

**STATE OF MARYLAND**  
**R.F.P. LA-05-20**  
**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 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 **Maryland Department of Transportation-Motor Vehicle Administration** as follows:

- a. **Type and amount**  
5,924 net usable square feet +/- 5% office space with client contact
- b. **Location**  
Silver Spring, Montgomery County, Maryland specifically within the area bounded by:  
  
**NORTH:** Bel Pre Rd, Bonifant Rd, (Fr. Rt 185 to Rt 650)  
**EAST:** Rt 650 (Fr. Bonifant Rd to I495)  
**SOUTH:** Rt I495 (Fr. Rt 650 to Rt 185)  
**WEST:** Rt 185 (Fr. I495 to Bel Pre Rd)
- 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 ninety (90) days from Approved Space Plans.
- d. Agency is requesting a location that will provide 50 parking spaces for customer and employee use.
- e. Ground floor space is required.

Proposals must be received by **3:30 p.m. on November 8, 2019**

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)

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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](mailto: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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