STATE OF MARYLAND
R.F.P. LA-08-26
SPECIFIC REQUIREMENTS

NOTICE – The Department of General Services Office of Real Estate has contracted with and has authorized an Exclusive Tenant Representative (Broker) for commercial leases where the State is the Tenant. As customary, the Broker's commission will be the responsibility of the Landlord executing a lease with the State and will be due in its entirety upon approval by the Board of Public Works.

The State of Maryland requires office space for lease for the **Maryland State Police:**

1. Requirements

1.1 Type and amount:

- 3,575 net square feet (NSF) of administrative office space with client contact as further defined in Section 2 below.

1.2 Location:
Elkridge, Howard County, Maryland

- North: I-95
- East: I-895 > I-195
- South: I-295
- West: Jessup Road > Waterloo Road (Rt 175)

1.3 Term

(1) Original Term– Ten (10) years
(2) Renewal Term – One (1) for five (5) years

1.4 Offerors shall submit proposals in accordance with the requirements contained in this Request for Proposals ("RFP"), the Department of General Services Office of Real Estate General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2024 ("Performance Standards") as amended by this RFP. All improvements necessary to bring the space into compliance with the Performance Standards by the required delivery time shall be made by the Offeror and at the Offeror's expense.

1.5 Using the NSF and space program provided herein ("Space Program"), Offerors must indicate the net usable square feet (NUSF as defined in the Performance Standards) required to complete the project at its proposed facility. The measured NUSF will be what is listed in all documentation and will be the figure all economics are derived from.

1.5.1 As an exhibit to its RFP submission, Offerors must include a test fit to support its NUSF measurement. The test fit should be detailed to provide the NUSF measurement proposed for the requirement. When completing the test fit, the space program attached as an exhibit to this document should be used to detail adjacencies and business units that will be required to be located within proximity to each other. Any other specific program requirements will also be found detailed in that area.

1.5.2 Offerors must provide a table of restroom fixtures on each floor in the proposed test fit. The fixture count shall comply with the DGS Performance Standards or local plumbing code, whichever is stricter. Fixture count should meet the DGS Performance Standards per each floor's occupant load.

1.5.3 The space is to be designed with all enclosed rooms/offices located along the interior of the proposed space, and all open workstations should be situated along the window line of the space/exterior wall to allow maximum natural light in the space.

1.5.3. If Offerors are required to make changes to their proposed plan/ test fit they will have the ability to adjust their NUSF by +/- 5%, however the proposed annual rent cannot increase beyond their initial proposal even if there is an increase in square footage.

1.6 The proposed rental rate for the 5-year option term will be negotiated prior to the commencement of the renewal term.

1.7 By submitting a proposal in response to this RFP the Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP, the attached Standard State Lease Form and Addendum A and the Performance Standards, as amended by this RFP, and excluding Section A, subsection E, Selection Criteria. A red-lined document reflecting any proposed changes to the Standard State Lease Form and Addendum A **must** be submitted with the technical proposal package. Any exceptions to the aforementioned documents will be taken into consideration when evaluating the Offeror's proposal. The Procurement Officer reserves the right to accept or reject any proposed changes to the Standard State Lease Form and Addendum A.

1.8 Offerors may be required to make oral presentations to State representatives during the site visit process. Oral presentations are considered part of the Technical Proposal. Offerors must confirm in writing any substantive oral clarification of, or change in, their Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Offeror's Proposal. The Procurement Officer will notify Offerors of the time and place of oral presentations/site visit(s).

1.9 Multiple or Alternative proposals will not be accepted.

1.10 Any protest or dispute related to this solicitation or the Contract award shall be subject to the provisions of COMAR 21.10 (Administrative and Civil Remedies).

1.11 Any proposal that does not meet the above requirements and/or fails to include any of the above requirements will be deemed not reasonably susceptible for award.

2. Procurement Instructions

2.1 Offerors must submit the financial and technical portions of their RFP Proposals in separate sealed envelopes and labeled respectively. Failure to do so will result in an inability for the procurement team to review the submission.

2.1.1 Technical Proposals must be in PDF format.

2.1.2 "The Department of General Services, Financial Proposal, Offer to Lease Space to the State of Maryland" (**Attachment 1**) constitutes the entirety of the Price Proposal that is required to be submitted.

2.2 Offerors must acknowledge that they have read the attached Executive Order 01.01.2009.12 for Transit Oriented Development in their Technical Proposal.

2.3 Offerors are required to be registered and in "good standing" with the Maryland Department of Assessments and Taxation. Offerors must submit a certificate of status reflecting good standing status at the time of RFP submission in their Technical Proposal.

