

### **RFP-LA-12-25 (Office space for lease for the Maryland State Department of Education)**

1. Where it lists that a department or a requirement should be located on a lower floor, is this in a hierarchical sense (ie: some departments have some seniority and therefore receive higher floors than others?) or is there a limit to how many stories up is allowed?  
**A. Groups that are listed to be on lower floors are related to use of the units.  
There is no limit on how many stories are allowed.**
2. What is the frequency and type of non-employee visitors to the space? What is the purpose of non-employee visitors coming to the space?  
**A. Roughly 150-200 visitors per day.**
3. Will the state consider a single offer utilizing two buildings owned by the same company to accommodate the requirement?  
**A. Yes.**
4. Confirm the 24<sup>th</sup> page of the pdf was intentionally left blank and that no information is missing.  
**A. Yes it is a typo. Please disregard.**
5. Confirm DSSFP listed on Adjacencies portion of program is Division of Student Support and Federal Programs.  
**A. Confirmed.**
6. On the Adjacencies portion of the program, Equity defines that it needs a separate suite and can be on the same floor as other departments; does this mean that departments listed as being able to share the same floor as others do not need to have a separate suite can share the same suite as the other departments listed as on the same floor?  
**A. To oversimplify for now please separate all units.**
7. Should the entirety of the Facility Operations Department be located in the area near the loading doc or only the Equipment Staging Area, Storage Room, Mail Room and Copy/Fax Room? Can those 4 areas be separated from the “people space” of the department?  
**A. Only the items labeled “adjacent to loading dock” should be located there.  
The remainder of the facilities operations are should not be next to the loading dock.**

8. How large should every server room (1 per floor) be?  
**A. Server rooms should be 75 SF.**
9. The Executive Assistant for IT has words in parenthesis that cut off “(Outside o...). Please confirm where the Exec. Assistant should be located outside of.  
**A. Outside of Assistant State Superintendent Office.**
10. Accessibility (2) for IT has an asterisk – What does it correspond to?  
**A. The asterisk is a typo.**
11. Confirm that Fiscal Services Admin V, Office of Finance requires (1) 110 SF office and (1) 50 SF workstation.  
**A. Confirmed.**
12. Confirm that Prgm Mgr IV, Office of Finance requires (1) 110 SF office and (11) 50 SF Workstations  
**A. Confirmed.**
13. Confirm whether Video and Audio Recording room, OIPS is one 240 SF room or (2) 120 SF rooms?  
**A. It should just be one large room.**
14. Confirm whether Video and Audio Recording Rooms, PLHQIM is one 240 SF room or (2) 120 SF rooms?  
**A. It should just be one large room.**
15. Office Clerk / Secretary I/III/III, Special Education has a double asterisk corresponding to the Receptionist (Office Secretary III) – Confirm that (4) of these positions require 50SF Workstations and the remaining (1) will sit in the Receptionist area.  
**A. Confirmed.**
16. The high density file that will go into the file room for Special Education – is this being relocated from its original location – if so, what are the dimensions?  
**A. For now the plan is to take the file system from the original location.**
17. Will the 2500 SF board room, State board, require operable partitions? If so, how many?  
**A. No.**
18. Common Area Special Purpose Space on the sheet with the Superintendent program requirements – are these items to be accessible from common areas to all departments vs. contained within the Superintendent’s space?  
**A. Yes.**

19. Should the 1000SF Common Area Special Purpose Space Conference Room have any operable partitions? If so, how many?  
A. There doesn't need to be a moveable partition.
20. Office of Communications is referenced on the Adjacencies page, but I don't see a program for that department. Please provide program for Office of Communications.  
A. This is just the OCCE portion of the MSDE/Chief of Staff/OCCE/OGA page.
21. Do any conference rooms within the program require operable partition(s)?  
A. No.
22. Are offerors awarded points for outdoor bike storage or only indoor bike storage?  
A. Generally any dedicated bike storage for the building.
23. Regarding the "Water Testing Parameters for Leases"....should a test report as described be submitted with the technical proposal?  
A. No.
24. Does providing separate monthly parking pricing as opposed to having it included in the NER a major disqualifier?  
A. No.
25. In Section 4.1 d. Technical Proposal Evaluation Criteria – Pass Throughs – Insurance and CAM are not listed as the part of the "main" opex that LL's can pass through. Can we pass these through?  
A. No.

