

**STATE OF MARYLAND**  
**R.F.P. LA-01-21**  
**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 **Maryland Department of Commerce, Arts Council** as follows:

**a. Type and amount**

8,531 net usable square feet +/- 5% office space with performance/exhibition space for local artists.

**b. Location**

Baltimore City, Maryland specifically within the area bounded by:

**NORTH:** Centre Street  
**EAST:** Charles Street  
**SOUTH:** Hamburg Street  
**WEST:** Russell Street, Paca Street

**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. The performance/exhibition space will need to adhere to the State of Maryland General Performance Standards and Specifications for Leased Space as of 07/2013.
- e. Parking spaces to be provided in accordance with local zoning requirements.
- f. At least 50% of the proposed space is required to be on the ground level (1<sup>st</sup> Floor) with the balance of the space on a contiguous or adjoining floor. The agency's preference is to have 100% of the proposed space on the ground floor (1<sup>st</sup> Floor).

Proposals must be received by **3:30 p.m. on September 18, 2020**

Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS

website @ [www.dgs.maryland.gov/realestate](http://www.dgs.maryland.gov/realestate)

**STATE OF MARYLAND  
R.F.P. LA-01-21  
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 estate)

**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](mailto: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.**

Information on pending Request for Proposals (RFP) for leased space may be found on the DGS web page @ [www.dgs.maryland.gov/realestate](http://www.dgs.maryland.gov/realestate)