
QUESTIONS AND ANSWERS: RFP-LA-03-22 (Office space for lease for the State of Maryland, Department of Health)

1. Can you provide any desired adjacencies between the eight (8) departments? We understand the Two Building concept has various departments assigned to each building but we are interested in the desired inter-department adjacencies for one (1) building solution.

A: The desired adjacencies for a one (1) building solution are as follows, it is to be noted that the Special Purpose space designates any inter-administration adjacencies.

- 1. Office of the Secretary (This Administration unit should be located on the top floor of the space**
- 2. being proposed.)**
- 3. Operations (A701, A223, A250, W101 (Ops), and W143)**
- 4. Office of the Attorney General**
- 5. Public Health Services**
- 6. Boards and Commissions**
- 7. Behavioral Health Administration**
- 8. Health Care Financing**
- 9. Developmental Disabilities Administration**
- 10. Operations (A222 and A257 shall be adjacent to warehousing, mailroom, and parking)**

2. Please confirm that DGS will not allow a shared building generator for the Department of Health and that a standalone generator dedicated to the Department of Health is required?

A: There is no requirement that the emergency generator be a standalone generator. The infrastructure requirements in the RFP must be met by the emergency power system including the infrastructure needed to connect and supply emergency power via a delivered backup unit in the event of an emergency where emergency power is required and the onsite unit is non-functioning.

3. For MDH- 20-30 visitors and security area:

a) Does this require a security guard station and reception station? If so, for how many?

A: The demised premises do not require security. There should be security in the main building lobby

b) Does this require any security gates?

A: A security gate will be required within the Demised Premises.

c) Does this need an area for kiosk sign in?

A: The sign-in area is integrated into the guard booth, within the demised premises.

d) Does this need a child area?

A: A child area is not required, within the demised premises.

4. If filing cabinets are called out and are not called to be in a room, are they to be placed somewhere in the open office area?

A: Filing cabinets which are not placed in a file room will be placed in the open office.

5. Office of the Secretary- Human Resources:

a) Would the A230, A231, A232, A234, A236, A238 and A711 Space Special Purpose and Personnel all be in ONE locked suite?

A: A230, A231, A232, A234, A236, A238, and A711 Special Purpose and Personnel Space are to be contained in one locked suite.

b) For the reception space will there be personnel that will be seated in this area?

A: A230, A231, A232, A234, A236, A238, and A711 Special Purpose and Personnel Space are to be contained in one locked suite.

6. Behavioral Health Administration- Executive Direction

a) Will there be personnel seated in the reception area?

A: Please refer to the response to Question #5b.

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7. The program M225, M232, M27, M280, M281 states it must have access to M205- is this how agencies are listed in the departments? These departments and their personnel should be adjacent to M205?

A: Correct. When the notes section states “Program A must have access to Program B,” Program B is the primary program and Program A must be adjacent to it.

M205 agencies are as follows:

- 1. M225**
- 2. M232**
- 3. M272**
- 4. M280**
- 5. M281**

8. For departments with a reception space for visitors, is there a designated personnel function associated with those spaces?

A: Please refer to the response to Question #5b.

9. Do departments need to be separated if on the same floor?

A: Unless separation is specifically noted, departments do not need to be separated if located on the same floor. Identified growth area should be included in the design for offices and departments to permit growth without reorganization of program offices and Departments.

10. P102, P103, P104, & P105 must have access to P101- are these to all be adjacent to one another?

A: Correct. P101 agencies are as follows:

- 6. P102**
- 7. P103**
- 8. P104**
- 9. P105**

11. P250 must be easily accessible to the public.

a) Is this one of the functions required to be on street level/lobby level?

A: It is preferred that P250 be on street or lobby level to ensure that it is easily accessible by the public.

b) Is there Personnel associated with this space to also be on this level/ adjacent to?

A: P250 is identified in the personnel information provided as part of Amendment #2.

c) Can this space be on an upper floor in a building that still allows for public access?

A: The location must be easily accessible by the public.

12. T104- Health Care Financing – Office of Planning: Do you know the weight of the safe for the Storage Room or what the cut sheet of this piece of equipment is?

A: Information regarding a safe was inadvertently included in the Special Purpose Space notations. T104 does not require a safe.

13. T205- Health Care Financing- Information Systems Chip: Does the Storage Room need a separate unit off the buildings HVAC system or does it need a separate system to run 24/7 similar to a server room?

A: The room is required to be cooled in a similar fashion to a data center or server room.

14. Health Care Financing – Claims Processing requires access to T208, T211 and Large Copy Printer area. Are T208 and T211 to be adjacent to one another along with personnel associated?

