

**STATE OF MARYLAND  
R.F.P. LA-02-22  
SPECIFIC REQUIREMENTS**

**NOTICE** – The Department of General Services Office of Real Estate has contracted with and has authorized CBRE, to serve in the capacity of Exclusive Tenant Representative (Broker) for commercial leases where the State is the Tenant. CBRE has engaged Birch Associates, to assist in this effort. 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 at a single location for the **State Department of Assessments and Taxation**:

**1. Requirements**

1.1 Type and amount

28,434 net square feet (NSF) of administrative office space with client contact as further defined in Section 2 below.

1.2 Location

Baltimore City, specifically within the following boundaries:

North: Rt- 40

East: I-83

South: Pratt St

West: MLK

1.3 Term

(1) - Original – 10 years

(2) – Option – 1 for 5 years

1.4 Offerors shall submit space 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 7/2013 (as amended by this RFP) and commit to make the improvements necessary at the Offeror’s expense to bring the space into compliance with those specifications by the required delivery time provided below.

1.5 Using the NSF and space program provided, Offerors must indicate the net usable square feet (NUSF) 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 proposed test-fit to support its NUSF measurement. The test fit should be detailed to provide the NUSF measurement of each individual program requirement listed on the provided space program. When completing the test fit, the space program attached as an exhibit to this document should be used to detail agencies 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 Any items on the space program labeled “client” will be required to be completely bifurcated from the remainder of the space. Ideally the client space would be located at street level of any proposed site with its own separate entrance, but in no event can access to the client space share the same common access as the remainder of the space (elevators, walkways, etc.).
  - 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, the Department of General Services Office of Real Estate General Performance Standards and Specifications for State of Maryland Leased Facilities as of 7/2013, as amended by this RFP and excluding Section A, subsection E, Selection Criteria. A red-lined document reflecting 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 exceptions.
  - 1.8 Offerors may be required to make oral presentations through a site visit process to State representatives. 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.
  - 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 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 A pre-proposal conference will be held virtually on **October 28, 2021, at 10:00 AM** to provide context to this RFP. The link for the pre-proposal is:  
<https://meet.google.com/axr-ebmx-sif> Or dial: (US) +1 281-617-2347 PIN: 581 183 348#
- 2.5 All questions must be submitted in writing to the attention of Kimberly White at [dgs-rebidsproposals@maryland.gov](mailto:dgs-rebidsproposals@maryland.gov) with the subject line being “RFP LA 04-22 Questions” no later than **November 5, 2021, by 5:00 p.m.** Any questions submitted verbally or to any place other than the provided e-mail address will be disregarded.
- 2.6 Proposals must be received on **December 6, 2021, by 3:30 p.m.**
- 2.7 Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS website @ [www.dgs.maryland.gov/Pages/RealEstate/index.aspx](http://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 availability and costs to the State, associated with parking. A minimum of 72 total parking spaces must be provided with a breakdown as follows:
  - 3.1.1 Forty (40) spaces must be provided on-site. On-site parking areas are defined as any area within or adjacent to the proposed building. Two (2) of the proposed on-site spaces must be reserved for SDAT fleet vehicles in a designated area. One (1) of these fleet vehicle spaces is required to be an electric vehicle charging station. SDAT will also require the ability to convert the additional reserved fleet space to an electric vehicle charging station in the future. An additional 3 on-site parking spaces will be required to be reserved/named spaces for executive level leadership.
  - 3.1.2 The remaining 32 parking spaces will be permitted to be off-site parking. Off-site parking is defined as any parking area within 200 yards of the main entrance to the proposed building.
  - 3.1.3 24/7 access to the parking area. The agency must be able to access parking areas 24 hours per day, 7 days per week.

3.2 Proximity to Multiple Modes of Transportation:

Every submission is mapped to track the availability and distance to light rail, metro, and bus lines.

- 3.2.1 Offeror must have 4 different bus lines within 2 blocks of the proposed site, and
- 3.2.2 Offeror must have light rail and metro access within ½ mile of the proposed site.
- 3.3 24/7 security will be required. All proposed sites must have security personnel on site 24 hours per day, 7 days per week. Security personnel are not required to be for the exclusive use of the State, but must be staffed 24 hours per day, 7 days per week. If the proposed site does not currently have the required security personnel on site, the landlord must commit to having the required security service in place prior to the State accepting the space for occupancy.

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 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 have equal weight.

