



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

**RFP-LA-03-26 (Office space for lease for the Maryland State
Department of Human Services)**

1. What is the amount of the Broker's Commission which must be paid by Landlord?
A: The Landlord is responsible for paying the total commission.
2. Section 1.7: This provision indicates, at the end of the first sentence, ".... *excluding Section A, Subsection E, Selection Criteria.*" Section A, Subsection E is a part of what document?
A: GENERAL PERFORMANCE STANDARDS AND SPECIFICATIONS FOR THE STATE OF MARYLAND LEASED FACILITIES
3. Section 4.2(d)(i) We are trying to reconcile this provision with the table in Section 12 of the form Lease. 4.2(d)(i) indicates that the Lessor may procure the services on behalf of the State or directly pass the costs through to the State. However, the table in Section 12 of the Lease is pre-populated indicating that the Lessor WILL procure the services of behalf of the State. Which scenario is the case?
A: This is a just template/example. The final version will reflect the terms that are agreed upon.
 - a. (ii) This provision indicates that if the Lessor assumes the procurement of the services, and includes those costs in the Rent, the Lessor may still be afforded the opportunity to bill the State directly (pass thru) for cost increases for the services. Is that correct?
A: Lessor can assume costs in the rent (full service) or establish a base year with increases over base year charges.
 - b. (iii) What is meant by this section, could you please clarify?
A: Evaluation credit is given for assuming cost increases over a base year.
4. 2nd Page – Top: In accordance with the last sentence of the first paragraph, please advise if a bid security is required for this solicitation.
A: Bid Security referenced on page 17 of package is not required for this procurement.
5. 2nd Page – Bottom: In accordance with the last paragraph, could you please: Confirm if the "Proposal Affidavit" is the document in the bid materials entitled "Attachment C Bid/Proposal Affidavit"?
A: Yes
6. Advise of which document in the bid materials is the "Conflict of Interest Affidavit and Disclosure"?
A: Attachment N Contract Affidavit
7. Provide either or both of these Affidavits/Disclosures if they are not already included in the bid materials?
A: Included

7. Section B – Rental Rate: Could you please confirm that the “First Option Term” section is not to be completed (i.e. left blank) in consideration of Section 1.6 of the Specific Requirements Document which indicates that the renewal term rate will be negotiated at the time of the renewal?

A: Indicate N/A

8. Section D – Pass Thru: Is this section asking if we intend to include the taxes, cleaning and utilities in the rent (rather than passing them thru to the State), OR is this section asking if we intend to bill the State for increases in the costs of these services?

A: This section is requesting Lessor’s decision to pass through increases in costs for the services. If so, please indicate accordingly which costs.

9. Section E - Utility Cost: Do we complete this section ONLY if we are going to pass these costs thru to the State? To be clear, if we are including utility costs in the rent, do we need to complete this section?

A: Yes

10. Section 1 - Addendum A: Could you please confirm that the definition of Operating Expenses---should refer to Section 12 of the Lease, rather than Section 14?

A: Section 12

11. For purposes of calculating proportionate share of operating costs, do we use the NUSF or the actual occupied SF (which will, of course, be greater than NUSF because the 5,720 NUSF does not include any hallways, restrooms, closets, mechanical areas, etc within the leased space).

A: NUSF

12. The CAC requires a public entrance and a private entrance? If so, the public entrance for CAC will be located within/through the DSS space correct?

A: CAC will need a separate private entrance that is not located within or accessed through the DSS space. In total, two entrances are required: one for the general public and one for private use only.

13. Should the Demised Premises be designed to be LEED certified and if so at what level

A: LEED certification is not required; however, pages 8–10 of the RFP packet outline the State’s energy initiatives and the scoring criteria for LEED-certified buildings.