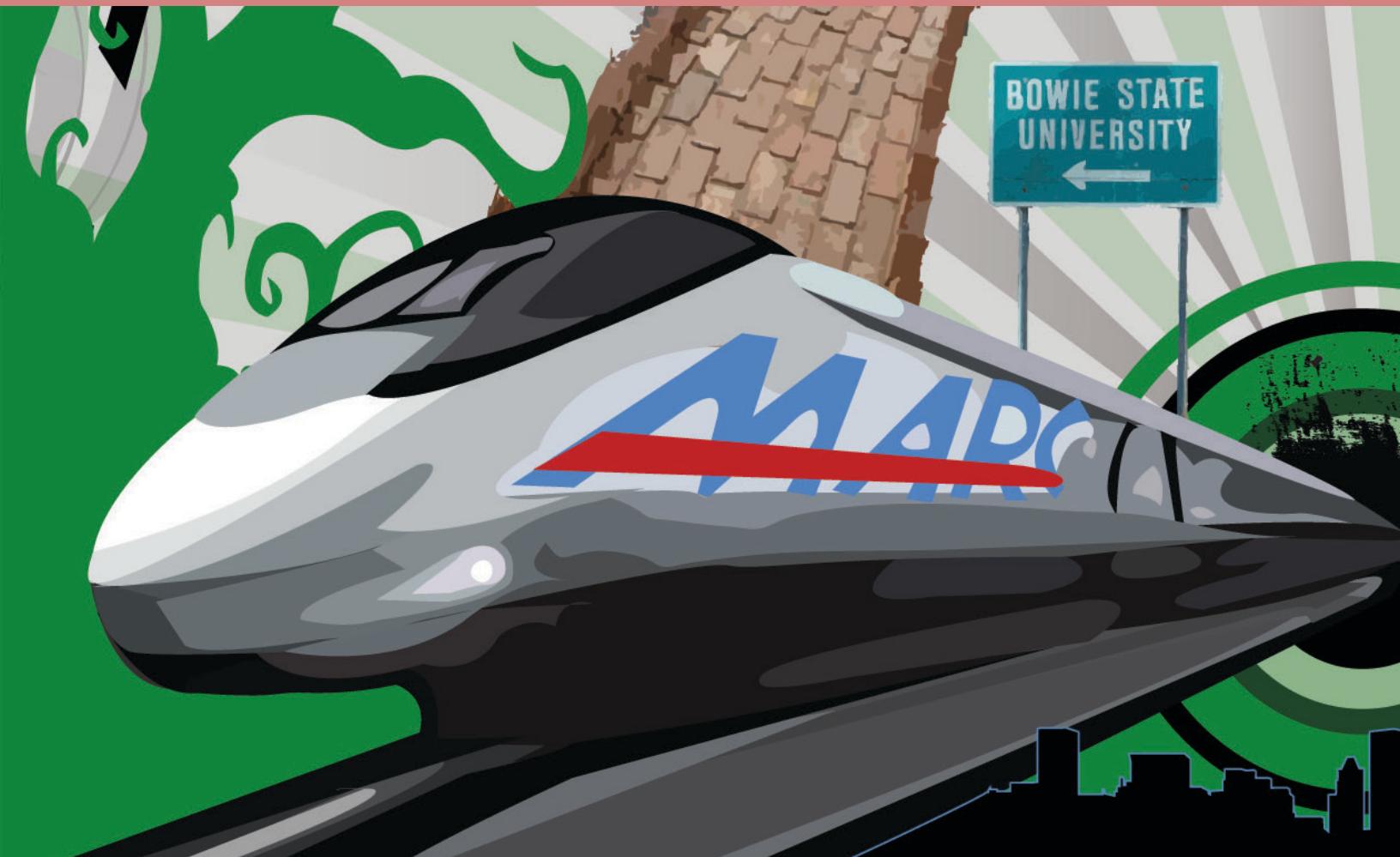


BOWIE STATE MARC STATION DEVELOPMENT BOARD



FINAL REPORT 2017

PREPARED FOR
PRINCE GEORGE'S COUNTY EXECUTIVE • PRINCE GEORGE'S COUNTY COUNCIL

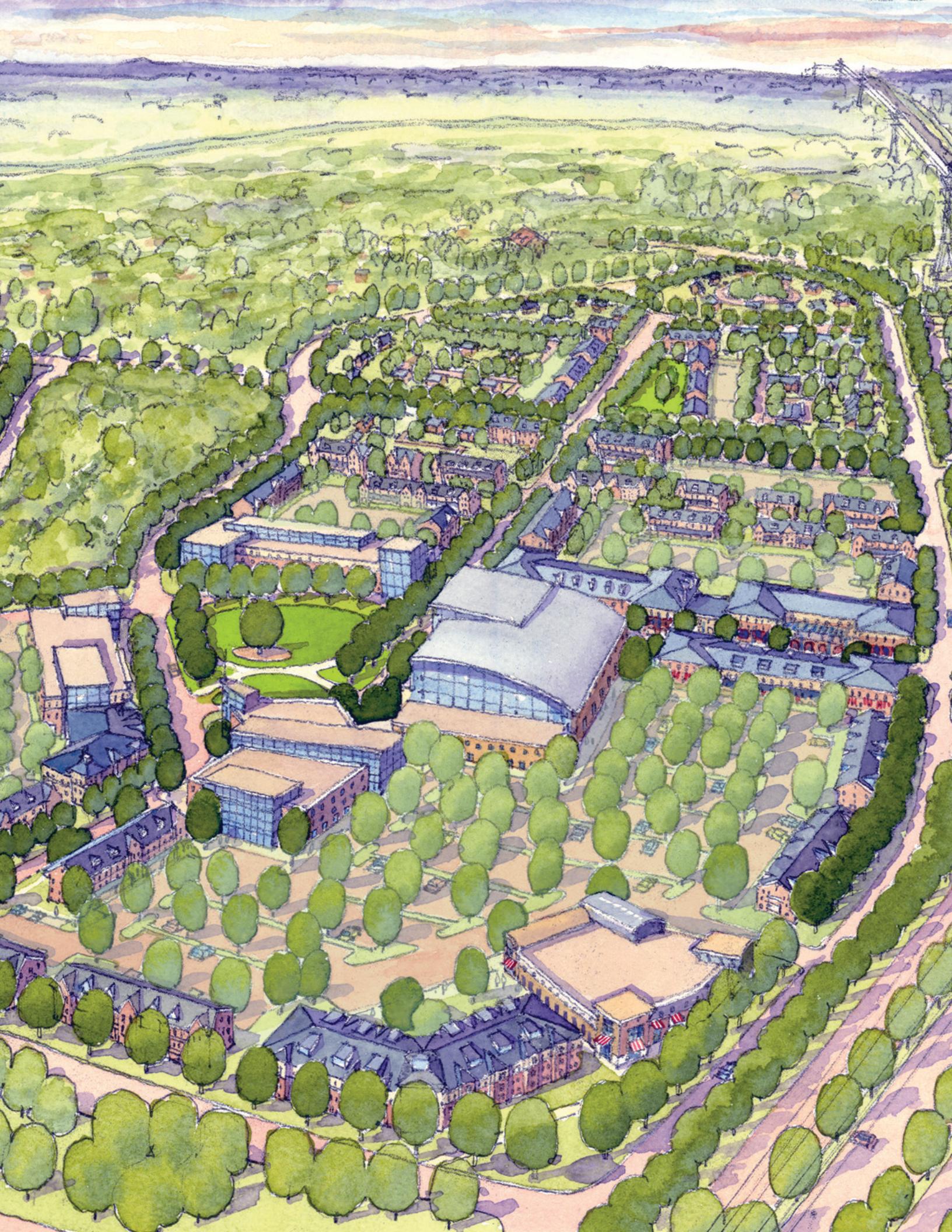
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DEVELOPMENT BOARD



INTRODUCTION

In accordance with the Bowie State MARC Station Development Board Bylaws (Attachment C), 4.04.11, Article II (B) and Article VII, as well as County Council Resolution CR-5-2011 (Attachment A), the Bowie State MARC Station Development Board (hereafter referred to as the “Board”) shall prepare and present status reports to the County Council and the County Executive, detailing the Board’s work and accomplishments. This final report is a compilation of the five-year history of the Board and summarizes the action items completed and the status of the Board’s achievements.

BOARD COMPOSITION AND BACKGROUND

The Board consists of 13 members appointed by the Prince George's County Council in February 2011, by Resolution CR-5-2011, to help implement the recommendations of the 2010 Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment. The Board's members represent public, private, and university interests (see Attachment B), and is staffed by the Council Administrator's Office and the Prince George's County Planning Department.

PURPOSE

The Board was tasked with crafting recommendations for the future development of approximately 219 acres of County-owned land located adjacent to the Bowie State MARC Station and Bowie State University. The vision laid out in the sector plan included the development of a new community center providing neighborhood-oriented shopping, housing alternatives, and inviting public spaces within walking distance of Bowie State University and the MARC Station, establishing a focal point for the campus and surrounding communities and promoting alternative modes of transportation through increased connectivity and access to transit. The center, due to its proximity, would provide an opportunity for the university to expand and foster public-private partnerships and other economic opportunities.

The Board's charge included refining the development and phasing program proposed by the approved sector plan and identifying potential funding sources and implementation strategies. The Board's efforts supported the preparation of a Request for Developer Interest (RFI) and/or Qualifications (RFQ) in 2013 and a Request for Development Proposals (RFP) in 2015.

SUBCOMMITTEES

Pursuant to its bylaws, the Board was permitted to form subcommittees to pursue its mandate. Four subcommittees were formed: the Finance Subcommittee, whose charge was to identify and review financing tools and strategies; the Urban Land Institute (ULI) Technical Assistance Panel (TAP) Subcommittee, whose charge was to assist staff in the preparation of the ULI TAP proposal and briefing book; the Pre-Development and Implementation Subcommittee, who met to formulate the working principles that would help guide the board in selecting a master developer for the property; and the RFQ/RFP Subcommittee, who oversaw the RFP/RFQ process and hosted the developer showcases.

MEETING AGENDAS AND MINUTES

Article VI (C) and VI (H) of the Development Board's bylaws require that an agenda be prepared and distributed to each board member at least seven days prior to each meeting, and that the recording of minutes be undertaken for review and approval by majority vote at the following month's meeting. The agendas and approved minutes for 2011–2016 are attached (Attachment D).

PROCESS

Between 2011 and 2016, the Bowie State MARC Station Development Board met 24 times while working toward fulfilling its purpose. The Board started its work by establishing a firm understanding of the existing context and community vision and then looked at best practices to establish a strategy for how best to move forward with its implementation efforts. Initially, the Board met monthly, then met less frequently once work began and was supported by ongoing subcommittee efforts. The Board established six-month work programs twice per year to help guide and organize its efforts.

WORK PROGRAM SUMMARY



BACKGROUND – GETTING READY TO WORK

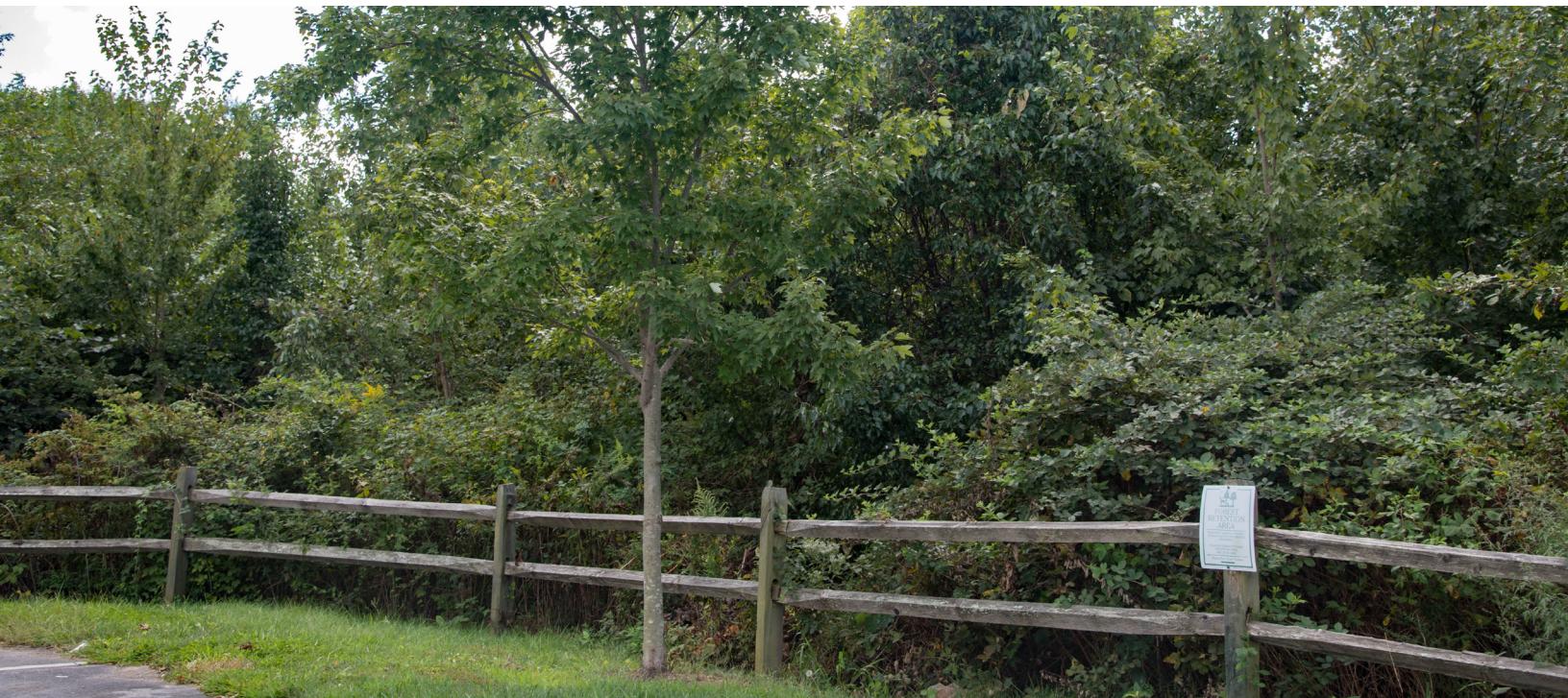
SECTOR PLAN BRIEFING

Prince George's County Planning Department staff provided the Board with an overview of the 2010 Approved Bowie State Marc Station Sector Plan and Sectional Map Amendment with a focus on the sector plan's recommendations for a new community center as defined by the 2002 Prince George's County Approved General Plan (2002 General Plan) (see text box below) at the Bowie State MARC Station (see Attachment E).

Relationship to the General Plan

The 2002 General Plan defines three types of "centers" based on intensity and density of uses, functions, and the availability of mass transit. Community centers—the lowest level of centers—are concentrations of activities, services, and land uses that serve the immediate neighborhoods near these centers. The centers typically include a variety of public facilities and service-integrated commercial, office, and some residential development and should be served by mass transit.

According to the vision described in the sector plan, the new mixed-use center would be concentrated on approximately 119 acres of publicly and privately owned property, including 94 acres of County-owned land. The future center would consist of a set of vibrant neighborhoods with active, pedestrian-oriented streets and a small “college town” character at the heart of a broader, picturesque, and rural community. The staff’s presentation included an overview of the sector plan’s outreach process, development program, and implementation plan.



County-Owned Property

Prince George’s County owns 3 parcels—totaling approximately 291 acres—that are critical to the implementation of the Bowie State MARC Station mixed-use center. Ninety-four acres are zoned M-X-T and 115 acres are zoned R-O-S. The parcels are undeveloped and comprise meadows and woodlands, with several wetland areas concentrated to the north.

DEVELOPING MIXED-USE CENTERS THROUGH PUBLIC-PRIVATE PARTNERSHIPS

At the May 2, 2011 board meeting, staff presented the research they had conducted on public-private partnerships in university-oriented, mixed-use developments adjacent to four colleges and universities—Jackson State University, Old Dominion University, Hendrix College, and the University of Notre Dame. The presentation provided an overview of each project and identified key partners, funding mechanisms, and end results such as generated or anticipated tax revenue, and long- and short-term job creation. Staff concluded that the developments shared several common elements:

- Public-private partnerships played an integral role in the success of the developments.
- Mixed-use development helped define a sense of place as it integrated a mix of institutional- and community-related uses.
- The developments realized significant economic and institutional benefits for the organizations and their communities at large.

Staff also noted that several of the sector plan area's distinguishing features—the underutilized MARC station, the area's rural/suburban setting in an urbanized metropolitan region, and the availability of land—created promising opportunities for the county.



FINANCE SUBCOMMITTEE REPORT

During the Board's meeting on June 6, 2011, the Finance Subcommittee (see Attachment F) shared a summary of the work session it had called on May 31, 2011, to discuss public financing mechanisms and strategies for the development of the community center. The subcommittee identified challenges that could stymie development of the center, including the competition posed by priority sites in the County, such as transit-oriented development projects near several of the County's Metro stations, as well as plans for the University of Maryland's East Campus. It also outlined potential key next steps, including the creation of a capabilities statement highlighting existing opportunities as well as university and community assess. The subcommittee recommended that the Board prepare a Request for Expressions of Interest (RFEI) or an RFP to gain developer insight; explore a range of financing options, such as Tax Increment Financing (TIF), bonds, incentive funds, and other funds designated for transit-oriented development; define its expectations for return on investment; and consider different options for ongoing revenue generation, such as parking fees and taxes. The subcommittee provided an Economic Development Toolkit featuring various financing options to be considered and evaluated by the Board.



URBAN LAND INSTITUTE TECHNICAL ASSISTANCE PANEL PROPOSAL

To assist with formulating its recommendations, and determining the overall economic feasibility of the development program proposed in the sector plan, the Board decided to apply for a TAP from the Urban Land Institute-Washington District Council. The Board prepared a proposal requesting the TAP address the questions on the following pages.

BRIEFING BOOK

prepared for the

**BOWIE STATE MARC STATION
URBAN LAND INSTITUTE
WASHINGTON DISTRICT COUNCIL
TECHNICAL ASSISTANCE PANEL**

September 2011



BOWIE STATE MARC STATION DEVELOPMENT BOARD
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

ULI TAPs

Urban Land Institute (ULI) Washington's Technical Assistance Panel (TAP) provides expert advice to public agencies and nonprofit organizations facing complex land use and real estate decisions. Drawing from its extensive, multi-disciplinary membership base, ULI Washington organizes panels to offer objective, responsible, market-based advice on a wide variety of land use and real estate issues ranging from site-specific projects to public policy questions.

ULI TAPs have been conducted for several sites in Prince George's County including New Carrollton, the Port Towns, College Park, and, more recently, along WMATA's Green line stations.

DEVELOPMENT PROGRAM FOR THE CENTER

1. The approved sector plan recommends future uses for each of the three focus areas (neighborhoods) within the proposed development center at the Bowie State MARC Station. Given current and projected short-range market conditions, and the University's expansion timeline (in terms of both its physical campus and academic programs), which land use elements should be the highest priority for the initial implementation phase? Which elements of the plan serve as catalysts to influence future development phases?
2. The approved sector plan recognizes that the ultimate development of the center, together with the expansion of Bowie State University, will occur over the long-term and through multiple phases based on market conditions and public and private financing availability. How should the phasing of the center proceed?
1. The recommended development programs for the three focus areas that will form the future center include a range of opportunities for new residential development. Which residential development types should be a high priority? Can proposed residential development capture future residents from the surrounding community and the University faculty and student populations? Will there be opportunities for private developers to form partnerships to pursue residential opportunities that will appeal to a range of households?
2. The plan recommends that future office space be constructed that could serve a wide range of both University and private sector tenants, including office space for research and development. What will be the short and long range feasibility of developing office space for research and development and related uses? What is the feasibility of private sector office space development that can also serve the needs of the University, including future academic offices, classrooms and laboratories? Are there successful local and regional examples? Would a government office (federal, state, or county) tenant be important to enhancing the feasibility of private office development?
3. The plan defines the potential for the center to provide space for several facilities that will serve the university student body, including a convocation center and fitness facility. What will be the feasibility for these facilities as potential joint University and private sector development projects? Will these facilities add value to the short and/or long range phases of development of the center?

4. The plan also proposes the addition of supporting retail, hospitality, and related space, including a 20,000-square foot grocery store. How should supporting retail space be addressed as part of a phasing plan for the center development?

SUPPORTING INFRASTRUCTURE

1. Significant public and private investments in infrastructure improvements will be necessary to support the plan's development objectives. Many of those investments are identified by the sector plan's Action and Phasing Plan. Which infrastructure investments will need to proceed and/or be concurrent with the initial phases of development? Which infrastructure investments should be funded by the public sector, private developers and/or the University? What will be the appropriate funding mechanism to support infrastructure investment to support short- and long-range development?
2. The Plan recommends several improvements to the MARC station facility to increase accessibility and safety, support growth in transit ridership and intermodal connections, enhance the station's physical appearance and environment, and provide physical and visual connections between the University and the future community center. What, if any, are the opportunities for joint MARC and private development? If there are opportunities for joint development, how can those opportunities leverage station revitalization and improvements? How should those opportunities be pursued as part of the overall development phasing plan?

PUBLIC-PRIVATE PARTNERSHIPS

1. The Development Board will advise the County Council on the future disposition of the property that is proposed for development as a mixed-use community center. The Board is considering the structure of a Request for Developer Interest (RFI) and/or Qualifications (RFQ). What alternative structures and approaches should the Board consider in terms of issuing an RFI or RFQ? Should the Board consider issuing an RFI or RFQ for a master developer or for separate developers for each phase?

The ULI Washington District Council agreed to conduct a TAP on October 17-18, 2011 at Bowie State University. The Prince George's County Planning Department staff prepared a detailed briefing book for the TAP members.

URBAN LAND INSTITUTE TECHNICAL ASSISTANCE PANEL PRESENTATION

The nine-member ULI TAP convened on October 17–18, 2011 at Bowie State University. Following a site visit of the area and a briefing on the Board's expectations of the panel, the sector plan vision, and the university's campus facilities master plan, the TAP members conducted an intensive, closed-door work session. The work session concluded with a public presentation the evening of October 18, 2011. A final report was expected by the end of December 2011.

MARKET POTENTIAL

In the near-term—defined as the next 5–10 years—the committee anticipated the market potential to translate to a modest demand for graduate student, faculty, and staff housing (100–125 units) and urban townhouse starter homes (50 units). Additional demand could be generated by higher growth in enrollment at the university and by new complementary institutional uses (e.g., a laboratory school, residential learning center, the Redskins training facility, conference center, spa, retreat, hotel, or environmental center). The TAP underscored that the university—due to its proximity—was the catalyst for the development of the mixed-use center, and that the MARC station should be viewed as an amenity. In the longer term, small-scale retail would follow the construction of higher-density residential development.

DEVELOPMENT STRATEGIES

The TAP urged a partnership between the County and Bowie State University to identify and lure anchor uses that were complementary to the university's core competencies. It recommended that the County consider contributing financial resources (in the form of water, sewer, and other infrastructure investments) in addition to land, and that the university accelerate development of on-campus undergraduate housing.

PLANNING AND DESIGN—LINKAGES

The TAP reaffirmed many of the sector plan recommendations. It noted that the campus and mixed-use center were intrinsically linked and that development on both sides of the MARC station should serve to strengthen and capitalize on those ties.

IMPLEMENTATION

To secure a better sense of what the private sector sees as possible for the area, the TAP recommended that the Board reach out to and interview developers. Based on the received feedback, the Board (through the Office of Central Services) was advised to issue an RFQ for a master developer. The Board was urged to select a partner, not a plan, and to identify a County liaison to coordinate all aspects related to the mixed-use center's development.



URBAN LAND INSTITUTE'S WASHINGTON DISTRICT COUNCIL TECHNICAL ASSISTANCE PANEL FINAL REPORT (2012)

The ULI TAP assisted with formulating recommendations and determining the overall economic feasibility of the sector plan's proposed development program. The TAP prepared a final report of its recommendations for the Bowie State MARC Station project area and the report was delivered and presented to the Board in its meeting on March 6.

In short, the TAP found that the study area has "a unique opportunity to serve as an example of a university-oriented regional asset, served by transit." Although the TAP suggested that the MARC station would not be the main catalyst for development in the area, many of the key recommendations for the development were consistent with the Bowie State MARC Station Sector Plan, while other new recommendations were also offered for the near-term (5–10 years):



A Technical Assistance Panel Report

Bowie State MARC Station Area

Sponsored by:
Bowie State MARC Station Development Board and
Prince George's County Planning Department
The Maryland-National Capital Park and Planning Commission

October 17-18, 2011

MARKET POTENTIAL

- The university must be the driver for any near-term demand within the study area.
- More residents would generate more activity.
 - » Potential for new urban townhomes or other starter homes, as well as graduate and faculty housing.
 - » Retailers and further investment will come once housing has been built.
 - » The bulk of residential demand would come from enrollment growth at the university.

- Smaller-format specialty convenience stores should be considered instead of large-scale grocery stores.
- A second anchor to the site would help generate further demand for retail and housing as called for in the sector plan, such as a lab school/learning center, hotel/conference center, environmental research facility, or Washington Redskins Training Facility.

PLANNING AND DESIGN

- Greater connectivity between the university, MARC station, and County-owned property.
 - » Bring the community to the university by keeping the focus on the university.
 - » Reduce the need for commuter parking and create additional on-campus buildings.
 - » Strategic placement of various uses so that they work together and with the university.

DEVELOPMENT STRATEGIES

- The County and the university should partner to identify and lure an anchor use that is complementary to the university's core competencies.
- The university should build upon strengths in a strategic manner and articulate them to the market.
- The university should accelerate on-campus undergraduate housing through capital funds and partnerships with private developers.
- The university should explore ways to incentivize development, such as tax abatements, infrastructure, or expedited processes.

PRINCE GEORGE'S COUNTY LAND DISPOSITION PROCESS

Prince George's County is a major property owner within the defined boundaries of the community center. Per Prince George's County Ordinance Section 2-111.01, Sale, Lease, and Other Disposition of County Property, the County Executive is authorized to sell, lease, or otherwise dispose of any County-owned real property when such property is no longer needed for County use or is deemed to have a higher and better use. Disposition of any surplus property must first be approved through resolution by the Prince George's County Council declaring the property surplus to county needs.

To help guide the Board through the disposition process, on September 26, 2011 Board Members Aubrey Thagard, Josh Hamlin, and Tracy Benjamin, from the Office of Law, discussed a three-phase development strategy (see Attachment G). Phase 1 would involve the release of an RFI or RFQ to gauge developer interest. Phase 2 would formally designate the County-owned property as surplus. During the final phase, the County's Office of Central Services would issue an RFP. The RFP would include a more detailed description of the scope of the development project, including specific tasks and fees. The presentation concluded with a description of the key roles the Development Board could play throughout the process and a draft timeline of next steps.

In the Board's May 2012 meeting, Mr. Floyd Holt, Deputy Director with the County's Office of Central Services (OCS) provided an additional overview of the County's land disposition process as it pertains to County-owned properties. This insightful presentation and discussion gave the Board timelines to consider as it moved forward with its charge. The potential role that the Maryland Economic Development Corporation (MEDCO), the Prince George's County Redevelopment Authority, and the County's Revenue Authority could play in the property disposition and development process were also discussed.

BOWIE STATE UNIVERSITY CAMPUS FACILITIES MASTER PLAN

To better understand the university's facility needs, enrollment exceptions, and academic plans, the Board invited Dr. Mickey Burnim, President of Bowie State University, to brief them on the university's campus facilities master plan at their November 2011 meeting (see Attachment H). Dr. Burnim pointed out that University System of Maryland's Board of Regents was in the process of approving the master plan and that it dovetailed with Bowie State University's Strategic Plan.

ENROLLMENT

The university's enrollment plan anticipated growth of 35 percent between 2010 and 2020, increasing enrollment to approximately 7,600 students. Enrollment growth projections were based on current trends and on an enrollment management plan used by the Board of Regents. The Board of Regents identified Bowie State University as one of several growth institutions in Maryland.

HOUSING

The campus facilities master plan would help enable the anticipated growth in student enrollment and address the unmet demand for on-campus undergraduate housing. The university's goal was to be able to accommodate 35–40 percent of its students on campus. The university also lacked adequate graduate housing and had no capacity to provide accommodations for married students. Its master plan called for the construction of two, 300-bed dormitories within the next 10 years.

Dr. Burnim noted that Bowie State University had one student housing complex that was constructed through a public-private partnership; he recognized that pursuing this model of development might be an effective vehicle through which to increase on-campus student housing options in the shorter term.

OTHER FACILITY NEEDS

The campus facilities master plan identified a series of other facility needs that included a new student center, enhanced academic facilities such as a new humanities building and (funded) science building, a health center, and a convocation center.

Dr. Burnim noted that development of the County's property would benefit Bowie State University. It could expand retail and restaurant options within walking distance of the campus and provide new employment, internship, and housing opportunities for graduate and married students.

PROJECTS – TOPICS COVERED

SURVEY AND ENVIRONMENTAL ASSESSMENT OF COUNTY-OWNED PROPERTY (2011)

To assist with the disposition of the County-owned property, and with the preparation of the scope of work for the RFI/RFQ for a master developer, the Board authorized Planning Department staff to draft RFPs for a Topographical Boundary Survey Phase I Environmental Site Assessment and Natural Resource Inventory. A description of the purpose of each is included below.

Prior to the release of a RFI/RFQ, it was necessary to conduct a survey of the property to determine its exact boundaries, existing topographical conditions, and the location of any improvements or encumbrances. Such a survey typically involves a thorough examination of the historical records relating to the subject and surrounding properties and would include the locations of all rights-of-way, utility and other easements, and other encumbrances; boundary line data, including all distance, bearing, delta, and other necessary information; and contours at two-foot intervals.

PHASE I ENVIRONMENTAL

Completing a Phase I Environmental Site Assessment (ESA) was critical to evaluating the degree to which the County-owned land could be developed. An ESA typically includes:

- A thorough database/records review of all available sources of recognized environmental conditions
- Historical land use research
- A site inspection that includes surrounding properties
- Interviews with property owner, occupants, and possible neighbors
- The geologic characteristics of property, soils, surface, and groundwater
- Examination of other relevant documents such as tax maps, title records, and zoning and land use records

A comprehensive ESA should identify all known or suspected hazardous materials (underground storage tanks, illegal dumping, etc.) with recommendations for sampling and analysis (referred to as Phase II) or remediation/clean-up (Phase III). The latter phases are typically performed by the developer.

NATURAL RESOURCE INVENTORY

A Natural Resource Inventory shows the reregulated environmental features and determines the developable areas of the site and the Primary Management Areas (PMA)—streams, wetlands and their buffers, forest stand boundaries, specimen trees, and critical habitats—also referred to in the County Code as “regulated environmental features.”

REQUEST FOR QUALIFICATIONS FOR TOPOGRAPHICAL/BOUNDARY SURVEY AND PHASE 1 ENVIRONMENTAL ASSESSMENT (Q1 2012)

During the first quarter of 2012, the Board began working, in coordination with the Office of Central Services, Prince George's County Department of Housing and Urban Development, and M-NCPPC Parks Department, to draft an RFQ soliciting surveyors and consultants for a Topographical and Boundary Survey, a Phase 1 Environmental Assessment of the site, and a Natural Resource Inventory.

The Maryland-National Capital Park and Planning Commission released an RFP to five current on-call contractors to conduct a Topographical and Boundary Survey, a Phase 1 Environmental Assessment, and a Natural Resource Inventory of the County-owned property.

ASSESSMENT OF COUNTY-OWNED PROPERTY

In June 2012, KCI Technologies, Inc. (KCI) was selected by M-NCPPC to conduct a boundary survey, Phase I Environmental Site Assessment, and a Natural Resource Inventory on the County-owned property, which is a major portion of the land included in the sector plan's proposed community center. The major deliverables from these items included:

- An identifiable and marked perimeter boundary of the County-owned property.
- A detailed inventory of the County-owned property, to include all natural features such as physiological, ecological, and hydrologic resources.
- A list of potential or existing environmental contamination, hazards, or conditions on the County-owned property.

This environmental work informed the Board and the County of the amount of developable land, and subsequently helped guide the direction of the Board during the development of the RFP/RFI for developer interest. KCI completed its work in November and attended the December 3 Board meeting to deliver and discuss its findings. Key findings and conclusions included:

- That there was minimal evidence of any recognized environmental conditions on the subject property, which mainly consisted of the presence of drums and household debris and may or may not have imposed environmental hazards.
- That there were eight distinct forest strands, 81 specimen trees, 5 forested wetlands, 1 emergent wetland, 2 open water ponds, 2 intermittent streams, 5 ephemeral channels, FIDS habitat, a Maryland Department of Natural Resources species project review area, and an adjoining RTE habitat to the north.
- That there was approximately 90 acres of developable land within the property footprint.

WASHINGTON REDSKINS RELOCATION AND FEASIBILITY STUDY (2012)

For its January 2012 meeting, the Board requested the attendance of Mr. David Iannucci from the Office of the County Executive; he was asked to provide an update on the relocation and feasibility study for the Washington Redskins Headquarters and Training Facility. Mr. Iannucci, Assistant Deputy Chief Administrative Officer for Economic Development and Public Infrastructure, informed the board of the ongoing efforts by the Maryland Stadium Authority to conclude the study and that he anticipated being able to show favorable economic impacts for the County (see 1/18/12 minutes in Attachment D for further notes).

By the May 2012 meeting, the feasibility study had been completed, though a final report had not yet been released to the public, and the Board was again joined by Mr. Iannucci, who summarized several conclusions from the study.

- There would be a significant economic impact for the County as a result of relocating to the County-owned property, up to an estimated \$70 million, in addition to significant tax revenue gains of nearly \$6 million.
- With minor revisions the site would accommodate both the proposed sector plan's recommended community center development program and the Washington Redskins Headquarters and Training Facility.
- The training center relocation would serve as a catalyst for future development of the community center.
- If the Redskins continued to show interest in the site upon review of the study, the next steps would include a Phase II study and a detailed traffic analysis.

*Soon after the May 2012 meeting, the Washington Redskins organization released an official statement that they would be relocating the training facility to Richmond, Virginia.

SELECTION OF A MASTER DEVELOPER (2012)

In early January 2012, the Pre-Development and Implementation Subcommittee met to formulate the working principles that would help guide the board in selecting a Master Developer for the property (see Attachment I). The subcommittee took the recommendations provided by the Bowie State MARC Station Sector Plan, the Bowie State University Campus Facilities Master Plan, and the ULI TAP report into consideration while creating the principles. The Board reviewed and revised the principles in January and finalized them in April. The Board agreed that the principles should be used to help guide the direction of future development on the County-owned property, and would be utilized during an RFQ or RFP process for the selection of a Master Developer to ensure that all objectives of the development were expressed. The Board also determined that the principles could change or be revised as it moved forward in its work as further information became available.

BANNER INSTALLATION (2012)

The sector plan included clear design guidelines that were essential to creating a community center that was aesthetically appealing and enticing to new development. This included the installation of banners that would highlight the university, the MARC station, and the community center. In the fall of 2012, staff began discussions with key organizations to determine the feasibility of installing the banners along MD 197 along the approach to the University. It was determined by the Board that, in order to move forward, conversations with both Baltimore General Electric (BGE) and the Maryland State Highway Administration (SHA) would be needed in order to obtain approvals for the installation on existing light/utility poles.

