



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

RFP 11-24 Pre-Bid Conference Questions

05/13/2024

Attendees

- Abdi Mahamedi – Carlyle Baltimore
- Alec Mitchell – Cushman and Wakefield
- Anne Marie Painstil - JLL
- Brent Mangum – David S Brown
- Bronwyn Legette – Cushman and Wakefield
- Chris Seiler – Beatty Development
- Curtis Murray - DGS
- Emily Proctor- NFD
- John Hermann - COPT
- Jordana Polack - CBRE
- Kevin Keane – David S Brown
- Linn Worthington- Cushman and Wakefield
- Lynn Shell – Shape Management
- Matt Melnick – Cushman and Wakefield
- Nick Loiselle- CBRE
- Richard Thomas – Cushman and Wakefield
- Tara Davis - DGS
- Tom Fear- Carlyle Baltimore
- Tony Gross - JLL
- Troudy Vaughan- CBRE
- Wendy Scott-Napier – DGS
- Yitzchok (Isaac) Kraus – YBL Equities

Questions

Q: In the package there is a client facing group, but it's not clear which is client facing. How much SF is client facing?

A: The entire project is client facing but if you submit we can do more research.

Q: With regard to each agency- will we be able to find out daily visitor traffic?

A: Yes, submit in writing and we will quantify that.

Q: Regarding the parking spaces- is that cost born by the State?

A: The cost of parking is invoiced as additional rent.

Q: Will there be the opportunity to combine kitchenettes since there are a number them being requested?

A: We would prefer you submit based on what's requested and at a further time there may be opportunity to consolidate.

Q: There is reference in the programs that special purposes areas are to be centrally located- which would fall in that category?

A: If you submit that question we can identify exactly what will be included in that.

Q: There is quite a large footprint of police space in the unit. Will there be intake as part of this?

A: There is no intake.

Q: Can you describe the police vehicles that will be parked onsite?

A: If you submit that question we can find additional detail.

Q: To the extent a building has a common area conference center should we not account for that in our programming?

A: Initially propose the buildout as its requested based on the space program.

Q: What's the cutoff for questions to be asked?

A: May 15th at 5:00 PM.

Q: What is the proposed lease commencement?

A: That is for your team to provide in its response to the proposal.

RFP-LA-11-24 (Office space for lease for the Department of General Services, Department of Budget and Management, and Maryland Tax Court)

1. DBM – (3) open area space are listed under required area, but in the projection it looks like each of these spaces are 110SF. Please confirm if these are 110 SF open area workstations or 110SF Offices.
A. Correct, the 3 110 SF Assistant/Budget Analyst positions should be 110 SF offices. This will be reflected in an upcoming amendment.
2. What type of vehicles are included in the 75 fleet vehicles? Can you confirm they intend to park them overnight and should we assume that all or some of those 75 spaces will be empty during business hours? If so, how many?
A. The fleet vehicles will consist of police vehicles and vehicles for agency use. No vehicles will be larger than a passenger van. A number of the vehicles will remain in the garage overnight and will be used sporadically throughout the day.
3. Can the security processing area for Capitol Police be an upper floor?
A. Yes.
4. Can the Capitol Police simulator room have no ceiling to meet the 10 foot height requirement?
A. The space must have overhead lighting, acoustic treatment (sound deadening), and climate control. If this is provided then a finished ceiling is not required.
5. Can EEO be combined in a suite with any other group?
A. EEO can be located within the DCE area.
6. Do all departments need separate suites?
A. Please refer to the Adjacencies and Additional Notes page of the RFP for details on department requirements.
7. Are there any adjacency requirements?
A. Please refer to question 6.
8. Can we set up a call to discuss the parameters of the solicitation?
A. All questions are to be submitted in writing to the procurement officer.

9. Is there a MBE/DBE requirement?
A. The use of MBE/DBE contractors is not required to submit a response to this RFP but is encouraged.
10. Our proposed site consists of 2 Towers; Tower I & Tower II with common Entrances & Garages, and historically owned by 2 separate entities. At present, they are owned by 2 Separate Entities as required by Lenders, but they will be controlled by a common Landlord/General Partner (Entity) which is our client; Carlyle Development Group. However, since there are separate Lenders on each Property, there needs to be 2 Separate (identical in terms) leases. Will the Landlord be disqualified, deducted points or negatively viewed for proposing space which is owned by two separate entities that are ultimately controlled by a single entity (Carlyle Development Group, Inc.)?
A. Multiple sites can only be submitted if they fall under the same ownership structure and operating agreement, and the occupancy would be contained in a single document. The State will not move forward with this project under two separate leases.
11. In relation to elevator keycard access, would key card access turnstiles that prevent anyone but approved building card holders from entering the elevator lobby fulfill the requirement?
A. This would be acceptable so long as key cards restrict access to only the users specific floor.
12. The following question is in relation to Section 3.4 about proposed space located above street level. How "street level" is defined? For example, Pratt Plaza 2 is accessed from the second floor of the Pratt Plaza 1 common lobby. The second floor is accessed by an elevator from P1 and from the 1st floor Lobby. Each elevator is ADA accessible but is not at street level. Does this fulfill the requirement?
A. No.
13. In relation to Section 4.1.1 - What type of client for which agency will be needing street level access?
A. For this particular project there are no street level requirements, however we will defer to the Offeror if they feel there are particular uses that would benefit the State to be located at street level in their proposal.
14. Will any additional weight be given if a conference center for another state agency has already been built and developed? Can it potentially be shared by DGS?
A. No. All program requirements are required to be specific to this use and will not be permitted to be shared with other building occupants.
15. Can any of the special purpose spaces such as Kitchenettes and Wellness rooms be shared by multiple departments across each floor?

