

**RFP-LA-05-24 (Office space for lease for the Maryland
Department of Transportation, Maryland Transit
Administration - Mobility)**

1. Can parking spaces be allocated from an adjacent garage? If so, what is the minimum desired to be 'on-site'?
 - Spaces in an adjacent garage would be acceptable but are not ideal. A minimum of 10 spaces needs to be on site. Additionally, the required off-street drop-off space for the Mobility Vehicles must also be available.
2. Are there certain portions of the requirement that are better suited for the first floor? If so, can you identify?
 - The Certification Office and its space are ideally suited for the first floor.
3. Is there a preference for contiguous space?
 - Space for each individual department needs to be contiguous, but no space between departments needs to be contiguous.
4. On page 20, the growth columns of the program are cut off, so we cannot see what those space requirements are, if any.
 - No growth requirements. Required offices and workstations are shown on the columns that are visible.
5. What does the %TW column signify? See pages 16 and 19 for examples.
 - %TW stands for percentage of telework. This is not applicable for the space program provided. Required offices and workstations are shown on the columns that are visible.
6. Do pages 17 and 18 also have the %TW columns, but are perhaps cut off, similar to page 20?
 - Please refer to Question # 5.
7. Do the MDOT, Certification Waiting Room and Occ Therapy Spaces need to be on the first floor?
 - Space is not required to be on the 1st floor but that is preferred.
8. Beyond the adjacencies above, are there any other departmental or support space adjacencies to prioritize?
 - Outside of the MDOT Certification Waiting Room and OCC Therapy Spaces, there are no other space adjacencies to prioritize. Please refer to Question # 3.
 - If these are first floor requirements, are there other support staff or special purpose spaces that need to be accommodated on the first floor? – N/A

9. If the elevator is exclusively used by the subject Tenant, and approximately half of the two-level space is at grade, are two elevators required?
 - If any portion of the proposed space is above street level, a minimum of two (2) elevators is required.

Information may be found on eMMA by clicking the below link:

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/39222