

**RFP-LA-11-25 (Office space for lease for the Maryland  
Supplemental Retirement Program, Office of the Peoples  
Counsel, and Public Service Commission)**

1. Do any units require a high density file system?  
**A. No.**
2. Do any units require an individual suite beyond PSC?  
**A. Yes, all agencies should be separated in their own dedicated areas.**
3. Do any offices require window line spaces? If so, please advise which ones should be prioritized on the glass line.  
**A. Workstations should take priority for window line. If all workstations have window areas and room exists offices may be located on the perimeter of the space.**
4. (MSRP) – The last line for staff position is requesting (3) 110 SF offices but there is no title- are these hoteling or growth offices?  
**A. Additional Growth**
5. (MSRP) – Can some of the offices be along the exterior window line?  
**A. See answer to question 3.**
6. (MSRP) – Will the board room be configured with movable tables to form a U-shape? Is power required in the floor at the tables or along the walls? Finally, should it be near the reception area, the executive director's office, or elsewhere?  
**A. Yes. Floor power. Near Executive Director's office.**
7. (MSRP) – Will the training room be for computer training with laptops or something else? Should there be a space at the front for a trainer/presenter?  
**A. Training with laptops. Table for presenter at the front of room.**
8. (MSRP) – Are the 16 large file cabinets lateral or vertical files? Do they need to be in a file room, or could they be in a niche of the corridor area?  
**A. Vertical. Closed room if possible.**
9. (MSRP) – Are there staff in the main reception area or is this strictly an entry space with a few chairs?  
**A. Receptionist with seating for 4 ppl.**

10. (MSRP) – Should the executive director have an enclosed suite with a reception space that you must enter through to access the executive director office? If so does reception to this area have a staff member at a desk or is it strictly entry to the space?  
A. Executive Director will have their own office, not an enclosed suite.  
Reception are with receptionist to be located directly outside of the office.
11. (MSRP) – there is a requirement for a file room but there is no square footage listed. Please identify further.  
A. 300sf
12. (MSRP) – Are there personnel that sit in the (2) different receptionist areas?  
A. Yes. Receptionist and seating.
13. (MSRP) – Should the Admin Spec III listed as a private office actually be a workstation?  
A. No. This is noted in special purpose as a receptionist space.
14. (OPC) – There is a large conference room for 32 people listed. Is this a room with training style tables to be reconfigured as needed? Are there any AV needs? Finally, should this be located near the waiting area?  
A. This will be filled with training type tables that are moveable. The room will need to be hybrid meeting capable with a screen at the front and audio capabilities.
15. (OPC) – Are the file cabinets in the common area lateral or vertical files?  
A. They are vertical file cabinets.
16. (OPC) – Are there staff that will sit in the waiting area? If so are they identified on the space program? Finally, how many waiting chairs are needed in this area.  
A. No staff will sit in this area. There are no more than 5 chair needed- really the space is used more as an open area for staff and visitors hence the larger footprint.
17. (OPC) – Can the café counter be part of the kitchenette area on the window line so it could be a dual purpose space for eating and hoteling?  
A. It can be connected but not necessary. So long as it's on the window line it can be anywhere.
18. (OPC) – Admin Specialist III is listed as 1 private office and 1 open area at 150 SF. Should the workstation be 50 SF and the office 100 SF?  
A. Yes, however it should be a 50 SF workstation and 110 SF office (160 SF total)
19. (OPC) – should the Café counter hotel workspace be millwork or furniture?  
A. It will be furniture.

