

STATE OF MARYLAND
R.F.P. LA-01-19
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 **Motor Vehicle Administration Transportation** as follows:

- a. **Type and amount**
5,643 net usable square feet +/- 5% office space with client contact
- b. **Location**
Montgomery County, Maryland specifically within the area bounded by:

NORTH: Intersection of Georgia Avenue & Norbeck Road to Intersection of Norbeck Road & 182
EAST: Intersection of Norbeck Road & 182 to 200 to Randolph Road to Intersection of Kemp Mill Road & Arcola Ave
SOUTH: Intersection of Kemp Mill Road & Arcola Avenue to Intersection of Arcola Avenue & Georgia Avenue
WEST: Intersection of Arcola Avenue & Georgia Avenue to Intersection of Georgia Avenue & Norbeck Road
- c. **Term**
(1) - Original – 5 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 90 days from Approved Space Plans.
- d. State requires (50) use-in-common parking spaces. We require (3) Disabled spaces near our location.
- e. Proposed space is required to be on the 1st Floor.

Proposals must be received by **3:30 p.m. on November 8, 2018**

Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS website @ www.dgs.maryland.gov/realestate

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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 [www.dgs.maryland.gov/real estate](http://www.dgs.maryland.gov/real%20estate)

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 DWIGHT CUSTIS AT 240-432-3144 OR VIA E-MAIL AT dwight.custis@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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