2.4 All questions must be submitted in writing to the attention of Tavon Winborne at dgs.re-bidsproposals@maryland.gov with the subject line being "RFP LA 08-26 Questions" no later than **Tuesday, September 15, 2026, by 5:00 PM EST.** Any questions submitted verbally or to any place other than the provided e-mail address will be disregarded.

2.5 Proposals must be received on **Tuesday, September 29, 2026, by 3:30 PM EST.**

2.6 Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS website at www.dgs.maryland.gov/Pages/RealEstate/index.aspx

3. Minimum Qualifications

The following qualifications/specifications, in addition to those found in Section 1 (Requirements) must be complied with/provided. Whenever these special qualifications/specifications conflict with the specifications contained elsewhere in this proposal package, these special qualifications/specifications shall prevail:

3.1 Offeror must indicate the location and costs to the State, associated with parking in their financial portion of the RFP response. A minimum of 80 total parking spaces must be provided with a breakdown as follows:

3.1.1 **Twenty (20)** of the parking spaces are required to be located on-site. Two (2) of the proposed spaces must be located on-site for fleet vehicles in a designated area with One (1) of the fleet vehicles having a dedicated electric vehicle charging station. The electric vehicle charging station specifications have been attached as an exhibit to this RFP. within addition to the 20 requested space, the Lessor will need to provide an additional 60 parking spaces every quarter to accommodate parking for training purposes.

3.1.2 Offeror must indicate the cost and location of any applicable parking. The cost of parking should only be included in the financial portion of the RFP response.

3.1.3 Offeror must allow the conversion of additional on-site parking spaces to electric vehicle charging stations at the State's expense should they choose to do so in the future.

3.1.4 24/7 access to the parking areas identified in 3.1.1 and 3.1.2 above is required. The agency must be able to access parking areas 24 hours per day, 7 days per week including holidays.

3.1.5 Only parking areas within or directly adjacent to the proposed building will qualify as onsite parking. Further, only areas within two blocks from the proposed site will be considered for offsite parking options.

3.2 The State requires access to the proposed space 24 hours per day, 7 days per week including holidays.

3.3 All floors occupied by the State are required to be keycard access from elevators and stairwells. If a proposed portion of the space is on a multi-tenanted floor suite entry will be required to have keycard-controlled access.

3.4 A minimum of Two (2) elevators are required to access the space is the proposed space is located above street level.

Failure to meet any of the above Minimum Qualifications will result in the Offeror's Technical Proposal being rejected.

4. Evaluation and Selection Process

Evaluation of Proposals will be performed in accordance with COMAR 21.05.03 by a committee established for that purpose (the "Evaluation Committee") and based on the

evaluation criteria set forth below. The Evaluation Committee will review proposals, participate in Offeror oral presentations and discussions, tour potential building locations and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate. During the evaluation process, the Procurement Officer may determine at any time that a particular Offeror is not susceptible for award.

4.1 Technical Proposal Evaluation Criteria. The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance. Unless stated otherwise, any sub-criteria within each criterion has equal weight.

a. Agency program consideration, efficiency of building layout, etc.

Offerors are judged based on their ability to meet the specific needs outlined in the "Requirements" portion of this RFP and the attached Space Program. The ability to lay out the space in a format that creates operational efficiencies will also be evaluated. The layout of the building including column spacing, irregular space configurations, long narrow runs of space, and atriums, light wells or other areas interrupting contiguous spaces, or any other unusual building features will be evaluated.

b. Access to Retail and Outdoor Amenities. Offeror's Proposals are judged based on the availability and quality of the following amenities within a 2-block radius of each building proposed:

Pharmacy
Dry Cleaner
Gym/ Fitness
Restaurant
Parking Garage(s)

Buildings are only evaluated on the above amenities. Other outdoor amenities will not be considered.

c. **Indoor Amenities**

Responses will be evaluated on the availability of building amenities. These amenities include the availability of the following:

Tenant conference centers/facilities
Fitness centers
Onsite bike rooms
On-site food service options/restaurants
Concierge service

Buildings are only evaluated on the above amenities. Other indoor amenities will not be considered.

d. **Ease of access by the public**.
Walkability to the proposed site from public transportation will be evaluated with respect to the physical characteristics of the path of travel to enter the building from public transportation modes available to the building which will allow both a person with or without a temporary or permanent incapacity or disability to gain access to the building.

e. Quality of outdoor environment.
Quality of outdoor environment will be evaluated for protection of noise interference, views from building windows on proposed floors, availability of or proximity to green space and access to walking paths/recreational areas.

