

STATE OF MARYLAND
R.F.P. LA-03-21
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 **Office of the Public Defender** as follows:

a. Type and amount

24,605 net square feet (NSF) of administrative office space with client contact as further defined in Section 2a below.

b. Location

Baltimore City, specifically within the following boundaries:

North: Mulberry Street

East: Gay Street

South: Pratt Street

West: Charles Street

c. Term

(1) - Original – 10 years

(2) – Option – 1 for 5 years

2. Offerors shall submit space in accordance with the requirements contained in the enclosed specifications or 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.

The following special specifications must be complied with/provided. Whenever these special specifications conflict with the specifications contained elsewhere in this proposal package, these special specifications shall prevail:

- a. Using the NSF and space program provided, Offeror must indicate the 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.
- b. As an exhibit to RFP submission Offeror must include a proposed test-fit to support its NUSF measurement. When completing the test fit the highlighted items on the space program are client facing and should be secured from the remainder of the program requirements listed in the exhibit. It is preferred the space is on a single floor, but proposals with the space being across contiguous floors will be considered. In both scenarios there should be separate entrances to the client facing space, and the administrative office space.
- c. Offeror must indicate the availability and costs associated with parking. A minimum of 40 parking spaces must be made available by offeror.
- d. The proposed rental rate for the 5-year option will be negotiated prior to the commencement of

- the renewal term. Any proposed rate for the option term provided initially will be disregarded.
- e. Offerors must acknowledge that they have read the attached Executive Order 01.01.2009.12 for Transit Oriented Development.
 - f. Offerors must enclose a map from an electronic mapping system which delineates the distance from the proposed site to the nearest Transit Station or Bus Stop.

Proposals must be received by **3:30 p.m. on March 12th 2021**. 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

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

https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/31518

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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 DELIVERED IN THE ENVELOPE PROVIDED WITHIN THE PERMITTED TIME PERIOD SHALL BE ACCEPTED.

PROPOSERS MUST REQUEST HARD COPIES OF THE REQUIRED PROPOSAL DOCUMENTS ALLOWING SUFFICIENT TIME TO RESPOND BY THE CLOSING DATE BY CONTACTING Nick Loiselle AT 410.913.1811 OR VIA E-MAIL AT nick.loiselle@cbre.com

PROPOSALS NOT SUBMITTED ON TIME, ON THE PROPER FORMS OR IN THE PROVIDED ENVELOPE 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

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 employees 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 unresponsive.