

**(1) RFP-LA-01-26 (Office space for lease for the Maryland  
State Office of Public Defender)**

1. Please provide the adjacency requirements between the different departments.
  - a. Do any groups/departments need to be separated from the others?
  - b. Do any of these groups/departments need to have separate entrances off the building's common corridors?

**A:** Separation of the groups is detailed on the adjacencies section of the RFP. All units that are required to be separated need separate entrances.

2. Please confirm that you need one (1) 400 SF Pantry on each floor vs. three (3) 400 SF Pantries as called out in the RFP.

**A:** The 400 SF lunchrooms are more based on the layout of the agencies existing space. The agency's preference would be for every proposed floor to have a lunchroom for the agencies use. Across the entire proposed space there should be roughly 1,200 SF of break areas.

3. Please confirm that you need one (1) Lactation/Wellness Room on each floor vs. three (3) Lactation/Wellness Rooms as called out in the RFP.

**A:** Please plan one lactation room per proposed floor, but no less than 3 provided across the entire program.

4. Please confirm that you need one (1) Data/Phone room per floor vs. three (3) Data/Phone rooms as called out in the RFP.

**A:** Yes- one per floor.

5. How many seats do the 100 SF Waiting Rooms need to accommodate?
  - a. Please confirm that the Waiting Rooms are adjacent to the reception areas.

**A:** Roughly 10 people per waiting room. They should be adjacent to the reception areas.

6. Do the reception and seating areas need to be walled off from the adjacent departments that they service?

A: For now reception and seating areas do not need to be separated. Based on the final layout this may be adjusted.

7. Do the Interview Rooms need to be adjacent to the Reception and Waiting?

A: They can be located anywhere within the units space.

8. In what department is the one (1) Executive Restroom located?

A: Executive.

9. The Executive group is not programmed to receive any Conferencing space. Or is this the Secretary and Deputy Secretary Conference Room.

A: Yes- the Secretary and Deputy Secretary Conference Rooms function as the conference rooms for that unit.

10. What if any department adjacencies or avoidances should be made when placing the "Auditor" Space.

A: The auditor room should be located adjacent to but not within the Fiscal space.

11. Do the reception and seating areas need to be walled off from the adjacent departments that they service? Should the receptionist be secured from the seating area?

A: See answer to question 6.

12. Do the Interview Rooms need to be adjacent to the Reception and Waiting? Should they be walled off from the waiting area?

A: See answer to question 7.

13. The Fiscal Dept seems to be missing a Filing Room in the program. Do they need one?

A: Yes, fiscal should have a 100SF room if possible. The “social” line item is a typo and should be fiscal.

14. Do the reception/ waiting areas need to be separated from the group they serve with a door?

A: See answer to question 6.

15. What group does the Auditor room/ huddle room go with?

A: See answer to question 10.