f. **Assessment of Building Condition and Aesthetics.**
First impression of facility appearance will be evaluated for maintained landscaping, operating elevators, clean mats, cleanliness and maintenance of the interior and exterior of the building, building signage condition, lobby and common area lighting, recent building renovations/common area upgrades and maintenance, and general condition of building façade.

g. Conformity of Use.
The Offeror's proposed location/building will be evaluated on whether it is surrounded by other similar office buildings as opposed to industrial buildings, medical/institutional, education buildings, and residential buildings.

h. Distance to Other State Agencies.
The Offeror's proposed location/building will be evaluated on being within a 2-block radius of another State agency if the proposed location is in Baltimore City, and within a ½ mile radius if located outside of Baltimore City

i. Transit-oriented Developments (TODs).
The Offeror's proposed location/building will be evaluated on whether it meets State TOD criteria and is located within a State designated TOD site, defined in the Transportation Article of the Maryland Code under § 7-101. Further information can be accessed at https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=37

j. Transit-Accessible Site.
The Offeror's proposed location/building will be evaluated on being located within a 2-block radius of public transportation if the proposed location is in Baltimore City, and within a 1/2 mile radius if located outside of Baltimore City. Metro, light rail, MARC stations and bus rapid transit stations are all included as public transportation for purposes of this evaluation criteria.

4.2 Financial Proposal Evaluation Criteria. The Financial Proposal Form (Attachment 1) is used to calculate the Offeror's Total Net Effective Rent. The Net Effective Rent is used as the basis for the Offeror's fully evaluated financial rating. The criteria to be used to

evaluate each Financial Proposal are listed below in descending order of importance. Unless stated otherwise, any sub-criteria within each criterion has equal weight.

a. **Net Effective Rent**: The Net Effective Rent is inclusive of base rental rate, annual escalations, operating expenses, rent abatement, parking costs, and any other miscellaneous pass-throughs proposed by the offeror. The full point total is awarded to the lowest proposed annual net effective rent while each successive response receives a score that is proportionately reduced based upon the percentage difference from the lowest annual net effective rent.

b. **Turn-Key Buildout**:

The proposal will be evaluated based on whether the Offeror elects to complete the proposed build-out per the RFP as turnkey. A turnkey buildout is defined as one where the Offeror assumes the entire cost of construction and will not be eligible for excess fit-up reimbursement per the DGS construction process.

c. **Janitorial Services Provided by Landlord:**

It is always the State's preference for the procurement of janitorial services to be the responsibility of the Landlord.

d. **Pass Through Costs:**

i. The three main operating expenses Landlords can pass through to the State are janitorial, utilities, and real estate taxes. All Offerors have the option of procuring these services on behalf of the State, or directly passing through the cost/responsibility to the using agency.

ii. If the offeror chooses to assume procurement responsibilities, they also have the option to cover any increases over a base year, or to pass that cost through to the State.

iii. The Offeror will receive consideration for any pass-through cost(s) that they pay on behalf of the State, and assume(s) any increase(s) over the base year.

f. **State Energy Initiatives**. Offerors are required to disclose the energy efficiency of their site by disclosing whether it has earned LEED Gold or Silver classification, or by filling out a Tier I or Tier II energy efficiency checklist. Greater consideration will be given in descending order as follows:

LEED Gold
LEED Silver
Tier II Environmental and Energy Efficiency

Tier I Environmental and Energy Efficiency

4.3 Proposal Evaluation Methodology

The following maximum points are available for each criterion to be evaluated:

TECHNICAL EVALUATION CRITERIA	**POINTS**
AGENCY PROGRAM CONSIDERATION	25
ACCESS TO RETAIL AND OUTDOOR AMENITIES (Pharmacy 4 pts, dry cleaner 4 pts, gym 4 pts, restaurants 4 pts, parking garage(s) 4 pts)	20
ACCESS TO INDOOR AMENITIES (Conf. Center 4 pts., Fitness Center 4 pts., bike room 4 pts., onsite food 4 pts., concierge service 4 pts.)	20
EASE OF ACCESS BY THE PUBLIC	20
QUALITY OF OUTDOOR ENVIRONMENT	15
ASSESSMENT OF BUILDING CONDITION AND AESTHETICS	15
CONFORMITY OF USE	15
DISTANCE TO OTHER STATE AGENCIES	15
TRANSIT-ORIONTED DEVELOPMENTS (TODs) (Y/N)	12
TRANSIT-ACCESSIBLE SITES (Y/N)	8
Total Maximum Technical Score	165
FINANCIAL EVALUATION CRITERIA	**POINTS**
NET EFFECTIVE RENT	105
SERVICES	POINTS
NO PASS THRU COSTS	15
TURNKEY BUILD-OUT (Y/N)	10
JANITORIAL SERVICES PROVIDED BY LANDLORD (Y/N)	5