###### **4.1.1 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 attached Request for Space (form 680-1). The ability to lay out the space in a format that creates operational efficiencies will also be evaluated. 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. Additional consideration will be given to street level client access space.

###### **4.1.2 Access to Retail and Outdoor Amenities. Offeror's Proposals are judged based on the availability of the following amenities within a 2-block radius:**

- Pharmacy
- Dry Cleaner
- Gym/ Fitness

Restaurant

Parking Garage

#### 4.1.3 Indoor Amenities

Responses will be evaluated on the availability of building amenities. These amenities include the availability of tenant conference centers/facilities, fitness centers, on-site food service options/restaurants, concierge service, and any other amenity that the Offeror provides to tenants in the building.

- 4.1.4 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.
- 4.1.5 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.
- 4.1.6 First impression of facility appearance will be evaluated for maintained landscaping, operating elevators, clean mats, building signage condition, lobby and common area lighting, recent building renovations/common area upgrades and maintenance, general condition of building façade.
- 4.1.7 Conformity of Use. Consideration will be given for Offeror buildings surrounded by other similar office buildings as opposed to industrial buildings, medical/institutional education buildings, and residential buildings.
- 4.1.8 Distance to Other State Agencies. Consideration will be given for buildings within a 2-block radius of another State agency.

## 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 have equal weight.

- 4.2.1 Net Effective Rent:
- 4.2.2 The Net Effective Rent is inclusive of base rental rate, annual escalations, operating expense structure, rent abatement, parking costs, and any other miscellaneous pass-throughs proposed by the offeror.
- 4.2.3 The full point total is awarded to the lowest proposed annual rent. Each successive response's score is proportionately reduced based on the % increase their proposed rent is from the lowest annual rent.
- 4.2.4 Turn-Key Buildout:  
Additional consideration will be given if the Offeror elects to complete the proposed build-out per the RFP as turnkey. A turnkey buildout is defined as one that the Offeror assumes the entire cost of construction and will not be eligible for excess fit-up reimbursement per the DGS construction process.

- 4.2.5 Janitorial Provided by Landlord:  
It is always the State's preference for the procurement of janitorial services to be the responsibility of the Landlord.
- 4.2.6 Pass Through Costs:
- 4.2.7 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. 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.
- 4.2.8 The Offeror will receive consideration for any pass through the Offeror not only procures on behalf of the State, but also assumes the costs of any increases over the base year.
- 4.2.9 Targeted Growth Zone, Revitalization Zone, Designated TOD:
- 4.2.10 A Targeted Growth Zone is one that capitalizes on the state's influence on economic growth and development. These are existing communities and places designated by local governments indicating where they want state investment to support future growth. Consideration is given if the Offeror's site meets this qualification.
- 4.2.11 Revitalization zones are those within the boundaries of a Sustainable Community and help achieve the outcomes identified in a communities Sustainable Communities Action Plan. Consideration is given if the Offeror's site fits this qualification.
- 4.2.12 Designated Transit Oriented Developments are those that meet the definition of a dense, mixed-use deliberately planned development within a half-mile of transit stations that is designed to increase transit ridership. Consideration is given if the Offeror's site fits this qualification.
- 4.2.13 State Energy Initiatives:  
Offerors are given the opportunity 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

## **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 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\\_extranet/38441?uid=a9af325c-2bc2-4e69-860f-c6dac4e7a4db](https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/38441?uid=a9af325c-2bc2-4e69-860f-c6dac4e7a4db)

**STATE OF MARYLAND**  
**R.F.P. LA-02-22**  
**AMENDED GENERAL PERFORMANCE STANDARDS AND SPECIFICATIONS**  
**FOR STATE OF MARYLAND LEASE FACILITIES AS OF 07/2013**

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 07/2013* (available electronically at [www.dgs.maryland.gov/real estate](http://www.dgs.maryland.gov/real%20estate)), 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 07/2013*.
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 07/2013*.
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 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



**STATE OF MARYLAND  
R.F.P. LA-02-22  
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](http://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: KIMBERLY WHITE, CHIEF OF LEASE MANAGEMENT & PROCUREMENT, 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-02-22 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 KIMBERLY WHITE at [dgs.re-bidsproposals@maryland.gov](mailto:dgs.re-bidsproposals@maryland.gov) WITH THE SUBJECT LINE “RFP-LA-02-22 RFP DOCUMENTS REQUEST”**

**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.**

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](http://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.**