In November 2012, M-NCPPC staff conducted an inventory of utility and light poles on MD 197 to determine locations for the installation of banners. Staff determined that there were no utility or light poles between the WB&A Trail pedestrian bridge and the entrance to the university, so any banners would have to be mounted on separate poles along MD 197. Discussions continued to determine the feasibility of the banner installation. It was ultimately decided that the feasibility of placing the banners on separate poles would not be approved by SHA.

LANDSCAPING OF MEDIAN ON MD 197 (2013)

In 2013, the Development Board implemented 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 worked diligently with SHA and Bowie State University to finalize detailed, construction-level drawings of the plan. The finalized plan was submitted to SHA for review and permit approval in the first quarter of 2013. A three-party Memorandum of Understanding (MOU) between M-NCPPC, SHA, and Bowie State University went through legal reviews with all three entities and sign off was anticipated before the end of the first quarter of 2013. Installation of landscaping was proposed for April in celebration of Earth Day 2013. The purpose of the project was to enhance the gateways to the university and the MARC station, and to foster a sense of place.

During the second quarter of 2013, a revised plan was submitted to the university for review. The revisions reflected changes requested by the university to minimize the level of maintenance required. The three-party Memorandum of Understanding (MOU) between M-NCPPC, SHA, and Bowie State University continued through legal reviews with all three entities, with a sign off anticipated to be in the fourth quarter. The landscaping proposed timeline changed with anticipated installation to occur in spring 2014.

In 2014, the MOU was still under review. The Board identified the landscape maintenance as the roadblock for moving forward; neither Bowie State University nor SHA were willing to take on responsibility for the project once it was completed. The Board suggested an analysis of maintenance costs, but no further action was taken and no significant progress was achieved.



REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS DEVELOPMENT

In the third quarter of 2013, the Board initiated the process of soliciting for developer interest in the development of the 219-acre, County-owned property, of which approximately 90 acres were developable. Mr. Peter Shapiro, Executive Director of the Prince George's County Revenue Authority, and a member of the Bowie State MARC Station Development Board, agreed to manage the solicitation on behalf of the Board. The solicitation was a multistep process, including the establishment of a Proposal Analysis Group (PAG) and the release of a RFQ. The RFQ was to be followed by the release of an RFP. The PAG oversaw the review of received responses from qualified developers, scoring and recommendations of the RFPs, and the selection of the development team. The RFQ defined the scope, context, goals, and objectives of the overall development scenario to ensure that qualified developers had the capacity, finances, and technical capabilities to complete the project. The RFP was intended to solicit more technically detailed responses and financials from potential developers, including an architectural design, conceptual site plan, financing plan, and community engagement strategy.

The Prince George's County Government issued the RFQ (see Attachment K) on January 17, 2014 to invite qualified master developers for the development of the site. The solicitation for developer qualification was advertised through the County's procurement website, Revenue Authority website, and trade journals. The County intended to implement a two-phase process. Phase 1 was the RFQ process, pursuant to which the County anticipated selecting a list of qualified master developers from submitted responses. In Phase 2, qualified master developers were to respond to specific transaction terms and developer obligations for evaluation, leading toward the selection of a master developer and the disposition of the development site under mutually beneficial financial terms. Final selection of a master developer was to be made by the County following the recommendation of the Evaluation and Selection Committee. This two-step process commenced in the third quarter of 2014.

A pre-qualification conference was held on February 7, 2014 at 10:00 a.m. at 1801 McCormick Drive, 1st Floor Conference Room, Largo, MD 20774. The showcase was a meeting that allowed interested developers to receive an overview of the project, view relevant documents such as the sector plan and ULI TAP report, and ask any questions prior to submitting their qualifications.

WORK PROGRAM SUMMARY

The submission closing date was extended to April 17, 2014 and the Revenue Authority received only one response to the RFQ. It was then determined that, due to the low number of responses, the solicitation should be cancelled and another RFQ issued at a later date.

A Bowie State MARC Station Development Board cabinet meeting was held on Thursday, May 15, 2014 in the second-floor conference room of the Prince George's County Administration Building to discuss the RFQ process. The attendees included Council Member Ingrid M. Turner, District 4; Tom Himler, Deputy Chief Administrative Officer, Budget, Finance and Administration; Tomeka Bumbry, Chief of Staff/Legislative Aide for Council Member, Ingrid M. Turner; Floyd Holt, Deputy Director, Office of Central Services; Peter Shapiro, Executive Director of the Revenue Authority; Jackie Brown, Director of Planning, Zoning and Economic Development, County Council; Vanessa C. Akins, Chief of Strategy and Implementation, Prince George's County Planning Department, M-NCPPC; and Linda Turner, Special Assistant to the Chief Administrative Officer, the County Executive's Office. It was determined at this meeting that the RFQ would be prepared by the Office of Central Services and that a white paper/timeline would be completed by the Revenue Authority and provided at the next meeting, to be held in August 2014.

During the fourth quarter of 2014, The Office of Central Services, utilizing the 2010 Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment, worked with the RFQ/RFP subcommittee and the County Executive's office to complete the RFQ for the selection of a master developer for the 90 acres of developable county-owned land. The RFQ was based on recommendations within the, and it defined the scope, context, goals, and objectives of the overall development and ensured that developers had the capacity, financially and technically, to complete the project. The solicitation for developer qualifications was advertised on the Prince George's County procurement website, the ULI website, and the Washington Post in September 2014.

In 2014, The Maryland-National Capital Park and Planning Commission entered a Memorandum of Understanding (MOU) with the Office of Central Services to conduct a financial feasibility analysis that would determine the viability of the development plan(s) for the 90 acres of County-owned land.

The RFQ/RFP subcommittee, consisting of the County Executive's Office, the Office of Central Services, the Revenue Authority, the Economic Development Corporation, and M-NCPPC, collaborated on the developer showcase held at 1801 McCormick Drive, Largo, MD 20774, 1st Floor Conference Room. Over 30 developers attended the meeting and received an overview of the project and relevant documents.

The second RFQ was issued in September 2014. The Office of Central Services received two responses to the RFQ and an evaluation team was formulated in April 2015 to review the two submissions. After intensive review and interview processes, the County entered into preliminary negotiations with one of the development teams. In October 2015, a PAG was established consisting of eight County Management Staff, including the Office of Law, Supplier Development & Diversity Division, Procurement, and five members of management. A Letter of Intent (LOI) was issued to the selected development team. It laid out a framework upon which a formal proposal should be submitted to the County. The Office of Central Services held a meeting to receive an oral presentation with the development team on November 12, 2015. The selected development team showed serious interest in the project and indicated their intent to design a project in full compliance with the vision and goals outlined in the 2010 Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment. The master developer was scheduled to submit a detailed development proposal for further evaluation no later than January 8, 2016.

RFP DELIBERATION 2016

After reviewing the development proposal and weighing it against the 2010 Bowie State MARC Station Section Plan and Sectional Map Amendment, as well as the objectives believed to be in the best interest of the County, the PAG found that the RFP response did not meet the goals set forth by the sector plan and that it fell short of the County's goal for a true mixed-use transportation development (M-X-T). Consequently, the PAG elected not to proceed further with the respondents and cancelled the solicitation. The Board discussed next steps and determined that the land had significant value, and that development should be considered and undertaken in accordance with the sector plan.

CONCLUSION

The Board agreed that the 219 acres of undeveloped, County-owned land remains a very viable development opportunity for the future. The County will continue to seek development proposals that fit the vision for the Bowie State MARC Station community. If it becomes necessary, stakeholders can potentially be reconvened to continue conversations related to implementing the sector plan and review of project proposals.

PROJECT HIGHLIGHTS

2011 HIGHLIGHTS

SECOND QUARTER 2011 (APRIL – JUNE)

During the second quarter, the Board conducted meetings on April 4, May 2, and June 6, 2011. Highlights from the first quarter included briefings on the Bowie State MARC Station Sector Plan, research on university-oriented public-private partnerships, and the Finance Subcommittee's findings.

THIRD QUARTER 2011 (JULY – SEPTEMBER)

During the third quarter, the Board conducted meetings on July 11, August 8, and September 26, 2011. Highlights from the second quarter included development of a six-month work program, an overview of the land disposition process, updates on the ULI TAP process, and an introduction of a Washington Redskins Headquarters and Training Facility Relocation and Feasibility Study to be undertaken in 2012.

FOURTH QUARTER 2011 (OCTOBER – DECEMBER)

During the fourth quarter, the Board conducted meetings on November 7 and December 5, 2011. Highlights from the third quarter included a presentation of the Bowie State University Campus Facilities Master Plan, a summary of preliminary Urban Land Institute (ULI) Technical Assistance Panel (TAP) findings and recommendations, and authorization of a property survey and Phase I Environmental study.

2012 HIGHLIGHTS

FIRST QUARTER 2012 (JANUARY – MARCH)

During the first quarter, the Board conducted meetings on January 18 and March 5, 2012. Several important milestones and tasks were accomplished during this quarter as the Board continued to move forward with its charge of implementing recommendations set forth and approved in the Bowie State MARC Station Sector Plan. Highlights from this quarter included updates on the Washington Redskins Headquarters and Training Facility Relocation and Feasibility Study, ULI TAP Report, Survey and Phase I Environmental Report, and discussions on RFQ/RFP preparation.

SECOND QUARTER 2012 (APRIL – JUNE)

During the second quarter, the Board conducted meetings on April 2 and May 7, 2012. Several important milestones and tasks were accomplished during this quarter as the Board continued to move forward with its charge of implementing recommendations set forth and approved in the Bowie State MARC Station Sector Plan. Highlights from this quarter included refinement of the Working Principles for the Master Developer, a presentation on the Land Disposition Process, and updates on the Washington Redskins and Survey/Phase I Environmental projects.

THIRD AND FOURTH QUARTER 2012 (JULY – DECEMBER)

During the third and fourth quarters, the Board held meetings on July 9, September 17, and December 3, 2012. Several important milestones and tasks were accomplished during this quarter as the Board continued to move forward with its charge of implementing recommendations set forth and approved in the Bowie State MARC Station Sector Plan. Highlights from these quarters included selection of a consultant to complete the boundary survey, environmental site assessment and natural resource inventory, a review of the six-month work program and short-term implementation action and phasing plan, discussion of the MD 197 Median Landscape Plan and Banner Design Competition, and a presentation from KCI (survey/environmental consultant).

2013 HIGHLIGHTS

FIRST QUARTER 2013 (JANUARY – MARCH)

The Board held one meeting during the first quarter, on February 4, 2013. The Board continued to move forward with its charge of implementing recommendations set forth and approved in the Bowie State MARC Station Sector Plan and SMA. Highlights included continued work on the MD 197 landscaping plan, development of a new six-month work program and RFQ/RFP development.

SECOND QUARTER 2013 (APRIL – JUNE)

During the second quarter, The Board conducted meetings on April 15 and June 24, 2013. The Board continued to move forward with its charge of implementing recommendations set forth and approved in the *Bowie State MARC Station Sector Plan and SMA*. Highlights of the second quarter included a visit from the County Executive Rushern L. Baker, III at the April meeting to thank and encourage the board for their efforts. The Board also received a presentation on the progress of the MD 197 Landscape Plan, and updated from the Finance and RFQ/RFI Subcommittees. At the conclusion of the June meeting, it was announced that the Revenue Authority would manage the solicitation for developer interest and asked the board to designate a small committee to advise the Revenue Authority during the process.

THIRD QUARTER 2013 (JULY – SEPTEMBER)

The Board held one meeting this quarter on September 23, 2013. The Board continued to move forward with its charge of implementing recommendations set forth and approved in the *Bowie State MARC Station Sector Plan and SMA*. Highlights from the third quarter include updates on the MD 197 Landscaping Plan and RFQ/RFI Subcommittee.

FOURTH QUARTER 2013 (OCTOBER – DECEMBER)

The Board held one meeting this quarter on November 4, 2013. The Board continued 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 next calendar year. (RFQ/RFQ & Landscaping)

2014 HIGHLIGHTS

FIRST QUARTER 2014 (JANUARY – MARCH)

No meetings were held in the first quarter, but The Board continued the process of soliciting for developer interest in the 90 acres of developable land within the 219-acre county-owned property.

SECOND QUARTER 2014 (APRIL – JUNE)

During the 2nd quarter, there was one meeting held on Tuesday, April 29, 2014. The Board continued to move forward with its charge of implementing recommendations set forth and approved in the Bowie State MARC Station Sector Plan and SMA. The Board continued work on the MD 197 Landscaping Plan, Initiated a Financial Feasibility Study, and continued the process of soliciting for developer interest.

THIRD QUARTER 2014 (JULY – SEPTEMBER)

No meetings were held during the third quarter, but The Office of Central Services continued to work with the RFQ (Request for Qualification)/RFP (Request for Proposal) subcommittee and the County Executive's office to draft the RFQ for the selection of a Master Developer for the 90 acres of developable land within the 219-acre county owned property. The RFQ 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.

FOURTH QUARTER 2014 (OCTOBER – DECEMBER)

The Board met once during the fourth quarter on November 17, 2014. During the meeting the board heard updates on the RFP/RFQ Process.

2015 HIGHLIGHTS

In 2015, the Board only met once on November 24. During this meeting the board heard updates presented by the RFP Development Committee and Finance Subcommittee.

2016 HIGHLIGHTS

In 2016, the Board met once on November 21. During the meeting, but Board heard an update from the RFI/RFQ Development Committee/Finance Subcommittee on the status of the RFP. Brad Frome gave the Board a presentation prepared by the Office of Central Services detailing the project history, context, vision, phasing and scoring criteria for project proposals.

ATTACHMENTS

ATTACHMENT A COUNCIL RESOLUTION 5-2011

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**2011 Legislative Session**

Resolution No. CR-5-2011

Proposed by Council Member Turner

Introduced by Council Member Turner

Co-Sponsors _____

Date of Introduction February 1, 2011

RESOLUTION

1 A RESOLUTION concerning

2 Bowie State MARC Station Development Board

3 For the purpose of establishing a development board to implement recommendations for the
4 development, redevelopment, and financing of certain County-owned property within the Bowie
5 State MARC Station Sector Plan area.

6 WHEREAS, the County Council of Prince George's County, sitting as the District Council
7 for that portion of the Maryland Washington Regional District in Prince George's County,
8 adopted CR-6-2010 on January 26, 2010, The Bowie State MARC Station Sector Plan and
9 Sectional Map Amendment, thereby defining long-range land use and development policies, and
10 setting forth and adopting detailed zoning proposals in portions of Planning Areas 71A and 71B,
11 for the area generally bounded by the Patuxent National Wildlife Research Refuge to the north,
12 the Potomac Power Electric Company easement to the west, the City of Bowie border to the
13 south, and the Patuxent River to the east; and

14 WHEREAS, a coordinated effort is important to realize and implement the approved land
15 use and policy recommendations in the Bowie State MARC Station Sector Plan and Sectional
16 Map Amendment; and

17 WHEREAS, the mission of the Development Board will be to enhance public-private
18 participation in the development, redevelopment, and financing of certain County-owned parcels
19 of real property addressed in the Plan; and

20 WHEREAS, Section 506 of the County Charter provides that the County Council may
21 appoint, for designated periods, temporary advisory boards of citizens of the County.

22 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's

1 County, Maryland, that the Bowie State MARC Station Development Board is hereby
2 established.

3 BE IT FURTHER RESOLVED that the Development Board shall consist of thirteen (13)
4 members, to include the Chair of the County Council or the Chair's designee, a designee from
5 the fourth councilmanic district, a designee from the Maryland-National Capital Park and
6 Planning Commission-Prince George's County Planning Department, a designee from the Office
7 of the County Executive, a designee from the Prince George's Redevelopment Authority, a
8 designee from the Prince George's Revenue Authority, a designee from the Office of Law, a
9 designee from the Prince George's Economic Development Corporation, a designee from Bowie
10 State University, a designee from the Bowie State University Foundation, a designee from the
11 local business community, a designee from the Maryland Department of Transportation, and a
12 designee from the Maryland Department of Business and Economic Development. The Chair of
13 the Development Board shall be selected by the Chair of the County Council.

14 BE IT FURTHER RESOLVED that the Development Board shall meet to make
15 recommendations on the development, the redevelopment and financing options for certain
16 County-owned parcels of real property within the Bowie State MARC Station Sector Plan area.

17 BE IT FURTHER RESOLVED that the Development Board shall submit quarterly status
18 reports to the County Council and the County Executive commencing on or about June 15, 2011.

19 BE IT FURTHER RESOLVED that the Council Administrator shall provide appropriate
20 staff support for the Development Board in its work.

Adopted this 1st day of February, 2011.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: Ingrid M. Turner
Ingrid M. Turner
Chair

ATTEST:

Redis C. Floyd
Redis C. Floyd
Clerk of the Council

ATTACHMENT B

DEVELOPMENT BOARD MEMBERS



Bowie State MARC Station Development Board

Appointed Members

Edited: June 2017

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<p><u>M-NCPPC Planning Department</u></p> <p>Ms. Vanessa Akins Vanessa C. Akins, Chief Strategy and Implementation Maryland-National Capital Park & Planning Commission M-NCPPC 14741 Governor Oden Bowie Drive Upper Marlboro, Maryland 20772 301-952-3134</p> <p>vanessa.akins@ppd.mncppc.org</p>	<p><u>Prince George's County Executive</u></p> <p>Mr. Brad Frome 14741 Governor Oden Bowie Drive Upper Marlboro, Maryland 20772 Phone : 301-952-3835</p> <p>BWFrome@co.pg.md.us</p>
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<p><u>Maryland Department of Business and Economic Development</u></p> <p><i>Vacant</i></p>	

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Member Replacement

Original Member	→	Replacement
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<p><u>Dr. Karl Brockenbrough</u> VP Administration and Finance Bowie State University 14000 Jericho Park Road Henry Administration Building, Suite 2700 Bowie, Maryland 20715 Phone (301) 860-3474 or (301) 860-3472</p> <p>kbrockenbrough@bowiestate.edu</p>		<p><u>Dr. Richard Lucas</u> VP for Institutional Advancement Bowie State University 14000 Jericho Park Road Henry Administration Building, Suite 2700 Bowie, Maryland 20715 301-860-4303</p> <p>rucas@Bowiestate.edu</p>
<p><u>Bowie State University Foundation</u></p> <p><u>Timothy J. Adams</u> President/CEO Systems Application & Technologies, Inc. 1101 Mercantile Lane Suite 200 Largo, Maryland 20774 (301) 731-3983</p> <p>tadams@sa-techinc.com</p>		<p><u>Bowie State University Foundation</u></p> <p><u>Mr. Harmon L. (Monty) Cooper</u>, Vice Chair Sedgwick LLP 2900 "K" Street, N.W., Suite 500 Washington, DC 20007 Phone: (202) 204-3719 Fax: (202) 204-1000</p> <p>monty.cooper@sedgwicklaw.com</p>
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MEMBER REPLACEMENT CON'T

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ATTACHMENT C

DEVELOPMENT BOARD BYLAWS

Approved BSMS Development Board Bylaws

4.04.11

Article I. Authorization

(A) Creation by Council Resolution

Prince George's County Council Resolution CR-5-2011(February 1, 2011} authorizes the creation of the Bowie State MARC Station Development Board (BSMS) to implement recommendations for the development, redevelopment, and financing of certain County-owned property within Bowie State MARC Station Sector Plan area.

(B) Term of Development Board

In accordance with CR-5-2011, the Development Board shall exist for a three-year term.

Article II. Purpose of the Development Board

The Bowie State MARC Station Development Board shall be responsible for:

(A) The enhancement of public-private participation in the development, redevelopment, and financing of certain County-owned parcels of real property addressed in the Bowie State MARC Station Sector Plan.

(B) The submission of quarterly status reports to the County Council and County Executive commencing on or about June 15, 2011.

Article III. Development Board Membership and Term of Office

(A) Development Board Composition

(1) *Voting Members.*

Implementation Development Board membership is established by Prince George's County Council resolution CR-5-2011. The resolution provides that the BSMS Development Board shall be composed of thirteen (13} members:

- (a) The Chair of the Prince George's County Council or Chair's designee; (b)
One (1) representative of the fourth councilmanic district;

- (c) One (1) representative from the Office of the County Executive;
- (d) One (1) representative from the Prince George's County Planning Department;
- (e) One (1) representative from the Prince George's County Redevelopment Authority;
- (f) One (1) representative from the Prince George's County Revenue Authority; (g) One (1) representative from the Office of Law;
- (h) One (1) representative from the Prince George's Economic Development Corporation; (i) One (1) representative from Bowie State University;
- (j) One (1) representative from Bowie State University Foundation;
- (k) One (1) representative from the local business community;
- (l) One (1) representative from the Maryland Department of Transportation; and
- (m) One (1) representative from the Maryland Department of Business and Economic Development.

The thirteen (13) regular members appointed by the Prince George's County Council shall constitute the official voting members of the Implementation Development Board. Development Board composition relating to the thirteen (13) members may not be altered without the approval of the Prince George's County Council.

(2) *Advisory Members.*

(a) *Authorization.* The BSMS Development Board may appoint non-voting members, as appropriate. Advisory members may include, but not be limited to, local or state elected officials; staff of local or state agencies; business or industry representatives; and interested citizens.

(b) *Election.* Advisory members may be nominated by any member of the Development Board subject to the approval of a majority of the Development Board. Nomination of an advisory Development Board member should be submitted at a board meeting, and a vote held on this issue at the next scheduled meeting.

(B) *Term of Membership*

(1) *Chair.* In accordance with Prince George's County Council Resolution CR-5-2011, the Chair shall be appointed by the Chair of the County Council for a term of three (3) years.

(2) *All Other Voting Members.* In accordance with Prince George's County Council Resolution CR-5-2011, all other voting members shall be appointed by the County Council for three-year terms, subject to reappointment to one-year terms of service.

(3) *Advisory Members.* Advisory members shall be appointed to two-year terms of service. An advisory member may serve consecutive terms on the board.

(C) Standards of Conduct

A BSMS Development Board voting or advisory member shall be expected to:

- (1) Disclose all potential conflicts of interest and not engage in discussions or vote on issues in which he/she has a conflict of interest.
- (2) Refrain from using his/her membership to promote the interests of an individual or group which he/she may represent or have a relationship with.
- (3) Follow all relevant provisions of the Prince George's County Code of Ethics contained in Subtitle 2, Division 17 of the Prince George's County Code.

Article IV. Officers

(A) Appointment of Officers

(1) *Chair*

In accordance with Prince George's County Council Resolution CR-5-2011, the Chair of the Prince George's County Council shall select the Chair of BSMS Development Board. The term of service for the Chair of the Development Board shall be that described in Article III,Section (B).

(B) Duties of Officers

(1) *Chair*.

The Chair of the BSMS Development Board shall:

- (a) Act as the presiding officer at all board meetings. (b)
Decide points of order and procedure.
- (c) Establish board priorities and determine what issues should be addressed.
- (d) Set meeting agendas and make them available to all board members within the time frame specified in Article VI,Section (C).
- (e) Call special meetings as needed.
- (f) Assign work items to the BSMS Development Board Technical Staff. (g)
Sign all official documents of the board.
- (h) Appear before the Prince George's County Council and other government bodies and agencies as the official spokesperson for the BSMS Development Board.
- (i) Transmit board recommendations to the Prince George's County Council.
- (j) Oversee the preparation and transmittal of the quarterly status reports to the County Council and the County Executive.

Article V. BSMS Development Board Staff

In accordance with CR-5-2011, the Council Administrator shall provide appropriate staff support for the administrative coordination for the Development Board in its work. Technical assistance shall be provided by Prince George's County Planning Department staff, with primary responsibility assigned to members of the Technical Staff project team. Staff shall:

- {A} Keep minutes of the BSMS Development Board meetings and prepare them for approval by the board at subsequent meetings.
- (B) Send notices of regular meetings to Prince George's County Council administrators to ensure that these meetings are properly recorded on the Council calendar.
- (C) At the direction of the Chair, prepare meeting agendas and related materials and transmit those to board members in the time frame specified in Article VI, Section (C).
- (D) Compile and update contact information data for all committee members.
- (E) Maintain all files, records, and correspondence of the BSMS Development Board.
- (F) Provide technical information to the board, including background on recommendations of the BSMS Development Board, mapping, and other planning assistance.
- (G) At the direction of the Chair, coordinate meetings with relevant agencies or speakers.
- (H) Perform any other administrative function assigned by the Chair.

Article VI. Meetings

(A) Regular Meetings

(1) *Schedule.* The board shall establish a schedule of regular meetings on a monthly basis. (2) *Cancellation.* The board may decide to cancel a regular meeting by a majority vote at a prior meeting.

(B) Special Meetings

(1) *Authorization.* The Chair may call special meetings as deemed necessary or appropriate. (2) *Request for Special Meeting.* Any board member may request the Chair to call a special meeting. This may be done through action at a regular meeting, or by a written request to the Chair between regular meetings. Holding a special meeting shall be at the Chair's discretion.

(3) *Notice to Board Members.* Notice of special meetings should be provided to board members no later than seven (7) calendar days prior to the meeting.

(C) Meeting Agenda

{1} *Purpose.* The agenda for each regular and special meeting shall contain a list of issues and considerations for discussion.

(2) *Placing Items on the Agenda.* Any board member may request the Chair place items on the agenda prior to distribution. Additional items may be placed on the agenda at the beginning of the meeting, if approved by a majority vote of the members present.

(3) *Agenda Distribution.* Staff will distribute the agenda at least seven (7) calendar days prior to a regular meeting date and four (4) calendar days prior to a special meeting date. Any supplemental materials relating to agenda items also shall be sent at this time.

(D) **Quorum**

A quorum shall be reached by having a minimum of (7) of the board's voting members present at the meeting. No business shall be transacted without a quorum present.

(E) **Attendance**

(1) *Attendance Records.* Staff shall maintain records of attendance as part of the meeting minutes.

(2) *Absences.* If a board member misses more than three (3) regular meetings in any twelve (12)-month period without prior notification to the Chair and Staff of his/her absence, the Chair shall contact the Prince George's County Council to discuss consideration of a replacement member.

(F) **Voting Procedures**

1. *Quorum Required.* No vote shall occur without a quorum of members as defined in Article VII, Section (D).

2. *Calling a Vote.* The Chair may call for a vote on any substantive issue, provided it appears on the meeting agenda in accordance with Article VII, Section (C) and is seconded by another board member.

3. *Participants.* Only those members authorized to vote by Article III, Section (A)(1) shall participate, and each of these members will have one vote. Advisory members may participate in the issues discussion surrounding a vote, but shall not cast a vote.

4. *Passing by Vote.* All substantive decisions will be determined by a majority vote of the board members present, except as otherwise required in these bylaws.

5. *Failed Motions.* Failed motions will be recorded in the official minutes, along with the associated discussion and any additional information that may be needed on a particular issue.

6. *Chair Role.* The Chair may vote on any issue. In the event of a tie, the motion does not pass.

7. *Failure to Vote.* A positive vote shall be recorded for any member present who fails to vote.

8. *Abstention.* Board members may abstain from voting if they choose, but this abstention must be voiced to the entire board and recorded prior to the vote.

9. *Additional Requirements.* In the absence of direction from these bylaws, any voting matter shall be governed by Robert's Rules of Order.

(G) Public Participation

The BSMS Development Board is a board appointed by the Prince George's County government to promote public health, welfare, and safety in BSMS Sector Plan. All meetings will be open to the public to allow interested citizens to participate in BSMS Development Board discussions.

(1) *Notice of Regular Meetings.* All regular meetings will be listed as items on the official Council calendar.

(2) *Public Input.* The public is allowed to speak at the meetings, subject to the discretion of the Chair. Members of the public also may submit written comments to the board for consideration and discussion.

(H) Meeting Notes/Minutes

Staff shall record notes during each meeting and prepare draft minutes from these notes prior to the next meeting. Draft minutes shall be provided to board members with their agenda materials for review. Minutes shall be approved at the next meeting by a majority vote.

Article VII. Quarterly Status Reports

The board shall prepare and present quarterly status reports detailing the board's work and accomplishments to the Prince George's County Council, as stipulated in CR-5-2011.

Article VIII. Revision of Bylaws/Operating Procedures

BSMS Development Board bylaws may be revised from time to time to respond to changed conditions or special needs of the group. Any bylaw revision should adhere to the following provisions:

- (A) A bylaw may be revised only by a two-thirds (2/3) vote of Development Board members present.
- (B) Any bylaw amendment shall not conflict with or revise the purpose of the Development Board detailed in Article II.
- (C) All proposed bylaw changes must be presented in written form to the full Development Board for consideration prior to a vote.
- (D) Proposed bylaw changes must be presented in one meeting and voted on in the next regular meeting.
- (E) Staff shall be responsible for ensuring that all bylaw amendments are properly recorded and that a copy of the revised bylaws is provided to each board member prior to the next regular meeting.

Bylaws Approved and Adopted on the 4th of April 2011.

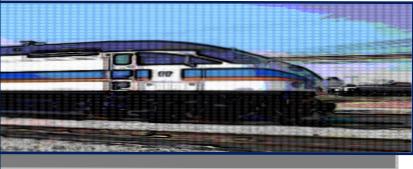
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Boyd J. Campbell, Chair

Prince George's County BSMS Development Board

ATTACHMENT D

MEETING AGENDAS AND MINUTES



Bowie State MARC Station Development Board

April 4, 2011
1:00 p.m. - 3:00 p.m.

AGENDA

- I. Welcome and Introductions
 - Council Chair Ingrid M. Turner, Esq.
- II. Overview of Council Resolution CR-5-2011
 - Council Chair Ingrid M. Turner, Esq.
- III. Overview of Operational Procedures and Open Meetings Act Requirements
 - Raj Kumar, Deputy Counsel to the District Council
 - Karen Zavakos, County Council, Legislative Officer
- IV. Approval of Bylaws
- V. Overview of Sector Plan
 - Vanessa Akins-Mosley, M-NCPPC, Division Chief, Community Planning North
 - Kierre McCune, M-NCPPC, Planner Coordinator, Community Planning North
- VI. Next Steps
 - Vanessa Akins-Mosley
- VII. Adjourn

NEXT MEETING: Monday, May 2, 2011 at 1:00 p.m., 4th Floor, M-NCPPC Board Room

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – M-NCPPC Boardroom, 4th floor
Upper Marlboro, MD
Meeting 1: 04/04/11
1 p.m. – 3 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins Mosley, Andrew Scott, Karl Brockenbrough, Josh Hamlin, Tomeka Bumbry, Aubrey Thagard, Stephen Paul, Troy Thompson, Kieth Holmes (representing Timothy Adams), Kenneth Glover, Diana Jackson

Staff Attendees: Council Chair Ingrid M. Turner, Rajesh Kumar, Jackie Brown, Karen Zavakos, Barbara Stone, Kierre McCune, Betty Smoot

Other Attendees: Altmann Pannell, Robert Duffy, Dwayne M. (on behalf of County Council Member Karen Toles)

In order according to the agenda:

I. Welcome and Introductions

- a. The meeting began with an introduction from Council Chair Ingrid M. Turner, welcoming County Council Member Obie Patterson in attendance, and introductions of all Board members. Council Chair Turner expressed excitement about the Approved Bowie State MARC Station Sector Plan and moving forward with implementation, as well as the importance of having Transit-Oriented Development in Prince George's County and being able to leverage the county's resources. Bowie State University is an economic engine and we must figure out how to connect the university. The university wants to enlarge its student body, in which sixty-five (65%) of its students currently commute and do not live on campus. This can be obtained by attracting more students through availability of housing and amenities on and near the campus. Each member of the board was "hand chosen" to play an important role in moving forward the implementation of the Bowie State MARC Station Plan.

II. Overview of Council Resolution CR-5-2011

III. Overview of Operational Procedures and Open Meetings Act Requirements

- a. Raj Kumar provided an overview of the by-laws and operational procedures of the Board. He advised the board that the by-laws are modeled after the county's Joint Land Use Study (JLUS) by-laws and have been modified accordingly for the Bowie State MARC Station Development Board.
 - i. Raj will further review standard operating procedures regarding ethics and conflicts of interest. It was suggested that the code of ethics should be more explicit in order to increase transparency. This will be further discussed in the next meeting. The Board was also advised to refer to section 2-293 (provided in binders) for further guidance regarding the county's code of ethics.

b. Karen Zavakos provided an overview of the Open Governments Open Meetings Act. The board is considered an open body and shall meet under public sessions. The Act requires the board to provide minutes of each meeting, and 7 of 13 board members must be present in order to conduct business. It was mentioned that there is potential for the board to have closed (“executive”) sessions in the future, however the public should be made aware of these sessions in advance and should be reflected on the meeting agenda. There is a requirement of reasonable advanced notice for all meetings, which will be posted on the Council’s website and/or bulletin board on the 2nd floor of CAB. The board will also need to establish a schedule of its monthly meetings and will also need to post. Sub-committees are anticipated to be formed during the implementation process, and will be allowed with 6 or fewer persons. Sub-committee meetings will not fall under the Open Meetings Act.

IV. The by-laws were motioned and approved by the Board

V. Overview of the Sector Plan

a. Vanessa Akins Mosley stated that the development board has a great opportunity to move the Bowie State MARC Station Sector Plan to implementation. She advised the Board that the plan for this area was a collaborative two year process that involved residents, businesses, Bowie State University faculty and students, state and local government agencies and the County Council’s office. Vanessa introduced the staff attendees from M-NCPPC/Prince George’s County Planning: Kierre McCune, Project Leader of the Bowie State MARC Station Sector Plan, Robert Duffy, Supervisor, and Betty Smoot, Team Member.

b. Kierre McCune gave a presentation and overview of the Bowie State MARC Station Sector Plan. Copies of the presentation have been provided to all board members.

Commentary with the board included:

- i. Most input was received from students, faculty, and residents of the Bowie State University community during the planning process.
- ii. The proposed environmentally innovative power plant identified in the plan is a permissible use in the M-X-T zone.
- iii. The key next steps will be to determine the phasing of implementation and determine how revenue will be generated.
- iv. Having flexibility in the phasing and an ability to be inter-changeable should be considered.
- v. Phasing is flexible; however, it will be important that the Board stays true to the vision of the sector plan.
- vi. The county currently owns the 200 plus undeveloped acreage of land adjacent to the campus along with approximately 30 acres of privately held land.
- vii. MTA, SHA and other likewise State agencies were included and involved throughout the planning process.
- viii. The sector plan builds upon the 2004 Bowie State University Master Plan.
- ix. The University does support the sector plan.

- x. Each board member was provided a chance to state their thoughts on the sector plan, implementation, and the Board's charge of the Bowie State MARC Station development. Most members expressed excitement about participating and moving forward in implementation.

VI. Next Steps

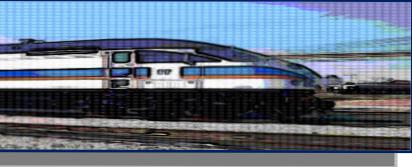
- a. Vanessa Akins Moseley stated that at the Board's next meeting, Prince George's County Planning staff will give a presentation of best practices in public/private partnership and university-oriented development. The board will advise council on the disposition of the county-owned land.