(JANITORIAL 5 pts./RET 5 pts./UTILITIES not separately metered 5 pts.)	
STATE ENERGY INITIATIVES	POINTS
LEED CERTIFIED GOLD (Y/N)	30
LEED CERTIFIED SILVER (Y/N)	25
TIER II ENVIRONMENTAL & ENERGY EFFICIENCY (Y/N)	20
TIER I ENVIRONMENTAL & ENERGY EFFICIENCY (Y/N)	15
Total Maximum Financial Score	165
TOTAL of TECHNICAL AND FINANCIAL POINTS	330
*If Offeror's do not score a minimum of 65% of the available points in the technical evaluation criteria, they will be deemed not reasonably susceptible of being selected for award.	

Note: For categories where scoring is not described in the above chart the following criteria will be used to assign point values:

Level 1: Unsatisfactory / Poor / Below Standard
Description: The performance or response does not meet the basic criteria. It shows significant gaps, lacks essential qualities, or demonstrates fundamental misunderstandings or errors.

Characteristics:
Major flaws or inaccuracies
Little to no evidence of understanding or competency
Unorganized or incoherent presentation

Level 2: Basic / Fair / Approaching Standard
Description: The performance or response meets some basic criteria but has noticeable areas needing improvement. It shows some understanding or competence but also several deficiencies.

Characteristics:
Some correct elements but with important gaps
Basic understanding or partial correctness
Adequate but incomplete or underdeveloped responses

Level 3: Proficient / Good / Meets Standard
Description: The performance or response meets the expected standards and shows a solid level of understanding or competence. It may have minor errors but overall demonstrates good quality.

Characteristics:
Correct and complete, with minor errors
Clear evidence of understanding and competency
Well-organized and coherent presentation

Level 4: Exemplary / Excellent / Exceeds Standard
Description: The performance or response exceeds the expected standards, showing superior understanding, quality, or innovation. It demonstrates a high level of competency and minimal, if any, errors.

Characteristics:
Thorough and insightful
Demonstrates deep understanding and mastery
Highly organized and clear, with exceptional quality

*Where maximum points equal **25**:*
- Level 4 - 25
- Level 3 – 20
- Level 2 -15
- Level 1 -10
- Does not Meet Minimum Requirements - 0

*Where maximum points equal **20**:*
- Level 4 - 20
- Level 3 – 15
- Level 2 -10
- Level 1 -5
- Does not Meet Minimum Requirements - 0

*Where maximum points equal **15**:*
- Level 4 - 15
- Level 3 – 12
- Level 2 -9
- Level 1 -6

Does not Meet Minimum Requirements - 0

5. Selection Procedures

5.1 General

5.1.1 The contract will be awarded in accordance with the Competitive Sealed Proposals (CSP) method found at COMAR 21.05.03. The CSP method allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the State may conduct discussions with all Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so. However, the State reserves the right to make an award without holding discussions.

5.1.2 With or without discussions, the State may determine that an Offeror is not responsible, or the Offeror's proposal is not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to contract award.

5.1.3 The Procurement Officer may limit discussions and negotiations to only those responsible offerors that submitted the three best proposals based upon the procurement officer's preliminary review, in accordance with the evaluation factors, of all proposals received in response to the request for proposals.

5.1.4 When in the best interest of the State, the Procurement Officer may permit Qualified Offerors to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The State may make an award without issuing a request for BAFO. Only Offerors being classified as reasonably susceptible of being selected for award will be permitted to revise their initial Proposal in BAFOs.

5.2 Award Determination

Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, financial factors will receive greater weight than technical factors. After obtaining the approval of this recommendation by the agency head or designee, the Maryland Board of Public Works, and all other required approvals and certification of funds by the appropriate fiscal authority, the procurement agency shall award the lease.

