

**(1)RFP-LA-08-23 (Office space for lease at a single location  
for the Maryland Department of Health, Maryland State  
Board of Dental Examiners)**

1. In regard to clarification, we want to confirm the following:
  - 1) Their growth numbers look to already be included in their “Offices Required” number.
  - 2) They only need (1) Fax/Copy/Mail Room and not (3) of them (we assume the number “3” in their program refer to number of items, not rooms)
  - 3) They want (2) huddle rooms at 80 SF each (not a 160 SF room with 2 tables)
  - 4) Reception area for (1) receptionist and waiting area w/ seating for (9) people (equaling the number “10” in their program)
  - 5) Lunch Room to seat (25) people and Conference Room to seat (35) is our assumption

**A:**

- 1) Correct. A total of 6 private offices and 30 open area spaces.
  - 2) There will be a total of two (2) Fax/Copy/Mail rooms. Please refer to Amendment #2 for revised space plan.
  - 3) Correct.
  - 4) Receptionist area is 75sf. Waiting area is 100sf (10sf per person).
  - 5) Correct.
2. 3.1 says that “Offeror must indicate the location and costs to the State, associated with the parking. A minimum of six (6) total parking spaces must be provided with the breakdown as Follows:” Location is not defined as on-site. Do the 6 spaces need to be on-site or can they be in an adjacent garage like the previous State RFP’s?

**A: Please refer to Amendment #2.**

3. 3.1.1 says that "Offeror must allow the conversion of additional on-site parking spaces to electric vehicle charging stations at the State's expense should they do so in the future". This is very wide open with many unanswered questions. How many spaces will they need and when will they need them. Does the Offeror have to identify the parking rates now or when the State asks for them?

A: The state reserves the right to convert its existing parking spaces to electric vehicle charging stations in the future if they choose to do so. The conversion will be at the states expense and will be determined at the time of conversion.

4. The amended 3.1.2 calls for offeror to accommodate 16 board members parking spaces for Board members on a bi-monthly basis. Without specifics on actual dates will we need to have the ongoing access for 16 parking space only used twice a month? How do we charge them for these spaces?

A: Landlord to provide the state with 32 parking tickets per month. Offeror to identify if the state will be responsible for reimbursement and if so, at what cost.

5. The amended 3.1.3 calls for 24/7 access including holidays to the parking areas identified in 3.1.1 and 3.1.2 but does not reference the 6 spaces in 3.1. Do those space also need to be 24/7 plus holidays?

A: All parking areas are required to adhere to the security requirements referenced in section 3.1.3 of the RFP.

6. I believe that we were told during the pre-proposal conference that parking costs need to be part of the rental rate not as a separate charge. There is nothing in the RFP that covering this. Please confirm if this is true or not?

A: Inclusion of that comment was unintentional. Parking costs to be identified separately in the financial proposal.

7. Under section C: What does "Separate Electric" entail? We want to know so we can fill out appropriately.

A: Separate electric would reflect whether or not the space offered is separately metered.

8. Should the proposed Net Effective Rent include the costs for 6 on-site 24/7 parking spaces?

A: Please refer to question #6 above.

9. Does the 16 parking spaces for Board members on a bi-monthly basis mean twice a month or once every two months?

A: Twice a month.

10. Should the proposed Net Effective Rent include the costs for 16 bi-monthly on-site parking spaces?

A: Please refer to question #4 above.

11. Are properties that are located along the east side of St. Paul Street and/or Light Street included within the boundary? - Buildings that are located on either side of the streets that create the boundary lines will be considered.

A: Buildings that are located on either side of the streets that create the boundary lines will be considered.