VII. Miscellaneous (house-keeping issues, Chairman Boyd Campbell)

- a. Representatives of board members who attend meetings will not have voting powers, so it is strongly encouraged that all board members attend ALL meetings.
- b. Council will try to have garage parking accommodated for all board members for future meetings.

VIII. Meeting adjourned

NEXT MEETING: Monday, May 2, 2011 at 1:00 p.m.



Bowie State MARC Station Development Board

May 2, 2011
1:30 p.m. – 3:30 p.m.

AGENDA

- I. Welcome/Administration
 - Review and approval of April 4, 2011 meeting minutes
 - Boyd Campbell, Development Board Chairman
- II. Follow-up on Ethics and Conflict of Interest Issues
 - Raj Kumar, Deputy Counsel to the District Council
- III. Best Practices in Public/Private Partnership and University Oriented Development
 - Vanessa Akins, M-NCPPC, Division Chief, Community Planning North
 - Betty Smoot, M-NCPPC, Principal Planning Technician, Community Planning North
- IV. Next Steps
 - Boyd Campbell
- V. Adjourn

NEXT MEETING: Monday, June 6, 2011 at 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – M-NCPPC Boardroom, 4th floor
Upper Marlboro, MD
Meeting 2: 05/02/11
1:30 p.m. – 3:30 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins Mosley, Andrew Scott, Antionette Morbray (representing Karl Brockenbrough), Josh Hamlin, Tomeka Bumbry, Stephen Paul, Troy Thompson, Timothy Adams, Kenneth Glover, Diana Jackson

Staff Attendees: Rajesh Kumar, Jackie Brown, Barbara Stone, Kierre McCune, Betty Smoot, Robert Duffy

Other Attendees: Joe Meinert (City of Bowie), Tamara Jovovic (M-NCPPC), Patrick Pline (Studley, Inc.)

In order according to the agenda:

I. Welcome and Administration

- a. The meeting began with a welcome from Development Board Chairman Boyd Campbell. On a motion by Kenneth Glover, seconded by Tomeka Bumbry, the April 4, 2011 meeting minutes were approved. Timothy Adams abstained from the vote indicating that he was not present at the April 4th meeting.

II. Follow-up on Ethics and Conflict of Interest Issues

Rajesh Kumar, Deputy Counsel to the District Council, advised the committee that no additions are necessary to the By-laws. The Development Board will function in accordance with the County Code.

III. Best Practices in Public/Private Partnership and University Oriented Development

- a. Betty Smoot, M-NCPPC Community Planning North Division, provided a PowerPoint presentation on “Developing Mixed-use Centers through Public-Private Partnership which included examples of best practices, public/private partnerships which were created, and end results
- b. The Best Practices examples are as follows:
 - One University Place (Jackson State University)
 - University Village (Old Dominion University)
 - The Village at Hendrix (Hendrix College)
 - Eddy Street Commons (University of Notre Dame)
- c. - Ms. Smoot and Vanessa Akins-Mosley responded to members' questions regarding the dynamics of each venture, any follow up on trends of occupancy/vacancies, ownership at each property example, closest example of what is envisioned at Bowie State MARC Station, how each project relates to the university's mission, and student housing
 - Diana Jackson and Kenneth Glover commented on the importance of financing in the process, and that it was excellent to include this aspect in the presentation.

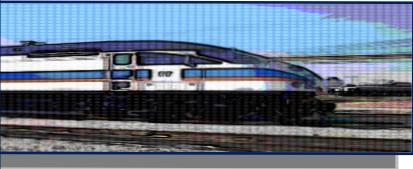
- Timothy Adams noted the importance of sharing the university's needs with the Development Board, with student housing available for only 1,500 and a student body of 5,000. Mr. Adams also suggested adding the word "University" to the name of the Development Board and noted the importance of partnership in the process

IV. Next Steps

- a. Ms. Akins-Mosley stated that financing and incentives are key including how the development is going to be phased
- b. County's rules of financing, County resources and investment banking, TIFs, new market financing, housing tools, financing tools with private sector
- c. Development Board Chairman Boyd Campbell requested that Gwen McCall look at County best practices and report back to the Board at the next meeting. Kenneth Glover and Stephen Paul will also assist Ms. McCall in this effort.
- d. Mr. Campbell noted that the action and phasing plan in the Sector Plan, page 114, is a good resource.

V. Meeting adjourned at 2:55 p.m.

NEXT MEETING: Monday, June 6, 2011 at 1:30 p.m.



Bowie State MARC Station Development Board

June 6, 2011
1:30 p.m. – 3:30 p.m.

AGENDA

- I. Welcome/Administration
 - Review and approval of May 2, 2011 meeting minutes
 - Boyd Campbell, Development Board Chairman
- II. A) Review Status of Preliminary Analysis of possible Financing Options
 - B) Discussion of Advisory Members to the Development Board
 - Financing Subcommittee
 - Gwen McCall, Acting President, Economic Development Corporation
 - Kenneth Glover, President/CEO, Dimensions Health Care
 - Stephen Paul, Associate Director, Redevelopment Authority
- III. Review and Approval of Status Report due to County Council on June 15, 2011
 - Boyd Campbell
- IV. Introduction and Information on Technical Assistance and Advisory Panels
 - Vanessa Akins-Mosley, Chief, M-NCPPC Community Planning North Division
 - Robert Duffy, Supervisor, M-NCPPC Community Planning North Division
- V. Next Steps
 - Boyd Campbell
- VI. Adjourn

NEXT MEETING: Monday, July 11, 2011 at 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) –Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 3: 06/06/11
1:30 p.m. – 3:30 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins Mosley, Karl Brockenbrough, Tomeka Bumbry, Aubrey Thagard, Stephen Paul, Timothy Adams, Kenneth Glover, Christine Patterson-Harper

Staff Attendees: Rajesh Kumar, Jackie Brown, Barbara Stone, Kierre McCune, Betty Smoot, Tamara Jovovic,

Other Attendees: County Council Chair Ingrid M. Turner, Council Member Obie Patterson, Joe Meinert (City of Bowie), Matt Dernoga (Mary Lehman's Office), Sherrie Sims (G.S. Proctor & Associates)

In order according to the agenda:

I. Welcome/Administration

- a. The meeting began with an introduction from Chairman Boyd Campbell, and acceptance of minutes for the May 2nd meeting, on a motion by Kenneth Glover and seconded by Aubrey Thagard. No comments were received and the meeting minutes were approved.

II. Financing Subcommittee

- a. Review status of a preliminary review of possible public financing options: Kenneth Glover began with an overview of the work completed thus far by the Financing Subcommittee. The subcommittee met on May 31, 2011, and meeting notes were provided to the Board. The financing subcommittee provided an Economic Development Toolkit to members, which gave an overview of various financing options. Key points identified by the subcommittee were:
 - i. There are a number of projects in the area competing for the same resources.
 - ii. It is important to define the site (i.e. the entire 200 site acres and actual developable acres, as well as phasing).
 - iii. The Board will need to define the program for the initial phase (i.e. mixed-use, TOD).
 - iv. Promote Bowie as a great place to Live, Work, and Play.
 - v. Create a “capabilities” statement, highlighting transit opportunities, proximity and location, Super computer, parks and recreation.
 - vi. Ensure that the site identifies with the County Executive’s vision for economic development in the County.
 - vii. Next steps will include developing and circulating a request for ideas and qualifications to help further define a good concept.
 - viii. The entire process will need to be transparent.
 - ix. Will need to ensure self-sufficiency of the project.
 - x. Consider all financing options and define expectations for return on investment.

- xi. Identify benefits to the community. The Board will need to address involving the community in the process.
 - xii. Chairman Campbell appointed two additional Board members to the financing subcommittee: Aubrey Thagard and Diana Jackson
- b. Discussion of Advisory members to the Development Board: The Board discussed the role of professional and technical advisors to the Board and subcommittees. The Board Chairman thanked the subcommittee for their work to date and recognized that this initial effort will serve as a basis for future board discussions. After discussion, it was concluded that the Board would not have to vote on any advisors to the Subcommittees. Chairman Campbell holds the right to assign any additional Board members to subcommittees as he sees fit. Subcommittee members shall report back to the Board at large, identifying any advisors that they are receiving consultation or advice from in regards to Development Board business, but no voting will need to take place.

III. Review and approval of Quarterly status report due to County Council on June 15, 2011

- a. There were no comments or questions on the quarterly status report. Chairman Boyd moved forward the motion to accept the report. The status report was approved.

IV. Introduction and information on Technical Assistance and Advisory Panels

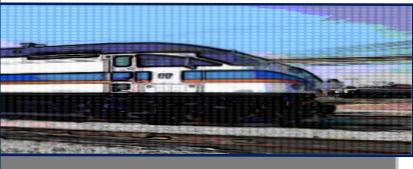
- a. Vanessa Akins Mosley (M-NCPPC) and Robert Duffy (M-NCPPC) provided background information on the Urban Land Institute's Technical Assistance Panel (TAP) Program. Informational handouts were provided to Board members.
 - i. County Council Chairwoman Ingrid Turner addressed the timing of the TAP to the overall Board process, but overall thought that it may be valuable work to help move forward in implementation. Council Chair Turner also emphasized a need to develop a timeline to be followed throughout the implementation process.
 - ii. There appeared to be an overall consensus amongst Board members that the ULI TAP program would be beneficial in advancing the Board's agenda. At the July meeting, staff will report back to the Board with a specific proposal and program schedule for the TAP.

V. Next Steps

- a. Vanessa Akins Mosley (M-NCPPC), Aubrey Thagard (Office of the County Executive), and Timothy Adams (Bowie State University Foundation) were tasked to develop a timeline for moving forward.
- b. Council Chair Turner emphasized the need for each member to participate in discussion at all meetings, and to bring their expertise where needed. She also stated that the County budget was approved and allotted nearly \$500,000 for the Bowie State MARC Station Plan implementation. She expressed excitement in moving this project forward and in a timely (yet expeditious) manner.

VI. Meeting adjourned

NEXT MEETING: July 11, 2011, 1:30 p.m. Room 2027



Bowie State MARC Station Development Board

July 11, 2011
1:30 p.m. – 3:30 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Development Board Chairman
- II. Review and approval of June 6, 2011 meeting minutes
 - o Boyd Campbell, Development Board Chairman
- III. Discussion: Redskins headquarters/training facility relocation and feasibility study
- IV. Review of preliminary 6-month Development Board Work Program
 - o Vanessa Akins, M-NCPPC, Division Chief, Community Planning North Division
- V. Review of ULI Technical Assistance Panel Application
 - o Robert Duffy, M-NCPPC, Supervisor, Community Planning North Division
- VI. Next Steps
- VII. Adjournment

NEXT MEETING: Monday, September 12, 2011 at 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 4: 07/11/11
1:30 p.m. – 3:30 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Diana Jackson, Vanessa Akins Mosley, Andrew Scott, Antoinette Morbray (representing Karl Brockenbrough), Josh Hamlin, Tomeka Bumbry, Stephen Paul, Troy Thompson, Gwen McCall, Aubrey Thagard, Richard Lucas (representing Timothy Adams)

Staff Attendees: Rajesh Kumar, Jackie Brown, Barbara Stone, Betty Smoot, Robert Duffy, Tamara Jovovic

Other Attendees: County Council Chairperson Ingrid Turner, Joe Meinert (City of Bowie), John Henry King, Patrick Pline (Studley, Inc), David Cornbrooks (Studley, Inc), Claudia R., Geraldine Valentino-Smith, Sherrie Sims, David Iannucci (Office of the County Executive)

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Development Board Chairman, Boyd Campbell.
- II. Review and approval of June 6, 2011 minutes
 - a. On a motion by Aubrey Thagard, seconded by Diana Jackson, the meeting minutes were approved.
- III. Discussion: Redskins headquarters/training facility relocation and feasibility study
 - a. The discussion began with an overview by David Iannucci (Assistant Deputy Chief Administrative Officer for Economic Development and Public Infrastructure, Office of the County Executive)
 - Talks with Redskins officials confirmed that they are considering a relocation of their existing Ashburn, Virginia offices to Prince George's County.
 - The Maryland Stadium Authority has commissioned an economic feasibility study expected to be completed within approximately 90 days.
 - The study would determine if the site is suitable for the relocation.
 - A second more detailed analysis may be warranted should the first phase determine that the site could accommodate the relocation.
 - Chairman Campbell asked if there were any other locations that the Redskins were considering. Mr. Iannucci stated that while he was unable to speak on behalf of the Redskins, he was unaware of any other potential sites.
 - He noted that the Redskins appeared to be considering the possible use of Bowie State University facilities, such as the dormitories during summer training season, as well as allowing community access to their training fields.

- Chairperson Turner requested the study examine whether it would be more economically advantageous to have the Redskins relocate to the site or to have a mixed-use community center development as proposed in the plan.
- The relocation could relocate up to 200 jobs to Prince George's County.
- Chairman Campbell ended the discussion expressing that the Board looks forward to future updates regarding the study and future plans of the Redskins relocation.

IV. Review of preliminary 6-month Development Board work program (timeline)

- a. Vanessa Akins Mosley provided an overview of the timeline and opened the floor to questions.
 - Aubrey Thagard questioned whether the final report of the Redskins feasibility study was expected to be completed by September. Robert Duffy answered that an update on the report is expected by David Iannucci and according to the 90-day schedule. The 90 days will not begin until the contract is let.
 - The agency tasked with letting the contract would be the Maryland Stadium Authority.
 - Robert Duffy clarified that due to ULI's schedule, the panel would not be able to begin work with the Board until October. He noted that ULI would finalize its report within 30-60 days of the TAP and that it would not interfere with the Redskins feasibility study.
 - Due to concerns of timing, Chairperson Turner asked if there were any other organizations that would be able to conduct the same work that ULI would do. Vanessa Akins Mosley confirmed that staff had conducted research to find similar technical assistance programs and were unsuccessful in identifying comparable alternatives. A number of board members confirmed that ULI appeared to be the best and more cost-effective option...going with any other organization or consultant may increase cost as well as time.
 - Andrew Scott agreed that while aggressive, the timeline would work in completing the draft RFQ/RFI.
 - Chairman Campbell asked if there were any requested revisions for the timeline and asked for a motion to approve. The work program/timeline was approved.

V. Review of ULI Technical Assistance Panel Application

- a. Robert Duffy continued the overview of the draft preliminary proposal noting that the proposal is intended to be focused and includes a number of sections, such as background of the sector plan's vision, goals and land use recommendations.
 - He stated that the questions in the development program of the ULI proposal are preliminary and that a briefing book would be prepared for ULI.
 - The questions focus on these specific areas: development program, infrastructure, and public-private partnerships.
 - Vanessa Akins Mosley recommended the Board consider establishing a subcommittee to refine the questions.

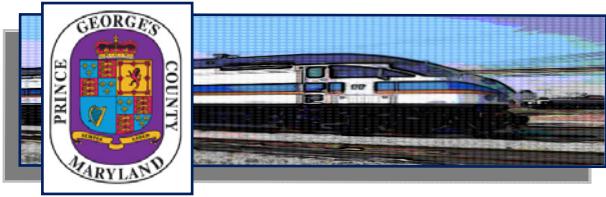
- The Board recommended that the draft proposal include a question on the economic feasibility of the plan and noted that initial work would likely focus on the transportation element of the site.
- Andrew Scott would be helpful in ensuring that all necessary background information is captured in the proposal.
- Board members were strongly encouraged to volunteer to assist M-NCPPC staff with the ULI proposal. Outside resources were also welcomed.
- Tomeka Bumbry recommended that Joe Meinert (City of Bowie) assist the subcommittee
- The ULI TAP proposal was approved by the Board.

VI. Next Steps/Other items

- a. Tomeka Bumbry distributed copies of the most recent publication of *On Common Ground* (Summer 2011) and congratulated Kierre McCune and the Bowie State MARC Station plan for being mentioned in a nationally publicized article about university-oriented development.
- b. Vanessa Akins Mosley asked if the Board could discuss the process governing the disposition of county owned land/property:
 - Raj Kumar provided an explanation of County Ordinance section 2-111.01, titled *Sale, Lease, and Other Disposition of County Property*.
 - The County Executive presents an annual inventory of surplus county properties, typically by the 1st of May each year.
 - All properties listed are transmitted to the County Council.
 - The resolution concerning County Real Property, CR-48-2007, is available on the county's Legislative Information System website.
 - Josh Hamlin and Rajesh Kumar will provide further information at the next meeting as to whether this also pertains to land that is entered into a public-private partnership/agreement.
- c. Vanessa Akins Mosley suggested that a RFI/RFQ subcommittee be created. Suggested board members include: Gwen McCall, Stephen Paul, Aubrey Thagard, Diana Jackson, Josh Hamlin, and Monica Johnson (Prince George's County Office of Central Services)
 - The Office of Central services should be included because they are the custodian of the property.
- d. The Board agreed that there will need to be an August board meeting in order to stay on track with timeline.
- e. Board members were encouraged to submit any suggested agenda items to Chairman Campbell.

VII. Meeting adjourned at 2:43 p.m.

NEXT MEETING: Monday, August 8, 2011 at 1:30 p.m.



Bowie State MARC Station Development Board

August 8, 2011
1:30 p.m. – 3:30 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Development Board Chairman
- II. Review and approval of July 11, 2011 meeting minutes
 - o Boyd Campbell, Development Board Chairman
- III. Overview of process for land disposition of county-owned property
 - o Josh Hamlin, Office of Law
- IV. Update on ULI TAP
 - o Vanessa Akins, M-NCPPC, Division Chief, Community Planning North Division
 - o Robert Duffy, M-NCPPC, Supervisor, Community Planning North Division
- V. Next Steps
- VI. Adjournment

NEXT MEETING: Monday, September 12, 2011 at 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 5: 08/08/11
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins Mosley, Andrew Scott, Wade Henley (representing Bowie State University), Josh Hamlin, Tomeka Bumbry, Gwen McCall, Aubrey Thagard, Yolanda Johnson Pruitt (representing Bowie State University Foundation)

Staff Attendees: Rajesh Kumar, Jackie Brown, Barbara Stone, Betty Smoot, Robert Duffy

Other Attendees: County Council Chairperson Ingrid Turner, Joe Meinert (City of Bowie)

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Development Board Chairman, Boyd Campbell.
 - b. Chairman Campbell announced that Tim Adams has resigned and the board is awaiting his official letter of resignation and notification of replacement member.
 - Monty Cooper of the BSU Foundation has expressed interest in filling the vacant board position but there has been no official notification.
 - c. Chairman Campbell also welcomed Wade Henry on behalf of Bowie State University and Yolanda Johnson Pruitt on behalf of Bowie State University Foundation.
- II. Review and approval of July 11, 2011 minutes
 - a. The minutes were approved unanimously by the board.
- III. Overview of process for land disposition of county-owned property
 - a. Josh Hamlin confirmed that the same process required by county ordinance Section 2-111.01 regarding the *Sale, lease, or other disposition of County property* also applies to lease arrangements through public-private partnerships.
 - Council Chair Turner expressed that she had hoped to receive a presentation or briefing regarding the process of land disposition and leasing of county-owned property, so that Board members will be knowledgeable of this process.
 - Josh stated that he is not aware of any Prince George's County cases where property has been leased; his experience has been with the sale of property but would look further into the parameters of the leasing process.
 - Aubrey Thagard stated that the Office of Central Services, as custodian of the property, would issue the RFP and would be a key component to include in the next discussion about the disposition process. Upon issuing the RFP, a review panel would evaluate the proposals and provide recommendations, in which a final proposal would be selected.

- Mr. Thagard also stated that he would look into the history of leasing county-owned property in Prince George's County and report back to the board with his findings.
- Council Chair Turner suggested that at the next meeting, staff from the Office of Central Services, the County Executive's Office, and Legal should collaboratively provide a briefing of the disposition process. Aubrey Thagard, Josh Hamlin and Raj Kumar will work on this with the Office of Central Services.
- Chairman Campbell stated that leasing would definitely be an attractive option for developers and should be considered.

IV. Update on ULI TAP

- a. The ULI TAP subcommittee, comprised of Josh Hamlin, Vanessa Akins Mosley, M-NCPPC staff Robert Duffy, Tamara Jovovic, and Betty Smoot, as well as Joe Meinert from the City of Bowie Planning and Economic Development Department, met on July 21, 2011 to further refine the proposal questions as well as to discuss any additional edits. Copies of the revised proposal and a sample ULI TAP agenda were distributed to the Board. The following issues/comments were expressed:
 - Chairman Campbell asked if staff referred back to the research of best practices to help shape and arrange the proposal questions.
 - Vanessa Akins Mosley confirmed that the findings of the best practices research helped to frame the questions in the proposal.
 - It will be pertinent to consider BSU's position and where they see the direction of campus development headed. Vanessa Akins Mosley suggested that the university should provide a presentation of the Facilities Master Plan. This may also be provided to the ULI TAP as a resource.
 - Yolanda Johnson Pruitt added that in addition to the campus facilities plan for BSU, there has also been an expansion of academic offerings that should be highlighted.
 - We should begin to consider what types of government agencies we would like to attract to the site, such as agriculture or information security, or state or local government agencies.
 - When attracting developers, many look for the national chains and big name retailers. There should be some dialogue beginning with these companies (i.e. Safeway, Giant, Trader Joe's, etc) to understand their markets.
 - Many of the larger chain grocers are not interested in a footprint that is less than 40,000 square feet, so the site may not be able to accommodate them.
 - A boutique market may be more appropriate for the site.
 - The site was not intended for a larger store because they already exist in nearby communities (i.e. Giant and Safeway)
 - The convocation center is a priority of the university and it serves dual purposes and is a key component of the community center development.
 - The briefing book will provide further background on infrastructure.

- The proposal questions are meant to set the stage for identifying potential financing options as well as help define the roles and responsibilities in public-private partnerships.
- It's important to know what the state is looking for as opportunities around the MARC station. What are MDOT's recommendations for the site?
- It would be pertinent to consider incorporating the MARC station into the community center development, and address MDOT's recommendations for the station holistically.
- Mass transit is a critical part to gaining public support for this development. In previous community meetings, residents have expressed deep concern for traffic increases and any additional congestion that the development may cause. We should emphasize the transit component to ensure that there would be fewer cars on the road.
- The board could also consider a Circulator, as done in College Park.
- The Chairman as well as board members agreed that mass transit is a critical part of gaining public support for future development at this site. In previous community meetings, residents have expressed deep concern for traffic and any additional congestion that the development may cause. The transit component should not be overlooked as a part of any development opportunity. The effect being that the use of transit could produce fewer cars on the road. It was also stated that the community was in support of the plans' development recommendations.
- Council Chair Turner suggested that a Circulator could be considered in the Bowie Marc Station area as done in College Park to address transit needs.
- The Chairman and board members agreed that the proposal questions were great and would enable the TAP to provide key information to the board.
- The ULI TAP may also help shape the RFI/RFQ
- Andrew Scott stated that the Public-Private Partnership question should be included in the beginning or in the purpose statement, as it seems to frame the purpose of the ULI TAP.
- Robert Duffy stated that we could include a sentence in the purpose that reiterates the objectives of the Board as well as one that states that the ULI TAP will inform the board and county as an RFI/RFQ is developed.
- Vanessa Akins Mosley made a motion for board approval to enter into agreement with ULI for a Technical Assistance Panel. The total cost of the TAP meetings will not exceed \$15,000, which will be taken from the allotted M-NCPPC budget for the Bowie State MARC Station Development Board implementation initiative. The Board unanimously approved that M-NCPPC can enter into an agreement for the ULI TAP and the expenditure of funds for this activity.

V. Next Steps/Other items

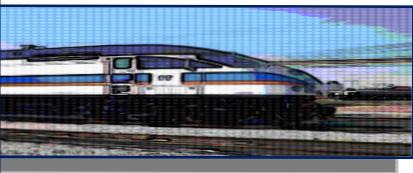
- a. The initial ULI TAP dates of October 19th and 20th is subject to change to allow for the participation of Council Chair Turner and other key persons who may not be available

during this time. Staff from the subcommittee agreed to discuss alternative dates with ULI for the TAP.

- Suggested alternative dates are October 17th and 18th or October 31st and November 1st.
- b. Vanessa Akins Mosley asked for assistance from Bowie State University and the BSU Foundation with securing an adequate meeting space on site for the ULI TAP as well as to provide an overview of the Campus Facilities Plan.
 - Wade Henley and Yolanda Johnson Pruitt agreed to work on these items.
- c. Vanessa Akins Mosley also asked Andrew Scott for assistance with obtaining further data regarding the BSU MARC station and any MDOT recommendations for the site.
- d. Once the board has received the initial feasibility study from the Maryland Stadium Authority, a more detailed economic impact study and environmental survey may be warranted.
- e. Council Chair Turner asked if the contract for the Redskins feasibility study had been issued. Board member Gwen McCall stated that she would find out this information. Council Chair Turner suggested that the Board should ensure that it is receiving periodic updates from David Iannucci (Office of the County Executive) regarding the study.
- f. A discussion was held regarding the change of date for the September meeting of the Bowie State Development Board. Based on the consensus at the meeting a change in the date for the September meeting is probable. (see date below)
- g. The agenda for the September meeting shall include:
 - Updates on the ULI TAP: review of briefing book.(TAP Subcommittee with M-NCPPC Staff)
 - Follow-up briefing on land disposition (Aubrey Thagard, Josh Hamlin and Raj Kumar, and Persons from the Office of Central Services)
 - Presentation of Bowie State University's Campus Facilities Plan (Wade Henley, BSU and Yolanda Pruitt, BSU Foundation)
- h. The next quarterly report is due in September, members and staff will begin to work on this to ensure that it is ready by the extended deadline of October 4, 2011.

VI. Meeting adjourned at 2:55 p.m.

NEXT MEETING: Monday, September 26, 2011 at 1:30 p.m.



Bowie State MARC Station Development Board

September 26, 2011
10:00 a.m. – 11:30 a.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Development Board Chairman
- II. Review and approval of August 8, 2011 meeting minutes
 - o Boyd Campbell, Development Board Chairman
- III. Review and approval of the Quarterly Status Report Due October 4, 2011
 - o Boyd Campbell, Development Board Chairman
- IV. Overview of process for the disposition of county-owned property
 - o Aubrey Thagard, Office of the County Executive
 - o Josh Hamlin, Office of Law
- V. Update on October 17-18 ULI TAP and review of Briefing Book
 - o Vanessa Akins, M-NCPPC, Division Chief, Community Planning North Division
 - o Robert J. Duffy, AICP, M-NCPPC, Supervisor, Community Planning North Division
- VI. Next Steps
- VII. Adjournment

NEXT MEETING: Monday, October 2011 at 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 6: September 26, 2011
10:00 a.m. – 11:30 a.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Diana Jackson, Karl Brockenbrough, Kenneth Glover, Andrew Scott, Josh Hamlin, Tomeka Bumbry, Gwen McCall, Aubrey Thagard, Stephen Paul, Troy Thompson

Staff Attendees: Rajesh Kumar, Jackie Brown, Barbara Stone, Betty Smoot, Robert Duffy

Other Attendees: Joe Meinert (City of Bowie), Barbara Richman (NAI Michael)

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Development Board Chairman, Boyd Campbell.
- II. Review and approval of August 8, 2011 minutes
 - a. The minutes were approved unanimously by the Board with no further discussion.
- III. Review and approval of the Quarterly Status Report due to Council October 4, 2011
 - a. The Quarterly Status Report was approved unanimously by the Board with no further discussion.
 - b. The Status report will be submitted to the Council and County Executive by the due date.
- IV. Overview of process for land disposition of county-owned property
 - a. Aubrey Thagard, joined by Tracy Benjamin from the Office of Law, gave a presentation titled “A Strategy for Initiating Development at Bowie State University MARC Train Station”. The following key points were provided:
 - In a ground lease, the county retains ownership to title of the property. The lessee reserves rights to build on the land and the county may have an agreement to a certain percentage of any revenues.
 - Ground leases are typically very long term (i.e. 99 years).
 - This process would typically be the same for transfer of land to non-profit organization(s).
 - There could be challenges if other parties were to express interest in the property, such as the State of Maryland, M-NCPPC, or WSSC, in which they would have first rights.
 - When property has been surplus, the county has 2 years to dispose of it.
 - The standards for return on investment for the county are subject to negotiation.

- Phase 1 (Request for Expressions of Interest/Request for Qualification RFI/RFQ) allows the county to gauge developer interest, and does not require any agreement with a developer.
- The property surplus timeline is based on the County Council's calendar. The procurement process could take up to 30 days or more.
- The Board will need to have a clear understanding of the opportunities and challenges for developing the property.
- Prior to the surplus process, notification must be given to particular agencies regarding the intent of use of the property. The intent must also meet the goals of the County and generate revenue.
- Mr. Steven Paul stated that the RFP is a much more detailed document than the RFI and would take a significant amount of time to gather all pertinent information. The RFP would most likely be broken down by phase. To develop an RFP in 12 months is highly ambitious and may not be feasible.
- At minimum, there will need to be a phase 1 environmental survey as well as an economic feasibility study.

V. Update on October 17-18 ULI TAP and review of briefing book

- a. Vanessa Akins gave an overview on the ULI Tap scheduled on October 17-18, 2011. The Board was asked to review the briefing book that was distributed and provide any comments they may have before Close of Business, Friday, September 30, 2011
 - Robert Duffy provided an overview of the purpose of the briefing book, stating that it provides core information that will allow the Technical Assistance Panel (TAP) to complete its charge.
 - The document is currently in draft form and was previously submitted to the subcommittee as well as the Urban Land Institute (ULI) for comments.

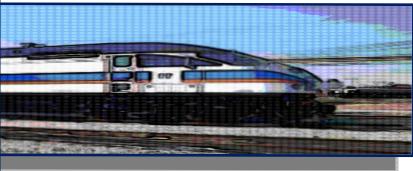
VI. Next Steps/Other items

- a. Chairman Boyd reiterated the importance of full participation from all Board members, especially throughout the ULI TAP process.
- b. The October board meeting is cancelled, but all members are strongly encouraged to attend the ULI TAP meetings on October 17th and 18th.
- c. The Board has officially received the letter of resignation from Tim Adams, Bowie State Foundation representative. His replacement, Monty Cooper was unable to attend the September meeting, but will be in attendance at the November meeting.
- d. Chairman Boyd stated that it is important to note that the County's Economic Development incentive fund has been approved.
- e. The Phase 1 report for the Maryland Stadium Authority's feasibility study is expected to be completed in November.
- f. The next Board meeting will be held on November 7, 2011 at 1:30 p.m.
- g. Agenda Items for November:
 - Bowie State University Campus Facilities Plan presentation
 - Redskins feasibility study update

VII. Adjournment

- a. Meeting adjourned at 11:08 a.m.

NEXT MEETING: Monday, November 7, 2011 at 1:30 p.m.



Bowie State MARC Station Development Board

November 7, 2011
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Development Board Chairman
- II. Review and approval of September 26, 2011 meeting minutes
 - o Boyd Campbell, Development Board Chairman
- III. Presentation: Bowie State University Campus Facilities Plan
- IV. Summary of Preliminary ULI TAP Findings and Recommendations
 - o Vanessa Akins, Division Chief, M-NCPPC
 - o Robert J. Duffy, AICP, Supervisor, M-NCPPC
- V. Update on Redskins relocation and feasibility study
- VI. Next Steps/Other Items
- VII. Adjournment

NEXT MEETING: December 5, 2011, 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 7: 11/7/11
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Andrew Scott, Josh Hamlin, Stephen Paul, Troy Thompson, Monty Cooper, Dr. Richard Lucas

Staff Attendees: Rajesh Kumar, Barbara Stone, Betty Smoot, Robert Duffy, Tamara Jovovic

Other Attendees: Joe Meinert (City of Bowie), Barbara Richman (NAI Michael Co.)

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Development Board Chairman, Boyd Campbell.
 - b. Chairman Campbell announced the resignation of Dr. Karl Brockenbrough from the Development Board and thanked him for all of his contributions to the Board's mission.
 - c. The Chairman introduced Dr. Richard Lucas, Vice President of Institutional Advancement at Bowie State University, whom will be replacing Dr. Brockenbrough as the University's representative. Dr. Lucas also serves as Executive Director of the Bowie State University Foundation.
 - d. The Chairman also introduced Mr. Monty Cooper to the Board, as he will be representing the Bowie State University Foundation. Mr. Cooper serves as Vice Chairman of the Foundation.
- II. Review and approval of September 26, 2011 minutes
 - a. The minutes were approved unanimously by the Board with no further discussion.
- III. Presentation: Bowie State University Campus Facilities Plan
 - a. Dr. Mickey Burnim, President of Bowie State University, provided an overview of the University's campus facilities plan:
 - The plan is currently in the process of being approved by the University System of Maryland's Board of Regents.
 - The campus facilities plan interlocks with the University's Strategic Plan.
 - An enrollment growth plan of 35% between 2010 and 2020 will increase enrollment from 5600 to approximately 7600 students.
 - The plan helps to facilitate enrollment growth by addressing the need for student housing.
 - The university's goal is to have 35-40% of students living on campus.
 - Currently, there is also a need for housing that accommodates graduate students or married students.

- A study of housing demand revealed that there were enough students on a waiting list for on-campus housing to fill a small dormitory.
- Projections for future enrollment growth are based on trends and an enrollment management plan used by the Board of Regents. The Board of Regents has identified several growth institutions including Bowie State University.
- The addition of two student housing complexes, approximately 350-400 beds, would help meet current and initial housing needs of the university.
- The University currently has one student housing complex on campus that was developed through a university-private partnership. The university would be interested in more of these types of developments in order to increase on-campus student housing availability.
- The university lacks sufficient funding to independently develop additional housing. Future university-private partnerships would be a prominent solution. The university system looks at the debt capacity of the university, which is also a determining factor as to when and how development is likely to occur.
- Additional facilities needs include a new student center, new academic facilities as well as a new humanities building.
- The current science building is out-of-date. Construction is anticipated to begin between 2013 and 2014, and would be expected to be occupied by 2017.
- There are additional needs that the university does not have immediate funding for, such as a facility for wellness and student recreation, since many students are becoming increasingly more health conscious.
- The university also lacks a facility that would hold all of its student body and faculty at once, and is in great need of a convocation center that would hold up to 9,000 people. Currently, commencement is held on the university's football field, but would prefer an indoor facility for such events. There is also a lack of such a facility in the county, as the university has outgrown the Prince George's County Show Place Arena/Equestrian Center.
- The university previously considered the transfer of county-owned property adjacent to campus, and would benefit from the revenue that would be generated from the type of development recommended by the sector plan.
- The development of the county-owned property would enhance the university's endowment, increasing its ability to attract highly skilled talent from across the region.
- Currently, students have to drive approximately 3 miles for the nearest retail establishments. Having shops in the immediate vicinity would be beneficial. There is a critical need for retail development in that part of the county.
- Having a major office building, such as a GSA tenant, would also serve as a catalyst for further retail development.