20. (PSC) - Does each unit reception space need to be its own entry point and does the staff need to be in separate suites?  
A. The reception areas should separate the client facing sections from the staff areas.
21. (PSC) – What does the “\*” mean next to the office secretary in CAD, Receptionist, 2 Admin Specialists in Commissions and Admin, and Admin Aide in Staff Transportation? Are these the staff members in the reception spaces listed in the special purpose?  
A. Yes, the positions with a “\*” are in the respective reception areas.
22. (PSC) – what does the space program mean by client facing in the special purpose areas?  
A. Clients of the agency will visit these portions of the space.
23. (PSC) – What is the daily average foot traffic for the client facing reception areas by unit?  
A. It varies by day. For Commissions some days could be +/- 100 a day on Wednesday and much lighter the rest of the week. For CAD it is very little. Finally, the Transportation area has a consistent waiting room of +/- 10 people throughout the day.
24. (PSC) – How many waiting chairs are required in each reception space?  
A. Transportation has 10 chairs, CAD has 4 chairs, and Commission has 6 chairs. Most visitors go directly to the hearing rooms.
25. (PSC) – will the law library have furniture bookcases around the perimeter of the room with a table in the center? Is any technology required?  
A. No special technology required. It is bookcases around the perimeter and a table in the center.
26. (PSC) – Commission Hearing Room: Does this need to be located near the respective reception area? Are there any security requirements, AV requirements, or special finish requirements for the room? Is the judges bench elevated for the seven people? Is this to be configured like a typical court room with reporter space, plaintiff, defendant tables, and room for visitor seating? Is there a jury area?  
A. It doesn't need to be near the reception area. Related to security there should be separate entrances for both staff and visitors. For special requirements there will be front/rear facing cameras, podiums for speaking, witness area, etc. It should also be sound proof. The following link shows the layout of the hearing room: [https://www.youtube.com/watch?v=r\\_l0nxYCwB4](https://www.youtube.com/watch?v=r_l0nxYCwB4)
27. (PSC) – Does the Commission and Admin computer training room need to be located near the reception area?

A. No. It should be near the IT team.

28. (PSC) – are the files in the transportation file room lateral or vertical? How many are there?

A. The room isn't filled with file cabinets, but rather is just rows of shelves.

29. (PSC) – PULJ Hearing Room: Does this need to be located near the respective reception area? Are there any security requirements, AV requirements, or special finish requirements for the room? Is the judges bench elevated for the four people? Is this to be configured like a typical court room with reporter space, plaintiff, defendant tables, and room for visitor seating? Is there a jury area?

A. This does not need to be near the reception area, and has the same requirements as the Commission Hearing Room. The following link also shows the ideal layout: <https://www.youtube.com/watch?v=hIkPZoKEhAQ>

30. (PSC) – Which user group does the engineer lab belong to? Please describe how the space is used and provide specifications.

A. It should be near the engineering positions in the Staff area.

31. (PSC) – Docket Room: How is this room used? Are there millwork or cabinetry required within or outside of the room? Is there special security requirements?

A. It functions as a mail room that also stores documents. There are mailboxes for the unit and two staff are positioned within it full time. Needs to be a secure room but no further security requirements. If possible there should be a millwork table across the middle of the room.

32. (PSC) – which units receive the 2 kitchenettes?

A. They should be spread out to be centrally located for the different units to use.

33. (PSC) – is the entire agency made up of the 5 units listed (CAD, Commissions and Admin, Staff, Transportation, and PULJ).

A. Yes. Within Staff there are a number of subdivisions but it all is within the Staff umbrella.

34. (PSC) – There is a request for the Admin Spec from Commission to sit directly outside of the docket room. There are 2 Admin Specs listed- should they both sit outside of the docket room?

A. Yes- both should be either inside or immediately outside of the room.

35. (PSC) – Admin Specialist and Compliance Specialist are listed as private office at 50 SF on Page 24. Should these be workstations?

A. Yes, all three should be workstations.

36. (PSC) – on Page 28 please confirm we do not need to include the personnel starting with Common Carrier Inspector listed through Admin Aide?

A. Correct- they are field positions and if needed will occupy the huddle room for field staff.

37. (PSC)- are there any adjacencies to consider?

A. The adjacencies are listed on the individual sheets.

38. (PSC) – Are there any spaces that are required to be on the ground floor?

A. No

39. (PSC) – The Commissions/Admin and PULJ groups each have a large hearing room that exceeds occupancy limit for the upper floors of our building. Is it acceptable if one or both of these hearing rooms are on the ground floor to meet exit requirements?

A. We would review that proposed layout but it would not be ideal. The ideal layout is to be on the same floor with separate entrances leading to the staff area and client entrance respectively.