Information may be found on eMMA by clicking the below link:

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/58786

STATE OF MARYLAND
R.F.P. LA-08-26
AMENDED GENERAL PERFORMANCE STANDARDS AND SPECIFICATIONS FOR STATE OF MARYLAND LEASE FACILITIES AS OF 07/2024

The following special specifications must be complied with/provided. Whenever these special specifications conflict with The Department of General Services Office of Real Estate *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2024* (available electronically at https://dgs.maryland.gov/Pages/RealEstate/index.aspx), these special specifications shall prevail:

1. LED lighting shall be required throughout the demised premises which will meet all other specifications as contained within the V. Section E. Electrical System Criteria & Components, B. Lighting as contained within *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2024*.
2. Carpeted areas will require carpet tiles which will meet all other specifications as described in VI. Section F. Interior Construction & Finishes, C. Floor Coverings, 2. Carpet Tiles as contained within *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2024*.
3. Space offered for lease to the State must contain the required net square footage (plus or minus 5%) as required by the solicitation. Upon delivery, the actual number of net useable square feet of space delivered will be determined by mutual field measurement. In no event shall the State pay a greater annual rent than the amount submitted by the Offeror on DGS Form 680-2, "Offer to Lease Space." However, the State shall be entitled to a credit/rental reduction if by mutual field measurement the amount of net usable square footage is less than the amount submitted on the DGS Form 680-2.
4. All restroom fixtures (including hand soap and paper towel dispensers) on floors proposed to be occupied by the State will be required to be touchless and sensor operated which will meet all other specifications as described in IV. Section D. Mechanical & Plumbing Systems Criteria, B. Plumbing/Utilities, 3. Restroom Fixtures
5. All doors to lunchrooms/kitchenettes, focus rooms, interview rooms, and huddle rooms will be required to have a full glass pane installed to allow for access to natural light which will meet all other specifications as contained within the VI. Section F. Interior Construction and Finishes, G. Interior Doors as contained within *General Performance Standards and Specifications for State of Maryland Leased Facilities as of 07/2024*.
6. Offeror shall provide office doors with clear tempered glass lights. Interior office partitions shall include a glass side light adjacent to office doors that are 12-18" wide and which extend from the floor to the top of the door frame (7'-0"). The sidelight frame shall be the same frame material as the door frames. Sidelights shall meet the same partition rating and STC rating as the office partitions in which they are installed. Glazing shall be 1/4" clear fully tempered glass.
7. Luxury Vinyl Tile (LVT) shall be required in lieu of Vinyl Composition Tile (VCT) throughout the demised premises and must meet the below LVT Specifications. These specifications supersede the specifications within VI. Section F. Interior Construction Finishes, Section C. Floor Coverings, 3a. Vinyl Composition Tile (VCT) as contained within the *Standards and Specifications for State of Maryland Leased Facilities as of*

07/2024. Any reference to VCT throughout the Specifications and Standards shall be replaced with LVT.

8. Drinking Fountains/Water Bottle Filling Stations shall be required throughout the demised premises and must meet the below Bottle Filling Station Specifications. These specifications supersede the specifications within IV. Section D. Mechanical & Plumbing Systems Criteria, Section B. Plumbing/Utilities, 2. Drinking Fountains as contained within the *Standards and Specifications for State of Maryland Leased Facilities as of 07/2024.*
9. Solid surface countertop will be required in all wellness/lactation rooms and break/lunchrooms.

BOTTLE FILLING STATION PRODUCT SPECIFICATION SHEET

Sanitary, touchless activated electric water cooler & bottle filling station.
Minimum drinking water delivery of 8 GPH drinking water (refrigerated) w/ quick fill rate
Easy touch controls, menu, and push bar activation
LED light will illumination and filter monitor
Must be certified to NSF/ANSI 42 & 53, with visual filter monitor to indicate when replacement is necessary (2500 gallons or more).
New filter detection with reset.
Automatic refrigeration control with hermetically sealed, reciprocating type, single phase, and self- lubricating
Display menu with temperature control and sensor
Stainless steel w/anti-microbial protection w/ drain system; combination self-cleaning cooling unit
Cooling unit should have continuous copper tubing, stainless steel tank (fully insulated
Unit shall meet ADA guidelines.

STANDARD FEATURES
• Filtration System must be certified to NSF/ANSI 42 & 53 (Lead, Class 1 Particulate, Chlorine, Taste & Odor) and Unit must be UL399 and FCC compliant• Unit shall be a lead-free design which is certified to NSF/ANSI 61 and 372 and meets Federal and State low-lead requirements.
• Fan cooled condenser with copper tube & aluminum fins. • Meets UL requirements for self-extinguishing material.

