



Bowie State MARC Station Development Board

September 23, 2013

The Honorable Andrea C. Harrison
Chair, Prince George's County Council
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Dear Chair Harrison:

On behalf of the Bowie State MARC Station Development Board, enclosed please find the Development Board's quarterly status report submitted in accordance with the requirements of CR-5-2011 (DR-2). To date, the Development Board has held nineteen (19) meetings with the next monthly meeting (tentatively) scheduled for October 2013. The Development Board remains committed to participating and moving forward in implementation of the Bowie State MARC Station Sector Plan project.

If you or your colleagues have any questions about the status report or would like a briefing on the Development Board's work to date, please do not hesitate to contact me at (301) 552-3000, Ext. 13 or at Boyd@BoydCampbell.com.

Sincerely,

Boyd J. Campbell
Chairman
Bowie State MARC Station
Development Board

Enclosure



Bowie State MARC Station Development Board

QUARTERLY STATUS REPORT (July 2013 - September 2013)

Prepared for the:

PRINCE GEORGE'S COUNTY EXECUTIVE and

PRINCE GEORGE'S COUNTY COUNCIL

Submitted: October 15, 2013

PURPOSE:

In accordance with the Bowie State MARC Station Development Board bylaws, 4.04.11, Article II (B) and Article VII, and County Council Resolution CR-5-2011, the Bowie State MARC Station Development Board (hereafter referred to as the "Board") shall prepare and present quarterly status reports to the Prince George's County Council and the County Executive, detailing the Board's goals and accomplishments for each quarter. This quarterly status report represents the 3rd quarter of calendar year 2013 and summarizes the action items underway and completed by the Board between July and September 2013.

Meeting Agendas and Minutes:

The board's bylaws require an agenda for each meeting as well as the recording of minutes, as described in Article VI (C) and VI (H) of the bylaws. The agenda is distributed to board members at least seven days prior to each meeting, along with the previous month's meeting minutes for review. Minutes are approved by board members by a majority vote at the subsequent months' meeting. The approved minutes for September 2013 are attached (Attachment A). The Board did not meet in the months of July and August, but staff and subcommittees continued to work on designated action items.

STATUS TO-DATE:

The Board held one meeting this quarter on September 23, 2013. The meeting was held in the Committee Hearing Room 2027 of the Prince George's County Administration Building (CAB).

The Board continues to move forward with its charge of implementing recommendations set forth and approved in the *Bowie State MARC Station Sector Plan and SMA*. The following action items have been accomplished to-date or will continue to be a part of the Board's programming through the calendar year.

New Board Members

The Board did not welcome any new members during this quarter.

Landscaping of Median on MD 197

The Development Board is implementing the MD 197 (Laurel Bowie Road) Landscape Plan, purposed with beautifying the main thoroughfare leading up to the entrance of Bowie State University and the

future transit-oriented village at the Bowie State MARC Station. M-NCPPC staff continues to work diligently with State Highway Administration (SHA) and Bowie State University to finalize detailed construction-level drawings of the plan. A revised plan has been submitted to the University for review. These revisions reflect requested changes from the university in order to minimize level of maintenance required. A three-party Memorandum of Understanding (MOU) between Maryland-National Capital Park and Planning Commission, State Highway Administration, and Bowie State University is also going through legal reviews with all three entities and it anticipated to be signed off in the 4th quarter. The landscaping is proposed to be installed in the spring 2014. The purpose of the project is to enhance the gateway to the university and the Bowie State MARC station and help foster a sense of place.

RFQ/RFP Development

The Board has initiated the process of soliciting for developer interest in the development of the 219-acre county-owned property. Mr. Peter Shapiro, Executive Director of Prince George's County Revenue Authority, as well as Bowie State MARC Station Development Board member, has agreed to manage this solicitation on behalf of the Board (see Attachment B, Memo). After completion of the environmental assessment of the property conducted in 2012, it was determined that there is approximately 88 acres of developable land within the property. The solicitation will be a multi-step process, including the establishment of a Proposal Analysis Group, the release of a Request for Qualifications (RFQ). The RFQ will be followed by the release of a Request for Proposals (RFP). The Proposal Analysis Group will oversee the review of any received developer qualifications, scoring and making recommendations for RFPs, and ultimately selecting a qualified developer. Both the RFQ and RFP will define the scope, context, goals and objectives of the overall development and ensure that developers have the capacity, financially and technically, to complete the project. In addition to this, the RFP will solicit a more technically detailed response from potential developers, including architectural design, conceptual site plan, a financial plan, and community engagement strategy. It is anticipated that the full process developing, publishing, and reviewing all responses for the RFQ and the RFP will continue into the 1st quarter 2014.