IV. Summary of Preliminary Urban Land Institute (ULI) Technical Assistance Panel (TAP) Findings and Recommendations

- a. Vanessa Akins provided an overview of the presentation provided by the ULI TAP. A copy of the PowerPoint presentation was provided to Board members. The final ULI TAP

report of findings and recommendations is expected to be completed by mid-to-late December. The following key points were provided:

- The TAP identified that there was not just a need for student housing but also a demand for additional housing for faculty, graduate students, and the community, such as townhomes or other starter homes.
- Further demand would be generated by the university's enrollment growth as well as other institutional uses.
- Housing would be an initial priority. Retail would follow once there is a sufficient market.
- Recommended development strategies encouraged partnerships between the county and the university, as well as partnerships between the university and a private developer in order to accelerate on-campus student housing.
- The TAP suggested that the university would be the primary catalyst for any future development and the MARC station would serve as an amenity.
- Future development of the site should focus on bringing the surrounding community to the campus through a variety of programs.
- Recommended physical linkages included multiple connections between the university and the study area via pedestrian and vehicular passageways, trails, and improvements to the existing MARC station tunnel.
- Potential anchor uses included a lab school or learning center, conference center or hotel, research facility, as well as a potential Redskins Training facility.
- Key implementation strategies included proactive outreach to potential developers to gain input and ideas prior to issuing an RFQ.

b. Chairman Campbell expressed that the TAP's recommendations were mostly in sync with the sector plan, with only a few minor differences. He also expressed his concern as to the absence of significant transportation recommendations, being that this was an issue for the community during the sector plan's charette process.

- Robert Duffy added that the TAP can be viewed as a peer review, as it provided a diverse panel of real estate, development, and management professionals. It validated the recommendations of the sector plan. Although the TAP did not provide extensive recommendations on local and regional transportation improvements, they did recognize that the existing MARC station would be a resource for future development.
- Dr. Richard Lucas stated that the University is anxious to move forward and will work closely with all involved. The University is excited about the findings and recommendations from the ULI TAP.
- The Chairman expressed that he would like to see a preliminary timeline for the next six months that shows deliverables and outcomes, as well as key processes.
- Vanessa Akins indicated that the Board has authorized a property survey and a phase 1 environmental study to be conducted. The Board may also need to look at a more detailed economic impact analysis as a key next step. Subcommittees will need to begin working on these, along with developing the RFQ/RFI. Two subcommittees have already been formed and board members have been appointed to those groups, and should begin moving forward with those items.

Due to newly appointed members, the Chairman may decide to assign either of the new members to those subcommittees, as long as it is approved by the Board.

V. Update on Redskins relocation and feasibility study

- a. Mr. David Iannucci (Office of the County Executive) and Aubrey Thagard were unable to attend the board meeting, but provided a summary of activities to-date pertaining to the feasibility study. A full report of findings is anticipated at the January board meeting.
 - The study is being conducted by the Maryland Stadium Authority and Crossroads Consulting Services.
 - The consulting team conducted interviews with various stakeholders, including County Council, City of Bowie, Economic Development Corporation, Prince George's County Planning Department, Department of Public Works and Transportation, Department of Environmental Resources, and the Office of the County Executive.
 - Most of the interviews concluded with thoughts that the recommendations in the sector plan and the NFL training facility would be complementary and compatible uses.
 - The consulting team also interviewed Redskins officials and concluded that the team desires a facility of over 30,000 square feet and needs to accommodate upwards of 15,000 fans during pre-season camp. The Redskins liked the idea of an adjacent town center and spoke of supporting the local community and community access to facilities. They foresee all players living within 10 miles of any training facility site. Additional interviews are expected.
 - Because of the nature of the development, possible rezoning may need to be evaluated.

VI. Next Steps/Other items

- a. The Board, through one or both of the active subcommittees, will need to develop guiding principles for development, as part of the RFQ/RFI.
- b. The Phase 1 Environmental study and property survey will proceed.
- c. Once the Board receives the economic feasibility study now being prepared by the Maryland Stadium Authority, it will then begin to consider the scope of an economic impact analysis.
- d. The draft RFP for economic analysis is anticipated to be completed by February 2012.

VII. Adjournment

- a. Meeting adjourned at 2:52 p.m.

NEXT MEETING: Monday, December 5, 2011 at 1:30 p.m.



Bowie State MARC Station Development Board

December 5, 2011
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Development Board Chairman
- II. Review and approval of November 7, 2011 meeting minutes
 - o Boyd Campbell, Development Board Chairman
- III. Review and approval of Six Month Timeline for January-June 2012
 - o Vanessa Akins Mosley, Division Chief, M-NCPPC
- IV. Review and approval of Quarterly Status Report
 - o Vanessa Akins Mosley, Division Chief, M-NCPPC
- V. Next Steps/Other Items
- VI. Adjournment

NEXT MEETING: Date TBD, 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 8: 12/5/11
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Josh Hamlin, Stephen Paul, Troy Thompson, Monty Cooper, Dr. Richard Lucas, Tomeka Bumbry, Aubrey Thagard

Staff Attendees: Rajesh Kumar, Barbara Stone, Betty Smoot, Robert Duffy, Tamara Jovovic

Other Attendees: Joe Meinert (City of Bowie), Andree Green (Office of the County Executive), Eric Brown (Prince George's County Department of Housing and Community Development), Virginia Terhune (Bowie Star), Barbara Richman (NAI Michael Co.)

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Development Board Chairman, Boyd Campbell.
 - b. The Chairman welcomed and introduced Director Eric Brown from the Department of Housing and Community Development.
 - c. The Chairman also welcomed and introduced County Attorney Andree Greene.
- II. Review and approval of November 11, 2011 minutes
 - a. In making reference to section (IV) (b) of the minutes, Aubrey Thagard suggested that the Office of Central Services should be notified of the potential RFQ/RFI process and will need to be kept involved throughout each step.
 - b. The minutes were approved unanimously by the Board.
- III. Review and approval of Six-Month Timeline for January-June 2012
 - a. The work program/schedule has been extended to nine months to include important action items for January 2012 through September 2012 (distributed to board members).
 - Subcommittees will help move forward the tasks and action items stated in the workplan. Vanessa Akins stated that although some of the subcommittee members have already been appointed, there are still opportunities for other board members to join those subcommittees in the upcoming months.
 - A list of the current subcommittees, as well as their appointed members, was provided to the board.
 - Dr. Richard Lucas volunteered to participate on the Pre-development and Implementation Subcommittee and is also considering the Finance Subcommittee.

- Aubrey Thagard suggested that Mr. Floyd Holt from the Office of Central Services would be a great asset to the Pre-development and Implementation subcommittee.
- Director Eric Brown suggested that a member from the Redevelopment Authority should also be included on the Pre-development and Implementation Subcommittee. Stephen Paul volunteered to participate on this subcommittee.
- The Board discussed the limitations of Board members whom are able to participate in the RFI/RFQ process.
- The land disposition process has also been integrated into the nine-month work program, as provided by Mr. Thagard during the September board meeting.
- Chairman Boyd Campbell expressed that he wants to ensure the workplan is feasible and realistic. There was an overall consensus amongst board members that the work program is achievable.
- Tomeka Bumbry stated that once the board receives a report from the Maryland Stadium Authority regarding the Redskins relocation and economic feasibility study, it can better determine if the work program and schedule can be adjusted.
- The work program does not have to be approved by the Board since it is tentative and subject to change.
- The Board shall follow-up with the Office of Central Services to review the workplan and ensure its feasibility. Vanessa Akins agreed to schedule a meeting with Mr. Holt.

IV. Review and approval of Quarterly Status Report

- a. Jackie Brown and Raj Kumar will prepare the report package for submission to the County Council and County Executive by December 15, 2011.
 - This report is comprehensive and includes all work completed by the Board to date. Highlights from the first and second quarterly reports are also included.
 - Robert Duffy suggested the name of the report be changed to reflect that it is a “end-of-year report”, but Raj confirmed that due to it being stated in the by-laws as well as for consistency, the report should remain titled “Quarterly Status Report”, but the cover page could be revised to show the dates that the report includes.
 - The report was approved unanimously with the revisions as stated.

V. Next Steps/Other items

- a. Chairman Campbell reiterated that the subcommittees have a tremendous amount of work ahead and will require full participation and commitment from all persons serving on those subcommittees as well as all Board members.
- b. It is pertinent that the Board hears from the Office of the County Executive regarding the Redskins feasibility study.
- c. The next meeting is scheduled for Monday, January 9, 2012, pending notification from the County Council’s office that this date is available. The back-up date will be Wednesday, January 18, 2012.

VI. Adjournment

- a. Meeting adjourned at 2:25 p.m.

NEXT MEETING: Monday, January 18, 2012 at 11:30 a.m.



Bowie State MARC Station Development Board

January 18, 2012
11:30 a.m. – 1:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Development Board Chairman
- II. Review and approval of December 5, 2011 meeting minutes
 - o Boyd Campbell, Development Board Chairman
- III. Update on Redskins relocation and feasibility study
 - o David Iannucci, Office of the County Executive
- IV. Discussion of ULI TAP Final Report
 - o Vanessa Akins, Division Chief, M-NCPPC
 - o Robert Duffy, Supervisor, M-NCPPC
- V. Discussion of Meeting with Floyd Holt, Deputy Director, Office of Central Services
 - o Vanessa Akins, Division Chief, M-NCPPC
 - o Robert Duffy, Supervisor, M-NCPPC
- VI. Discussion of RFI/RFQ Guiding Principals
 - o Pre-Development and Implementation Subcommittee
- VII. Next Steps
- VIII. Adjournment

NEXT MEETING: February 6, 2012, 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 9: 1/18/12
11:30 a.m. – 1:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Josh Hamlin, Stephen Paul, Monty Cooper, Dr. Richard Lucas, Tomeka Bumbry, Aubrey Thagard, Gwen McCall

Staff Attendees: Rajesh Kumar, Barbara Stone, Betty Smoot, Robert Duffy, Tamara Jovovic, Jackie Brown

Other Attendees: Joe Meinert (City of Bowie), Virginia Terhune (Bowie Star), David Iannucci (Office of the County Executive)

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
- II. Review and approval of November 11, 2011 minutes
 - a. The minutes were approved unanimously by the Board with no further discussion.
- III. Update on Redskins relocation and feasibility study
 - a. Mr. David Iannucci presented the Board with an update from the study currently being conducted by the Maryland Stadium Authority.
 - The Maryland Stadium Authority is currently concluding interviews with stakeholders. They are anticipating a draft of the report to be available by March.
 - One component of the study examined several NFL training camps and looked at where NFL players were living in relation to the camp, taking note of any maximum distances players were willing to travel between where they lived and where they trained.
 - It is expected that players will want to live within 10 miles of their training facility due to potential fines imposed on players if they are late for practices.
 - The study is also considering how new training facilities are typically being financed, the types of tax incentives they provide, and the economic revenue the facility could generate.
 - The study is analyzing preliminary architectural and site design issues that may be associated with the county-owned property, such as, would this type of facility fit on the site, can both the Redskins' uses and the mixed-use development uses be accommodated on the site, and how would environmental issues affect development.

- He noted that the feasibility study may show stronger economic impact numbers than expected with this type of facility.
- Mr. Iannucci also stated that there was interest by the District of Columbia and other jurisdictions to attract the facility. The stadium is under a 30 year lease in Largo and the Redskins are obligated to play there at least until 2037. Specific clauses in the contract also stated that Prince George's County would have the right of first refusal if the Redskins wanted to relocate their stadium, and would have to show considerable efforts of relocating within the county.
- The possible proximity of the Stadium and the training facility/headquarters would give a number of positive benefits.
- The development would anticipate an average of approximately 7,000 persons to the site daily during training season, and a maximum peak of 15,000 persons daily. The study is considering transportation options that would effectively address traffic demand.

IV. Discussion of ULI TAP Final Report

- a. Vanessa Akins reported that staff has received a draft of the report and is currently conducting a review. The final report is expected to be provided to the Board by March.

V. Discussion of Meeting with Floyd Holt, Deputy Director, Office of Central Services

- a. The Predevelopment and Implementation subcommittee met with Mr. Holt and determined that his expert knowledge of the county-owned property will be beneficial to several of the key next steps of the Board.
 - Mr. Holt is expected to provide a draft RFQ/RFI for the board's review.
 - The timetable is much lengthier than anticipated and could take approximately one year or more for the entire process to conclude.
 - The County Executive will recommend that the property is surplus. The County Council will ultimately act on a resolution to surplus the property.
 - An RFQ/RFI could be released without the surplus process.
 - Any proposals received would have to align with the desires of the county, as well as the sector plan. Then a recommendation could be made to the County Executive.
 - Mr. Holt did not object to the proposal of a site survey and Phase 1 environmental assessment.
 - He noted that the process must allow all involved parties a sufficient amount of time for review and to respond to the proposals. An average of 12-18 months should be expected.
 - The environmental and economic studies will need to be the first steps, but the economic study should not be done until receipt of the Redskins feasibility study.
 - Once the board has received the specified documents from Mr. Holt, it can move forward with the environmental analysis.
 - All of the information provided within the studies should be shared with the County Executive, as he would not surplus the land without having the essential information.

VI. Discussion of RFI/RFQ Guiding Principles

- a. The Pre-Development and Implementation Subcommittee met on January 11th to discuss the guiding principles.
 - Dr. Lucas stated that he believed the language should be changed slightly to further recognize the university's relationship to the property
 - Aubrey Thagard stated that the Board should avoid any inferences that would show impartiality to the university.
 - The sector plan does specifically speak to the development providing opportunities for students, such as housing, internships, and employment.
 - Although it does not speak specifically to the university's vision, the principles suggest that the development would be complimentary to the university's plan.
 - These principles reflect careful consideration of the sector plan, the university's master plan and the ULI TAP report, and are a good working framework to help the Board move forward.
 - Stephen Paul suggested that these principles can be expounded as we move forward and as more specific and detailed information becomes available.
 - Vanessa Akins agreed that these guiding principles should be considered as a working draft that may be adjusted as the Board proceeds with their work.
 - The Board does not have to vote on the approval of this document, as it is a working draft subject to changes as the Board moves forward.

VII. Next Steps/Other Business

- a. Chairman Boyd Campbell was asked to give a presentation to the City of Bowie City Council.
 - Questions were raised regarding the Redskins relocation, transportation issues, and members of the Council also mentioned they were awaiting the ULI TAP final report.
 - Council members also asked if a community meeting could be held for the Old Town Bowie residents to provide input and be informed of the Board's mission.
 - Board members confirmed that various community meetings had been held throughout the sector plan process, no additional community meetings are planned at this time.
 - Finally, he stated that the City of Bowie Mayor, G. Frederick Robinson expressed his appreciation of the Board and its work thus far, and that the City supports the plan and embraces mixed-use development.
- b. Next steps include:
 - Monitoring the Redskins relocation and feasibility study
 - Continuing moving forward on the survey and Phase 1 environmental assessment
 - Modify guiding principles as recommended
 - Anticipate receipt of the ULI TAP final report

VIII. Adjournment

- a. Meeting adjourned at 12:42 p.m.

NEXT MEETING: Monday, March 5, 2012 at 10:00 a.m. (February 2012 meeting was cancelled)



Bowie State MARC Station Development Board

March 5, 2012
10:00 a.m. – 11:30 a.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Chairman
- II. Review and approval of January 18, 2011 meeting minutes
 - o Boyd Campbell, Chairman
- III. Review and approval of Quarterly Status Report due to Council on March 15, 2012
 - o Boyd Campbell, Chairman
- IV. Discussion of ULI TAP Final Report
 - o Vanessa Akins, Division Chief, M-NCPPC
 - o Robert Duffy, Supervisor, M-NCPPC
- V. Review for Topographical and Boundary Surveys and Phase 1 Environmental Assessment
 - o Vanessa Akins, Division Chief, M-NCPPC
- VI. Next Steps/Other Business
- VII. Adjournment

NEXT MEETING: April 2, 2012, 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building (CAB) – Committee Hearing Room 2027, 2nd floor
Upper Marlboro, MD
Meeting 10: 3/5/12
10:00 a.m. – 11:30 a.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Josh Hamlin, Jerry Sanford, Gwen McCall, Stephen Paul, Andrew Scott, Troy Thompson

Staff Attendees: Rajesh Kumar, Barbara Stone, Betty Smoot, Robert Duffy, Jackie Brown

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from Chairman.
 - b. The Chairman also introduced new board member Jerry Sanford whom will represent the Maryland Department of Business and Economic Development. Mr. Sanford's work entails business attraction and retention in the State.
- II. Review and approval of January 18, 2012 minutes
 - a. The minutes were approved by the Board with no further discussion or amendments.
- III. Review and approval of Quarterly Status Report due to Council on March 15, 2012
 - a. The Quarterly Status Report was approved by the Board with no further discussion or amendments.
- IV. Discussion of ULI TAP Final Report
 - a. As a product of the ULI Technical Assistance Panel conducted in October 2011, the final report of recommendations has been released to the Board, and included the following key points:
 - Market Potential:
 - The university should be the driver and catalyst for any near-term demand within the study area.
 - Additional housing (people) would generate more activity.
 - A second anchor, such as a lab school/learning center, Washington Redskins training facility, hotel/conference room, or environmental research facility, would help generate further demand for retail and housing.
 - Planning and Design:
 - Greater connectivity between the University, the MARC station, and the development site.

- Development Strategies:
 - The university should accelerate on-campus housing through capital funds and partnerships with private developers.
 - This is an opportunity for university-oriented development, not meaning that the university develops the land, but that uses should be focused on the market in which it serves, which largely would be the university.
 - The Chairman stated that the Board should ensure that the University's master plan and any future development are in sync.
 - Mr. Robert Duffy added that the ULI TAP report reiterated what the Bowie State MARC Station sector plan also recognized, which is that the university would have a key role in the site's development, such as maintaining student housing, and building relationships and partnerships with private developers.
 - Chairman Campbell ended the discussion stating that the ULI TAP was a great opportunity and begins to bring everything together as the Board continues in its mission.

V. Update on Topographical and Boundary Survey and Phase 1 Environmental Assessment

- a. The subcommittee continues to work on drafting an RFQ/RFI for the consultant services.
 - It is awaiting receipt of requested documents from the Office of Central Services, which includes a deed description of the property and any information regarding previously completed surveys or assessments.
 - A request was submitted to Mr. Floyd Holt, Deputy Director, for these documents. He was also asked to designate staff from the OCS to work with the future tasks. As of date of this meeting, a response has not been received from Mr. Holt, but staff will continue to reach out to him. Mr. Troy Thompson and Ms. Gwen McCall have agreed to contact Mr. Holt as well.

VI. Next Steps/Other Business

- a. Chairman Campbell mentioned that the District of Columbia has also been vying for the Redskins Training facility, so the board should ensure that it stays abreast and informed of their pursuit.
- b. Next steps include:
 - Update from David Iannucci regarding the Redskins relocation and feasibility study
 - It is important that the Board hears of the results from the feasibility study prior to moving forward with its own economic impact analysis.
 - The budget has designated funds for the economic analysis and is required to be used prior to June 30, 2012. A contract, at least, will need to be in place by this date.
 - Gwen McCall has agreed to speak with David Iannucci regarding an update for the Board.
 - The guiding principles will continue to serve as a working document and can be revisited and revised as seen fit, especially upon completion of the Redskins feasibility study and the environmental assessment.

- Draft scope of services for the RFP for the economic impact analysis.

VII. Adjournment

- a. Meeting adjourned at 10:38 a.m.

NEXT MEETING: Monday, April 2, 2012 at 1:30 p.m.



Bowie State MARC Station Development Board

April 2, 2012
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Chairman
- II. Review and approval of March 5, 2012 meeting minutes
 - o Boyd Campbell, Chairman
- III. Introduction of Guest: Mr. Floyd E. Holt, Deputy Director, Office of Central Services
- IV. Next Steps/Other Business
- V. Adjournment

NEXT MEETING: May 7, 2012, 1:30 p.m., 2nd Floor, Room 2027

BOWIE STATE MARC STATION DEVELOPMENT BOARD
M-NCPPC – Lakeside Offices, 14422 Old Mill Road
Upper Marlboro, MD
Meeting 11: 4/2/12
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Josh Hamlin, Gwen McCall, Stephen Paul, Troy Thompson, Dr. Richard Lucas, Tomeka Bumbry

Staff Attendees: Council Member Ingrid Turner, Jackie Brown, Barbara Stone, Robert Duffy, Tamara Jovovic, Betty Smoot

Other Attendees: Joe Meinert (City of Bowie), Barbara Richman (NAI Michael)

In order according to the agenda:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Chairman.
- II. Review and approval of March 5, 2012 minutes
 - a. The minutes were approved by the Board with no further discussion or amendments.
- III. Introduction of Invited Guest: Mr. Floyd Holt, Prince George's County Office of Central Services
 - a. Mr. Holt was unable to attend the meeting, but Gwen McCall will follow up with him to attend an upcoming meeting.
- IV. Discussion and Review of Working Principles (Originally discussed in 1/18/12 board meeting)
 - a. This draft set of principles shall be used to help guide the direction of development of the county-owned property and will be issued in the RFP when soliciting for a Master Developer. Staff utilized the best practices research, the ULI TAP report, and the Bowie Master Facilities Plan to ensure that all key elements of the development will be addressed. As a working document, the Board agreed that these principles should be revisited occasionally as important action items occur, in order to ensure that all objectives of the development are expressed to a Master Developer. The following revisions will be made to the Principles:
 - An additional goal will be added to reflect the expected short- and especially long-term return on investment and fiscal benefit of the development for the county.
 - "*Promotes Transit-Oriented Development*" should be expanded to include other modes of transportation so that the development is not confined to the MARC station.

- Under “*Enhances Connectivity in Northern Prince George’s County*” there should be a reference of neighboring jurisdictions along transit lines and connections, such as Anne Arundel County and the District of Columbia.
- There should be an emphasis that this property is county-owned, which makes it an entirely atypical and unique development. The solicitation for a Master Developer should emphasize this fact, and also place an emphasis for public-private partnerships to occur to increase chances of domino development in the area. The Master Developer would play a critical role in gathering key players in the partnerships, to include landowners of nearby parcels.

V. Next Steps/Other Business

- a. An RFQ to solicit contractors to complete the land survey and Phase 1 Environmental Assessment has been prepared and is currently under review by M-NCPPC procurement staff. It is expected to be released to current qualified commission contractors by the end of the week. It is anticipated that the work will be concluded within 45 days of release. It is expected that upon completion of this work, the contractors will be able to inform the Board as to the exact amount of developable land.
- b. As the Maryland Stadium Authority nears completion of the Redskins feasibility study, the board will invite the Authority and/or its consultant team to present the findings of the study at an upcoming meeting. Upon receipt of the study, the board will be able to move forward with conducting an economic impact analysis.
- c. To end the meeting, the Chairman and Vanessa Akins thanked board members and staff for their continuous hard work thus far, and reiterated the importance of the work being done now, in order to realize the type of development it wishes to see.

VI. Adjournment

- a. Meeting adjourned at 2:38 p.m.

NEXT MEETING: Monday, May 7, 2012 at 1:30 p.m. at M-NCPPC Lakeside Offices, Jane Jacobs Conference Room



Bowie State MARC Station Development Board

May 7, 2012
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Chairman
- II. Review and approval of April 2, 2012 meeting minutes
 - o Boyd Campbell, Chairman
- III. Presentation: Prince George's County land disposition process
 - o Guest: Mr. Floyd E. Holt, Deputy Director, Office of Central Services
- IV. Update on Topographical/Boundary Survey and Phase I Environmental Assessment
- V. 2013-2016 Bowie State MARC Station Implementation Vision Update
 - o Guest: Mr. David Iannucci, Office of the County Executive
 - o Guest: Mr. Thomas Himler, Office of the County Executive
 - o Guest: Chairman Elizabeth Hewlett, Prince George's County Planning Board
 - o Guest: Dr. Fern Piret, Prince George's County Planning Department
- VI. Next Steps/Other Business
- VII. Adjournment

NEXT MEETING: June 4, 2012, 1:30 p.m.

BOWIE STATE MARC STATION DEVELOPMENT BOARD
M-NCPPC – Lakeside Offices, 14422 Old Mill Road, Upper Marlboro, MD
Meeting 12: 5/7/12
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Josh Hamlin, Gwen McCall, Stephen Paul, Dr. Richard Lucas, Jerry Sanford, Aubrey Thagard, Tomeka Bumby

Staff Attendees: Jackie Brown, Barbara Stone, Robert Duffy, Tamara Jovovic, Betty Smoot

Other Attendees: Council Member Ingrid Turner, Floyd Holt (Guest Speaker, Office of Central Services), Dr. Fern Piret (Guest Speaker, M-NCPPC), Betty Hewlett (Guest Speaker, Prince George's County Planning Board), David Iannucci (Guest Speaker, Office of the County Executive), Barbara Richman (NAI Michael), Derick Berlage (M-NCPPC)

According to the agenda:

- I. Welcome and Introductions
 - a. The meeting began with a welcome from the Board's Chairman.
- II. Presentation: Prince George's County Land Disposition Process
 - a. Mr. Floyd Holt, Deputy Director with the County's Office of Central Services (OCS) provided an overview of the process as it pertains to county-owned property.
 - i. The County Executive determines whether to sell or dispose of county-owned property that has been deemed surplus.
 - ii. Once the property is determined surplus, a resolution is drafted and presented to the county's Office of Law for legal sufficiency. The resolution is then transmitted to County Council for action. There is a public hearing, review by a Council committee, and then formal action by the Council.
 - iii. The property must first be offered to the Washington Suburban Sanitary Commission (WSSC), M-NCPPC, the State of Maryland, or any jurisdiction in which it lies. They are allowed 30 days to express interest in the property.
 - iv. OCS will then hold the property for 30-60 days to determine the proposed use and whether there is substantial means to maintain the property.
 - v. If there is no expressed interest from one of the governmental entities, then it may be offered to the general public for private interest (i.e. developers).
 - vi. If the property does not sit within a specific municipality, the County Executive has the right to offer it to adjacent private property owners at fair market value.
 - vii. Fair market value determination begins with an appraisal, but can also be determined by what a willing buyer and seller negotiates to be fair. The OCS will generally average the two appraisals that are within 5-7 percent range of each other.
 - viii. The County Executive has the benefit of determining reasonable public benefit/purpose.
 - ix. If there is an interest in pursuing a public/private partnership by the County Executive, the OCS is not involved in the future disposition of the property. OCS would ensure the participation of minority businesses contractors in the selection of contractors.

- x. The development board could present a plan for the property to the County Executive for consideration. If he approves, he would present the plan to council for approval.
- xi. The property can also be directly transferred to another agency, such as the Redevelopment Authority, MEDCO, or Revenue Authority. Many of these agencies were created to expedite the disposition process.
- xii. The board may wish to consider the potential roles that the agencies would play in the development process.
- xiii. A ground lease, such as that in place at the Boulevard, could be an alternative for board consideration and could also consider the lessons learned here.
- xiv. The Board may wish to consider economic development demand and activity within the region.
- xv. Although MEDCO, Revenue Authority, or Redevelopment Authority would be able to effectively manage the disposition process, they do not have the revenue flow.
- xvi. It is also essential to determine the best fit, in terms of which agency could formulate the best package for moving forward development of the site.
- xvii. MEDCO is possibly the most experienced agency on public/private partnerships. They would be able to help with studies (feasibility) but would not bring the developers (funding).

III. Review and approval of minutes

- a. The minutes were approved by the board with no further discussion.

IV. Update on Topographical/Boundary Survey and Phase I Environmental Assessment

- a. Two potential contractors responded to the Request for Quotations. A final selection has been made and staff is currently in contract negotiations. It is expected that the contractor will be proceeding with the work program before the July Board meeting.

V. Washington Redskins Relocation Feasibility Study

- a. This item was added to the agenda as Mr. David Iannucci was present at the Board meeting and able to provide an update on the economic and market analysis that would help determine the feasibility of attracting the Redskins headquarters and training facility to the county-owned property.
 - i. The County split the cost of the study (\$25,000) with the Maryland Stadium Authority, which hired a consultant team to conduct the study.
 - ii. A preliminary report has been completed but has yet to be released.
 - iii. Summary of study conclusions:
 - 1. The team's current training facility in Loudoun County, Virginia is considered outdated.
 - 2. There would be significant economic impact that would result from relocating to the county-owned property (approximately \$70 million with various scenarios)
 - 3. There would be significant tax revenue gains (approximately \$6 million).
 - 4. Income tax revenue would come from players, as they are strongly encouraged to live within a reasonable distance of the training facility (if late for practices, there are significant fines imposed, typically \$10k).
 - 5. The county would be able to accommodate the highest paid player to the rookie looking for a luxury apartment.

6. The study did not include an environmental or transportation analysis.
7. It was found that the site would accommodate both the proposed sector plan's recommended community center development program and the headquarters/training facility, with minor revisions.
8. The training facility would help jumpstart the remainder of the development.
9. The Redskins has acknowledged receipt of the study. If they continue to express interest, a more detailed Phase II study would be necessary.
10. The county is prepared to split the cost of the phase II study, which would cost approximately \$250k.
11. A phase II environmental survey could cost from \$100-150k and the same for a traffic analysis.

VI. Bowie State MARC Station Implementation Update – 2013-2016

- a. Guest Speakers included Council Member Ingrid Turner, David Iannucci, Elizabeth Hewlett, and Dr. Fern Piret. The speakers were invited to provide an overview of the Planning Board, County Executive, and Councils positions on the future of the county-owned property.
 - i. There was \$300k put in the budget for the sector plan implementation, with the expectation that these funds would be encumbered. Although they were not, all parties involved were able to ensure that the funds would be kept and the work on the sector plan implementation could continue into 2013 fiscal year.
 - ii. There is still support for the vision of the sector plan, but there is concern about marketability of the project.
 - iii. The County Executive has indicated that the board should be diligent and proceed as expeditiously as possible.
 - iv. Although there may be no immediate market demand for the project due to the economy, the long-term opportunities still exist.
 - v. The Board should ensure that it is utilizing and working with all key players, such as the city of Bowie and adjacent property owners.
 - vi. Regardless of the future of the Redskins facility, the development should have a phased approach.
 - vii. Chairman Campbell stated that the Board should ensure that it does not miss an important opportunity. It should be cautious but move at a steady pace as well.
 - viii. Councilmember Turner stated that the Board needs to begin seeking funding for short-term implementation projects, so that people can begin to see that something is happening near and around the university.
 - ix. The Board should identify priorities for the next few years.
 - x. A timeline of next steps would also be beneficial. The implementation and predevelopment subcommittee can work on this.
 - xi. Once the development program is determined, the developer could conduct the traffic analysis. The sector plan includes a traffic analysis but an updated analysis will need to be completed that includes the entire development program, including the Redskins training facility.

VII. Next steps/other business

- a. It is anticipated that further updates from the environmental assessment and land surveys will be provided in the July meeting.
- b. The next meeting will be held on Monday, July 9 at 1:30 p.m.

VIII. Adjournment: The meeting was adjourned at 3:04 p.m.



Bowie State MARC Station Development Board

July 9, 2012
11:30 a.m. – 1:30 p.m.

AGENDA

- I. Welcome/Administration
 - Boyd Campbell, Chairman
- II. Review and approval of May 7, 2012 meeting minutes
 - Boyd Campbell, Chairman
- III. Review and approval of Quarterly Status Report due to Council and County Executive June 15, 2012
 - Boyd Campbell, Chairman
- IV. Update on Land Survey, Natural Resource Inventory and Phase I Environmental Assessment
 - Vanessa Akins, Board Member, M-NCPPC
- V. Review of 6-month Work Program and Short-term Implementation Action and Phasing Plan
 - Pre-development and Implementation Subcommittee
- VI. Next Steps/Other Business
- VII. Adjournment

NEXT MEETING: August 6, 2012, 1:30 p.m.

BOWIE STATE MARC STATION DEVELOPMENT BOARD

County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
1st Floor, Room 1177, Audits and Investigations Conference Room
Meeting 13: 7/9/12
11:30 a.m. – 1:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Wanda L. Plummer (representing Gwen McCall for Economic Development Corporation), Stephen Paul, Dr. Richard Lucas, Aubrey Thagard, Andrew Scott, Tomeka Bumbray

Staff Attendees: Jackie Brown, Barbara Stone, Robert Duffy, Tamara Jovovic, Betty Smoot

Other Attendees: Council Member Ingrid Turner

Minutes according to the agenda:

- I. Welcome/Introductions/Administration
 - a. Chairman Boyd Campbell began the meeting welcoming everyone and thanking them for their attendance.
 - b. Wanda Plummer, with the Prince George's County Economic Development Corporation, is sitting in on the meeting on behalf of Board Member Gwen McCall.
- II. Review and approval of May 7, 2012 meeting minutes
 - a. The minutes were approved unanimously with no changes or further discussion by the Board.
- III. Review and approval of Quarterly Status Report due to Council and County Executive by June 15, 2012
 - a. The quarterly status report was approved unanimously with no changes or further discussion by the Board.
- IV. Update on Land Survey, Natural Resource Inventory, and Phase I Environmental
 - a. Staff has made a selection out of four firms that submitted proposals. A contract is currently under negotiation with the selected firm, therefore the name of the firm cannot be disclosed at this time but it is expected that negotiations will be completed this week. A memo will be sent out to the Board providing the name of the firm once negotiations are final.
 - b. It is anticipated that the firm will be finished with the requested work by October 2012.
- V. Review of 6-month Work Program and Short-term Implementation Action and Phasing Plan
 - a. The predevelopment and implementation subcommittee met in June to discuss the work plan and action and phasing plan.
 - b. The Council's FY2013 budget approved \$300,000 for the implementation of several initiatives related to the Bowie State MARC Station project. Staff will provide the board

with recommendations as to how those funds can be best utilized. The board will need to approve the work plan and action/phasing plan as well as utilization of the funds.

c. Comments regarding 6-month Work Plan:

- i. Each monthly meeting date should show as “tentative”, as they are subject to change.
- ii. To develop a process and specifications for the banner design competition will begin with preliminary discussions with both the University and State Highway Administration. With the actual competition beginning in the fall as student return to school.
- iii. The proposed RFI/RFQ for developer interest will be subject to review by the Office of Central Services as well as the Office of the County Executive.

d. Comments regarding the Short-term Implementation Action and Phasing Plan:

- i. Retaining a consultant service to assist with an economic and fiscal impact analysis would require a firm that has experience in real estate development and finance and economic feasibility. This analysis would build upon prior economic analysis completed for the sector plan as well as work completed by the ULI TAP. The fiscal analysis would allow the consultant to inform the Board regarding feasibility of the development and its fiscal implications, and would also support development of the RFI/RFQ for developer interest. It would address phasing, development priorities, funding mechanisms, and help finalize a strategy for moving forward, and provide recommendations to County Council and the County Executive. It would also help determine fiscal disposition for the development, and provide guidance for the selection of a master developer and the overall development program. The consultant would work very closely with the Board and its subcommittees, as well as other agencies that would play a critical role in the development process. The consultant would be able to answer the question “How should the Board proceed in today’s economic climate?” It is important that the Board has a full understanding of the fiscal implications of the development, along with a real-time assessment of moving forward. MNCPPC would issue the RFI but the direction would come from the redevelopment authority and the Office of Central Services.
- ii. Mr. Andy Scott will be a critical liaison in moving forward with the installation of banners and median landscaping along 197. “Funding has already been identified” stated Council Member Turner, “the community wants to see tangible items begin to come into fruition. Homecoming weekend will be a great time to have the banners up.” In order to do this, the Board needs to begin having early discussions with State Highway Administration in terms of what they will allow on the State Road. Staff of MNCPPC has drafted a report of specific locations that are suitable for the recommended lighting and banners. SHA’s assistance is critical in moving forward the landscape plan that has been drafted by staff. The subcommittee could meet in august to further discuss the plan. Implementing these will help private industry see that the county is serious about development in this area.

