

**RFP-LA-02-26 (Office space for lease for the Health Care
Alternative Dispute Resolution Office, Maryland Commission
on Civil Rights, Maryland State Board of Contract Appeals,
Property Tax Assessment Appeals Board (Central Office),
Property Tax Assessment Appeals Board (City Office), and
Department of Assessments and Taxation)**

1. Please provide preferred adjacencies between departments.
A. There are no adjacencies between departments beyond ensuring each agency is in its own suite.
2. Which groups/depts/Business Units need to be walled off and physically separated from any other departments? (Otherwise, we would assume each dept would need to be in its own suite).
A. None beyond just separating agencies.
3. Are there any Special Support Spaces (i.e. the 2,800 sf Training Room for MCCR) that would be shared with other groups and thus would NOT be inside the MCCR suite or department it is listed under?
A. No. Each agency operates independently.
4. Do any of the storage rooms require large, heavy file safes?
A. No.
5. It appears each dept will have their own server room, please confirm.
A. Confirmed.
6. There were no Lactation Rooms programmed for MCCR, should there be? Or with they share the other groups Lactation Rooms? (which in that case would be outside their dedicated suite?). There appears to be a Lactation room programmed for each of the small groups consisting of 5-10 people. Can they be shared with other groups?
A. For now plan on putting one in each suite.
7. Confirm Training Room from MCCR and SDAT will be two separate rooms?
A. Confirmed.
8. Do any of the Receptionist's need to be in an enclosed room, protected from visitors?
A. No.

9. Section 3.1.1. states "...Twenty-One (25) on-site parking spaces will be required to be reserved/named spaces for executive..." Question, please clarify if this is 21 spaces or 25 spaces?

A. This is a typo- twenty five is correct.

10. Section 5 mentions "...doors to lunchrooms/kitchenettes, focus rooms, interview rooms, and huddle rooms..." Question, please clarify if there is a requirement and how many of each are expected as minimum criteria for:

A. Please refer to the space program included with the RFP for specific room counts.

11. Section 9 states "...Solid surface countertop will be required in all wellness/lactation rooms and break/lunchrooms". Question 1, please clarify the requirement on how many wellness/lactation rooms are expected as minimum criteria? Question 2, please clarify size/square feet of "...solid surface countertop..." for each wellness/lactation and break/lunchrooms?

A. For both questions please refer to the specific room counts included on the space program.

12. Are there any adjacency requirements to be met between agencies?

A. No.

13. Do any agencies need to be in their own suites?

A. Yes- all of them.

14. HCADRO: For HCADRO's File Room, are the cabinets lateral files or vertical files?

A. All are lateral.

15. MCCR:

Does the Executive Team need to be a suite within a suite?

A. No.

16. Does the Executive Team have any special purpose spaces specific to their team besides their copy room and Executive Conference Room?

A. No.

17. Are all of the Fact-Finding Conference Rooms (6) total to be with the Housing Unit?

A. Yes.

18. Should the Interview Rooms be close to the reception space?

A. They don't have to- only the training room is required to be separated near reception.

19. Does the Training Room need to be subdividable?
A. No.
20. Should one Break area be near the Training Room?
A. No.
21. The IT Room for this unit is quite large at 400 NUSF. Are there any specific requirements for this space?
A. No.
22. How many visitors does this unit receive per day?
A. MCCR hosts +/- 3 hearings a month with at most 2 visitors per hearing.
23. MSBCA: How many visitors do this unit receive per day?
A. Approximately 25-30 visitors per day.
24. PTAAB Central Office: The Conference Room notes quantity of six but the square footage is only 120 NUSF. Is the room to be 120 NUSF with space to seat six around a table?
A. Yes.
25. PTAAB City Branch:
The Conference Room notes quantity of eight but the square footage is only 160 NUSF. Is the room to be 160 NUSF with space to seat eight around a table?
A. Yes
26. Are the File Cabinets vertical or lateral?
A. Lateral.
27. Should the Conference Room be adjacent to the reception area?
A. No, it is not required to be.
28. SDAT:
The Conference Room notes quantity of twelve but the square footage is only 240 NUSF. Is the room to be 240 NUSF with space to seat twelve around a table?
A. Yes.
29. Does the Training Room need to be divided?
A. No.
30. Does the Conference or Training Room need to be adjacent to the Reception Area?
A. No, it is not required to be.
31. How many file cabinets and what type of cabinets do they have in their file room?
A. The number of cabinets are to be determined but they will be lateral.
32. Is there a staff member that sits in the Reception Area and if so, which staff member? There is not an * next to their title.
A. Office Services Clerk has a * next to its title to correspond here.
33. Does any unit have high density filing?
A. No.
34. Can PTAAB City Branch and PTAAB Central Office be in a shared suite?

A. No.

35. In digging in the space program PTAAB City Branch there are not square footages attached to position counts. Can you please provide those.

A. Please refer to the note that reads “All staff sit in common area space”. You will notice each position has an asterisk next to it that is also reflected in the common area lines.