A. Wellness/Lactation rooms should be located in the DGS Common Area Special Purpose portion of the requirement. Each Kitchenette should be provided to all units based on the provided space program and can not be shared between units.

16. Are there any spaces with unique ceiling height requirements besides the simulator room (10' requirement)?

A. No.

17. Are any of the file rooms intended to accommodate high density filing?

A. No.

18. Can uses like the kennel, interview rooms and storage for capitol police be separated from their primary space?

A. Please refer to the Adjacencies and Additional Notes portion of the RFP for additional context on how uses should be separated.

19. Are there any special back up generator or IT needs?

A. No.

20. Is there any prohibition against delivering a space with raised floor if the ceiling heights meet state specification of 8'.

A. No, so long as the required ceiling heights are still met.

21. Can any of the special purpose spaces such as Kitchenettes and Wellness rooms be shared by multiple departments across each floor?

A. Refer to question 15.

22. Are there any spaces with unique ceiling height requirements?

A. The Maryland Capitol Police Simulator Room is required to have 10 foot high ceilings.

23. Are any of the file rooms intended to accommodate high density filing?

A. Refer to question 17

24. Please confirm, every office door is to receive a full glass lite? Only the offices on the interior will receive both a full glass light and a sidelight?

A. Please refer to the Amended General Performance Standards and Specifications (Items 5 and 6) in the RFP document for the requirements related to Glass panes on walls and doors.

25. How many operable partitions are required for the DGS Common Area Special Purpose Training Room (2000SF)?

A. There should be one partition to divide the space down the middle.

26. How many operable partitions are required for the DGS Common Area Special Purpose Conference Center (2000SF)?
A. There should be one partition to divide the space down the middle.
27. How many operable partitions are required for the DGS Agency Breakroom (1200SF)?
A. There should be one partition to divide the space down the middle.
28. How many operable partitions are required for Conference Room 1 (600SF) in the DCE space?
A. One partition is sufficient.
29. MCP Special Purpose - Baltimore Division OPS Bureau - Storage Room (bicycles, segway, etc.): Is it okay if this room is not on ground level?
A. No, this room needs to be on the ground floor. There will be segways and bikes that cannot be transported up and down steps.
30. MCP Special Purpose – Support Services Bureau – Mat Room: What happens in this room? What is it used for?
A. The mat room is utilized for scenario-based and defensive tactics training. The officers perform physical activity here.
31. MCP – What is OPS Bureau and what happens in this space?
A. This is the uniformed patrol arm of the agency in Baltimore. These personnel perform traditional police services.
32. MCP Simulator room: What happens in this room?
A. This room will be set up with screens and computer equipment to create live simulations that officers will engage in to learn skills. It provides an immersive experience where the officers are confronted with making reactive decisions based on the simulations.
33. MCP Special Purpose – Admin Services Bureau – Receptionist: The text in parentheses cuts off – please let us know what the rest of the sentence says.
A. The full line inclusive of missing text should read “To be an additional desk in Headquarters reception area as the 2 units will be combined.”
34. MCP Support Services Bureau – Supply Officer II: The text in parentheses cuts off – Is this workstation to be located in the Master Storage?
A. The full line inclusive of missing text should read “located in Master Storage Area.”
35. Can the locker rooms and showers associated with MCP be in the same building but not contiguous with the balance of MCP’s requirement?

A. Locker rooms and showers must be colocated with the rest of MCP since personnel will store uniforms, police equipment, and other materials requiring ready access near their office/work location.

36. Can the K9 uses associated with MCP be located at street level in a store front space and bifurcated from the balance of MCP's requirement?

A. Yes

37. How is the Emergency Communications room set up? Similar to a conference room or an open office?

A. The emergency communications room will serve as part of a continuity of operations. It will contain a radio console computers and monitors to perform dispatching/call-taking functions and to allow for the monitoring of access control points and CCTV cameras.

