisfy the criteria listed below. Responsive offers, among other things, should provide space that is contiguous within one building. The Prince George's County Fire and Emergency Medical Services Department (Fire/EMS) Department is the agency identified to initially occupy the proposed space.

Background

The Fire/EMS facility is an immediate requirement for temporary emergency response equipment storage and supplies so that the County can be prepared and can access them in the event of a disaster or medical emergency. Our extensive network of facilities and fleet of vehicles ensures a fast and seamless response to your storage and delivery requests from virtually anywhere.

- Medical Inventory, including but not limited to personal protective equipment (ppe), masks, booties, gowns, face shields, medical and office supplies, medical equipment (blood pressure cuffs, wheelchairs, IV poles/supplies, respirators, etc.), non hazardous test kits, and common medication.
- First Responder Equipment, including but not limited to evacuation signs, first aid kits, canned goods, flashlights, tents, and shelter supplies.
- Non-critical Inventory, which means storing non-essential items and making space to set up temporary or permanent emergency shelters, clinics, and critical care units.

Evaluation Criteria

The Evaluation Criteria is as follows:

- A. Agency Operation
- B. Rental Rate and Rent Structure
- C. Location
- D. Sustainability Requirements

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.

A. Agency Operation – To be evaluated based on the suitability of space to meet the operational needs of the Agency.

Tenant: The Prince George’s County, Maryland, a body corporate and politic, acting by and through its Office of Central Services.

The Prince George’s County agency initially occupying the Premises will be The Prince George’s County Fire and Emergency Medical Services Department (Fire/EMS). The County retains the right to change occupying agencies without such substitution constituting a sublet of the Premises, an assignment of the Lease, or otherwise require Landlord’s consent.

Building: Please provide building name and address. Please provide:

- 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 secure parking and controlled access to the space);
- Description of energy efficiency programs and equipment; and,
- ADA compliance.
- Description of any proposed renovations planned for the building.

Landlord: Please provide ownership information including:

- Evidence of control of property and timely availability of the Premises;
- Proof of proper corporate status and good standing.
- Management structure; and,
- Evidence of Landlord’s wherewithal to fund tenant improvements and ongoing building operations.

Lender: Please describe the lender(s) associated with this property and any liens and/or ground leases that may or will encumber this Building, if applicable.

Premises: Please propose approximately Fifteen to Twenty Thousand, Rentable Square Feet (15,000 - 20,000 rsf) in contiguous floor area to accommodate the program described in Exhibit

1. Please provide the following:
- Floor plans delineating specific floors and square footage;
 - Description of the condition of space;
 - Common area factor; and,
 - Landlord's agreement to utilize BOMA standard of measurement for the building and premises.

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 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.

Lease Term: Tenant requests a six (6) month to twelve (12) months beginning on the Rent Commencement Date with twelve (12) months option to extend.

Lease Commencement Date: The Lease Commencement Date shall be the date of delivery of the entire Premises to Tenant.

Rent Commencement Date: The Rent Commencement Date shall be the date upon which Tenant lease execution.

Use: Warehouse, Storage or Administrative office and any other lawful use.

Assignment/Subletting: Please confirm Tenant shall have the right, subject to Landlord'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.

Parking: 15 - 20 secure parking spaces, . Please provide cost per parking space on a monthly basis and any scheduled escalations.

Tenant Improvements: The County requires a Tenant Improvement Allowance (TIA) of \$20.00 per sf. The County requires a non-restrictive Tenant Improvement Allowance. Specifically, the County may use its allowance for hard and soft construction costs, IT, FF&E, specific electronic equipment and relocation services. The County may request the Landlord provide a turnkey build-out.

OR

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 space plan (to include a test fit prepared prior to LOI execution) on a "turnkey" basis. Landlord's architect shall prepare all drawings at Landlord's expense. The turnkey buildout 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.

Brokerage: If and only if, this transaction is closed, Seller shall pay to (the "Leasing Broker") a leasing commission pursuant to a separate commission agreement between Landlord and the Leasing Broker. If this transaction fails to close for any reason, including the default of either party, no commission shall be deemed to have been earned by or payable to the Leasing Broker. Each of the parties represents to each other that it has not retained or used the services of a broker or agent in connection with this transaction. Each party agrees to indemnify and hold the other harmless from any claims of any other brokers or agents for fees or commissions arising out of this transaction attributable to a breach by such party of its representation in the immediately preceding sentence.

Section B. Rental Rate and Rent Structure – To be evaluated in context of the overall value to Tenant and the competitiveness relative to market considering such factors as condition of space, efficiency of space, proposed Tenant Improvement Allowance ("TIA") and flexibility in the utilization of the TIA, Rental Abatement Period, any escalations etc. Rent Structure should be considered on the following proposed structure. The terms below are based on rentable square feet.

Net Rent: Escalations, if agreed to by the County, will be allowed on the net rent only. Do not include any escalation on the Annual Rent.

Operating Costs: The amount of 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 first year OpEx will be verified by the County and the amount revised prior to lease execution.

Real Estate Taxes: The amount included in the Annual Rent shall include the Real Estate Tax Base, (the Real Estate Taxes) for the building or the portion of the building occupied by the County.
Commencing on the anniversary of the first lease year, the County will owe its proportionate share of Real Estate Taxes that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be verified by the County and the amount revised prior to lease execution.

**Tenant
Improvement
Amortization:**

The annual amount of the amortized TIA over the term of the lease. TIA will cover construction, A/E services, programming relocation, FF&E and technology costs. County requires flexibility in the utilization of TIA.

Total ("Annual Rent")

Total of all of the above factors.

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

Net Rent	\$10.00
Operating Expenses	\$ 3.00
Real Estate Taxes	\$ 3.00
TI Amortization	<u>\$TBD</u>
Annual Rent	\$16.00 RSF

Rental Abatement Period or other Concessions: Please specify any Rental Abatement Period expressed in months or other concessions that will be made available to Tenant.

C: Location – To be evaluated based on the location’s accessibility for the constituents it serves.
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Delineated Area: All quadrants within the County are acceptable. 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.

I. Submission Format and Due Date

Please provide one (1) electronic copies in Microsoft Word and PDF of the written offers in 12-point font size on 8.5"x 11" paper. Offers will be received and considered on a rolling basis starting July 10, 2023 and this solicitation shall remain open until the County has awarded a contract which satisfies the entirety of this requirement.

Offers must be hand delivered to:

Office of Central Services
ATTENTION: Rhonda Johnson
REFERENCE: OCS-RFS-FIRE/EMS-2023-07
Land Acquisition and Real Property
Division (LARP)
1400 McCormick Drive
Suite 336
Largo, MD 20774
No phone calls please.

Electronic mail and facsimile Offers will not be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **"Offer in Response to OCS-RFS-FIRE/EMS-2023-07"**

Submission finalists will be notified within 30 days after the submission deadline listed above.

This Solicitation for Offers shall not be considered an offer to lease and OCS reserves the right to withdraw this solicitation at any time.