

STATE OF MARYLAND
R.F.P. LA-04-19
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.

1. The State of Maryland requires office space for lease at a single location for the **Department of Housing and Community Development** as follows:
 - a. **Type and amount**
Requirement – 8,525 net usable square feet +/- 5% office space with client contact *

***Requirement Detailed Below**
 - b. **Location**
Dorchester County, Cambridge, Maryland specifically within the area bounded by:

NORTH: Gay St.& Muse St.& Market St. & Maryland Ave & Ocean Gateway
EAST: Woods Rd & Roslyn Ave
SOUTH: Church Creek Rd.
WEST: Race 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.

REQUIREMENT DETAILS:

Offeror to provide the State a space fulfilling all requirements for 8,525 net usable square feet. In addition, the State desires the offeror to provide a 1,500 sf Conference Training Center free of charge. The Center can be a part of the Common Area but at no charge to the State. The Conference Training Center space should include multi-sized rooms with auto folding wall subdividing the space into 4 possible combinations, furniture (table, chairs, audio visual equipment, mounted screen for each room, sound system and a kitchen for food events, vending machines for DHCD customers. For providing these amenities, the offeror will receive additional selection points as the State evaluates solicitation responses.

SELECTION CRITERIA:

The DGS Office of Real Estate has established a set of selection criteria for the evaluation of RFP submissions; a listing of maximum points possible follows:

- a. Economic/Rent Considerations (maximum 120 selection points)
- b. Building Quality Considerations (maximum 125 selection points)
- c. Meeting State Initiatives and Goals (maximum 70 selection points)

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. Parking space to be provided in accordance with local zoning requirements

Proposals must be received by **3:30 p.m. on January 7, 2019**

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

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

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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