

**STATE OF MARYLAND
R.F.P. LA-11-18
SPECIFIC REQUIREMENTS**

NOTICE – The Department of General Services Office of Real Estate has contracted with and has authorized CBRE, Inc., to serve in the capacity of Exclusive Tenant Representative (Broker) for commercial leases where the State is the Tenant. CBRE, Inc. has engaged Birch Associates, LLC 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 Education, Office of Childcare** follows:
 - a. **Type and Amount**
3,474 net usable square feet +/- 5% of office space with client contact
 - b. **Location**
Baltimore City, Maryland specifically within the area bounded by:

NORTH: Baltimore City Line
EAST: Reisterstown Road, West Cold Spring Lane, North Charles Street (Route 139)
SOUTH: Liberty Road (Route 26)
WEST: Baltimore City line
 - c. **Term** (1) - Original – 10 years
(2) – Option – 5 years
2. Offeror(s) shall submit space in accordance with the requirements contained in the enclosed specifications. The following special specifications also apply. Whenever these special specifications conflict with the specifications contained elsewhere in this proposal package, these special specifications shall prevail:
 - A. Offeror acknowledges it has read the attached Executive Order 01.01.2009.12 for Transit Oriented Development.
 - B. Offeror must include a map from an electronic mapping system that delineates the distance from the proposed site to the nearest Transit Station.
 - C. Delivery of Premises 90 days from Approved "Construction Drawings & Permits."
 - D. Parking to be in accordance with local zoning requirements.

Proposals must be received by **3:30 p.m. on July 6, 2017**

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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 then click on 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 Troudy Vaughan AT 202.747.4979 OR VIA E-MAIL AT troudy.vaughan@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 other pending Request for Proposals (RFP) for lease space may be found on the DGS website @ <http://dgs.maryland.gov/Pages/RealEstate/index.aspx>