

**STATE OF MARYLAND**  
**R.F.P. LA-04-20**  
**SPECIFIC REQUIREMENTS**

**NOTICE** – The Department of General Services Office of Real Estate has contracted with and has authorized CBRE, to serve in the capacity of Exclusive Tenant Representative (Broker) for commercial leases where the State is the Tenant. CBRE has engaged Birch Associates, 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 **Department of Public Safety and Correctional Services, Division of Parole and Probation** as follows:

- a. **Type and amount**  
5,658 net usable square feet +/- 5% of administrative office space with client contact.
- b. **Location**  
Within the city limits of Hagerstown, MD.
- 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. Proposed space must be on the first (1<sup>st</sup>) floor.
- b. Offeror must be able to provide dedicated suite entry from the exterior of the building.
- c. Delivery Time 120 days from Approved Space Plans.
- d. Offeror must provide secured parking with controlled access in accordance with DGS standards and specifications.
- e. Offerors must acknowledge that they have read the attached Executive Order 01.01.2009.12 for Transit Oriented Development.
- f. Offerors must enclose a map from an electronic mapping system which delineates the distance from the proposed site to the nearest Transit Station or Bus Stop.

Proposals must be received by **3:30 p.m. on October 11<sup>th</sup> 2019**. Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS website @ [www.dgs.maryland.gov/Pages/RealEstate/index.aspx](http://www.dgs.maryland.gov/Pages/RealEstate/index.aspx)

STATE OF MARYLAND  
R.F.P. LA-04-20  
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/Pages/RealEstate/index.aspx](http://www.dgs.maryland.gov/Pages/RealEstate/index.aspx)

**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 Nick Loiselle AT 410.913.1811 OR VIA E-MAIL AT [nick.loiselle@cbre.com](mailto:nick.loiselle@cbre.com)**

**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/Pages/RealEstate/index.aspx](http://www.dgs.maryland.gov/Pages/RealEstate/index.aspx)