- iii. Applying for the Transportation-Land Use Connections (TLC) Grant will help move forward concept level design of the Bowie Heritage Trail. Chairman Campbell stated that there was some possible opposition from Amtrak on this item. The Board will be sure to engage Amtrak in early discussions regarding the trail. Furthermore, the TLC grant will allow the Board and the City of Bowie to conduct feasibility studies, cost analysis, and concept design. Council Member Turner stated that the City of Bowie and Prince George's County are serious about the Bowie Heritage Trail and funding has been designated in M-NCPPC's budget for this item.
- e. The 6-month Work Plan and Short-term Action Plan were both adopted by the Board with identified revisions. Both will be included with the next quarterly status report due in September.

VI. Next steps/other business

- a. The Council is in recess in August so staff time will be limited. The work of the board can continue without holding a meeting. Therefore the Board will not hold a meeting in August. **Full attendance of the board is critical for the September meeting.**
- b. Private partnership plays a critical role in development of this project in today's fiscal climate. Chairman Campbell stated that he is excited about the two documents and is hopeful that things will move full steam ahead.
- c. Vanessa Akins reminded everyone that full participation is needed in the subcommittees especially over the next few months as there is a lot of work to be done.

VII. Adjournment at 12:29 p.m.



Bowie State MARC Station Development Board

September 17, 2012
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Chairman
- II. Review and approval of July 9th meeting minutes
 - o Boyd Campbell, Chairman
- III. Update on Land Survey, Phase I Environmental Assessment, and Natural Resource Inventory
 - o Vanessa Akins, Board Member, M-NCPPC
- IV. Update on short-term implementation actions: MD 197 Median Landscape Plan and Banner Design Competition
 - o Vanessa Akins, Board Member, M-NCPPC
- V. Next Steps/Other Business
- VI. Adjournment

NEXT MEETING: October 1, 2012, 1:30 p.m. (Tentative)

BOWIE STATE MARC STATION DEVELOPMENT BOARD

County Administration Building – 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772
Meeting 14: 9/17/12
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Josh Hamlin, Gwen McCall, Stephen Paul, Dr. Richard Lucas, Jerry Sanford, Tomeka Bumbry, Troy Thompson

Staff Attendees: Jackie Brown, Barbara Stone, Betty Smoot, William Washburn

Minutes according to the agenda:

- I. Welcome/Administration
 - a. The Chairman welcomed all Board members.
 - b. William Washburn, Planner Coordinator with M-NCPPC, will be replacing Robert Duffy as Staff to the Board. Vanessa Akins announced that Mr. Duffy is no longer with the Commission and now serves as Planning Director for Arlington County.
- II. Review and approval of July 9th Meeting minutes
 - a. The minutes have been approved with no further discussion.
- III. Update on Boundary Survey, Phase I Environmental Assessment, and Natural Resource Inventory
 - a. A consultant team has been hired to conduct environmental work on the 219-acre property: conducting a boundary survey, natural resource inventory, and phase I environmental assessment.
 - b. This work will inform the Board of the amount of developable land.
 - c. It is anticipated that the report will be available by the Board's November meeting.
 - d. Subsequently, the Board would begin working on issuing an RFQ/RFI for the site.
 - e. The environmental firm selected has completed a lot of work in the county, so they are familiar with the site.
 - f. Owners adjacent to the property were notified and approval to access the property was acquired from the county's Office of Central Services.
- IV. Update on short-term implementation actions: MD 197 Median Landscape Plan and Banner Design Competition
 - a. Board Member Vanessa Akins, along with staff from M-NCPPC, conducted a meeting with the State Highway Administration and Board Member Dr. Richard Lucas of Bowie State University to discuss the highway plantings and banners.
 - b. Although the plan was not approved previously, SHA is willing to revisit the plan due to modifications that had been made to their standards to be more sensitive to sustainability along roadways.

- c. Due to sight distance lines, SHA suggested some revisions to be made to the landscape plan, essentially with the types of plantings (maximum height of 2 ½ feet).
- d. A memorandum of understanding will be drafted between the University, M-NCPPC, and SHA.
- e. Due to limited funding for this project, planting along the entire median will not take place, a shortened length of distance will be determined which will be feasible for the University to maintain.
- f. SHA will not be responsible for maintaining the plantings or mowing of areas near and around the plantings.
- g. M-NCPPC is planning a site visit with the University and SHA to make any final determinations regarding the landscape plan.
- h. It is anticipated that the plantings will be in the ground by November.
- i. The Board will work with the University to devise a banner design competition that will involve the students of BSU. Mrs. Akins requested that board members provide any suggestions regarding prizes for winners of the competition.
- j. Ownership of the light/utility poles along 197 will have to be determined in order to contact for approval to hang the banners. Ownership is with either BGE or Pepco.
- k. Tomeka Bumbry stated that Mr. Fowler is the government relations coordinator with BGE and could be a point of contact.
- l. There is funding (\$300k) available in the budget to cover these projects.
- m. Jerry Sanford has agreed to provide assistance with drafting the MOU.

V. Next Steps/ Other Business

- a. Tomeka will follow up with Councilmember Turner to coordinate a meeting with BGE to receive approval of banners.
- b. The next Board meeting is tentatively scheduled for November 19.

VI. Meeting adjourned at 2:18 p.m.



Bowie State MARC Station Development Board

Monday, December 3, 2012
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Introduction of New Board Member: Jerome Smallwood, Old Line Bank
 - o Boyd Campbell, Board Chairman
- III. Review and approval of September 17th meeting minutes
 - o Boyd Campbell, Board Chairman
- IV. Review and approval of End-of-Year Report (Quarterly Status Report)
 - o Boyd Campbell, Board Chairman
- V. Presentation of Findings from Boundary Survey, Phase I Environmental Site Assessment, and Natural Resource Inventory
 - o Vanessa Akins, Board Member, M-NCPPC
 - o Charles Ruzicka, Project Manager, KCI Technologies, Inc.
- VI. Update: MD 197 Median Landscape Plan and Banner Installation
 - o Vanessa Akins, Board Member, M-NCPPC
- VII. Next Steps/Other Business
- VIII. Adjournment

NEXT MEETING: January 7, 2013, 1:30 p.m. (Tentative)

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building, 14741 Governor Oden Bowie Drive
Upper Marlboro, MD
Meeting 15: 12/3/12
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Andrew Roud, Vanessa Akins, Josh Hamlin, Stephen Paul, Troy Thompson, Dr. Richard Lucas, Jerry Sanford, Diana Jackson (for Gwen McCall), Aubrey Thagard

Staff Attendees: Jackie Brown, Barbara Stone, Raj Kumar, Tamara Jovovic, Betty Smoot, William Washburn

Other Attendees: Joe Meinert (City of Bowie), Chuck Ruzicka (KCI Technologies, Inc.), Will Lyman (KCI Technologies, Inc.), Howard Ways, CJ Lammers (M-NCPPC)

In order according to the agenda:

- I. Welcome/Administration
 - a. The Chairman called the meeting to order and welcomed all in attendance.
- II. Introduction of new Board Members
 - a. Chairman Campbell introduced Mr. Andrew Roud from St. John Properties. Mr. Roud is the Development Director at St. John and has worked on a number of projects in the county and neighboring jurisdictions. Mr. Roud also serves on the Bowie State University Foundation and will serve on the Development Board as a representative of the foundation.
 - b. Chairman Campbell also announced that Mr. Jerome Smallwood is a new Board member but was not in attendance of today's meeting. Mr. Smallwood represents the business community as he is the Vice President of Old Line Bank in Greenbelt, Maryland.
- III. Review and Approval of September 17th meeting minutes
 - a. The minutes were approved unanimously with no further revisions.
- IV. Review and approval of End-of-year report
 - a. The report was accepted as draft with no further revisions. The Final report will be completed and submitted to Council no later than December 15th.
- V. Presentation of findings by KCI Technologies Inc.: Boundary Survey, Phase I Environmental Site Assessment, and Natural Resource Inventory.
 - a. The Board requested the completion of these environmental services and hired KCI Technologies upon issuing an RFP back in June 2012.
 - b. KCI conducted a boundary survey, NRI and Phase I ESA
 - i. Boundary Survey:

1. Included survey control around the site, existing right-of-way, property evidence, observed utilities such as transmission line, and encroachments.
2. KCI observed that the property came to a closure very well.
3. An adjoining property has a storage shed that currently encroaches on the county property.
4. KCI also observed a transmission right-of-way, approx. 150 feet wide but KCI could not identify any documentation on the tower.

ii. Phase I Environmental Site Assessment

1. This portion of the work consists of a desktop study that looks at environmental issues and concerns that could potentially exist on the site.
2. Although the site is currently undeveloped land not actively in use, historical maps did show that structures, likely residential buildings, were once there as well as Sand and gravel mining operations on the site during the 1980s.
3. Currently there are ponds where those gravel pits once were.
4. The only observed environmental conditions that were noticeable were very minimal and consisted of drums, a disposed appliance, broken glass, and other minor household debris. Due to this, although minimal, the dumping area does represent a recognized environmental condition, in the northern most portion of site, which is away from the proposed community center development area. In total, it was approximately 100 square feet of dumping area.
5. There is no current evidence of those residential structures besides an outhouse.
6. It is not unusual to develop where there were once sand and gravel mining operations. Sand and gravel mining is typically inert. It appears that whoever mined this property did a very good reclamation process.
7. There was no title search report which would be essential when starting the development process.

iii. Natural Resource Inventory (NRI)

1. The NRI helps to find out what resources are on the sight, what needs to be protected, and how much is developable.
2. An NRI searches for wetlands, streams and buffers, Forest Stand Boundaries, specimen trees, and critical habitats, in which all of these were found on the property.
3. The site has county, state and federal regulations imposed due to endangered species and the reserved natural areas to the north.
4. The property is 219 acres, which does not include private property to the south.
5. The ROS zoned portion is 125 acres and is a preserved protected area
6. The mixed use portion is 94 acres.

7. There is additional land that is currently zoned ROS that would be developable.
8. There are approximately 8 acres of endangered species habitat that is currently zoned MXT. Approximately 75 acres of actual developable land currently zoned MXT.
9. That does keep in consideration all stream buffers. The stream would provide a divide, but connections could be developed. With the natural specimen trees also provide an enhanced feature.
10. The complete report will be available to the Board in approximately 2 weeks.
11. A comparable size development would be the Boulevard at Capital Centre.
12. The phase II would not be a next step, but rather to decide what process to go through for development. A Phase II ESA would analyze further into the dumping area to discover any soil contaminations.
13. The next step would be to determine what we want, and further refine the concept to incorporate those endangered areas.
14. We have not done a title report and flood plain study, which would both be essential to moving forward. CJ Lammers, Environmental Planner with M-NCPPC, agreed to put together a list of next step items to be done.
15. All wetlands have been delineated and will show in the final reports.
16. The floodplain is currently north of the MXT zoned area. CJ stated that she did not believe that the floodplain would affect the developable area.

VI. Update on MD 197 Landscape Plan and Banner installation

- a. Board members and staff met with Dan Uebersax and Rob Pearce in the Landscape Architecture Division of SHA and the Facilities Director and Grounds Supervisor for BSU and began to look at the feasibility of the landscaping on MD 197. SHA has been working with the board and staff to identify plant species and ensuring that state requirements are met.
- b. M-NCPPC is currently coordinating with its parks department to obtain licensed landscape architects to assist with finalizing the landscape plans for submission to SHA.
- c. Installation of additional lighting would require conversations between the university and the County council and BGE. The university would be a better advocate since they are a major land holder in the area.
- d. The university's public safety office may have info on traffic conditions/fatalities on the portion of 197, if not, SHA may also have data.

VII. Next Steps/Other Business

- a. The landscape plantings on MD 197 could be the Board's first tangible item.
- b. The cost of the plantings is in MNCPPC's FY12 budget so staff is anticipating that the plantings will be installed by April or May 2013.

- c. A financial feasibility study was recommended as a key next step; the Board expressed agreement to this item.
- d. The financial subcommittee will begin working on this item and will meet over the next month.
- e. The next meeting will be scheduled for February 4th.

VIII. Adjournment at 2:45 p.m.



Bowie State MARC Station Development Board

Monday, February 3, 2013
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Review and approval of December 3rd meeting minutes
 - o Boyd Campbell, Board Chairman
- III. Review and approval 6-month Work Program
 - o Boyd Campbell, Board Chairman
- IV. Update regarding MD 197 Landscape Plan
 - o Vanessa Akins, Board Member, M-NCPPC
- V. Update from Finance Subcommittee
- VI. Next Steps/Other Business
- VII. Adjournment

NEXT MEETING: March 4, 2013, 1:30 p.m. (Tentative)

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting 16: 2/4/13
1:30 p.m. – 3:00 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Andrew Roud, Vanessa Akins, Josh Hamlin, Stephen Paul, Troy Thompson, Dr. Richard Lucas, Jerry Sanford, Jerome Smallwood

Staff Attendees: Jackie Brown, Barbara Stone, Raj Kumar, Betty Smoot, William Washburn, Steve Kaii-Ziegler

I. Welcome/Administration

- a. Chairman Campbell called the meeting to order and introduced new board members and staff:
 - New member, Jerome Smallwood, is currently the Vice President of Old Line Bank in Greenbelt. Mr. Smallwood stated that he is a lifelong citizen of Prince George's County and currently serves on Prince George's County Chamber of Commerce and Prince George's Community Foundation Board.
 - Steve Kaii-Ziegler is Supervisor in the Community Planning Division of M-NCPPC and will serve as the Project Facilitator to M-NCPPC staff currently working with the Board.

II. Review and approval of December 3rd meeting minutes

- a. The minutes were approved with no further discussion

III. Review and approval of Six-Month Work Program

- a. The board's current unexhausted funds are due to expire June 31, 2013. The six-month work program lays out the Board intended actions for the period between January and June 2013. The board will determine strategies for utilizing the funds to ensure funds are not retracted by the County.
- b. Chairman Campbell stated that there were concerns about the speed and direction that the board is heading in, so he met with the county Executive, along with Aubrey Thagard and Jason Williams. Throughout the meeting, the group discussed the overall history of the plan and the site as well as some of the residual benefits of development for the university community. The County Executive stated that he is appreciative of the work that the Board has done and looks forward to its continued progress. Although there are other projects that are of the county's priority, he does not anticipate discontinuing the work of the board. The County Executive advised that it should continue to move forward with due diligence and should certainly consider public private partnerships to ensure highest development capacity. Stakeholders should be aware that the economy is a major driver for what occurs at the site.
- c. The Chairman will continue to meet with the County Executive regularly in the upcoming months.
- d. Over the next six months, the Board expects to clarify the process and determine necessity to surplus the property.
- e. The Board will also need to determine the direction it wants to take in gauging the interest of developers.

IV. Update regarding MD 197 Landscape Plan

- a. The landscape planting of the MD 197 median is anticipated on April 23, during the annual green week.
- b. The landscape plan began as a conceptual illustration in the Bowie State MARC Station Sector Plan and SMA.
- c. In a meeting with State Highway Administration (SHA) and M-NCPPC Parks staff, it was determined that construction documents would be needed, in which parks staff provided a licensed landscape architect to complete the plan.
- d. Due to several SHA safety restrictions and requirements, the landscape plan had to be downscaled to a single side of plantings, west of the university's entrance.
- e. There are 5 proposed types of plantings to include: trees (crape myrtles), juniper shrubs, ground cover fountain grass, and daylilies.
- f. Due to underground utility, the contractors cannot use any ground moving equipment, the plants would have to be installed largely by hand.
- g. The proposed landscaping will help beautify this area and help to foster a sense of identity and anticipation for future development.
- h. The total cost of the project is estimated at approximately \$10k.
- i. The three-party Memorandum of Understanding is currently being reviewed by M-NCPPC legal and is anticipated to be submitted to SHA for internal reviews by the end of February. Upon completion of review by SHA, BSU will then review the MOU. Staff is preparing to have the MOU finalized and signed by all three entities by the end of March.
- j. Regarding the proposed banner system, since there are no lights or utility poles in the vicinity of the university's entrance in which the banners could be mounted on, the banner system does not seem feasible at this time. Staff also researched ground mounted options for banner installation but due to SHA constraints, this option also does not appear to be feasible at this time.
- k. The sector plan does present a comprehensive direction for the university community and the county owned property, so the board should continue to evaluate future development in the context of the sector plan.

V. Update from Finance Subcommittee

- a. The Finance Subcommittee met in January to discuss the direction and/or options for moving forward with a Request for Developer Interest or conducting a development feasibility study. The subcommittee will continue to discuss scenarios and options for this task. Board Member Vanessa Akins stated that she will work closely with other board members, and will especially need participation from Prince George's County Economic Development Corporation (Steven Paul) and Office of the County Executive (Aubrey Thagard) to determine how the Board should move forward with the development feasibility study, as well as determine which entity will house the funding for this action item. It is possible that M-NCPPC could develop an MOU with EDC to house the funds if the board did use them before the end of the fiscal year.

VI. Next steps/other business

- a. The private entity is critical in moving this development forward. The Board needs to begin envisioning what the future site looks like and who the key players will be. The board should also consider federal partners. (i.e. veterans administration)
- b. It would be beneficial if staff provides a track for multiple scenarios for moving forward with issuing an RFI/RFQ for development interest. (finance subcommittee)
- c. Chairman Campbell ended the meeting on a positive note, stating that the county's office vacancy rate is improving which shows a positive change and development potential in the area.

VII. Adjournment

- a. Meeting adjourned at 2:43p.m.



Bowie State MARC Station Development Board

Monday, April 15, 2013
2:00 p.m. – 3:30 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Introduction of Prince George's County Executive Rushern L. Baker, III
 - o Boyd Campbell, Board Chairman
- III. Review and approval of February 4th meeting minutes
 - o Boyd Campbell, Board Chairman
- IV. MD 197 Landscape Plan - MOU Update
 - o Vanessa Akins, Board Member, Prince George's County Planning Department
 - o Prince George's County Planning, Community Planning Division Staff
- V. Update from Finance Subcommittee
 - o Gwen McCall, Board Member, Prince George's County Economic Development Corporation
- VI. Next Steps/Other Business
- VII. Adjournment

NEXT MEETING: May 6, 2013, 1:30 p.m. (Tentative)

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting 17: 4/15/13
2:00 p.m. – 3:30 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Andrew Roud, Vanessa Akins, Josh Hamlin, Stephen Paul, Troy Thompson, Dr. Richard Lucas, Jerry Sanford, Jerome Smallwood

Staff Attendees: Jackie Brown, Betty Smoot, Tamara Jovovic, Steve Kaii-Ziegler

Meeting Minutes:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
 - b. Lakeecia Allen was also introduced as the new representative for the Office of Law.
 - c. Mr. Peter Shapiro is the new Executive Director of the Prince George's County Revenue Authority, and is offering to take up any role that the board sees his expertise to be needed. The revenue authority takes up two functions, operations (quasi-governmental agency that manages parking operations, automated speed enforcement, parking garages, etc), and economic development, which aligns with the county executive's priorities. The agency also has bonding authority and acts as another tool to help move forward economic development in the county.
- II. Introduction of Prince George's County Executive, Rushern L. Baker, III
 - a. County Executive Baker made a brief appearance and thanked everyone on the Board and also Council Member Turner for continuously briefing him and staff on the ongoing work program of the Board. He stated that his administration supports the board's efforts and encourages it to continue to move forward.
- III. Review and approval of quarterly status report due to council by April 15th
 - a. The status report was approved with no further discussion, revisions, omissions, etc.
- IV. Review and approval of February 4th meeting minutes
 - a. The meeting minutes were approved unanimously with no further revisions
- V. MD 197 Landscape Plan – MOU Update
 - a. State Highway Administration (SHA) has completed its internal review of the 3-party Memorandum of Understanding (MOU). The MOU was sent to Bowie State University for review.
 - b. The Maryland-National Capital Park and Planning Commission's Parks Department is assisting in this process and has obtained a landscaping firm. The Parks Department will initiate the contract with the firm once all parties have signed off on the MOU.

VI. Update from Finance Subcommittee

- a. The board was created to enhance public/private participation in the development of 219 acres of county-owned property.
- b. The environmental study conducted in 2012 shows that there is approximately 88 acres of developable land on the property.
- c. The finance subcommittee recommends that the board moves forward with a request for qualifications/interest.
- d. There is already a plan and sectional map amendment which serves the purpose of helping to guide land use as the board moves forward.
- e. Considering design, solicitation, review and selection, it is anticipated that development of the RFI/RFQ will be completed in the Fall 2013.
- f. This multi-step process would include an RFI (request for information)/RFQ (request for Qualifications): the first step defines the land, location, goals and objectives, then invites the industry to the table to help refine the development's objectives.
- g. Next, an industry briefing would be conducted, and subsequently formulate a request for proposals.
- h. This process helps eliminate those who are not qualified and could take up to 8 weeks to complete the first few steps in the process.
- i. Allow 5 weeks for the RFP to be out for public view.
- j. Another 30 days or so to review the received proposals.
- k. The board will need to designate a small committee and identify board members who will be at the table to play out this process.
- l. Typical timeframe for this type of process: the Prince George's County Code has 3 methods of acquisition, 1) design process yourself; 2) release invitation for specific design, evaluate responses and determine best value; 3) ask the industry how they would approach the solution, otherwise, it's open to industry practice.
- m. In this situation, a request for interest would be most functional.
- n. Regarding the RFQ: whoever responds, you want to ensure they have the capacity to complete the project (i.e. insurance capacity, staff and technical capacity, as well as financial capacity).
- o. The members that serve on the small committee will need to be familiar with the process. Typical membership needs to comprise of a legal, minority business environment, a chairperson, and 4 other voting members from a broad spectrum of all interested parties. Office of Central Services can play an advisory role in the make-up of this committee.
- p. Timing is essential, the Board could possibly prepare a document prior to the summer.
- q. Having a pre-submission conference will allow the opportunity to answer questions from the development community.
- r. There should not be any restrictions as to who can comprise this review committee. Any full-time employee of the county or any responsibly charged person who is willing to speak on behalf of the interest of their respective organizations will be able to participate.
- s. The OCS can provide examples of an RFI document, but do not necessarily have to write the document.
- t. The Revenue Authority would probably be the best board representative to take a lead in this process, or anyone with experience in acquisitions.

- u. It was suggested that the MARC station could be included in the RFI, to see if there is any value in having that station there. What are the possibilities?

VII. Next Steps/Other Business

- a. Identify lead and members of the RFI/RFQ committee.
- b. Final words from the Board Chairman: "Although the work is not a bright green light, it is still a bright light and has potential to come to fruition. We should continue to be evangelists for the project. Now is the time to get out and develop!"

VIII. Adjournment

- a. Meeting adjourned at 3:03 p.m.



Bowie State MARC Station Development Board

Monday, June 24, 2013
1:30 p.m. – 3:00 p.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Review and approval of April 15th meeting minutes
 - o Boyd Campbell, Board Chairman
- III. Maryland HB1515 and its impact on state transportation-related projects
 - o Andy Scott, Maryland Department of Transportation
- IV. MD 197 Landscape Plan - MOU Update
 - o Vanessa Akins, Prince George's County Planning Department
- V. Update from RFI/RFQ Development Committee/Finance Subcommittee
 - o Vanessa Akins, Prince George's County Planning Department
 - o Gwen McCall, Economic Development Corporation
- VI. Next Steps/Other Business
- VII. Adjournment

NEXT MEETING: TBD

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.

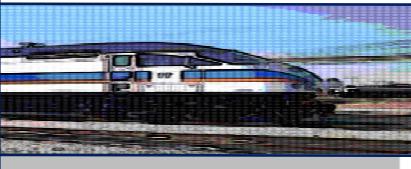
- d. The board will need to designate a small committee to advise the Revenue Authority in developing the solicitations. This group should be comprised of members whom are familiar with the real estate development process, expertise in real estate law, minority business contracting, development finance, 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.



Bowie State MARC Station Development Board

Monday, September 23, 2013
10:00 a.m. – 11:30 a.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Review and approval of June 24th meeting minutes
 - o Boyd Campbell, Board Chairman
- III. Review and approval of Quarterly Status Report due October 15, 2013
 - o Boyd Campbell, Board Chairman
- IV. Discussion: New expanded MARC Service on Penn Line
- V. MD 197 Landscape Plan - MOU Update
 - o Vanessa Akins, Prince George's County Planning Department
 - o Betty Smoot, Prince George's County Planning Department
- VI. Update from RFI/RFQ Development Committee/Finance Subcommittee
 - o Peter Shapiro, Prince George's County Revenue Authority
- VII. Next Steps/Other Business
- VIII. Adjournment

NEXT MEETING: TBD

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
9/23/13
10:00 a.m. – 11:30 p.m.

Member Attendees: Boyd Campbell (Board Chairman), Andrew Roud, Stephen Paul, Peter Shapiro, Tomeka Bumbry, LaKeecia Allen, Aubrey Thagard

Staff Attendees: Jackie Brown, Barbara Stone, Betty Smoot, Martin Matsen, Donny James, Kathleen Canning

Visitors: Joe Meinert (City of Bowie)

Meeting Minutes:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
 - b. Mr. Campbell welcomed Donny James, Prince George's County Revenue Authority. Mr. James has worked with the District of Columbia in economic development and will be working with the board on its development of the RFQ/RFP for developer interest.
- II. Review and approval of June 24th meeting minutes
 - a. The meeting minutes were approved unanimously with no further revisions
- III. Review and approval of Quarterly Status Report due on October 15, 2013
 - a. Change date on page 2
 - b. Revise "solicitation advisory group" to instead say "Proposal analysis group" (page 3)
 - i. The proposal analysis group will receive the proposals, analyze them, and make a recommendation for RFP
 - ii. 3-5 county employees tasked with reviewing all submissions (proposal analysis group)
 - c. Any board member could participate in drafting the actual RFQ/RFP documents
 - d. The report is hereby approved with recommended changes
- IV. Discussion: New expanded MARC Service on Penn Line
 - a. Andrew Scott, Maryland Department of Transportation, was not in attendance of this meeting so the discussion was postponed until later date.
- V. MD 197 Landscape Plan – MOU Update
 - a. The landscape has been revised to minimize necessary maintenance that would have to be fulfilled by the University.
 - b. Discussions have been ongoing about the direction of the plan and staff will continue to update the Development Board on progress made.
 - c. The MOU is currently under review with the university's General Counsel.

- d. Board Member Andrew Roud volunteered to follow up with Dr. Lucas and the university regarding the landscape plan and MOU.

VI. Update from RFI/RFQ Development Committee

- a. Board Member Aubrey Thagard suggested that the RFP should be reviewed by a group of county employees as well as individuals that are not directly involved with the board would be best suited to participate in the review and selection of interested developers.
- b. The board is not a body of county government and represents many interests, which are factors of whether the board can review the RFQ. If determined that the Board can review the RFQ, a disclosure may need to be signed by each board member
- c. The proposal analysis group needs to be formed. A meeting will be held with Council Member Turner to discuss the next steps, and will also include Board Members Vanessa Akins, Aubrey Thagard, Peter Shapiro, Tomeka Bumbry, and LaKeecia Allen.
- d. It will be essential to have a real market placed analysis of how this property can potentially bring more tax base to the county.
- e. LaKeecia Allen, Office of Law, will conduct research in practice regarding some of the issues discussed and will report back to the board at its next meeting. Council member Turner requested a response in writing to issues raised during today's discussion:
 - i. Review RFQ process to see if the Planning Department and the Revenue Authority can participate in the process as quasi-government entities.
 - ii. Common practices in RFQ processes.
 - iii. Can the Revenue Authority act as an agent on behalf of the Office of Central Services, such as creating a Memorandum of Understanding?
 - iv. Will a confidentiality agreement (non-disclosure) for board be necessary? If so, LaKeecia could draft one.
- f. The Industry standard has been that there is a small group of individuals that review and score the submissions, but it is a controlled process.

VII. Next Steps/Other Business

- a. For continued success, it is essential that each stakeholder (Board member and representing authority) is committed, participating and in attendance of each meeting.
 - i. Identify the role of each agency that is a part of the Board.
 - ii. Chairman Campbell is requesting a recommitment from each board member and their respective organizations.
- b. Kathleen Canning will clarify whether she is the permanent council attorney on the Board, and will work with LaKeecia in preparation for the next Board meeting.
- c. The meeting requested by Council Member Turner will be scheduled for Wednesday, October 2nd, at 2 p.m.

VIII. Adjournment

- a. Meeting adjourned at 11:19 a.m.



Bowie State MARC Station Development Board

Monday, November 4, 2013
10:00 a.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Review and approval of September 23rd meeting minutes
 - o Boyd Campbell, Board Chairman
- III. Update from RFI/RFQ Development Committee/Finance Subcommittee
 - o Donny James, Prince George's County Revenue Authority
- IV. Discussion: New expanded MARC Service on Penn Line
 - o Andrew Scott, Maryland Department of Transportation
- V. MD 197 Landscape Plan - MOU Update
 - o Vanessa Akins, Prince George's County Planning Department
 - o Betty Smoot, Prince George's County Planning Department
- VI. Next Steps/Other Business
- VII. Adjournment

NEXT MEETING: TBD

BOWIE STATE MARC STATION DEVELOPMENT BOARD

County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting Date: November 4, 2013

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Dr. Richard Lucas, Tomeka Bumbry, Andrew Roud, LaKeecia Allen, Jerry Sanford, Jerome Smallwood, Gwen McCall, Stephen Paul, Aubrey Thagard, Donny James

Staff Attendees: Council Member Ingrid Turner, Kathleen Canning, Jackie Brown, Barbara Stone, Betty Smoot, Martin Matsen

Visitors: Tammi Thomas (Bowie State University), Kristen Franklin (Office of the County Council)

Meeting Minutes:

- I. Welcome/Administration
- II. Review and approval of September 23rd Meeting minutes
 - a. Minutes approved with discussed revisions.
 - i. Item III "c" of the September minutes should be revised to state "Only board members that are employees of Prince George's County government can participate in the drafting/reviewing/processing of the RFQ/RFP documents."
- III. Update from RFI/RFQ Development Committee/Finance Subcommittee
 - a. Council Member Turner convened a meeting with the committees in order to advance the RFI/RFQ solicitation and overall process.
 - b. The draft RFQ has been completed with any revisions to be done by Thursday of this week. The solicitation for developer qualifications will be advertised within the next weeks. Info regarding the developer showcase will be included in the solicitation. In addition to the county's procurement website, the solicitation will also be advertised in trade journals, revenue authority website, etc. The solicitation will be advertised approximately 4-6 weeks.
 - c. The Board wants to ensure that it is able to obtain qualified developers in the region and/or nationally to be in attendance at the showcase. A showcase is typically a one day affair to allow interested developers to view relevant documents, such as the sector plan and ULI TAP report, and ask any questions prior to submitting their qualifications and interest.
 - d. All questions from developers can be submitted via writing, in order to keep the process with integrity.
 - e. Miranda Jackson with the county should also be notified about the timeline so that she can get information distributed about the showcase.
 - f. From the time of solicitation to selection, it could be an approximate 4-5 month process.
 - g. An effective and clearly written RFQ will minimize the amount of questions that would come in from developers.
 - h. The RFQ will be based on recommendations within the sector plan and specific parcels that would be of interest for development.

- i. The intent is to obtain a master developer that would tell the Board how they will develop the property within context of the sector plan.
- j. MNCPPC is working on a Memorandum of Understanding (MOU) with Tom Himler, in the Office of the County Executive, to do a financial feasibility study.
- k. The RFQ/RFI subcommittee, being led by the Revenue Authority, is currently working with the county Economic Development Corporation (EDC), to utilize their facilities for the showcase. A definite date has not been set as of this meeting.
- l. This showcase will essentially be an “All hands on deck meeting”. All board members will be asked to attend, as well as Council Member Turner to show district support.
- m. Donny James (Revenue Authority) will continue to coordinate with EDC and Vanessa Akins (M-NCPCC) to refine the agenda and the intended roles of members in attendance. The council member would want an opportunity to speak and highlight this project as an important development opportunity in her district. Presentations will include an overview of the sector plan as well as the ULI TAP, environmental study, etc.
- n. Only members of the proposal analysis group will have access to viewing the proposal documents.
- o. Other displays, such as maps, may be needed.
- p. After submission deadline, the review period would begin immediately and could take approximately 60 days, depending on the number of qualifications received.

IV. Discussion: New expanded MARC Service

- a. Andy Scott was not available to have this discussion. It would be important to have this discussion with Andy or a representative of the MDOT.

V. MD 197 Landscape Plan and MOU

- a. There are no further updates at this time. Meetings have been requested with BSU and SHA and will be further coordinated.
- b. Chairman Campbell had a discussion with Joe Meinert, City of Bowie, regarding potential partnership with the city. Mr. Meinert agreed to discuss potential opportunities with the Mayor.
- c. Dr. Lucas has also had conversations with the City of Bowie council members.
- d. Both Mr. Meinert and Dr. Lucas will report back to the board on a later date.
- e. The major timeline that the Board is assessing is the utilization of designated funds that could be lost at the end of the fiscal year if not expended.
- f. The MOU associated with the MD 197 landscape plan has also taken an extensive amount of time for review by the various parties.

VI. Next Steps/Other Business

- a. Council goes in recess and will not be able to meet after January 19th.
- b. All members will be encouraged to attend the showcase(s).
- c. The next meeting date will be determined at a later time.

VII. Adjournment

- a. No further business, meeting adjourned at 10:46am.



Bowie State MARC Station Development Board

Tuesday, April 29, 2014
11:00 a.m. – 12:30 p.m.

AGENDA

- I. Welcome/Administration
 - Boyd Campbell, Board Chairman
- II. Review and approval of November 4, 2013 meeting minutes
 - Boyd Campbell, Board Chairman
- III. Review and approval of Quarterly Status Report (s)
 - Boyd Campbell, Board Chairman
- IV. Senate Bill 600 and House Bill 742 (Regional Institution Enterprise Zone Program)
 - Todd Turner, Legislative Officer
- V. Update from RFI/RFQ Development Committee/Finance Subcommittee
 - Donny James, Prince George's County Revenue Authority
- VI. MD 197 Landscape Plan
 - Vanessa Akins, Prince George's County Planning Department
- VII. Next Steps/Other Business
- VIII. Adjournment

NEXT MEETING: TBD

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting Date: April 29, 2014

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Dr. Richard Lucas, Tomeka Bumbry, Andrew Roud, Jerome Smallwood, Gwen McCall, Stephen Paul (Council Member Ingrid Turner attended the meeting.)