Luxury Vinyl Tile (LVT): LVT shall meet:

1. ASTM F1700 Standard Specification for Solid Vinyl Floor
2. Classification: ASTM F1700, Class III, Type B
3. Gauge Total Thickness: 0.2 in. (5 mm), ASTM F386
4. Wear-Layer Thickness: 20 mil (0.50 mm)
5. Surface Treatment: UV Cured Polyurethane
6. Static Load: < 0.005 in. (250 psi), ASTM F970

7. Dimensional Stability: < 0.20 in/l in ft, ASTM F2199
8. Flexibility: ASTM F137, 1" Mandrel, No Cracks or Breaks
9. Slip Resistance: ASTM D2047 ADA Compliant
10. Resistance to Chemicals: Slight change maximum, ASTM F925.
11. Resistance to Light: $\Delta E < 8$, ASTM F1515
12. Resistance to Heat: $\Delta E < 8$, ASTM F1514
13. Fire Rating: > 0.45 W/cm2, Class I, ASTM E648
14. Impact Insulation Class (IIC): > 50, ASTM E492
15. Indoor Air Quality: Must be FloorScore® Certified
16. Product EPD: Description; no minimum recyclable content
17. Warranty: 15 years limited

STATE OF MARYLAND
R.F.P. LA-08-26
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/Pages/RealEstate/index.aspx

PLEASE BE ADVISED THAT ELECTRONIC PROPOSALS SHALL NOT BE ACCEPTED. ONLY HARD COPY SEALED PROPOSALS: (1) DELIVERED IN AN ENVELOPE ADDRESSED TO: TAVON WINBORNE, PROCUREMENT OFFICER, STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES, OFFICE OF REAL ESTATE, 300 WEST PRESTON STREET, ROOM 601, BALTIMORE MARYLAND 21201, (2) MARKED RESPONSE TO RFP-LA-08-26 CLEARLY ON THE ENVELOPE AND (3) DELIVERED WITHIN THE PERMITTED TIME PERIOD SHALL BE ACCEPTED.

PROPOSERS MUST REQUEST COPIES OF THE REQUIRED PROPOSAL DOCUMENTS ALLOWING SUFFICIENT TIME TO RESPOND BY THE CLOSING DATE BY CONTACTING TAVON WINBORNE at dgs.re-bidsproposals@maryland.gov **WITH THE SUBJECT LINE "RFP-LA-08-26 RFP DOCUMENTS REQUEST". EACH SUBMISSION MUST REQUEST THEIR OWN RFP DOCUMENTS AND IDENTIFY THE BUILDING(S) THEY INTEND TO SUBMIT.**

ALL PROPOSALS MUST BE DELIVERED TO THE OFFICE OF REAL ESTATE AT 300 WEST PRESTON STREET, ROOM 601, BALTIMORE, MARYAND 21201.

PROPOSALS NOT SUBMITTED ON TIME, ON THE PROPER FORMS OR IN THE PROPER ENVELOPE FORMAT WILL BE DETERMINED TO BE NON-RESPONSIVE AND WILL NOT BE CONSIDERED. Proposals must be received on Tuesday, September 29, 2026, by 3:30 PM EST.

Information on pending Request for Proposals (RFP) for leased space may be found on the DGS web page @ www.dgs.maryland.gov/Pages/RealEstate/index.aspx

REGULATORY NOTICES:

Public Information Act. Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, General Provisions Article, Title 4, of the Annotated Code of Maryland [COMAR 21.05.08.01]

If the proposal is for a contract that is reasonably expected to exceed $50,000.00 or if this procurement requires bid security under an applicable Federal law or a condition of Federal assistance, the Procurement Officer may require bid security in some form determined by DGS or Federal law, as the case may be. Offerors are encouraged to inquire whether such bid security is required for this solicitation if such notice is not given by DGS. [COMAR 21.05.08.02]

Minority business enterprises are encouraged to respond to this solicitation. [COMAR 21.05.08.03]

By submitting a response to this solicitation, an offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the lease if selected for contract award. [COMAR 21.05.08.06]

Please review, complete and sign the accompanying Proposal Affidavit and the Conflict-of-Interest Affidavit and Disclosure and be sure to include them with your proposal. Note that both affidavits provide that you are signing each affidavit under affirmation based upon the best of your knowledge, information and belief. Failure to include the affidavits will result in your proposal being rejected as non-responsive.

How did you hear about us? (Check all that apply)

- eMMA
- DGS Office of Real Estate website
- Newspaper/Online Newspaper

EV Charging Station Specifications for Leases

I. Equipment Requirements

A. Charging Station Requirements by Type

1. Charging stations must be Level-2 OR Level-3.
2. Charging stations must meet the relevant criteria based on charging station type:
    a. Level-2 Charging Port shall provide a minimum of 7.2KW Power.
    b. Level-3 (DC Fast Charging) Single Unit shall provide a minimum of 50KW Power.
3. Level-2 chargers must be ENERGY STAR certified, using the most recent version of the ENERGY STAR certification system in effect at the time of purchase.
4. Level-3 chargers are strongly encouraged to be ENERGY STAR certified, using the most recent version of the ENERGY STAR certification system in effect at the time of purchase.