ATTACHMENT A:

Meeting Minutes for September 23, 2013

BOWIE STATE MARC STATION DEVELOPMENT BOARD
Economic Development Corporation, 1100 Mercantile Lane, Largo, MD
Meeting 18: 6/24/13
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Andrew Roud, Vanessa Akins, Stephen Paul, Jerry Sanford, Jerome Smallwood, Gwen McCall, Peter Shapiro

Staff Attendees: Jackie Brown, Barbara Stone, Raj Kumar, Betty Smoot

Visitors: Joe Meinert (City of Bowie), Barbara Richman (NAI Michael), Jennifer Jones, Brandon Cummings (MNCPPC Intern), Cedric Southerland (MNCPPC Intern)

Meeting Minutes:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
- II. Review and approval of April 15th meeting minutes
 - a. The meeting minutes were approved unanimously with no further revisions
- III. Maryland Transportation Infrastructure Investment Act of 2013 (HB1515) and its Impact on state transportation-related projects in Prince George's County
 - a. HB1515 was passed in May 2013 and allowed for over \$650 million in funding for transportation improvements throughout the state. These projects include:
 - i. Significant investments to the MARC Commuter Rail, such as adding weekend service on Penn Line and the purchase of new diesel locomotives.
 - ii. Funding for proposed Purple Line
 - iii. Several new interchanges on state roads
 - iv. Bicycle and Pedestrian Safety Improvements
- IV. MD 197 Landscape Plan – MOU Update
 - a. M-NCPPC Intern Brandon Cummings gave a brief PowerPoint showing renderings of the proposed landscape plan and its overall design and plant materials.
 - b. Board members and staff continue to work with State Highway Administration and Bowie State University to reach a unified agreement on the terms of the MOU.
- V. Update from RFI/RFQ Development Committee
 - a. Board Member Peter Shapiro announced that the Revenue Authority would manage the solicitation for developer interest in regards to the 219-acre county-owned parcel on behalf of the Development Board.
 - b. The environmental study conducted in 2012 showed that there is approximately 88 acres of developable land out of the entire parcel.
 - c. The solicitation will be a multi-step process.
 - d. The board will need to designate a small committee to advise the Revenue Authority in developing the solicitations. This group should be comprised of members whom are familiar with

- the real estate development process, expertise in real estate law, minority business contracting, development finance, and/or planning and design:
- e. The first solicitation will be in the form of a Request for Qualifications, which will help identify a list of qualified partners. The RFQ will:
 - i. Define the scope, context, goals and objectives of the overall development.
 - ii. Ensure that potential developers have the capacity to complete the project.
 - iii. Invite developers to suggest refinements to the development objectives.
 - f. The overall process for developing, publishing, and reviewing all responses is expected to take 60-90 days.
 - g. The second solicitation will be in the form of a Request for Proposal, which will help in the selection of a development partner. The RFP will:
 - i. Further define the scope, context, goals and objectives of the development.
 - ii. Solicit a technically detailed response.
 - h. The timeline for the RFP is 60-90 days.

VI. Next Steps/Other Business

- a. Several board members have volunteered to contact BSU in regards to advancing the MOU discussions further.

VII. Adjournment

- a. Meeting adjourned at 2:45 p.m.

ATTACHMENT B:

Memo from Peter Shapiro, Prince George's County Revenue Authority



Memo

To: Bowie State MARC Station Development Board
From: Peter Shapiro, Executive Director
Date: June 24, 2013
Re: Bowie State MARC Station Development - Solicitation Process

The Revenue Authority has agreed to manage the solicitation for the development of the 219 acre county-owned parcel on behalf of the Bowie State MARC Station Development Board.

The environmental study conducted in 2012 shows that there is approximately 88 acres of developable land on the property.

There is already a plan and sectional map amendment which serves the purpose of helping to guide land use as the Board moves forward.

The solicitation will be a multi-step process.

1. Solicitation Advisory Group

The board will need to designate a small committee to advise the Revenue Authority in developing the solicitations and to review the responses. Ideally, the members that serve on the committee will be familiar with the real estate development process. Typical members will have expertise in real estate law, minority business contracting, development finance, and/or planning and design.

2. Request for Qualifications ((RFQ)

The first solicitation will be an RFQ. The purpose of the RFQ is to identify a short list of qualified development partners.

The RFQ will:

- Define the scope, context, goals and objectives of the development
- Ensure that potential developers have the capacity to complete the project (i.e. insurance capacity, staff and technical capacity, as well as financial capacity)
- Invite developers to suggest refinements to the development objectives

RFQ Timeline:

The process of developing, publishing and reviewing responses to the RFQ will take 60 – 90 days.

3. Request for Proposals (RFP)

The second solicitation will be an RFP. The purpose of the RFP is to select the development partner for the project from among those designated through the RFQ solicitation.

The RFP will:

- Further define the scope, context, goals and objectives of the development.
- Solicit a technically detailed response including items such as:
 - Development Team Corporate Structure & Capacity
 - Architectural Design
 - Conceptual Site Plan
 - Schedule Estimate and Milestones
 - Financial Plan
 - Local & MBE Participation
 - Community Engagement Strategy

RFP Timeline:

The process of developing, publishing and reviewing responses to the RFP will take 60 – 90 days.