

Addendum #2 – State of Maryland, Request For Proposals #: LA-07-16

The following modifications are hereby made a part of the State of Maryland R.F.P. LA-07-16:

1. **Type and amount of space: 10,381 net usable square feet +/- 5% office space with no client contact**
2. **The following program information forms should be considered when formulating a proposal; see attached two (2) pages.**
3. **Prospective proposer questions and DGS/ORE answers (in red):**

1. Under Division Chief, there is 1 current position that requires 5 private offices and then the 5 year projection is only 4 private offices. Which should we design for? **The private office reflects (5) because there are total of (5) offices required for this position: (1) for "current" @ 150 s.f. and (4) in the 5 year Projection @ 150 s.f. each for a total of 600 s.f. The total s.f. required for this position is 750 s.f. The (4) positions are future hires that the Agency expects to hire in the next five years; which is why they are included in the program requirements. You should design for total of (5) private offices for the Deputy Chief position.**

2. What is the square footage for the open area? It only lists number of people I guess? **The s.f. for these 55* positions can be found under the 5 Year Projection totals, as these positions are future hires within the next five years. *NOTE: There are 24 positions on Page 1 and then an additional 31 "future hire" positions on Page 2, which you do not have. I will forward this page to you.**

3. Under conference room. It says number of items: 40 and square feet 800. You can't need forty (40) 800 sf offices because that is way too big. We need clarity on all of the items for special purpose space as none are making sense to us. **The Conference Room should be 800 s.f. The (40) represents the maximum number of persons that will be in this conference room at one time. The formula that we use to determine the size of a conference room would be the number of persons (40) x 20 s.f. per person, which comes to 800 s.f. We are requesting (1) conference room at 800 s.f. (not 40 Conference Rooms at 800 s.f.). The s.f. required for ALL of the "special purpose" items can be found under the 5 Year Projection column.**

4. One item says total from other page and there is only one page attached. Are we missing a page? **Yes, you are missing Page 2. I will forward it to you.**

4. **Delivery of Premises 120 days from Approved "Construction Drawings & Permits".**

SPACE AND PERSONNEL: Present and Projected Requirements

POSITION TITLE	GRADE	CURRENT NUMBER OF POSITIONS			NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)		
		FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE			OPEN AREA	FULL TIME	PART TIME OR FIELD
Executive Director	25	1			1	1					0	
Dep. Director	23				0	1					1	150
Division Chief	20	1			1	5		150			4	600
Physician	32				0	1					1	150
Administrator	18				0		1				1	70
Health Pol Anal	18				0		2				2	140
IT Pro Anal	18				0		1				1	70
Cert Net Spec	17				0		2				2	140
Sanitarians	17				0		9				9	450
Database Specialist	17				0		1				1	70
Chemist	16				0		2				2	140
Auditors	16				0		5				5	350
Horticulturist	16				0		1				1	70
TOTAL THIS PAGE		2	0	0	2	8	24	350			30	2,400
TOTAL OTHER PAGES		2	0	0	2	0	31	140			29	1,630
A. TOTAL OFFICE SPACE:		4	0	0	4	8	55	490			59	4,030
SPECIAL PURPOSE SPACE												
Reception						# of Staff/Items	Square Feet				Number of Items	Square Feet
Conference Room											25	250
Lunch Room											40	800
Handicap Restroom (Client)											63	250
Interview Room												50
Server Room												80
Training Room												75
Mail Room											25	750
Copy Room/Area												80
File Room (Lateral Files/Storage Cabinet)							1	50			2	100
Records Room							9	150			25	500
Evidence Room												150
Operations Center												150
Executive Meeting Room											5	200
b. Total Special Purpose												
											200	3,785
Sub-Total (a and b):											690	8,305
25% Circulation:											173	2,076
TOTAL SQUARE FEET:											863	10,381