TEST FIT/Space Plan Questions:

26. Can units that need to be on the same floors that do not state "need separate suite" on the adjacencies list or 680-1, be in a shared suite/space? For example: Audit, MLDS and OAG.  
A. See answer to question 6.
- a. Can Transportation, Nutrition and OSF share a suite?  
A. See answer to question 6.
  - b. Can Procurement and Finance share a suite?  
A. See answer to question 6.
  - c. Can DAAPR, DSSFP and Educator Effectiveness be in the same suite?  
A. See answer to question 6.
  - d. Can OCCP, Office of Child Care, OIPS, PLHQIM and Special Education or any mixture of these share suites or are they required to be in their own individual suites?  
A. See answer to question 6.
27. For the units that require ground floor or lower floors, if the building does not have enough space on the first floor or second floor for these users could we place them on the lowest floor that is available?

A. Yes.

- e. Of those units, are there special purpose spaces or a specific unit that should be prioritized for first level space if available?

A. The preference would be for any requirement labeled as a first floor or loading dock related use to be near those items. If that is not possible please use your best discretion.

- f. For the MSDE Facilities Operations, could the Storage Room & Equipment Staging Room be on a lower-level separate from the staff and other special purpose for the unit?

A. Yes- they should be next to the loading dock.

28. State Board:

- g. Can the State Board spaces not specifically required to be on the Ground Floor near the boardroom be on another floor/ area?

A. Yes.

- h. How often and how many outside attendees will be at the Board Meetings for the State Board?

A. Meetings in the board room are held roughly four times a month. The meetings typically have +/- 100 attendees.

- i. Are these off hours or during normal business hours?

A. They occur during normal business hours.

- j. Does this require street access?

A. Preferably it would be located on a first floor easily accessible by the public.

29. Does DSSFP stand for Division of Student Support and Federal Programs?

A. Yes

30. IT:

- k. Is the only space required to be on the lower level near the loading dock the 200 NUSF storage space?

A. Yes.

- l. Could other staff spaces and all other special purpose be on another level?

A. Yes.

31. Do any storage requirements require high density filing systems beyond the File Room in Special Education?

A. No.

32. MSDE Audit Division- Are the file cabinets listed required to be in a room or can these be in the open area?

A. Open area.

33. The Video and Photo Studio in Chief of Staff/OCCE/OGA is cut off but this is requested first floor space near the Board Room. What is the note that is cut off on the 680-1?

A. The cut off portion reads “strongly preferred but negotiable”.

34. DAAPR has a reception area, are there any chairs required in this space?

A. Two.

35. Is the Receptionist for the Division of Student Support and Federal Programs strictly for the Assistant State Superintendent or for the division as a whole but just near the Assistant State Superintendent?

A. Strictly for the Assistant State Superintendent.

36. Does the Reception Area in Educator Effectiveness require any guest seating?

A. Yes- seating for two.

37. Items listed as (entire agency) like the Lactation Room listed under Facilities Operations; should these be located off common areas rather than mixed within this unit?

A. Yes- ideally in centrally located areas.

38. Superintendent MSDE Common Area Special Purpose Space:

a. Are these spaces for use by the entire agency?

A. Yes

39. Are any meeting spaces or training room spaces required to be divided with a moveable wall?

A. No.

40. Blocking Plan:

a. Are we required to specifically label each office/ space with the title of the occupant, or can we simply label the space with the NUSF and department/Unit?

A. You can label with the NUSF and department/unit.

b. Are we required to show doors, sidelights, bottle fill stations, etc.?

A. No.

c. Should we code the floor plans to show the location of each department?

A. Yes.

d. Is furniture beyond workstation layouts required for the blocking plan?

A. No.