38. OFM: Please confirm that the asterisks in the positions list mean that those titles are to be located in the corresponding asterisked Special Purpose Spaces.

A. Yes.

39. ORE – Special Purpose Space – File Room: 50 files are listed – are these vertical files or lateral files? What does “cal” mean

A. The “cal” is a typo and should read cabinets. All are lateral.

40. ORE LCU – Sr. Lease Const. Mgr (1 Contract): 2 workstations occupying 150 SF is listed. Does this mean (2) 75 SF workstations? We see that there is a total of (3) current positions off to the left – are (3) 50 SF workstations required?

A. This is a typo- it should be 3 50SF workstations for 150 SF and will be reflected in a future amendment.

41. Fiscal Services – Safe Storage: How many safes do you plan to store? How much do they weigh?

A. There is one safe and it is roughly 350 pounds.

42. DGS Common Area Special Purpose program elements – Are they specific to Office of Secretary only OR can they be shared by multiple agencies or units?

A. All items under “DGS Common Area Special Purpose” are to be centrally located and shared with all units.

43. To the extent multiple Agencies/Units have the same requirement, such as mail room, storage, file room, break room, conference room, etc..., can they be shared between agencies?

A. No. The requirement should be proposed based on each units described space program.

44. Is the total cost of parking for all 373 required spaces borne by the State and therefore part of the State's calculation of net effective rent?

- A. Offeror's are to propose the cost and location of parking in their financial proposal. If parking is proposed to be borne by the State it will be reflected in their financial evaluation.
45. For each Agency/Unit associated with the requirement, can we get a sense of number of daily visits to building by guests, customers, invitees (not associates of Agency), just external visitors?
A. Foot traffic is described as follows (if a group is not listed they do not have client contact):
- a. OFM: 5-10 visitors per day.
 - b. DCE: 1-2 visitors per day.
 - c. DBM: 5-10 visitors per day
 - d. MTC: 10-20 visitors per day
46. For each agency that will have external visitors to the building, what is the nature of those visits?
A. DGS is an administrative agency and the nature of visits is to meet with other State agency counterparts and vendors. The Maryland Tax Court is public facing holds tax appeals to the general public.
47. Can LL build a central break room or multiple central breakrooms for sharing by more than one agency?
A. Please refer to question 43.
48. How many visitors will come to the site daily? Are they going to specific departments or all departments?
A. Please refer to question 45.
49. Do the 75 on-site fleet vehicles have to be in a secured area or just same area?
A. It would be acceptable for them to be located in the same area.
50. Are any of the fleet vehicles larger than a standard minivan or SUV?
A. The largest vehicle would be no larger than a passenger van.
51. Will you give us the best co-tenancy of the different departments? Example which departments should be on the same floor as another department.
A. Please refer to the portion of the RFP titled RFP 11-24 Adjacencies and Additional Notes.
52. Will DGS factor contiguous space into the evaluation?
A. Efficiency of proposed layout will be factored into the technical evaluation.
53. Per 1.5.2: All enclosed rooms/ offices are to be located within the interior of the proposed space. Are there any offices or spaces to be on the glass line. Should functions such as The Secretary, Deputy Secretary Offices, or the Secretary

Conference Room in the Office of the Secretary or any other specific Director type offices if the staff also has access to natural light?

A. Initially lay out the space plans as described in the RFP. Modifications may be made further in the design process as it relates to natural light access to department leadership.

54. Will any departments have any special construction requirements other than what is described in the RFP?

A. No.

55. Which uses are to be client facing other than the MTC and Security Card Processing? What is the expected foot traffic daily for each specific unit?

A. Please refer to the description of foot traffic and client contact in questions 45 and 46.

56. For Maryland Capital Police or any other Agency, will there be height limitations or size requirements for the vehicles?

A. Please refer to question 50.

Office of the Secretary- DGS Common Area Special Purpose (questions to follow below).

57. The DGS Agency Breakroom states that it is to be partitioned and adjacent to the Conference Center. Is the intent that the Breakroom be able to be opened and combined with the Conference Center via a moveable wall? If not, can you please describe the intent on the partition and what it is partitioning off?

A. The breakroom, training room, and conference center should all be separated by moveable partitions. The idea is to be able to open all three rooms into one large meeting space.

58. The Training Room and Conference Center are to be Partitioned- Will these be partitioned into 2 rooms or further divided, please describe the intent.

A. Refer to question 57.

BEA Special Purpose: Surplus Property (Questions to follow)

59. Is the Central Storage Room @150 SF and the File Cabinets @ 30 SF to be in the Administrative Area or to be with the Mail Sorting Room?

A. They should be located in the administrative area.

60. There may be some text that is cut off under the Mail Sorting cell: (includes 3 staff in cubicles for d..... Please advise.