Staff Attendees: Kathleen Canning, Jackie Brown, Barbara Stone, Todd Turner, Yang Chen

Visitors: Kevin Ford, Jr. (Revenue Authority), Donny James (Revenue Authority), Joe Meinert (City of Bowie)

Meeting Minutes:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
- II. Review and approval of November 4, 2013 Meeting minutes
 - a. The meeting minutes were approved unanimously with no further revisions.
- III. Review and approval of Quarterly Status Report(s)
 - a. The Quarterly Status Reports were approved by the Board with no further discussion or revisions.
- IV. Senate Bill 600 and House Bill 742 (Regional Institution Strategic Enterprise Zone Program)
 - a. Todd Turner provided an overview of the Senate Bill 600 and House Bill 742. It establishes the Regional Institution Strategic Enterprise (RISE) Zone Program, to be administered by the Department of Business and Economic Development (DBED). The purpose of the program is to access institutional assets that have a strong and demonstrated history of commitment of economic development and revitalization in the communities in which they are located. A qualified institution may include (1) a regional higher education center; (2) an institution of higher education; or (3) a nonprofit organization that is affiliated with a federal agency. A qualified institution may apply to the DBED for designation of an area as a RISE zone. A business entity that locates in a RISE Zone is entitled to a property tax credit, an income tax credit, a special income tax depreciation allowance, and consideration for assistance from the State's economic development and financial assistance programs. Todd Turner emphasized that the value of tax credits depends on the total number of persons employed by the business entity.
 - b. Boyd Campbell suggested that we coordinate with Bowie State University in order to seize the opportunity and incorporate the tax credits as part of the marketing strategy in the solicitation of a master developer.

- c. Todd Turner emphasized that the Secretary of DBED may not approve more than three RISE Zones in a county or municipal corporation and may not designate a RISE Zone within a development district or special taxing district. The bills extend the authority of counties and Baltimore City to issue bonds supported by the tax increment financing (TIF) or other similar financing instruments in order to finance certain cost within a RISE Zone. Some expanded uses include historic preservation, environmental remediation, parking lots, schools, affordable or mixed-income housing, stormwater management, innovation centers and laboratory facilities, and any facilities or structures of any type whether for public or private use that supports the purpose of the RISE Zone.
- d. Council Member Ingrid Turner stated that the University of Maryland, Bowie State University and Prince George's Community College look at the RISE Zone program as an opportunity and work together. She further stated that the program could provide incentives to make a project doable.

V. Update from RFI/RFQ Development Committee/Finance Subcommittee

- a. Donny James (Revenue Authority) provided to the Development Board an overview of the BOWIE STATE MARC STATION RFQ process and its result. The Revenue Authority extended the RFQ deadline to April 17, 2014, and only received one response. It has been determined that the Revenue Authority will go back out to the market with a second RFQ (a date yet to be determined). Included in that RFQ will be a list of incentives to include the RISE Zone program. Mr. James also mentioned that they will be reaching out to developers to find out why the interest wasn't there and what needed to be done.
- b. Boyd Campbell stated that he hopes that we find out how to improve the RFQ and put those improvements in place. He suggested that the incentives provided by the RISE Zone might not be significant to attract developers and that the team needs to learn from best practices around the country.
- c. Council Member Ingrid Turner mentioned that previously Maryland-National Capital Park and Planning Commission (M-NCPPC) had presented information on several university-related mixed-use developments in the country that have successfully attracted development interest and that we should contact them to see how they produced viable projects. She also advised the Revenue Authority to streamline the solicitation process.
- d. Vanessa Akins suggested that although the project isn't one of the top priorities of the county, the County Executive's office, Central Services, the Economic Development Corporation (EDC), the Revenue Authority, and The Maryland-National Capital Park and Planning Commission (M-NCPPC) should continue its collaboration to help formalize a successful 2nd RFQ.
- e. Andrew Roud asked about the notification process and suggested advertising at least 30 days before the showcase/pre bid conference.
- f. Council Member Ingrid Turner requested and encouraged the Central Services to be at the table for the next meeting.
- g. Boyd Campbell advised Donny James to find out what we did wrong and how to make it right, work with committee member who has experience in RFQ, seek out developers with successful cases, and report back to the committee within 30 days.

VI. MD 197 Landscape Plan

- a. Vanessa Akins reported that the Memorandum of Understanding (MOU) MD 197 Landscape Plan is currently under review with the Bowie State University's General Counsel.
- b. The Board identified the landscape maintenance as the roadblock for moving forward. Neither Bowie State University nor the State Highway Administration will take on the responsibility for maintaining the plantings or mowing of areas near the plantings.
- c. Council Member Ingrid Turner suggested reprogramming and closing some issues if we cannot come to a resolution in the next few months.
- d. Boyd Campbell requested a cost analysis of landscape maintenance.
- e. Todd Turner explained the site is located outside the City of Bowie.
- f. Tomeka Bumbry suggested moving the conversation with City of Bowie.
- g. Boyd Campbell requested the Maryland Capital Park and Planning Commission provide a cost analysis on maintenance, study the possibility to outsource to private entity and further conversation with City of Bowie.

VII. Next Steps/Other Business

- a. Boyd Campbell requested that Donny James look at best practices of several university-related mixed-use development projects, seek out developers who have successful cases and report back to the Board at the next meeting.
- b. Vanessa Akins will coordinate with the City of Bowie, Bowie State University and State Highway Administration to determine how/and if we can best move the MD 197 Landscape Plan forward.

VIII. Adjournment

- a. Meeting adjourned at 12:19pm.



Bowie State MARC Station Development Board

Monday, November 17, 2014
9:00 a.m. – 10:30 a.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Review and approval of April 29th meeting minutes
 - o Boyd Campbell, Board Chairman
- III. Review and approval of Quarterly Status Report
 - o Boyd Campbell, Board Chairman
- IV. Update from RFQ Development Committee/Finance Subcommittee
 - o Donny James, Prince George's County Revenue Authority
- V. Next Steps/Other Business
- VI. Adjournment

NEXT MEETING: TBD

BOWIE STATE MARC STATION DEVELOPMENT BOARD
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting Date: November 17, 2014

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Dr. Richard Lucas, Tomeka Bumby, Andrew Roud, Jerry Sanford, Jerome Smallwood, Gwen McCall, Donny James (Council Member Ingrid Turner attended the meeting.)

Staff Attendees: Jackie Brown, Barbara Stone, Yang Chen, Jordan Exantus, Todd Turner

Visitors: Tom Haller, Richard de Gorter

Meeting Minutes:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
- II. Review and approval of April 29, 2014 Meeting minutes
 - a. The meeting minutes were approved unanimously with no further revisions.
- III. Review and approval of Quarterly Status Report(s)
 - a. The Quarterly Status Reports were approved by the Board with no further discussion or revisions.
- IV. Update from RFQ Development Committee/Finance Subcommittee
 - a. Donny James (Revenue Authority) provided to the Development Board an overview of the BOWIE STATE MARC STATION RFQ process and the pre-bid conference on November 12th, 2014.
 - b. The RFQ is based on recommendations within the Bowie State MARC Station Sector Plan and Sectional Map Amendment. In addition to the county's procurement website, the solicitation for developer qualification has also been advertised in the Urban Land Institute (ULI) website and the Washington Post in September.
 - c. Donny James mentioned over 30 developers attended the pre-bid conference and the questions from the developers are due by November 19th. Alicia Proctor will send questions to related agencies and send responses to anyone who has downloaded the solicitation by December 1st.
 - d. Vanessa Akins stated that the Prince George's Planning Department, Maryland-National Capital Park and Planning Commission (M-NCPPC) has set aside approximately \$300,000 in funding to help with the financial feasibility analysis.
 - e. The Office of Central Services will form an advisory group to review top proposals and interview selected candidates. It could be an approximate 4-5 month process from the time of solicitation to selection.
- V. Next Steps/Other Business

- a. Council Member Ingrid Turner thanked everyone on the Bowie State MARC Station Development Board for their dedication in the past three years. She hoped that the board will have a better understanding of the developers' interests by December 1st, and the new councilmember will take the lead in evaluating the bids. She recommended the board be dissolved if there's no bid from the developers.
- b. Todd Turner expressed his appreciation for the work that the Council Member Ingrid Turner and the board have achieved in the past and will take recommendation from the board and the Council Member.
- c. Boyd Campbell requested and encouraged Central Services to be present at the next meeting.

VI. Adjournment

- a. Meeting adjourned at 10:00 a.m.



Bowie State MARC Station Development Board

Tuesday, November 24, 2015
10:00 a.m. – 11:30 a.m.

AGENDA

- I. Welcome/Administration
 - o Boyd Campbell, Board Chairman
- II. Review and approval of November 17th, 2014 meeting minutes
 - o Boyd Campbell, Board Chairman
- III. Review and approval of Quarterly Status Report
 - o Boyd Campbell, Board Chairman
- IV. Update from RFQ Development Committee/Finance Subcommittee
 - o Floyd Holt, Office of Central Services
- V. Next Steps/Other Business
- VI. Adjournment

NEXT MEETING: TBD

BOWIE STATE MARC STATION DEVELOPMENT BOARD Meeting
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting Date: November 24, 2015

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Dr. Richard Lucas, Tomeka Bumbry, Andrew Roud, Jerry Sanford, Jerome Smallwood, Stephen Paul, Kevin Ford (representing Donny James), John Mason (representing Jim Coleman)

Staff Attendees: Jackie Brown, Kathleen Canning, Barbara Stone, Yang Chen

Guests: Councilmember Todd Turner, Richard de Gorter, Barbara Richman (NAI Michael Co.), Joe Meinert (City of Bowie), Floyd Holt (Office of Central Services), Derrick C. Coley (Bowie State University), Brian Toelle

Meeting Minutes:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
- II. Review and approval of November 17, 2014 Meeting minutes
 - a. The meeting minutes were approved unanimously with no further revisions.
- III. Review and approval of Quarterly Status Report(s)
 - a. The Quarterly Status Reports were approved by the Board with no further discussion or revisions.
- IV. Update from RFQ Development Committee/Finance Subcommittee
 - a. Floyd Holt provided an overview of the Bowie State MARC Station Request for Qualification (RFQ) and Request for Proposal (RFP) process.
 - i. A RFQ was issued in January 2014 for the selection of a Master Developer for the 90 acres of developable land within the 219 acres of county owned property. The January 2014 RFQ was cancelled. The Office of Central Services reissued the RFQ in September 2014 and allowed more time for the developers to respond.
 - ii. The Office of Central Services received two responses to the RFQ. An evaluation team was formulated in April 2015 to review proposal submissions. After intensive review and interview processes, the County entered into preliminary negotiation with one of the development teams.
 - iii. The Office of Central Services held a meeting with the development team on November 12, 2015. The team makeup includes consultants, architects, minority business constructors, finance/banking/mortgage advisors, land use attorney, community relations group, and other advisors.
 - iv. The selected development team showed serious interest in the project, and indicated **full** compliance to the vision and goals outlined in the 2010 *Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment*. The

project will reflect TOD principles, promote innovation and creativity, and benefit the County. The selected development team also demonstrated a profound understanding of the transit opportunities, community and academic environment.

- v. The Master Developer will submit a detailed development proposal for further evaluation no later than January 8, 2016.
- vi. Finally, Mr. Holt provided three options regarding property disposition: 1) sell the property to the Master Developer, 2) lease the property to the Master Developer, or 3) enter into a participation agreement with the Master Developer.

b. The Board Members raised questions to seek clarification on the RFQ/RFP process, and Mr. Holt responded to their questions.

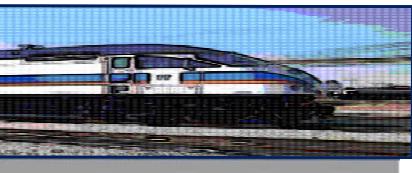
- i. Dr. Richard Lucas asked about the makeup of the evaluation team, the developer's understanding of the academic community and their plan to involve the Bowie State University. Mr. Holt stated that the Office of Central Services would like to keep the names confidential at this time until the process is completed. However, Mr. Holt advised the Board that the evaluation team consists of members from the County Executive's Office, the Revenue Authority, the Department of Housing and Community Development, the Office of Law, the Maryland-National Capital Park and Planning Commission (M-NCPPC), and the Contract and Procurement Division of the Central Services. Mr. Holt also stated that the outreach and public relationship personnel from the development team have reviewed the sector plan and understand the community and Bowie State University environment. Their outreach plan will be further defined in January 2016.
- ii. Boyd Campbell expressed excitement for the RFQ result, and he asked for further clarification of the third property disposition option. Mr. Holt explained the nature of the participation agreement, and emphasized that the county is still evaluating all three options previously discussed. The detailed proposal from the Master Developer will demonstrate how the project can benefit the County economically in the long run.
- iii. Vanessa Akins stated that the Maryland-National Capital Park and Planning Commission has entered into a Memorandum of Understanding with the Office of Central Services to hire a consulting team to conduct a financial feasibility analysis to determine the best financial strategy for the county.
- iv. Board Members Boyd Campbell and Dr. Richard Lucas expressed the importance of ensuring the project adhere to the vision and goals of the Bowie State MARC Station Sector Plan and Sectional Map Amendment. Mr. Holt emphasized that the RFQ was based on recommendations within the Sector Plan and the Office of Central Services will ensure that the final RFP product sticks to the vision.
- v. Jerry Sanford advised that the Maryland Department of Transportation needs to be part of the RFQ/RFP conversation because of their ownership of the land next to the Bowie State MARC Station.

- vi. Jerome Smallwood expressed concerns because the number of respondents was not as high he thought it would be. Mr. Holt stated that the RFQ result is typical in comparison to other similar projects in the County including the TOD project in College Park.
- c. Floyd Holt furthered explain the next steps to move the RFP process forward. The evaluation team will review and analyze the detailed proposal to be submitted in January 2016 by the Master Developer. Based on the review and acceptance, a development agreement will be put into place along with the financial analysis and forwarded to the Council for their review and approval.
- d. Councilmember Turner stated that the Council will wait for the evaluation team to review the detailed proposal. The development proposal will also be presented to various stakeholders. He is hopeful that the development will be beneficial to the community, County and Bowie State University.
- e. Boyd Campbell initiated the discussion on the role of the Bowie State MARC Station Development Board in the RFP process once the County decides to move forward with the project. He hoped to see the project come to fruition because Board Members have invested time and efforts into the project.
 - i. Vanessa Akins stated that a report mechanism could be established to update the Board once the County enters into the negotiation with the Master Developer. It's the role of the Office of the Central Services to move the project forward and enter into negotiation with the master developer.
 - ii. Dr. Richard Lucas suggested that the Board come together to share information regarding project movement on a regular basis.
 - iii. Stephen Paul suggested the Board continues its involvement in the process even through there might not be an official role.
 - iv. Boyd Campbell concluded that it's premature to make the decision to end the Board at this time and the Board should continue to function in accordance with the County Resolution. He also requested the RFP respondent to provide a presentation to the Board. Once the RFP is submitted to the Office of Central Services, Mr. Holt will make a recommendation to the evaluation team and bring in the development team if there is no opposition.
- f. John Mason suggested to include the staff from the Economic Development Corporation in the evaluation team because the Economic Development Corporation understands the developers' need and the dynamics of the commercial real estate development.
- g. Vanessa Akins stated that Tom Himler, the Deputy Chief Administrative Officer, Budget, Finance and Administration, will need to make that decision.
- h. Councilmember Turner promised he will work to move the project forward, and thanked all the Board Members for their participation, involvement and dedication. He hoped everyone has a Happy Thanksgiving.

V. Adjournment

- a. Meeting adjourned at 11:09 a.m.

NEXT MEETING: TO BE DETERMINED



Bowie State MARC Station Development Board

Monday, November 21, 2016
10:00 a.m.

AGENDA

- I. Welcome/Administration
 - Boyd Campbell, Board Chairman
- II. Review and approval of **November 24, 2015** meeting minutes
 - Boyd Campbell, Board Chairman
- III. Review and approval of Quarterly Status Report (s)
 - (October 2015 - December 2015)
 - Boyd Campbell, Board Chairman
- IV. Update from RFI/RFQ Development Committee/Finance Subcommittee
 - Floyd Holt, Deputy Director, Prince George's County Office of Central Services
- V. Next Steps/Other Business
- VI. Adjournment

NEXT MEETING: TBD

BOWIE STATE MARC STATION DEVELOPMENT BOARD Meeting
County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD
Meeting Date: November 21, 2016

Member Attendees: Boyd Campbell (Board Chairman), Vanessa Akins, Dr. Richard Lucas, Tomeka Bumbry, Andrew Roud, Lakeecia Allen, Stephen Paul, Brad Frome, Kevin Ford, Donny James

Staff Attendees: Jackie Brown, Barbara Stone, Jordan Exantus

Guests: Councilmember Todd Turner

Meeting Minutes:

- I. Welcome/Administration
 - a. The meeting began with a welcome from the Board Chairman, Boyd Campbell.
 - b. Meeting attendees introduced themselves.
- II. Review and Approval of **November 24, 2015** Meeting Minutes
 - a. Minutes were reviewed and approved unanimously.
- III. Review and approval of Quarterly Status Report (s)
 - a. Quarterly report for the period October 2015 – December 2015 was reviewed and approved unanimously.
- IV. Update from RFI/RFQ Development Committee/Finance Subcommittee (Brad Frome)
 - a. Brad Frome gave an overview of the current RFQ status and distributed a handout from the Office of Central Services detailing the project history, context, vision, phasing and scoring criteria for proposals.
 - b. The Proposal Analysis Group (PAG) found that the respondent's product did not meet the goals set out by the sector plan and consequently they were not going to proceed.
 - i. Solicitation was cancelled and notice and explanation was sent to the applicant
 - c. There is value in the property, but it may take some time to generate interest. There is potential for collaboration with the university.
 - d. Discussion:
 - i. PAG membership cannot be publicly shared
 - ii. Submission can be reviewed by Board if desired
 - iii. Sector plan was driver for RFQ/RFP and main factor in decision
 - e. Chair Campbell – outcome is disappointing considering the time and effort put in. What are the market factors that produced this response?
 - i. Mr. James – market demand and competing project locations
 - ii. Mr. Frome – there are challenges promoting this as a Transit Oriented Development (TOD) site because of differentiation between Metro versus commuter rail.
 - f. Chair Campbell – how significant was departure from Sector Plan?

- i. Mr. Frome – the proposal was “honest”, developer felt that the Sector Plan goals were not achievable in the short-term. The project was majority residential instead of mixed-use. Wasn’t in the County’s best interest to spend resources to pursue this type of project.
- g. Chair Campbell – is it still a priority for the County to shed surplus land?
 - i. Mr Frome – yes, but this property has real potential and real value. Long-term this project is very viable.

V. Next Steps/Other Business

- a. Council Member Turner – thanked the Board for all of their work and expressed disappointment in outcome. What are the next steps? There will be a new university president soon, may be opportunity for new conversations. Do we need to make changes to the sector plan?
- b. Mrs. Akins – the land is valuable, especially considering that Prince George’s is the “frontier” in the wider region. We need to figure out how to capture value of significant tracts of land.
- c. Mr. Paul – the RDA has held land for 10-15 years. It’s better to hold land than to do something significantly below what you want.
- d. Ms. Bumbry – make sure that Bowie State is being involved in the process.
- e. Dr. Lucas – Bowie is a growth institution and wants to be involved.
- f. Chair Campbell – drafting of a final report seems appropriate at this time, the Board will reconvene when it becomes necessary.
- g. Council Member Turner – Board should take a formal vote on final report with caveat “if new opportunities arise, revisit Board”
- h. Motion – Board to issue final report to “mothball” Board and include summary of 5 year activities.
 - i. Council Member Turner – will prepare report to present to County Council
 - ii. Chair Campbell – would like to present
 - iii. Ms. Bumbry – Park & Planning to prepare draft?
 - 1. Mrs. Akins – yes, we will prepare and submit for comments
- i. Vote – unanimously approved

VI. Adjournment

ATTACHMENT E
BOWIE STATE MARC STATION SECTOR PLAN
AND SECTIONAL MAP AMENDMENT –
SUMMARY REPORT



BOWIE STATE MARC STATION SECTOR PLAN AND SECTIONAL MAP AMENDMENT Summary Report

INTRODUCTION

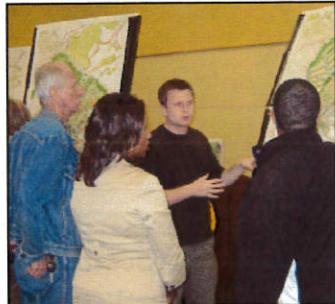
The Prince George's County Planning Department is pleased to make available this summary of the 2009 *Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment*. The Planning Board adopted the plan with modifications per PGCPB Resolution No. 09-142 dated October 2009. The District Council approved the sector plan through the passage of CR-6-2010 in January 2010.

PLAN AREA

The Bowie State MARC Station area covers approximately 2,282 acres of Planning Areas 71A and 71B and includes portions of Councilmanic District 4. It is generally bound by the WB&A trail to the south, the Patuxent River to the east, the PEPCO easement to the west and the Patuxent Wildlife Research Refuge to the north (see map on page 2).

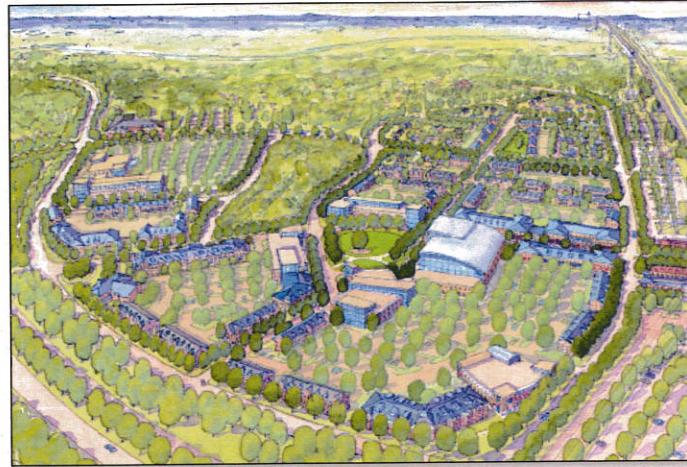
PUBLIC PARTICIPATION

The sector plan is based on an innovative 6-month public outreach program that engaged three distinct stakeholder groups - Bowie State University (including faculty and students), the local community, and public officials and agencies.



VISION

The Bowie State MARC Station sector plan area is a close-knit community consisting of diverse residential neighborhoods, an expanded and improved world-class educational institution at Bowie State University (BSU), and three vibrant new neighborhoods oriented around the Bowie State MARC station. The neighborhoods comprise a new community center as defined by the 2002 *Approved General Plan*.



Illustrative vision of neighborhoods comprising the new community center

SUMMARY OF PLAN RECOMMENDATIONS

The following section summarizes the sector plan's key recommendations.

Land Use and Economic Development

- Provide new development with high-quality residential and nonresidential uses that have appropriate densities within the community center.
- Encourage a larger private or state-government user to locate in the Bowie State MARC Office and Research Campus.
- Encourage the construction of a BSU convocation center and laboratory school in the community center.
- Establish a multidimensional branding campaign that defines a clear identity for the area, promotes the area's strengths, and alerts private investors to its readiness for business.

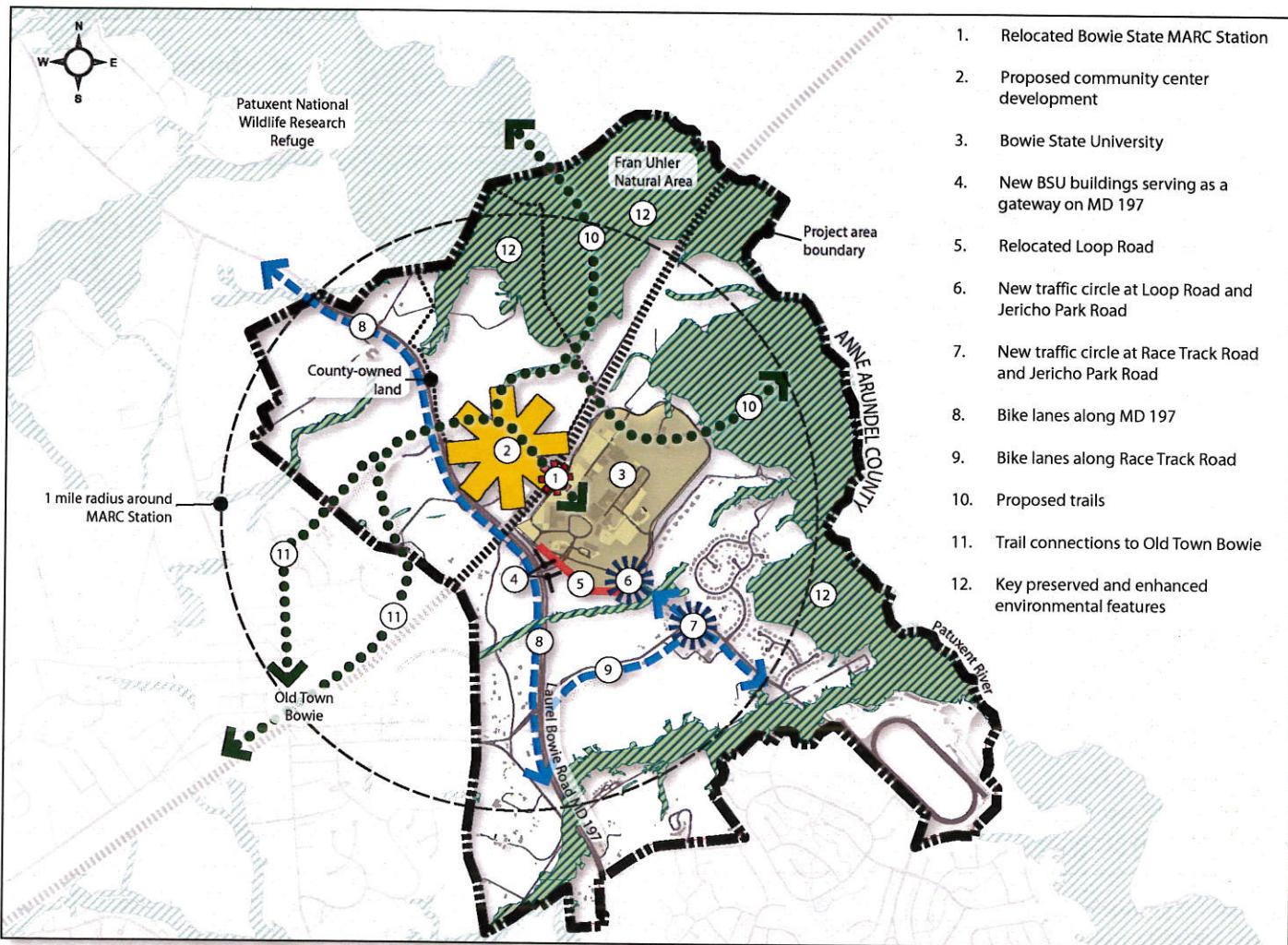
Design and Appearance

Bowie State MARC Station Sector Plan Area

- Create a network of aesthetically pleasing and sustainable public streets and spaces that encourage pedestrian activity and foster community life and a shared identity.



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Plan area and vision concept

- Ensure neighborhoods have multiple points of entry to increase connectivity and accessibility.
- Incorporate sustainable and low-impact design features in all open spaces, such as pervious paving, bio-retention swales, and rain gardens.

Village Center

- Design the Village Center using transit-oriented development (TOD) principles to serve as the vibrant mixed-use core of the community center.



An example of a lively, pedestrian-friendly neighborhood street

- Establish Old Jericho Park Road as the community center's "main street" featuring ground floor retail and wide sidewalks.

North Village

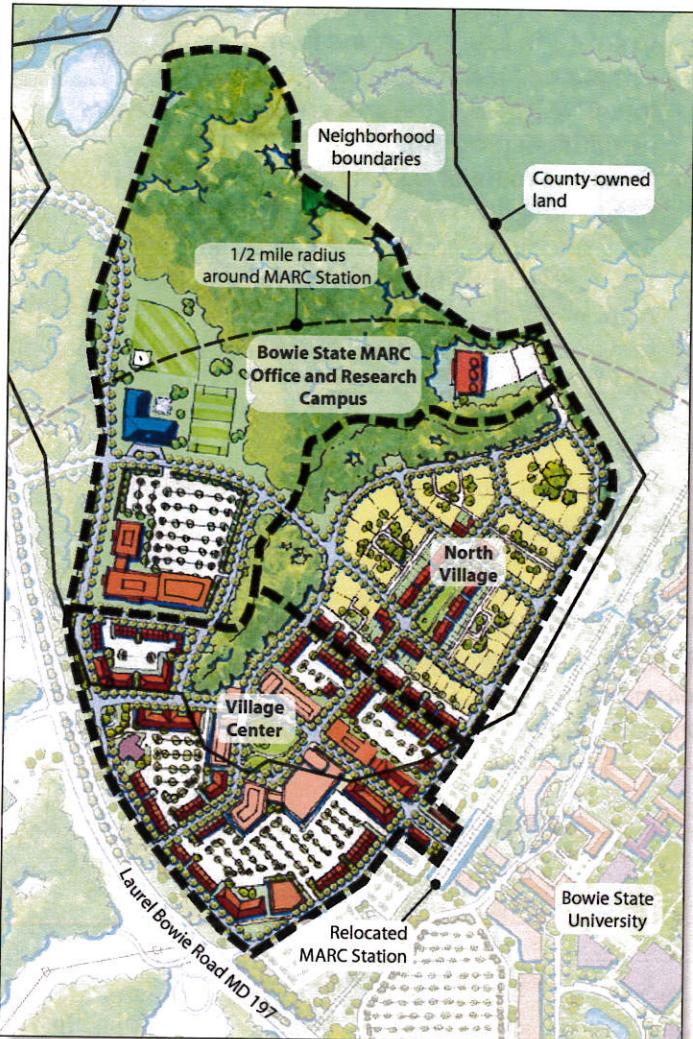
- Design the North Village as a residential village targeted towards staff, faculty, and graduate students.

Bowie State MARC Office and Research Campus

- Design the Bowie State MARC Office and Research Campus as an employment and learning area.
- Market the office component to a large government user with heightened security needs that could not be met by the Village Center.
- Incorporate a public-private use, such as a laboratory



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Illustrative site plan for the community center and its neighborhoods

school, which could be used to facilitate the training of BSU students and provide learning opportunities for Prince George's County youth and adults.

Bowie State University Campus

- Consolidate parking areas on campus to make developable land and parking areas more efficient and to enhance the pedestrian quality of the campus.
- Develop an interconnected network of open spaces on campus.
- Develop a direct street connection from the center of the campus to the MARC Station and community center-main street.
- Arrange future growth and development of the campus to benefit from its proximity to the new community center and MARC station.

- Place administrative or academic buildings along MD 197 and New Semchop Road to serve as a gateway to BSU.

Infrastructure

Transportation

- Relocate the MARC Station north of its current location and enhance it with centrally located parking and a vehicular/pedestrian passageway under the new station and Amtrak Rail line.
- Transform BSU's Loop Road into a parkway.
- Create a bus hub at the new MARC Station that can accommodate new and/or increased regional and local bus service.
- Create a pedestrian overpass across the Amtrak Rail line at the northern end of the BSU campus.
- Create bike lanes along MD 197 and Race Track Road that are separated from the street.
- Create a hiker/biker trail alongside the Amtrak Rail Line to connect the community center to Old Town Bowie.
- Provide county bus service or a shuttle to connect the MARC Station to Old Town Bowie, the Bowie Town Center, and the City of Bowie.
- Provide a continuous network of sidewalks, bikeways, and trails that provide opportunities for residents to walk or bicycle.



Illustrative rendering of a new bike lane on Race Track Road

Parks and Recreation

- Create a multi-use picnic area on 2.5 acres of land currently owned by M-NCPPC.
- Work with local groups to help develop new and expand existing recreational programs, particularly for youth and the senior community.

Environmental Infrastructure and Sustainability

- Support one designated landmark LEED building for the BSU campus to enhance education and research in green technologies.
- Use best management strategies to house and treat stormwater on-site through methods such as



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bio-retention swales, rain gardens and man-made wetlands.

- Ensure that regulated areas designated in the sector plan's green infrastructure network are preserved, restored, or enhanced before and during development.



Example of a rain garden

Community Involvement

- Provide technical assistance to civic associations to help them market their organizations, expand their membership, and identify financial resources for community improvements projects.
- Develop an information package that guides community leaders in how to effectively participate in the local government decision-making process.

Implementation

- Extend the Developing Tier by approximately 163 acres to include the mixed-use community center.

- Establish an office of real estate development at BSU to create an action plan and financing strategy for the campus and community center.
- Intensively market the area and develop a tenant recruitment program.
- Construct roundabouts at the intersection of Loop Road and Jericho Park Road and at the intersection of Race Track Road and Jericho Park Road.
- Construct a hiker/biker trail connecting the community center to Old Town Bowie.
- Construct administrative or academic buildings along MD 197 and Semchopk Road.

More Information

For more information, please contact Kierre McCune, M-NCPCC Project Manager, at 301.952.3211 or kierre.mccune@ppd.mncppc.org.

The plan can be obtained at the County Administration Building, 14741 Governor Oden Bowie Drive, Planning Information Services, Upper Marlboro, MD 20772 or viewed online at <http://www.pgplanning.org/Bowie-MARC.htm>.



Illustrative rendering of "Main Street" in the Village Center



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ATTACHMENT F FINANCE SUBCOMMITTEE REPORT (2011)

Bowie State University Marc Station Development Board Finance Subcommittee Meeting (5/31/11)

The meeting was attended by Gwen McCall, David Iannucci, Aubrey Thagard, Pradeep Ganguly, Steve Paul and Diana Jackson. Ken Glover joined via conference call.

Discussion – Ideas

The Challenge

The biggest challenge will be reconciliation of the FOUR Metro sites that are on a "priority" list (for the County, as well as WMATA and the State of Maryland). This project could compete for the same resources, time and money. Another project that is screaming for our attentions is the East Campus project of the University of Maryland. We know there will be others.

The Bowie Marc Station Project - Discussion

1. Define the "site". It appears that the primary site is approx. xxx acres, with xx acres "developable," and 25 acres in Phase I development plans.
2. Define the VISION. It will be a mixed-use, "Smart" growth, ToD at BSU- live, study, work, play (entertain). Ensure that it fits-in with the CE's vision "On the Path to Greatness."
3. Create a "capabilities" statement for the site:
 - a. Marc station, bus and transit, parking facilities
 - b. Proximity to Ft. Meade and the National Cyber Command to the North, and the proposed DHS headquarters in the South.
 - c. Linkages to Washington, DC to the South and Baltimore to the North, including I-95, ICC, I-495, the Port of Baltimore, BWI, Reagan National and Dulles airports.
 - d. Tie-in with the Governor's proposed "Business of Space Science" initiative, including the proposed "Space Development Authority," Space-related business incubator, and National Center of Climate & Environmental Information. The Bowie Marc Station could use its proximity to the University of Maryland College Park and its M-Square facilities.
 - e. Super computer development at BSU, other key educational/training/degree programs, and workforce development programs.
 - f. Promote Bowie as a great City to live, work, play and grow a family.
 - g. Include parks and recreational facilities, including the Bowie Baysox.
4. Evaluate early phases of Shady Grove development (nearly 30 years ago), and the proposed development around White Oak (FDA, Washington Adventist Hospital, WSSC site proposed for science and technology development).
5. Incorporate the County Executive's vision – "On the Path to Greatness".