B. Other Requirements

1. Electric Vehicle Supply Equipment (EVSE) shall be certified by a nationally recognized testing laboratory (NRTL)
and UL listed and labeled as required by codes.
Visit the Occupational Safety & Health Administration website (https://www.osha.gov/nationally-recognized-testing-laboratory-program) for a list of NRTLs.
2. EVSE shall be factory assembled; no field assembly required.
3. EVSE enclosures shall be made of non-corrosive materials, NEMA 3R rated protection.
4. EVSE mounting type may be Wall, Pedestal, or Pole mount and may be indoor or outdoor. For both indoor and outdoor locations, NEMA 3R protection shall be a minimum requirement.
5. LED Lights: High visibility multi color, for indication of EVSE status with minimum 5 LEDs.
6. LCD Messaging Screen, backlit, with 4 lines-16 characters per line to communicate charging instructions to EV drivers.
7. Charging ports shall comply with SAE J1772 regulation for EV and plug-in hybrid vehicles and CHAdeMo and CCS Type 1 in DC fast charging; it will also be able to charge any new EV.
8. Standard Cable Management: Standard cable management is a looped 20’-25’ cable on a stainless-steel rack. When the charging session is complete, the EV driver returns the plug to the head unit and manually loops the cable on the rack.
    a. Optional Cable Management System: When Charging Session is complete, the EV driver returns the plug to the head unit and the cable automatically retracts to an organized loop.
9. RFID compatible – Smart Card Authentication: For open or restricted access

control, for billing and payment for EV drivers.
10. Charging access shall also be accessible through an additional method such as smart phone or tablet app, QR code scan and credit card entry, or credit card payment by phone.
11 . Energy measurement metering system-revenue grade included, with 1-5% accuracy at 15-minute interval.
12. Safety Features: overcurrent, overvoltage, undervoltage, ground fault including DC residual current protection, integrated surge protection (6KV at 3000A).
13. Operating Temperature: ambient range from (- 22-degrees F to +122-degrees F).
14. Operating relative Humidity: Maximum 95 % Non-condensing.
15. Must be EMC Compliant: FCC Part 1 Class A.
16. Networking: Wide Area Network – 5G / 4G LTE. Network Communication Protocol – TCP/IP. Network Security: HTTPS, 128-bit AES Encryption. Smart Card Reader – ISO 15693.
17. Provide the Tenant with web-based station management software, capable of configuring EVSEs for access policies and pricing, generating operational reports, including transaction, energy usage, total sessions and drivers, cost, revenue, and sustainability reports.
18. Non-Account Based Access Methods for First Time Users (Charging Stations listed on Network for Public Charging): There must be a method for first time EV users to start and pay for charging using one or more of the following methods: credit cards, smartphone app, website, etc. as applicable and as directed by the Procuring Agency's policy.

APPROVED EQUIPMENT MANUFACTURERS

1. Level 2 EVSE must be certified by EPA ENERGY STAR. Approved products list can be accessed at: https://www.energystar.gov/productfinder/product/certified-evse/.
2. Approved Manufacturers include, but are not limited to:
    a. ChargePoint (USA);
    b. BTC Power (USA);
    c. SemaConnect Inc. (USA)

II. CONSTRUCTION & INSTALLATION REQUIREMENTS

1. Pedestal mounted / Pole mounted EVSE shall be mounted on concrete pads, with wiring entering through the concrete pad underground.
2. The Landlord shall ensure the installation meets ADA requirements.
3. Installation of EVSE shall be weatherproof, and watertight as required per site conditions.
4. The Landlord shall provide all electrical work necessary to power EVSE, along with wiring from source power panel up to EVSE, using all required materials like conduits, cable/wires, junction box/pull box, transformer, accessories etc. as required by the project, safely and in accordance with all applicable local and state/federal codes, standards, and industry accepted best practices.

