

STATE OF MARYLAND
R.F.P. LA-04-17
SPECIFIC REQUIREMENTS

NOTICE – The Department of General Services Office of Real Estate has contracted with and has authorized CB Richard Ellis, Inc., to serve in the capacity of Exclusive Tenant Representative (Broker) for commercial leases where the State is the Tenant. CB Richard Ellis, Inc. has engaged Birch Advisors, LLC and Schneider, Richardson & Davis to assist in this effort. As customary, the Broker's commission will be the responsibility of the Landlord executing a lease with the State.

The State of Maryland requires office space for lease at a single location for the **Department of Health and Mental Hygiene** as follows:

- a. **Type and amount**
10,381 net usable square feet +/- 5% office space with client contact
- b. **Location**
Anne Arundel County, Maryland specifically within the area bounded by:

NORTH:	I-695
EAST:	Governor Ritchie Highway (Route 2)
SOUTH:	Route 100
WEST:	Telegraph Road (Route 170), Aviation Boulevard, Airport Loop, Route 195, Baltimore/Washington Parkway (Route 295)
- c. **Term**
(1) - Original – 10 years
(2) – Option – 1 for 5 years

2. Offerors shall submit space in accordance with the requirements contained in the enclosed specifications or commit to make the improvements necessary at the Offeror's expense to bring the space into compliance with those specifications by the required delivery time provided below.

The following special specifications must be complied with/provided. Whenever these special specifications conflict with the specifications contained elsewhere in this proposal package, these special specifications shall prevail:

- a. Offerors must acknowledge that they have read the attached Executive Order 01.01.2009.12 for Transit Oriented Development.
- b. Offerors must enclose a map from an electronic mapping system which delineates the distance from the proposed site to the nearest Transit Station
- c. Delivery Time 120 days from Approved Construction Drawings and Permits
- d. Parking spaces to be provided in accordance with local zoning requirements.
- e. Proposed space is required to be on the 2nd Floor or above.

Proposals must be received by **3:30 p.m. on December 28, 2016**

Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS website @ <http://dgs.maryland.gov/Pages/RealEstate/index.aspx>

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GENERAL INFORMATION**

The Department of General Services Office of Real Estate *General Performance Standards and Specifications for State of Maryland Leased Facilities* are only available electronically at <http://dgs.maryland.gov/Pages/RealEstate/index.aspx>

PLEASE BE ADVISED THAT ELECTRONIC PROPOSALS SHALL NOT BE ACCEPTED. ONLY HARD COPY SEALED PROPOSALS DELIVERED IN THE ENVELOPE PROVIDED WITHIN THE PERMITTED TIME PERIOD SHALL BE ACCEPTED.

PROPOSERS MUST REQUEST HARD COPIES OF THE REQUIRED PROPOSAL DOCUMENTS ALLOWING SUFFICIENT TIME TO RESPOND BY THE CLOSING DATE BY CONTACTING HARVEY BROOKS AT 410.767.4304 OR VIA E-MAIL AT harvey.brooks@maryland.gov

PROPOSALS NOT SUBMITTED ON TIME, ON THE PROPER FORMS OR IN THE PROVIDED ENVELOPE WILL BE DETERMINED TO BE NON-RESPONSIVE AND WILL NOT BE CONSIDERED.

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