6. Prepare an ROI or RFP, and ask developers/builders to respond with proposals.
7. We are offering valuable land as equity.
8. Consider all financing options, including TIFs, bonds, incentive funds, parking-related (Revenue Authority) financing, State of Maryland/MDOT and HUD funding designated for ToD's and "Smart" growth.
9. Form a proposal analysis group (PAG), with input from CE's office, County Council, EDC, RA, DHCD/Redevelopment Authority, and BSU.
10. Release the ROI/RFP with an xxx-day turnaround time.
11. Invite top 3 bidders to make presentations to the County Team.
12. Look for an on-going stream of revenue generation -- parking fees, royalties, taxes (sales, income and property), profits from any joint ventures (such as a conference facility or hotel), in return for our equity (land, financing, parking improvements, etc.), infrastructure improvements, and financial incentives.

G. McCall/P. Ganguly, June 2, 2011

Economic Development Toolkit

Economic Development Toolkit

ATTACHMENT G DISPOSITION PROCESS (2011)

Prince George's County Land Disposition Process

According to Section 2-111.01 of the Prince George's County Code, the County Executive shall be authorized to sell, lease, or otherwise dispose of any County-owned real property. Below is a description of the property disposition process to be followed as stated in the County Code.

- 1 • The Office of Central Services prepares a recommendation and draft resolution for disposal of surplus property and submits to County Executive
- 2 • The County Executive reviews the resolution, and sends the approved resolution to the Office of Law for legal review
- 3 • The Office of Law approves the resolution and returns it to the County Executive for transmittal to County Council
- 4 • The resolution is placed on the calendar for Public Safety and Fiscal Management Committee (PSFM)
- 5 • If approved in committee, a public hearing is set with a minimum of two weeks notice to the public
- 6 • The full council votes on approval or disapproval of resolution
- 7 • If approved, the County Executive shall advertise the availability of the property in at least two (2) newspapers of general circulation in the County
- 8 • A contract is negotiated and accepted by the County Executive (subject to approval by resolution of the County Council)

ATTACHMENT H
BOWIE STATE UNIVERSITY CAMPUS FACILITIES
MASTER PLAN (2011)

PROPOSED CAPITAL PROJECTS

SINCE 2002

Since the time of the previous 2002-2012 Facilities Master Plan, dated June 2004, the University has undertaken several capital projects, several of which were identified in that plan. Those projects include the following:

State-Funded Projects

- Site Development Phase I: development of the primary quadrangles, open spaces, walkways, exterior wayfinding and street lighting
- Site Development Phase I: upgraded water service, increasing size, rate and flow
- New Computer Science Building
- Site Development Phase II: construction of parking lot E, 325 cars
- Site Development Phase II: completion of loop road west of Center for Business & Graduate Studies
- New Center for Business & Graduate Studies
- Replacement of campus main electrical switchgear
- Installation of new turf on stadium field
- Campus-wide storm water management plan and facilities, currently under construction
- Fine and Performing Arts Center, currently under construction
- Campus wide electrical upgrades currently in bidding phase
- Overall campus site improvements "Phases 1 and 2" including roadway, walkway, landscaping, site amenities, and utilities upgrades

Non-State-Funded Projects

- Goodloe House restoration
- Christa McAuliffe Residential Community
- Resident halls life safety upgrades
- Swimming pool renovation
- Resident halls bathrooms modernization
- Campus-wide technology upgrades

Facilities Renewal

- Classroom technology upgrades
- Energy Efficient interior lights upgrades
- Security system expansion including cameras
- Campus-wide fire alarm monitoring station and mass notification, currently in bidding phase
- Elevators modernization
- Re-roofing of campus buildings
- Chillers replacement

Acknowledging the aforesaid accomplishments over the past decade, the physical plant needs of the University have nonetheless continued to grow, as has its enrollment, requiring continued capital investment in buildings, site, and infrastructure, described below. More detailed descriptions of scope, schedule and cost will be developed in programs for each project.

BUILDINGS

The University's needs for renovation and new construction are significant, both current and for the 10-year planning horizon. Major space deficits occur in the following space types: (order by magnitude) study, physical education, research labs and undergraduate labs, classrooms, and lounge space. The total 2019 space deficit is approximately 113,600 nasf / 210,000 gsf. For non-residential and non-parking facilities, the 2020 plan provides approximately 502,000 gsf of new space, addressing the deficits in the above space types. The loss of approximately 292,000 gsf through demolition results in a net gain of 210,000 gsf. Through 2030, total projected non-residential / non-parking facilities include approximately 364,000 renovation gsf and 944,000 gsf of new construction; proposed new residential buildings amount to 270,000 gsf for 900 students.

SITE, INFRASTRUCTURE

Site improvements related to building projects such as utility work, storm water management, sediment & erosion control, grading, sidewalks, landscaping, and convenience parking and driveways, should be included in the scope of work for each project. Larger project and those which affect several buildings or are campus-wide, are expected to be undertaken as stand-alone capital projects. These include:

- Storm water management currently under construction
- Campus-wide electrical upgrades
- Campus-wide site improvements I and II
- Surface parking for new residence halls
- Athletic fields
- Surface parking and loop road reconfiguration at southwest corner of campus*
- Continued upgrades to telecommunications network

*Note: this will require land transfer from Maryland DOT back to BSU.

Recommended capital projects are shown on the *Proposed Capital Projects Summary* on the next page. A breakdown of projects to be implemented during the 0-5 year, 5-10 year, and 10-20 year planning periods with corresponding budget construction costs is included in Chapter 5, section G *Implementation*.

Proposed Capital Projects: Summary	
Project	Description
Fine and Performing Arts Center	New, 123,475 sf arts center replacing many functions currently housed in MLK, including a 350-seat theater
Storm Water Management	Continuation of storm water mitigation projects campus-wide
Campus-Wide Electrical Upgrades	Continuation of replacement of electrical feeders and equipment
Campus-Wide Site Improvements	Upgrades to pedestrian ways, roadways, parking, signage, and related infrastructure
Student Union	New 85,000 sf student center, including food service, bookstore, student offices, recreation areas, meeting spaces; replaces Wiseman Center
Steam Plant Renovation	Renovation of previous steam plant for public safety offices. Adds an internal second floor totaling 5,940 sf. Parking is adjacent; immediate access to loop road. Eliminates temporary storage facility.
McKeldin Gym Renovation	Renovation of 21,142 sf existing gym currently used for temporary public safety and physical education / practice gym.
Science Building	New 148,308 sf building to house sciences facilities, including biology, physics, chemistry, related lab sciences, classrooms, and offices
300-Bed Student Housing	New student housing, 90,000 sf over 6 floors, suite or apartment style units. 1 st of 3 new residence halls.
Surface Parking	300-car parking lot to serve residential units
Goodloe Apartments Renovation	Renovation of existing 24-unit 5,946 sf apartment building.
Temporary Offices	Temporary pre-fabricated mobile units to house faculty offices to be displaced upon demolition of MLK. 10,000 sf for 40-50 persons.
Humanities Building	New 60,000 sf academic building to be constructed after MLK demolition.
Thurgood Marshall Library Renovation	Comprehensive renovation of existing 166,869 sf library building for library/learning center and related support functions
Facilities Maintenance Building	New 35,000 sf facility to replace aging maintenance building which will be demolished to make way for new student housing. Pre-engineered building to include shops, storage, offices.
300-Bed Student Housing	New student housing, 90,000 sf over 6 floors, suite or apartment style units. 2 nd of 3 new residence halls.
Stadium Complex	New bleachers, lockers, training, offices, concessions, restrooms, and gateway control/ticketing facility, to serve football program. Allowance 40,000 sf.
Athletic Fields Improvements	Upgrades to track, soccer, practice fields, softball field, tennis courts, outdoor basketball courts; new practice field.
University Center West	New 100,000 sf facility for joint use by community and BSU, including competition basketball arena, lockers, training, fitness, assembly / meeting / convocation space, conference facilities, offices, classrooms, café/concessions
James Complex Renovation & Expansion	Comprehensive renovation to the existing 102,135 sf facility, for physical education / intramural / practice for basketball, volleyball, swimming, wrestling and other indoor activities, offices, weights, training, lockers, classrooms, ROTC facilities.
New Academic Building	New 70,000 sf academic building to house instructional space for academic programs, offices, and child care center.
CLT Building Partial Renovation	Estimated 30,000 sf renovation after space is vacated by education department
Robinson Hall Renovation	Comprehensive renovation to the existing 31,534 sf building, to house admissions, human resources, other offices, and classrooms
300-Bed Student Housing	New student housing, 90,000 sf over 6 floors, suite or apartment style units. 3 rd of 3 new residence halls.
Parking / Loop Road – SW Perimeter	Reconfigured loop road and parking after construction of new MARC station; provides for parking internal to the loop road.
Athletics Field House	New, 72,000 sf pre-engineered building to provide space for various indoor sports, including track, tennis, basketball, volleyball, soccer lockers, offices, fitness.



Bowie State University: Site Development Plan 0-5 years



Bowie State University: Site Development Plan 5-10 years



ATTACHMENT I WORKING PRINCIPLES PREPARED FOR RFQ/RFI DEVELOPER (2012)

Working Principles DRAFT Prepared for RFQ/RFI for Master Developer

1.18.12

Supports Bowie State University's Vision and Master Plan

- The development respects Bowie State University's campus facilities master plan and vision and accommodates complementary uses such as faculty, graduate and family housing, class-A office, and spin-off business and research institutes.

Complements Old Town Bowie

- The development respects the City of Bowie's vision for a revitalized Old Town Bowie and incorporates uses, such as neighborhood-oriented retail and restaurants, that complement rather than compete with the historic downtown.

Advances County Goals

- The development advances the county's priorities to promote economic and transit-oriented development.

Serves as a Model Sustainable, Mixed-Use Community in Prince George's County

- The development treats its surrounding environmental setting as an asset rather than an obstacle.
- The development's sustainable design reflects best practices and innovative thought in implementing pedestrian-friendly, transit-oriented development.
- The development incorporates a complementary mix of uses that encourage walkability.

Promotes Transit-Oriented Development

- The development capitalizes on and encourages the use of an important, but underutilized transportation asset—the Bowie State MARC station.
- The master developer collaborates with the Maryland Transit Administration to ensure the proposed mixed-use center is coordinated with the agency's long-term goals for the station.

Enhances Connectivity in Northern Prince George's County

- The development is integrated with the University and the broader Bowie community through a system of pedestrian and bicycle trails, sidewalks, and transit.
- The development serves as a new transit hub improving transportation options between the City of Bowie, City of Laurel, and Howard County.

Creates New Employment, Learning, and Recreational Opportunities

- The development generates new employment, internship, and learning opportunities for county residents and Bowie State University students.
- The development's environmental setting creates opportunities for new trails and passive or active recreational amenities.

Recognizes the Importance of Public-Private Partnerships

- The successful implementation of the development, including the phasing and financing of key infrastructure improvements, will require close coordination between the master developer, the county, and the Bowie State MARC Station Development Board.

Phased and Flexible

- The development recognizes the variable nature of current and anticipated market dynamics and proposes appropriate phasing strategies and a range of potential development scenarios.

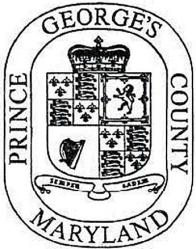
ATTACHMENT J SHORT-TERM IMPLEMENTATION/ACTION AND PHASING PLAN (2012)

APPROVED BOWIE STATE MARC STATION SECTOR PLAN AND SMA
 Short-term Implementation Action and Phasing Plan
Preliminary – For Discussion Only

The short-term actions listed in this table identify recommendations made in the plan as well as those identified by the Board (or its designated subcommittees) as necessary items to be completed in order to move forward with implementation of the community center development program.

Immediate Actions (< 5 years)	Parties Involved	Strategy/Timeline
Conduct Boundary Survey, Natural Resource Inventory, and Phase I Environmental Assessment for the county-owned property.	M-NCPPC	Release RFP and secure survey firm: June 2012 - October 2012 (work completed)
Explore feasibility of retaining consultant services to assist with an economic and fiscal impact analysis for future development, and to define development priorities, phasing, and financing mechanisms.	BSMS Development Board (Financing Subcommittee)	Convene subcommittee to determine feasibility and define scope of services as warranted: August 2012
Develop RFI/RFQ for developer interest, including outreach, review, and selection process.	BSMS Development Board (Pre-development and Implementation Subcommittee), M-NCPPC	September 2012
Install banners on existing light poles to beautify and market the University, proposed Community Center, and the MARC Station	BSMS Development Board, Bowie State University, M-NCPPC, SHA	Prepare specifications for banner design and jury: Summer/Fall 2012
Install a bike lane along MD 197 (i.e. stripping)	SHA	Initiate discussions with SHA: August 2012
Install pedestrian-scaled light poles along MD 197	BSMS Development Board, DPW&T, SHA	Initiate discussion with SHA and DPW&T: August 2012
Enhanced landscaping along MD 197 to create a gateway approaching the University, proposed Community Center, and the MARC Station	M-NCPPC, SHA, Bowie State University	Initiate discussions with SHA to revisit Landscape plan: Fall 2012 – Fall 2013
Finalize necessary design and safety reviews and construct a trail on the south side of the Amtrak Northeast Corridor at the end of Normal School Road to the existing MARC Station platform. (Bowie Heritage Trail)	BSMS Development Board, City of Bowie, M-NCPPC, DPW&T, MTA, SHA, Amtrak	Assist City of Bowie with application for TLC Grant: March 2013 – May 2013 (deadline)
Renovate and improve the quality and safety of the existing pedestrian tunnel under the current MARC station.	MDOT	Initiate discussions with MDOT: Fall 2012 - ongoing

**ATTACHMENT K
S14-056 BOWIE STATE UNIVERSITY MARC
STATION RFQ (2014)**



PRINCE GEORGE'S COUNTY GOVERNMENT

REQUEST FOR QUALIFICATIONS

BOWIE STATE UNIVERSITY MARC STATION DEVELOPMENT

NO.: S14-056

Special accommodations for persons with disabilities may be made by calling (301) 883-6400 or TDD: (301) 925-5167.

ISSUE DATE: DECEMBER 13, 2013

PRE-DEVELOPMENT SHOWCASE: JANUARY 8, 2014

PRE-BID CONFERENCE: JANUARY 15, 2014

APPLICATION CLOSING DATE: MARCH 7, 2014

Bowie State University MARC Station Development

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Bowie State University MARC Station Development

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Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment
CB-20-2013

SECTION I: INTRODUCTION

1.1 SUMMARY STATEMENT

The Prince George's County Government (the "County") seeks Statements of Qualifications ("SOQs") from qualified real estate development teams ("Respondents") in response to this Request for Qualifications ("RFQ") for the development of 219 acres of county-owned land located adjacent to the Bowie State MARC Station and Bowie State University (BSU). The property is located in northeastern Prince George's County and is bordered by the Bowie State MARC Station to the south, MD 197 (Laurel Bowie Road) to the west, the Patuxent Research Refuge to the north, and the Fran Uhler National Area to the east.

The purpose of this solicitation is to invite qualified "Master Developers" to respond to this RFQ for the development of the site. The County will implement a two-phase process to select a Master Developer. Phase I is this RFQ process pursuant to which the County anticipates selecting a list of qualified developers ("Qualified Developers") from responses submitted. The County will review qualification packages to select Qualified Master Developers to advance to the next phase, which will be a Request for Proposals ("RFP").

In Phase II, Qualified Developers will respond to an outline of more specific transaction terms and developer obligations for evaluation leading toward the selection of a qualified Master Developer and the eventual disposition of the development sites under mutually beneficial financial terms. Final selection of a Master Developer will be made by County following the recommendation of the Evaluation and Selection Committee. The County will select the Master Developer and Project Team deemed by the County to be in its best interests. This step of the process is expected to commence in the second quarter of calendar year 2014.

The term "Master Developer" indicates a development entity or team with the capacity and demonstrated experience to acquire or lease the Project and successfully handle all aspects of the development process including planning, design, structuring of financing, permitting, construction, sales and leasing, and ongoing management. The County encourages participation in the RFQ process by a broad group of interested firms.

The Master Developer must have a demonstrated record of accomplishment in developing the desired land uses sought by the community and the County. The Master Developer must assemble resources and a Project Team that can design, secure permits, finance, construct, market and operate a mixed-use development that is substantially compatible with the Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment. The County will carefully consider all legitimate responses meeting the submission requirements for the RFQ. The Master Developer must understand development in Prince George's County and the unique aspects of developing in a university setting.

The Bowie State University MARC Station Development is envisioned to be a vibrant, pedestrian-oriented community. The County has developed the goals for the site and it is expected that the selected Master Developer will undertake the following efforts to support an accelerated but achievable development for the site:

- *Integrate the site with the surrounding community* – Create a viable and vibrant community center, concentrated at the Bowie State MARC Station, through appropriate density, sustainable design, and land preservation.
- *Provide a mix of uses* - Create a plan that accommodates a mix of uses, including retail, research and development, diverse housing options, institutional and cultural uses;
- *Create new jobs and revenue for Prince George's County* - Create new employment opportunities for Prince George's County residents and increase revenue from income and property taxes for the County that can, in turn, help support neighborhood services, as well as create business opportunities for Prince George's based small and local businesses;
- *Support alternative modes of transportation* - Encourage the use of the Bowie State MARC Station and alternative modes of transportation to automobile use by ensuring a pedestrian-oriented design.
- *Regional Branding* - Strengthen BSU's relationship with the broader community.
- *Activate the Site* - Develop a realistic implementation and phasing strategy that addresses environmental issues, maximizes market viability, minimizes site vacancy, and competitively attracts qualified and quality development partners.

1.2 APPLICATION CLOSING DATE

The applicant must submit one original and 5 copies of the Application along with an electronic version on a compact disk (CD) in a sealed package and address to:

Prince George's County Government
Contract Administration & Procurement
1400 McCormick Drive, Suite 200
Largo, MD 20774

Applications must be received and time stamped by the County no later than 3:00 pm on March 7th 2014. The submittals must be sealed, and the outside envelope must be clearly marked "**RFQ No S14-056.**" **Request for Qualification for the Bowie State University MARC Development.**

Late Applications will not be considered. Applicants mailing Applications should allow sufficient mail delivery time to ensure timely receipt by the County. The Applicant shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

1.3 PRE-DEVELOPMENT SHOWCASE

A Pre-Development showcase will be held on January 8th at 10:00 a.m. at 1801 McCormick Drive Largo, MD 20774. Attendance at the Pre-Development showcase is not mandatory, but is strongly recommended.

1.4 PRE-BID CONFERENCE

A Pre-Bid conference will be held on January 17th at 10:00 a.m. at 1801 McCormick Drive Largo, MD 20774. Attendance at the Pre-Bid conference is not mandatory, but is strongly recommended.

Questions and inquiries must be submitted via email. Phone calls or faxed questions will not be accepted. All questions must be submitted no later than twelve business days prior to the Request for Qualifications closing date to:

FEHolt@co.pg.md.us
Floyd Hoyt
Deputy Director
Office of Central Services
1400 McCormick Drive, Suite 336
Largo, Maryland 20774
301-883-6450 (voice)

An addendum resulting from the questions and inquiries will be sent via email to all applicants listed by the County as receiving a copy of this RFQ. All potential respondents are responsible for checking their email for any addendums.

1.5 APPLICATION ACCEPTANCE

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

1.6 DURATION OF APPLICATION

Qualifications are to be held valid for six months following the closing date for this Request for Qualifications. This period may be extended by mutual written agreement between the Respondents and the County with respect to any individual property.

1.7 NOTICE TO APPLICANTS

Applicants are to completely familiarize themselves with the requirements of the solicitation. Failure to do so will **not** relieve the Applicant 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 Response is an agreement with all of the items and conditions referred to herein.

SECTION II: GENERAL INFORMATION**2.1 ECONOMY OF PREPARATION/INCURRED EXPENSES**

Applications should be prepared simply and economically, providing a straightforward, concise delineation of the Applicant's capabilities and description of the offer to meet the requirements of this RFQ. The County will not be responsible for any costs incurred by any Applicant in preparing and submitting a response to this solicitation.

2.2 ADDENDA TO THE REQUEST FOR QUALIFICATIONS

If it becomes necessary to revise any part of this RFQ, addenda will be provided through e-mail to those Respondents that are listed as receiving a copy of the RFQ or respondents who downloaded the RFQ from the County's website.

2.3 ORAL PRESENTATIONS

The County reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Applicants may be required to provide oral presentations to discuss their Responses, answer questions from the Evaluation and Selection Committee, and/or clarify their technical submittal.

2.4 CONFIDENTIALITY/PROPRIETARY INFORMATION

Applicants must specifically identify those portions of their Applications, 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 County in accordance with the Maryland Freedom of Information Act, 10-601 *et. seq.*, State Government Article, Maryland Annotated Code.

2.5 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this RFQ or the Contract shall be construed or interpreted to preclude the County from accomplishing any task or undertaking any operation or project utilizing its own work force.

2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL APPLICANT

The Contract to be negotiated as a result of this RFQ (the "Contract") shall be by and between the Respondents and the County and shall contain provisions included in this RFQ. By submitting a Response, as a result of this RFQ, the Respondent accepts the terms and conditions set forth herein.

2.7 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS

Respondents are required to submit with their Response certain certifications, affirmations and affidavits. These forms, which should be completed by all Respondents, are included as Appendix A of this RFQ.

SECTION III: SCOPE AND REQUIREMENTS

3.1 BACKGROUND

Prince George's County commissioned a comprehensive planning effort to prepare a development plan for the Bowie State MARC station in 2009. The Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment, "Sector Plan" as used herein, refers to the document presented to the Prince George's County Executive by the Maryland-National Capital Park and Planning Commission (MNCPPC) and approved by the Prince George's Planning Board and the Prince George's County Council in January 2010.

The comprehensive and thorough development planning process for the Bowie State MARC Station created a vision that considered the input and concerns of the community, the characteristics of the local and regional real estate market and the historical legacy of Bowie State University (BSU). The vision that emerged from this extensive planning process was an active, synergistic mix of uses that is integrated with the community, is economically self-sustaining, creates new employment opportunities for the residents of Prince George's County and honors the legacy of BSU as a center of innovation and intellectual excellence.

As detailed in the Sector Plan, the history of the Bowie MARC Station plan area is closely linked to the growth of the City of Bowie, the development of BSU and the establishment of the Patuxent Research Refuge. The City of Bowie grew out of the Huntington subdivision. This subdivision was a small but important settlement platted in 1870 along the Pope's Creek Branch and Washington Branch rail lines. The subdivision was officially named Huntington when it incorporated in 1874, and renamed Bowie in 1916 in honor of its most prominent resident Oden Bowie - the former Governor of Maryland and then President of the Baltimore and Potomac Railroad.

The history of BSU dates back to 1865 in Baltimore, Maryland. In 1883, the school was reorganized and relocated from Baltimore to a 187-acre tract in Prince George's County in 1914. At that time, the school was referred to as the Maryland Normal and Industrial School at Bowie. The school introduced a liberal arts program in 1963 and changed its name to Bowie State College. With the expansion and diversification of its education offerings, the college became a university in 1988.

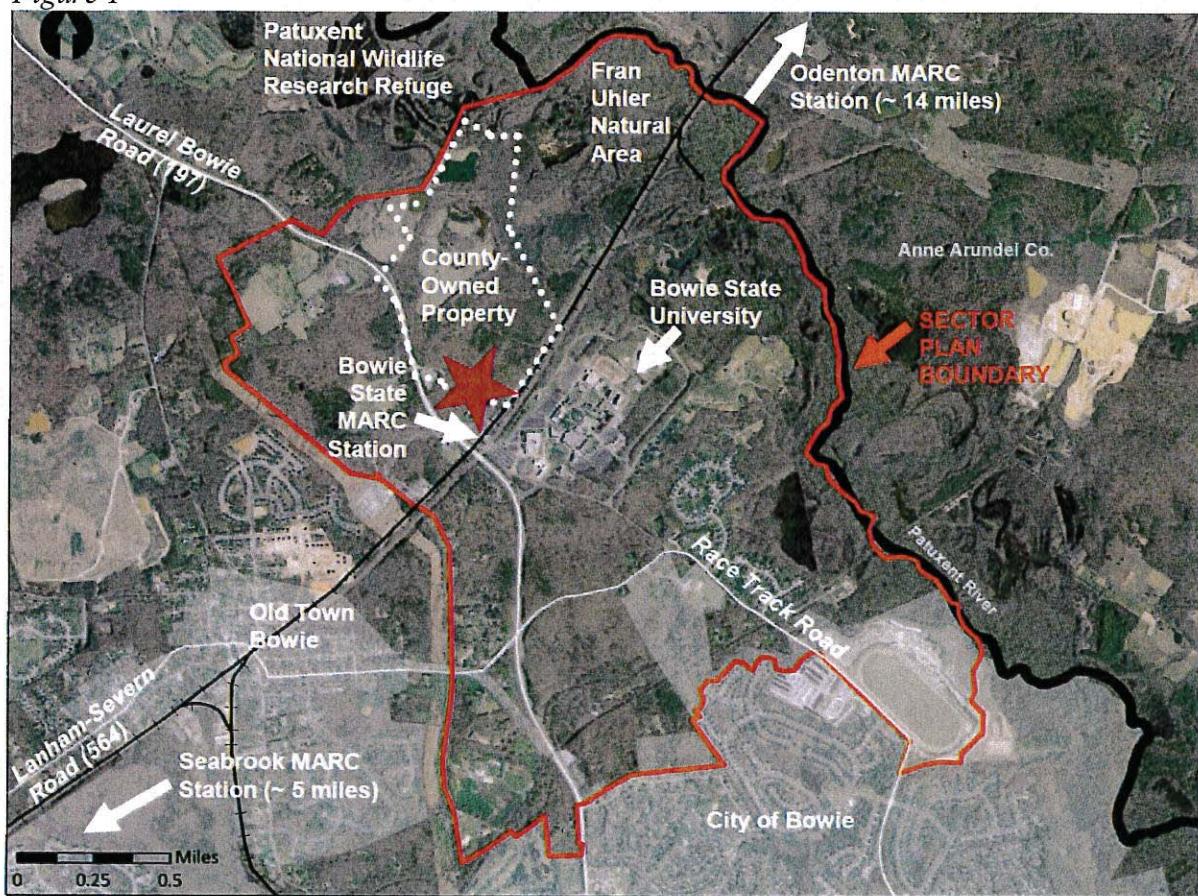
While the growth of BSU and the City of Bowie has attracted residential and institutional development to the plan area, the Patuxent Research Refuge has served as a natural growth boundary to the north. The Research Refuge is one of over 540 refuges in the National Wildlife Refuge System administered by the U.S. Fish and Wildlife Service and dedicated to the protection of wildlife and its habitat. Established in 1936, the refuge has expanded from 2,670 acres to its present size of over 12,840 acres, thus limiting

development in the northeastern corner of Prince George's County and the southwestern corner of Anne Arundel County.

3.2 SITE DESCRIPTION

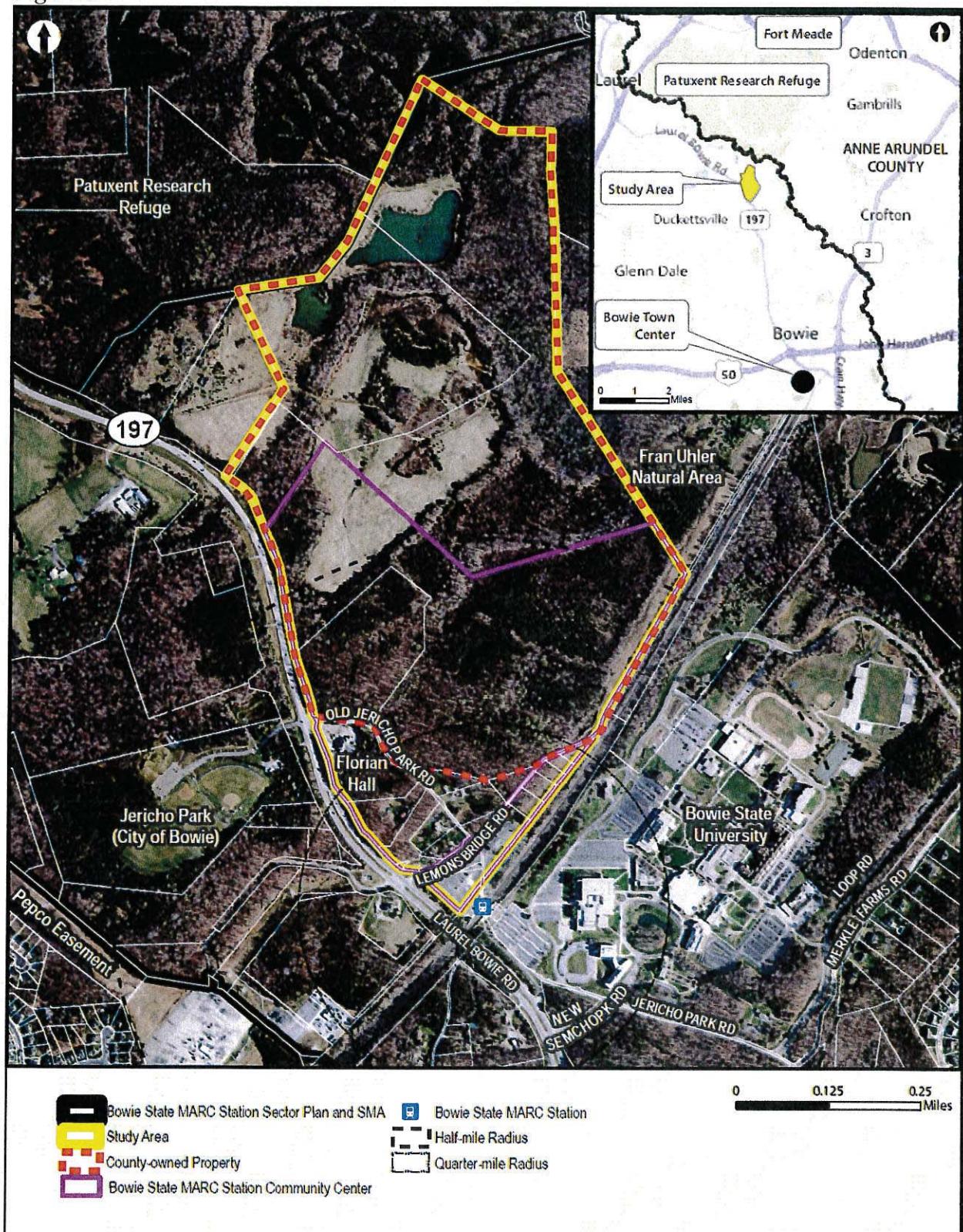
The site comprises three County-owned properties totaling 219 acres. Located in northeastern Prince George's County and immediately north of Bowie State University, the site is bordered by the Bowie State MARC Station to the south, MD 197 (Laurel Bowie Road) to the west, the 12,841 acres Patuxent Research Refuge to the north, and the Maryland-National Capital Park and Planning Commission's (MNCPPC) Fran Uhler National Area to the east. **It is important to note that only approximately 94 acres of the County-owned land is developable.** The remaining 125 acres is reserved for open space. Figure 1 below provides an aerial view of the site and surrounding community.

Figure 1



The Patuxent River, abundant forestland and wetlands, define the site's rural character. A large portion of the site lies within the Rural Tier. Currently, there are no retail amenities on the site or in the sector plan area. The closest retailers are located in Old Town Bowie and commercial activity is limited in the area surrounding the site. Figure 2 below provides a more detailed view of the County-owned site.

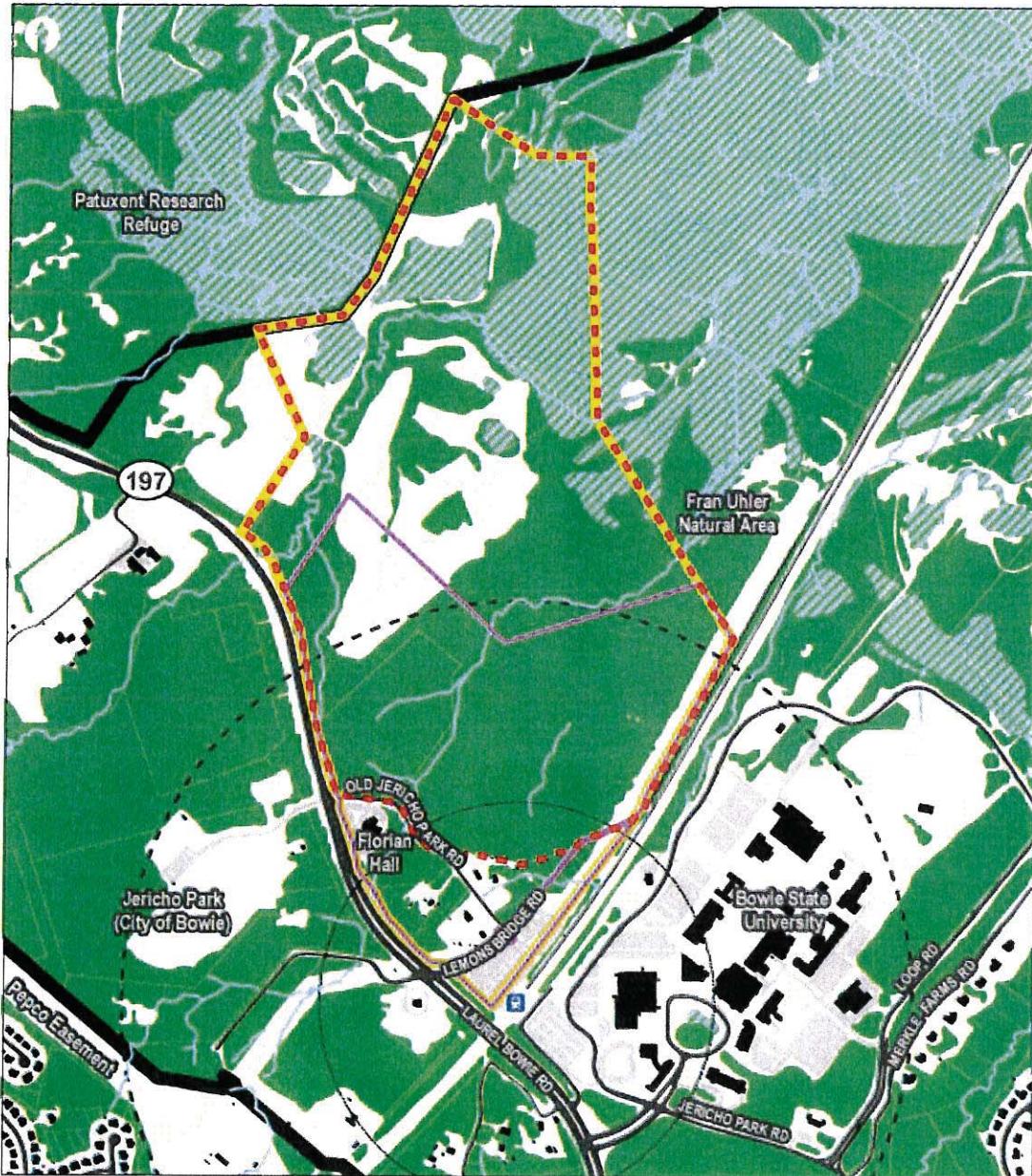
Figure 2



Topography

The County-owned land comprises meadows and woodlands, with several wetland areas concentrated in the north. There are three stream systems on the property, all flowing generally south and north toward the Patuxent River. There are also some limited steep slopes on the site. The northern tip of the site is located in a 100-year floodplain. Figure 3 depicts the site's tree canopy (green area) and wetlands (shaded area).