5. If the Charging Station Power is to be provided by new electric service, the Landlord shall be responsible for all procedures to get new utility service up to the final power connection. Coordinate with the Utility Company and Tenant Agency to get new service. All service connection charges to be paid to the utility company shall be paid by the Tenant Agency. All other expenses including supply of labor and materials shall be paid by the Landlord.
6. All Charging Stations shall have dedicated power circuits from the power source. No other load shall be connected on these circuits. If the Power source Panelboard is not on site, away from the Charging Station, provide a fuse disconnect switch/enclosed circuit breaker per dedicated circuit as required.
7. Wiring in conduits shall be underground for all outdoor EVSE locations per the National Electrical Code (NEC). Wall mount wiring shall be for wall mounted EVSEs as per applicable codes, and the NEC. Provide weather treated wooden board (3/4" thick) as base for wall mounting, size as required.
8. The Landlord shall make all trench/digging work for all underground wiring as required. After completion, the Landlord shall refill all trenches safely, and in accordance with all applicable codes, standards, and industry accepted best practices.
9. It shall be the Landlord's responsibility to verify the location of all existing utilities.
10. Protection bollards (concrete filled) shall be provided in front of EVSE for protection from vehicles.
11. The Landlord shall provide all signage systems for EVSEs as required by the Procuring Agency and as per applicable codes.
12. The Landlord shall configure the EVSEs per Tenant Agency/using agency requirements.
13. The Landlord shall perform testing and monitoring of EVSEs for full operational performance with the manufacturer's trained engineer/technician as part of commissioning.
14. The Landlord shall clean EVSEs promptly after installation in accordance with manufacturer's instructions.

IV. Signage and Pavement Markings

1. Landlord shall stencil each EVSE-designated parking space for a total of (1) space per charging port as per the following, unless otherwise specified:

a. Stencil a green colored 42-inch square box at the center of the entrance of the parking space with EV graphic (See example below.)
b. Stencil "ELECTRIC" in 6-8-inch tall white letters at the top of the box.
c. Below "ELECTRIC", stencil "VEHICLE" in 6-8 inch tall white letters.
d. Below "VEHICLE", stencil "CHARGING" in 6-8-inch tall white letters.





Pavement marking and signage examples

2. The Landlord shall provide signage for each EVSE-designated parking space for a total of (1) space per charging port.
3. A sign designating an EV charging space shall:
    a. Be at least 18” inches high and 12” inches wide.
    b. Be clearly visible to the vehicle driver entering the Plug-in EV charging space.
    c. Meet all applicable State and federal requirements for parking signs as applicable.
4. For **reserved fleet parking**, enhanced signage shall be required to identify spaces reserved for authorized vehicles only.



Enhanced signage example

V. ADDITIONAL REQUIREMENTS

Network

- Networked charging stations must use one of the following networks:
    - Greenlots SKY
    - ChargePoint
    - Sema Connect

Data Access

- Must provide access to data portal so that DGS and tenant Agency users may view charging station real-time availability and status, usage (including energy usage, number and length of charging sessions, number of unique drivers), and costs.

RFID Cards

- Must provide a minimum of 5 RFID cards per charging station for state fleet vehicles to use to initiate charging at the charging stations. RFID card account set up shall be completed by the tenants.

Availability

- Chargers must offer a reliable way for State fleet vehicles to charge. Chargers must be online and functional for a minimum of 95% of the time (95% uptime required).

Maintenance & Repairs

- The Landlord must respond to any work orders or reported issues with charging stations within 48 hours and work to resolve them expeditiously.
- The Landlord must ensure any available software updates are applied when the manufacturer releases new software.
- The Landlord shall keep the EVSE clean by cleaning it regularly.
- The Landlord will display a contact phone number on the charging station for driver support and maintenance requests.

Water Testing Parameters for Leases

Landlords must conduct water quality testing to ensure compliance with safe drinking water and cooling tower standards.

Water Quality Testing shall be performed by a professional environmental testing entity (certified for water quality) and shall test for the following parameters:

Drinking Water:
- Microbial contaminants: Legionella, total coliform, and E.coli with maximum contaminant levels (MCLs)
- Chemical levels: lead, copper, nitrate, chloride, and fluoride
- Physical characteristics: pH level, conductivity, alkalinity

Cooling Tower Water:
- Microbial contaminants: Legionella and maximum contaminant levels (MCLs)
- Chemical levels: polyphosphates
- Physical characteristics: pH level, conductivity, alkalinity, and hardness

Test reports shall be emailed on a quarterly basis within 10 business days of the test to DGS.LeaseCompliance@maryland.gov

Additionally, cooling towers must have a professional water treatment service in place to ensure water is treated regularly and adequately maintained. Testing and treatment must comply with industry standards and best practices to prevent contamination and ensure optimal performance.

Proof of cooling tower water treatment services, including a contract or purchase order (PO), must be provided during a DGS Lease Compliance Annual Inspection. A copy of the service agreement and a logbook of the treatment services shall remain on site in the landlord's property management office or with the agency's administrative office on site.

The DGS Lease Compliance team shall also receive a copy of the cooling towers' quarterly water testing results.

Please provide compliance documentation, including quarterly drinking water and cooling tower laboratory testing reports, to DGS.leasecompliance@maryland.gov.