A. The full text should read "includes 3 staff in cubicles for drop down. Postage machine, copier, walls of mail bins will also be located in the room."

61. DCE Space and Personnel Special Purpose - Should Conference Room 1 be partitioned into 2 rooms of equal size?

A. Yes.

62. OSP Special Purpose- Is the Team Room used as a shared workspace with 5 workstations or is it Utilized as a meeting space? Please describe the intent on the use to better layout the space.

A. This will be utilized as a meeting space.

63. Does the EEO department have any special purpose spaces? Could this unit be co-located with another unit or off of another unit so that they have access to special purpose and access to natural lighting being that they are only 200 NUSF?

A. Refer to question 5.

OAG Space and Personnel (questions to follow)

64. For the Law Library with built-in adjustable shelving, please provide the required lineal footage of shelving required and how many shelves high. Could the shelving be furniture rather than built-in? Would this shelving be more utilitarian or decorative?

A. The shelving will be furniture rather than built-in. It will be utilitarian in nature.

65. Are any tables required in the Law Library? If so how many and to seat how many?

A. One table will be placed in the law library to seat no more than 6 people.

66. Should any personnel be on the exterior glass line? Principal Counsel or Deputy Counsel if all other staff members have access to natural light?

A. Refer to question 52.

Maryland Capital Police Special Purpose (questions to follow)

67. What does the asterisk mean next to Reception in the three departments?

A. They are to be located within their corresponding special purpose areas with asterisks.

Baltimore Division- OPS Bureau (questions to follow)

68. Should the Storage Room & Storage Room Office for the bikes and segways be with the OPS Bureau Staff space or should this be closer to street level for ease of access?

A. Please refer to question 29.

69. How many lockers are required in the Men's and Women's Police Locker Rooms and are they equal quantities?

A. We will need 20 men's lockers and 10 women's lockers.

70. How many bathroom stalls and sinks would you like with in the Police Locker Rooms per sex ideally?

A. Men's: Four Stalls, Four Urinals, Four Sinks, Two Showers. Women's: Three Stalls, Three Sinks, Two Showers.

Support Services Bureau (questions to follow)

71. Training Classroom- how many gun lockers are required and how many training computer stations are required?

A. Gun Lockers- We have up to 20 students per training class. Computer Stations- 20 to allow PCO-mandated training as well as our officers taking web-based courses.

72. Mat Room- is this an open room with gym mat rubber flooring used for training?

A. Yes.

K-9 (questions to follow)

73. How many grooming stations and washing stations are required?

A. Although more would be a plus, 1 K9 grooming station would satisfy our needs.

74. How many washers and dryers are required?

A. 1 L each for K9 needs as well as training equipment cleaning.

75. Does the K-9 Special Purpose stay with the K-9 staff or can this be on a grade level with the staff on an upper floor?

A. The special purpose room needs to stay with the K-9 staff.

MTC (questions to follow)

76. Do any personnel such as the Chief Judge or other Judges require offices on the exterior glass line?

A. Refer to question 53.

77. What is the foot traffic for Tax Court daily?

A. Refer to question 45.

78. Is there a dress code for visitors attending the Tax Court?

A. Staff typically wears business casual clothing.

79. Waiting Area- Will there be a receptionist or just 1 security guard? Should there be waiting for 10 people?

A. The waiting area will consist of a desk for a guard, metal detector/x-ray machine, and seating for 10 people.

80. External Affairs- for the Audio/Visual Room are there any other construction requirements other than what is listed?

A: No.

ORE (questions to follow)

81. Conference Room- Please provide additional information on how you would like this room partitioned.

A. This room should be partitioned into equal parts.

82. File Room- what type of cabinets will be utilized for the 50 cabinets?

A. These will be lateral cabinets.

83. Is there a dress code for DGS and DBM employees who are on-site?

A. Staff typically wears business casual clothing.

84. How many days per week are DGS and DBM employees required to be in the office? What's the state's hybrid work policy?

A. Every unit operates under different hybrid work policies.

85. Will all of the MCP be in police uniform? Will the staff typically be armed?

A. All Police will be armed. 90% of our officers will be in uniform. Our detectives are typically in plain clothes. Civilian employees are in civilian attire.

86. How many days per week will the MCP canines be on-site, at what hours of the day, and do they stay overnight?

A. Two K-9s will be on site every day of the week. Typically they will be on site from 6:00 AM to 10:00 PM however they may utilize the facility at any hour if necessary due to a call out or incident.

87. How are the MCP canines brought into and out of the building?

A. Up to 5 canines could be at the facility at one time. The K9 is brought into and out of the building on a leash until reaching their assigned area (K9 Run/Kennel etc.)

88. Are there any special security requirements for the armory other than what is requested in the RFP?

A. No.