Figure 3



Utilities

There are no utilities on the site.

Transportation

As a suburb of the Washington metropolitan area, the site has direct access to the region's transportation network; arterials (*two-lane roads*), collectors (*divided highways*) and local roads, as well as the Washington Metropolitan Area Transit Authority Metrobus (WMATA), the Maryland Area Regional Commuter (MARC) rail, trails and bikeways.

- **Roadways**

MD 197 - Laurel-Bowie Road is classified as an arterial roadway carrying the largest volume of traffic through the plan area. The 2007 annual average daily traffic (AADT) volume traveling through the sector plan area was 20,320 vehicles. The roadway is a major travel route between Bowie and Laurel, Maryland.

Race Track Road is a collector road carrying approximately 8,800 vehicles per day. It is a prime commuter route for area residents accessing Crain Highway (MD 3) via MD 450. Race Track Road transitions to 11th Street (MD 564) west of MD 197 and provides direct access to Old Town Bowie.

Jericho Park Road is a north-south local street. The street provides secondary access to Bowie State University via Loop Road.

Lemon's Bridge Road, Old Jericho Park Road and Old-Laurel Bowie Road are key unsignalized intersections along MD 197. Field observations and critical lane volume analyses indicate all major approaches at area intersections operate at or above the acceptable level of service.

- **WMATA**

WMATA provides Metrobus service to parts of the Bowie MARC Station plan area. Several routes run along MD 197 including the B21/ B22 (Bowie State University Line) which begins at the New Carrollton Metrorail Station and services the Bowie Town Center along Northview Drive. The B27 route (Bowie-New Carrollton Line) also provides service to BSU; it runs along Lanham Severn Road through Old Town Bowie at the 9th Street/Chapel Avenue intersection, operating weekdays during morning and evening peak periods. Extended service hours are offered during the evening peak. The C29 route, Central Avenue Line, provides limited service to BSU on Saturdays only. Currently, Sunday service is not provided to the plan area, and bus shelters are typically not provided at bus stops.

- **MARC**

The Maryland Transit Authority (MTA) provides commuter rail service to the Bowie State MARC Station. This station is on the Penn Line, which provides 12 stops at stations between Washington, D.C., Baltimore, and further north to Perryville, Maryland. Forty-seven weekday trains provide 25-minute headways between Washington, D.C., and Baltimore and 45-minute headways to Perryville during peak travel. There are 19,000 daily passenger trips on the Penn Line, with

620 daily boardings at the Bowie State MARC. There are 693 parking spaces at the Bowie MARC Station. Parking at the station is near capacity during peak periods. The MTA proposes to increase the frequency of MARC rail service during peak hours and will add weekend MARC service beginning on December 8, 2013.

- **Trails and Bikeways**

This area has several prominent trail networks that run along local trails and area roads. These networks comprise the Washington, Baltimore and Annapolis Trail (WB&A), the East Coast Greenway and the American Discovery. These trails are concentrated in the southern section of the sector plan area.

The WB&A Trail runs along the site of the former Washington, Baltimore and Annapolis Railroad. The 5.6-mile, 10-foot wide bituminous trail extends from MD 450 in Glenn Dale to the Patuxent River and includes five bridge crossings, two tunnel crossings and two at-grade intersections.

The East Coast Greenway is the nation's first long-distance urban trail system. The Greenway provides a continuous 3,000-mile route linking east-coast cities from Maine to Florida.

The American Discovery Trail is the nation's first coast-to-coast, non-motorized trail. Its 6,800 miles stretch from Delaware to California; connect five national scenic, 12 national historic, and 29 national recreational trails; lead to 14 national parks and 16 national forests; and provide access to 10,000 sites of historic, cultural, and natural significance.

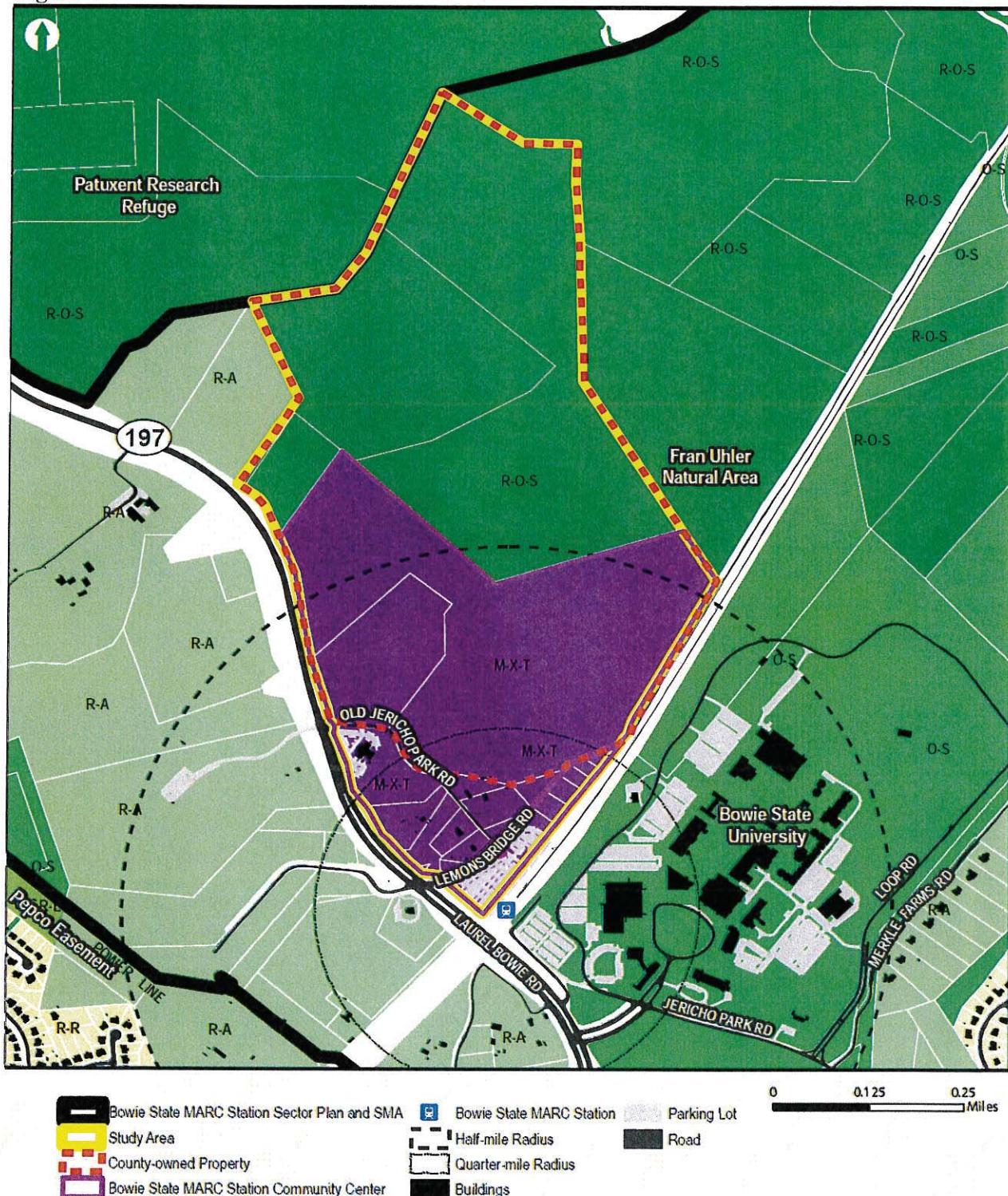
Land Use/Zoning

The County-site is split zoned. Approximately 94 acres are zoned Mixed-Use Transportation Oriented (M-X-T) and this portion of the site is located in the Developing Tier. M-X-T zoning provides for a variety of residential, commercial, and employment uses. It mandates at least two out of the following three use categories: (1) Retail businesses; (2) Office/ Research/Industrial; (3) Dwellings, hotel/motel. Also, it encourages a 24-hour functional environment, sets no restrictions on lot size and dwelling types and allows for a maximum floor area ratio of 0.4 or 8.0 using the optional method of development.

The remaining 125 acres are zoned Reserved Open Space (R-O-S) and are the Rural Tier. R-O-S zoning provides for the permanent maintenance of certain areas of land in an undeveloped state, with the consent of the property owners. Also, it encourages the preservation of a large area of trees and open space, protects scenic and environmentally sensitive areas and ensures the retention of land for non-intensive active or passive recreational uses. Lastly, R-O-S provides for very low density residential development and a limited range of public, recreational and agricultural uses.

Figure 4 provides an overview of the zoning on the site.

Figure 4



Entitlement Process

On June 4, 2013, the Prince George's County Council, sitting as the District Council, adopted CB-20-2013 for the purpose of defining expedited transit-oriented development (ETOD) and incentivizing transit-oriented development in Prince George's County.

Properties located entirely within the Bowie State MARC Station Community Center as defined in the Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment are eligible for expedited review. To qualify for the expedited process, a project must use best urban design practices, be moderate or high density, encourage transit, pedestrian and bicycle use and reduce auto dependency, and not include certain uses as outlined in §27-290.01(b)(3).

Qualifying projects receive the following benefits:

- Conceptual site plan approval is waived and an applicant may proceed directly to detailed site plan review;
- A preliminary plan of subdivision and site plan application may be filed concurrently;
- All county agencies shall make review of the application their highest priority;
- A Planning Board decision will issue within 60 days of application acceptance;
- Any appeal to (or call-up by) the District Council must be noted within 30 days of the Planning Board decision; and
- The District Council must act on any appeal or call-up within 28 days.

The above deadlines mean that a qualifying project will complete its Planning Board and District Council reviews within 118 days (or less) of application acceptance.

Governing Law: Prince George's County Zoning Ordinance, §27-107.01(a)(242.2), §27-271.01, § 27-290.01 and §27-290.02

3.3 **DEVELOPMENT OBJECTIVES**

As articulated in the Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment, the sector plan designates the plan area as a “community center”.¹ The community center consists of the land directly adjacent to the MARC Station and MD 197, the MARC Station, the adjacent parking lot to the north and the 219 acres of county-owned land. The vision for this center consists of a set of vibrant neighborhoods with active, pedestrian-oriented streets and a small “college town” character at the heart of a broader picturesque, rural community. The principal features of the plan include:

- Well-defined and designed public streets that provide equally for vehicular traffic, transit, bicyclists, and pedestrians;
- Vibrant street-level retail that serves as a major attraction to university students/faculty/staff, residents, workers, and commuters;
- A fully integrated and accessible multi-modal transit system that promotes the use of Bowie State MARC Station and links its use to the university, Old Town Bowie, Bowie Town Center, and other points of interest;
- Traffic calming elements to enhance the safety of existing streets and improve connections between the university and adjacent neighborhoods;
- An enhanced trails network linking the university and the Bowie State MARC Station to Old Town Bowie, the Fran Uhler Natural Area, and the Washington, Baltimore and Annapolis Trail (WB&A);
- Innovative and sustainable stormwater and wastewater management techniques;
- Preserved open space; and
- A land use plan, design guidelines, and phasing and implementation strategies to carry the vision to fruition.

The plan envisions the “community center” will be developed into three areas:

- The Village Center – the core of the community center located adjacent to the MARC Station. The Village Center will be attractive to new business and suited to student needs. The center will contain a small grocery store and a cluster of neighborhood-oriented retail to serve students and faculty, attract residents from the larger Bowie area and provide a convenient retail amenity to MARC commuters. Old Jericho Park Road, which links the community center to the university, will act as the center’s “main-street” and primary focus area.
- The North Village is predominantly a residential area supporting the mix of uses in the Village Center. It comprises townhouses and single-family homes with a

¹ The Prince George’s County 2002 General Plan describes “community centers” as places where there are concentrations of activities, services and land uses that serve the immediate community near these centers. These areas typically include a variety of public facilities and services - integrated commercial, office and some residential development - and can include mixed-use and higher intensity redevelopment in some communities. Community Centers should also be served by mass transit.

majority of these residences available for faculty, staff, graduate and married-student housing. Higher density townhomes and smaller single-family lots will be located closer to the Village Center with progressively larger single family lots at the periphery of the neighborhood. Residents of the North Village will have direct access to the university via a pedestrian bridge over the MARC tracks.

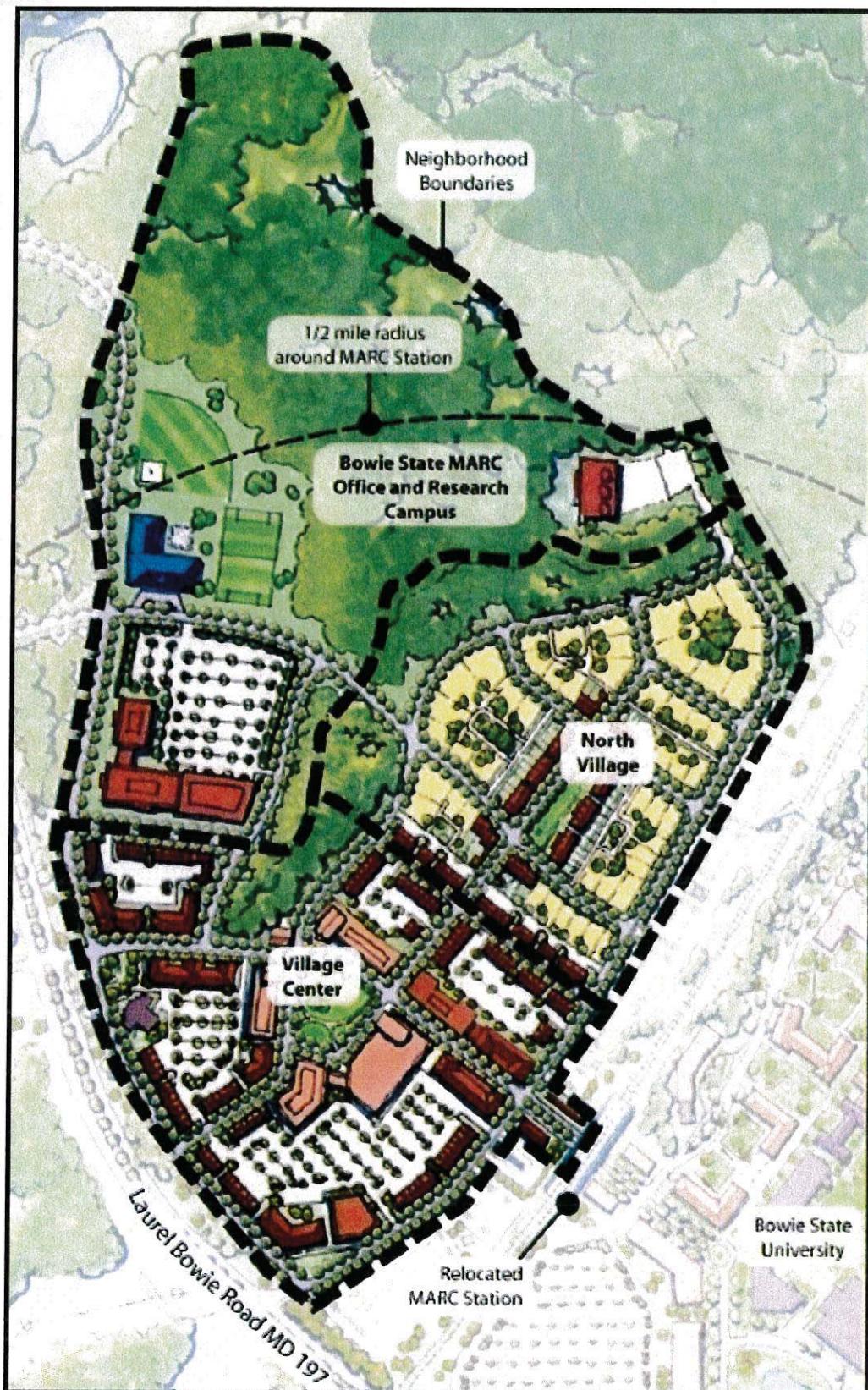
- The Bowie State MARC Office and Research Campus fulfills an objective of the sector plan to serve as a revenue generator for BSU and provide superior educational opportunities for BSU students while enhancing the economic base of the County. The office and research campus is composed of a Class-A office facility and laboratory school with state-of-the-art architecture and sustainable building elements. The office component should be suitable for one large or several moderately sized federal, state or county government agencies. Its proximity to the MARC Station and Village Center will offer office workers a variety of transportation options and amenities.

The phasing of the development program reflects an assessment of the existing site and market conditions and is not intended to represent a rigid schedule. It is fully understood the importance of maintaining flexibility in the phasing program in order to capitalize on market demand and other opportunities as they arise. Below is an overview of the full program:

- 55,000 sq. ft. of retail (including a 20,000 sq. ft. grocery store)
- 195,000 sq. ft. of office space
- 10,000 sq. ft. laboratory school
- 75,000 sq. ft. convocation center
- 65,000 sq. ft. university fitness center
- 200,000 sq. ft. of university flexible space (classrooms, academic offices, etc.)
- 221,000 sq. ft. (209 units) of multifamily residential (including 46,000 sq. ft. (54 units) of multifamily above retail)
- 12 live-work townhouses
- 157,500 sq. ft. (175 units) for university graduate and student family housing
- 106,250 sq. ft. (125 units) for age qualified/assisted living facility
- 184 townhouses
- 136 small single-family lots
- 87 large single-family lots

Figure 5 is an illustrative site plan rendering of the Bowie MARC Station Community Center.

Figure 5



3.4. AVAILABLE ECONOMIC DEVELOPMENT INCENTIVES AND TOOLS

The following list of available economic development incentives and tools is provided for informational purposes. Projects proposing to use one or more of these would have to qualify according to the guidelines for each specific incentive or tool proposed.

Economic Development Incentive Fund (EDI Fund)

A \$50 million one-time appropriation has been approved to support multiple fiscal year appropriations to the EDI Fund at \$7-11 million level per year. The goal is to expand the County's commercial tax base, increase job retention and attraction, support small and local businesses, promote development and redevelopment opportunities, transit oriented development and the growth of key industry sectors. The Fund can be used for land and building acquisitions, building construction and improvement, equipment acquisition, and working capital.

High Tech Facilities Tax Credit

The High Technology Facilities Tax Credit was developed to encourage growth and development of existing high-technology companies and attract new high-technology companies. Eligible companies may receive a County real property tax credit if they make at least a \$500,000 investment in 5,000 square feet or more of real property that is newly constructed or substantially improved by, or for, them and create at least ten new full-time positions over a period of three years. The real property tax credit is phased in over a five year-period, beginning with a 100 percent exemption on the increased assessment in year one; 80 percent in year two; 60 percent in year three; 40 percent in year four; and 20 percent in year five.

HOME Investment Partnership Program

The HOME Investment Partnership Program (HOME) administered by the Department of Housing and Community Development's (DHCD) Community Planning and Development Division, is intended to assist Prince George's County in expanding the supply of decent, affordable housing for our low- and very low-income families. The HOME Investment Partnership Program encourages nonprofit and for profit developers to produce and rehabilitate housing, assist first time homebuyers to purchase homes, acquire or improve group homes for special populations and assist Community Housing Development Organizations (CHDO's) to create and support housing opportunities for households of limited income. Financial assistance is provided to eligible projects and beneficiaries in the form of interest bearing loans.

Job Creation Tax Credit

Maryland provides a \$1,000 tax credit to eligible businesses that create new jobs to encourage businesses expanding or relocating to Maryland. The credit is 2.5% of aggregate annual wages for all newly created, full-time jobs, up to \$1,000 per new job. In a revitalization area, this is increased to five percent of annual wages, up to \$1,500 per new job. Credits cannot exceed \$1 million per credit year. If the credit is more than the tax liability the unused credit may be carried forward for five years.

New Jobs Creation Tax Credit

The NJTC is a new program permitted under state law and enacted by the County Council in 2010 that offers a property tax credit and enhanced property tax credits for real property owned or leased by business entities and on personal property owned by businesses that meet requirements related to the creation of new jobs.

New Markets Tax Credit (NMTC): The term of the credit is seven years. Investors will be able to claim a Federal income tax credit of 5% for each of the first three years of the credit, 6% for each of the last four years, for a total of 39% over seven years. The net present value of the credit is estimated at 30% over the seven years. NMTC investors will likely expect a return from the credit above and beyond the federal tax subsidy. NMTC deals should make good economic sense and hold out realistic prospects of returns beyond the credit.

Payment in Lieu of Taxes (PILOT)

Payment in Lieu of Taxes (PILOT) is an agreement from the County to abate property taxes and instead charge an amount equal to a negotiated PILOT. The payment can range from twenty-five (25) percent of the incremental taxes up to the full amount of taxes due. In some cases taxes are deferred rather than abated. A properly structured PILOT can also be used as an alternative to tax increment financing.

Public Safety Surcharge

The County's public safety surcharge imposed for single-family detached dwellings, townhouses or multifamily dwelling units constructed in an area included in a Basic Plan or Conceptual Site Plan that abuts an existing or planned mass transit rail station site operated by the Washington Metropolitan Area Transit Authority may be waived under certain circumstances.

Revenue Bonds

These bonds are used to finance the construction of a manufacturing or commercial facility for a private user. The county receives bond authorization from the State of Maryland for the purpose of issuing non-housing industrial development revenue bonds. Authorized projects include manufacturing and commercial facilities with a total project cost of less than \$10 million.

School Facilities Surcharge

Recently enacted legislation reduces by 50% the County's school surcharge for multifamily units constructed within a Transit District Overlay Zone (TDOZ), or in the case of Metro stations without an approved TDOZ, within $\frac{1}{4}$ mile of a Metro station. In addition, the school facilities surcharge does not apply to studio or efficiency apartments that are located (1) within the specified County urban centers and corridors; (2) within an approved TDOZ; or (3) within $\frac{1}{4}$ mile of a Metro station.

Tax Increment Financing (TIF)

Tax Increment Financing (TIF) allows the incremental taxes generated from a defined area of the County to be used to pay debt service on financing. The County delineates a project area and declares a “base” year. The existing base-assessed valuation is taxed as before. The additional assessed valuation, added to the tax rolls over the base, is taxed at the same rate as the base valuation. However, the tax revenues attributed to the new incremental assessed valuation are remitted to the County and used to pay debt service (or other expenses of a project).

WSSC Systems Development Charge (SDC) Waiver

This program allows the County Executive to waive the WSSC/SDC for eligible revitalization projects and to partially waive the charge for elderly housing and biotechnology projects.

SECTION IV: APPLICATION SUBMITTALS

4.1 TECHNICAL APPLICATION FORMAT OUTLINE

Each Technical Application shall have the following sections prominently displayed:

1. Title
2. Table of Contents
3. Development Team Corporate Structure & Capacity
4. The Project
 - a. Architectural Conceptual Design
 - b. Illustrative Site Plan
 - c. Application Narrative and Description
 - d. Schedule Estimate and Milestones
 - e. Financial Plan
5. Financial Return to the Property Owners
6. Local & MBE Participation
7. Community Engagement Strategy
8. Statement of No Conflict of Interest
9. Statement of No Pending or Threatening Litigation
10. Certificate of Good Standing
11. Exceptions or Restrictions

4.2 FORMAT DESCRIPTION

Each Application shall conform to the following order and format.

- 4.2.1 Transmittal Letter: The Application shall include a transmittal letter prepared on the Applicant's business stationery. The purpose is to transmit the Application; therefore, it should be brief. The letter must be signed in ink by an individual who is authorized to bind the firm to all statements, including services and prices, contained in the Application.
- 4.2.2 Title Page: Each Application shall begin with a Title Page. It should display the words "RFQ No. S14-056. 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.
- 4.2.3 Table of Contents: The Application should contain a "TABLE OF CONTENTS" with Page numbers indicated.
- 4.2.4 Application: The Applicant shall present its offer on double-spaced typed pages. The Applicant must address each of the areas covered under the evaluation criteria in the order provided below:

The Project: Applicants must submit a narrative description of the proposed project including a commitment to achieve minimum Silver Level LEED certification, square footage, and number of stories, number of parking spaces, number and type of residential units, and type and size of the retail space and/or commercial space. The narrative should also include a description of how the project enhances The Bowie State University MARC Station Plan Area. The submittal must include proposed or representative architectural designs, a conceptual site plan, and a proposed schedule with major milestones. The Applicant must also submit a proposed financing plan, a sources and uses statement which includes the development team's equity contribution, developer profit/fees and a five year operating pro forma. The Applicant should also describe the social, economic and environmental benefits of its proposed project.

The Development Team and Capacity: Respondents must submit the key members of the proposed development team including the lead developer, proposed partners, if any, and the architect, engineer, landscape architect, general contractor and legal counsel. Resumes for each key member of the team should be submitted and shall be limited to two pages each. Descriptions of successfully completed projects by the team members of similar scope to the one proposed shall be included. The proposed corporate structure of the development team must also be described. The lead developer must submit evidence of financial capacity including lines of credit and commitment letters from lenders and capability to complete the proposed project. Applicants should include their most recent audited financial statement.

***County-based business and Minority business enterprise Participation:** The County seeks to have County-based and Minority business enterprise participation at all levels of the project, including design, development, contract, marketing, sales and leasing. Applicants should identify all team members and equity partners that are certified Minority business enterprises or certified County-based businesses. Further, plans for County-based business and Minority business enterprise contracting and hiring should be submitted.

Community Engagement Strategy: The Applicant should submit a detailed description of the post-award approach and strategies to working with the community stakeholders, including the Mayor and City Council, to ensure their meaningful involvement in the development process.

- 4.2.5 **Exceptions or Restrictions:** Should the Respondent take exception to any provision or requirement of this RFQ, it must be indicated in this section.
- 4.2.6 **Affidavits, Certifications, and Affirmation:** The Respondent is required to submit with the Response certain certifications, affirmations and affidavits. These forms must be completed by all Applicants.

- 4.2.7 **No Conflicts of Interest:** The Respondent is required to make a statement of no knowledge of any potential conflicts of interests with Prince George's County.
- 4.2.8 **No Pending Litigation:** The Respondent must affirm that it is not party to any pending litigation against the County.
- 4.2.9 **Certificate of Good Standing:** The Applicant must provide a Certificate of Good Standing from the State of Maryland.

* (26) ***Minority business enterprise*** means any business enterprise:

- (A) *Which is at least fifty-one percent (51%) owned by one or more minority individuals, or, in the case of any publicly-owned corporation, at least fifty-one percent (51%) of the stock of which is owned by one or more minority individuals; and*
- (B) *Whose general management and daily business affairs and essential productive operations are controlled by one or more minority individuals; and*
- (C) *Which has been certified by the Supplier Development and Diversity Division as a Minority Business Enterprise pursuant to Division 6 of this Subtitle.*

County-based business means a business whose principal place of operation is located within Prince George's County, that meets the requirements of Section 10A-163(a), of the Prince George's County Code and whose application for certification as a County-based business is approved by the Purchasing Agent. .

County-based small business means a business that meets the requirements of Section 10A-161(b) of the Prince George's County Code and whose application for certification as a County-based small business is approved by the Purchasing Agent.

SECTION V: EVALUATION AND SELECTION PROCESS

5.1 **SELECTION PROCESS**

The Application that best meets the County requirements and the Project Goals of the RFQ will be selected.

5.2 **EVALUATION AND SELECTION COMMITTEE**

The Evaluation and Selection Committee (Committee) will evaluate all Responses received by the closing deadline. The Committee may request additional technical assistance from any resource at its discretion.

5.3 **QUALIFYING APPLICATIONS**

The Committee will review each Response for compliance with the requirements of this RFQ as set forth in Section IV. Failure to comply with any requirements of this procurement may disqualify a Respondent's Response. The County reserves the right to waive a requirement and/or minor irregularities when it is in their best interest to do so. Responses will not be opened publicly. The County also reserves the right to request supplemental information from Respondents during the evaluation period.

5.4 **EVALUATION CRITERIA**

After determining compliance with the requirements of this RFQ, the Committee shall conduct its evaluation of the technical and cost merit of the Responses. Each Response received as a result of this RFQ shall be subject to the same review and evaluation process. The following criteria will be used by the Committee in the evaluation of submitted Responses:

The Project: Evaluation criteria include the overall economic impact of the project, the design, the development program, and the consistency with neighborhood plans and zoning. Applications that go above the requirement of LEED Silver and achieve LEED Gold or Platinum will be scored higher.	25 Points
Development Team Capacity: Evaluation criteria include demonstrated past experience of the project team to complete projects similar to what is being proposed as the project (15 points) . Financial capability will be based upon the development team equity, sources and uses budget, and audited financial statements. (10 points) .	25 Points
Financial Return: The greater the financial return offered to the County, the higher the score in this category.	20 Points
Local and Minority Business Participants: The higher the level of local and minority business participation, the higher the score in this category.	15 Points

Community Engagement Strategy: Evaluation criteria include the thoroughness of the community engagement strategy.	10 Points
Responsiveness to the RFQ: Evaluation criteria include the level of clarity and presentation in meeting the objectives of the Responses.	5 Points

5.5 FINAL RANKING AND SELECTION

The evaluation criteria contained herein shall be scored by the Committee based upon the stated weight factors for each evaluation criteria. The Committee will make recommendations to the County for award of the exclusive right to negotiate a Development Agreement with each of the entities, based on the terms of the Respondent's submission

Based on the Committee's initial review of Responses, the Committee may invite, without cost to itself, ranking finalists to make a public presentation of their Responses and their capabilities as a further consideration in the selection process. The County, reserves the right to make an award with or without negotiations or to request best and final offers. Only those Respondents who are deemed to be reasonably considered to being selected for award shall be offered the opportunity to participate in this process. The County also reserves the right to request supplemental information including, but not limited to, audited and unaudited financial statements of all equity partners.

5.6 APPLICATIONS PROPERTY OF THE COUNTY

All Applications submitted in response to this Request for Qualification become the property of the County, and may be appended to any formal documentation which would further define or expand the contractual relationship between any of such entities and the successful Applicant.

SECTION VI: APPENDICES, EXHIBITS AND LINKS TO RELEVANT WEBSITES**A-1 VENDORS OATH AND CERTIFICATION****A-2 BIDDER/OFFEROR STATEMENT OF OWNERSHIP****A-3 STATEMENT OF FINANCIAL RESPONSIBILITY****A-4 WEBSITE LINKS**

Appendix A-1**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: _____

Appendix A-2

BIDDER/OFFEROR STATEMENT OF OWNERSHIP

Part A below requires a business entity, when responding to a bid or proposal solicitation, to provide a statement of ownership as a condition of eligibility to receive a contract from Prince George's County.

NOTE: Submission of completed document is prerequisite to award.

PART "A" – OWNERSHIP **Date:**

1. Full name and address of business: _____

City and State **Zip Code** **Bus. Phone w/area code**

2. Is the business incorporated? Yes _____ No _____

Bus. Phone w/area code

2. Is the business incorporated? Yes No

3. Other names used by business i.e., T/A:

Non-Corporate Business

If response to Item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

Corporate Business Entities

Is the corporation listed on a National Securities Exchange? Yes No

4. List the names of all officers of the corporation, their business and residence addresses and the date they assumed their respective offices.

Name	Residence Office	Business/Address	Date Office Assumed
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5. List the names of all members of the current Board of Directors, their business and residence addresses, the date each member assumed office and the date his/her term as a Director shall expire (if any).

Name	Residence Business/Address	Date Office Assumed	Date Term of Office Expires
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6. List the names and residence addresses of all individuals owning at least 10% of the shares of any class of corporate security, including but not limited to stocks of any type or class and serial maturity bonds of any type or class.

Name _____ Residence Address _____

This Financial Disclosure Statement has been prepared by

Signed by Preparer

PART "B" - BIDDER'S QUALIFICATION STATEMENT

Part B is Bidder's Qualification Affidavit of "No Conviction" for bribery, attempted bribery, or conspiracy to bribe, and is required under Section 16-311 of the Maryland State Finance and Procurement Article. This signed form must be submitted with bid.

1. I am the _____ of _____
a party interested in obtaining a contract with Prince George's County under conditions set forth in documents for Bid No. _____.
2. Upon examination of relevant records and to the best of my knowledge, no officer, director, partner or employees of the aforementioned business entity has on the basis of acts committed after July 1, 1977, been convicted of, or entered a plea of nolo contendere to, a charge of bribery, attempted bribery or conspiracy to bribe under the laws of the State of Maryland, any other state, or the federal government other than those listed on the attachment to this affidavit (attachment should list name, title, offense, place and date of conviction or plea);
3. I have been authorized to make this statement on behalf of the aforementioned party.

(Signature)

ACKNOWLEDGMENT (Corporate)

I, _____ certify that I am the
Name (Printed)

_____ of _____ and
Title and Office Business Entity

that _____ who signed the above Affidavit/
Name (Printed)

is _____ of said entity; that I know his/her
Title

signature, and his/her signature thereto is genuine; and that the above Affidavit/Statement of Ownership was duly signed, sealed, and attested for in behalf of said entity by authority of its governing body. Further, under penalty of perjury I solemnly affirm that the contents of the foregoing Affidavit and Statement of Ownership are true to the best of my knowledge, information and belief.

_____ (SEAL)
(Name Printed)

_____ (SEAL)
(Signature)

_____ (SEAL)
Corporate Seal (as applicable)

APPENDIX A-3**STATEMENT OF FINANCIAL RESPONSIBILITY**

1. Is the applicant a subsidiary of or affiliated with any other organization(s), corporation(s), or any other firm(s).

Yes _____ No _____

2. If yes, list each such organization, corporation or firm by name and address; specify the applicant's relationship, and identify the officers, directors or trustees common to the applicant.

3. List sources and amount of cash available to meet equity requirements of the proposed venture:

- a. in banks (include names, addresses, telephone numbers and amounts)

- b. by loans from affiliated or associated organizations, corporations, or firms (include names, addresses, telephone numbers and amounts)

STATEMENT OF FINANCIAL RESPONSIBILITY (continued)

4. List the names and addresses of all bank references

5. Financial condition of applicant: attach previous (audited statements preferred) two years of financial statements.

6. Bankruptcy:

Has the applicant or, if applicable, the parent corporation or any subsidiary or affiliated corporation of the applicant or said parent corporation, or other interested parties been adjudged bankrupt, either voluntarily or involuntarily, with the past ten years?

YES _____ NO _____

If yes, give date, place and under what name:

7. If the applicant wishes, additional statements can be attached as evidence of the applicant's qualifications and/or financial responsibility.

A-4 WEBSITE LINKS**Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment**

<http://www.pgplanning.org/Resources/Publications.htm>

CB-20-2013 – A Bill for the purpose of defining Expedited Transit-Oriented Development and amending the approval requirements for certain transit-oriented development project in order to incentivize transit-oriented development in Prince George's County

<http://www.pgplanning.org/Assets/Planning/Planning+Resource/Online+Forms/ETOD/CB-20-2013.pdf>



The Maryland-National Capital Park and Planning Commission
Prince George's County Planning Department
www.pgplanning.org