A: T208, T211, and the Large Copy Printer Area and any associated personnel are to be adjacent to each other, however, they are required to be in separate locking suites.

15. Do Health Care Financing- Admin Contracts T403 and Health Care Financing- T425, T429, T433, T434, & T435 need to be adjacent with all personnel?

A: T403 adjacencies are as follows:

1. T425
2. T429
3. T433
4. T434

5. T435

The above adjacencies include both personnel and special purpose space.

16. Are there any other adjacencies between departments or users beyond those listed in the 680-1 Program documents and the Separate Locations breakdown for the two-building option?

A: No. All adjacency information is provided in the answers herein and within the program documents.

17. Health Care Financing- LBO- Pharmacy Rebate &; TPL Group- Do you know the weights and sizes of the two large safes for the Storage Room?

A: There is one (1) safe that is assigned to T509. This safe is a Fire King that is approximately 17.5” in height and 18” wide and weighs about 200 lbs. There are two (2) safes that are shared between T511 and T512 that are approximately 34.5” in height and 20.5” in width and weigh about 335 pounds..

18. Health Care Financing- LBO- Pharmacy Rebate &; TPL Group T510 needs to be adjacent with personnel to T510, &;T511 AND T511 needs to be adjacent to T512, correct?

A: In reading the question, it is understood that “TPL Group 510” should read “TPL Group T509.”

T509 adjacencies are as follows:

- 1. T510**
- 2. T511**

T512 adjacencies are as follows:

- 1. T511**

The above adjacencies include both personnel and special purpose space.

19. Only the following require locking suites: OAG- HOPL and OAG- MDH, and Office of the Secretary- Human Resources: A230, A231, A232, A234, A236, A238 and A711, Correct?

A: Correct. For OHR, please refer to Question #5a.

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For OAG-HOPL and OAG-MDH: These two programs must be contained in 1 main locking suite, with two separate locking suites within the main suite, separating the two programs.

20. Operations- Mailroom: States it must be locked but can be remote from the support space. Can this be in an area without windows or basement like area as long as it is accessible?

A: Offerors are required to provide space that adheres with the General Performance Standards. It should be noted that there is a preference for space with access to natural light.

21. Public Health- General Administration- E102 needs to be adjacent to E130, correct?

A: E130 adjacencies are as follows:

- 1. E102**
- 2. E140**
- 3. E160**
- 4. E165**
- 5. E182**
- 6. E190**
- 7. E191**

The above adjacencies include both personnel and special purpose space.

22. I believe there is a typo on page 161 of the Space Program Special Purpose under notes. Should that read "Must have access to E102"?

A: E130 is the primary unit and the adjacencies are identified in Question #21.

23. E140, E160, E165, E182, E190, E191, are to be adjacent to E130, correct?

A: Please refer Question #21.

24. N102, N103, N104, N105, N112, N113, N116, N119, are to be adjacent to N101, Correct?

A: N101 adjacencies are as follows:

- 1. N102**
- 2. N103**



3. N104
4. N105
5. N112
6. N113
7. N116
8. N119R

The above adjacencies include both personnel and special purpose space.

25. Public Health- Infectious Disease and Environmental Health Services- Infectious Disease Bureau Director: N201 & N203- the storage area must be triple locked- does this mean that it must have a man trap with first door having two types of locking mechanism and the second door having the third or do the file cabinets also lock? How has this been accomplished in the current location?

A: In order to comply with the triple lock requirement, the exterior building door needs to lock, the door into the file room needs to lock, and the filing cabinets need to lock.

26. Public Health- Infectious Disease and Environmental Health Services- N240, N242, N245, N246, N261, N265, N270, N271, N279, must be adjacent to N235, correct?

A: N235 adjacencies are as follows:

1. N240
2. N242
3. N245
4. N246
5. N261
6. N265
7. N270
8. N271
9. N279

The above adjacencies include both personnel and special purpose space.

27. Public Health- Infectious Disease and Environmental Health Services- Completion of Standard Retail STA N320- The multi-purpose room is to be also an emergency response staging area for food protection- what else does this part of the requirement entail?

A: The multi-purpose space requires emergency power outlets, multiple data drops, and phone lines or the ability for VOIP phones.

28. N361, N365, N370, needs to be adjacent to N360, correct?

A.28. N360 adjacencies are as follows:

- 1. N361**
- 2. N365**
- 3. N370**

The above adjacencies include both personnel and special purpose space.

29. Public Health- Family Health and Chronic Disease Services- Family Planning: The File room is to be double locked. Does this mean a man trap needs to be accommodated or will one door with a lock and the file cabinets that lock be sufficient?

A: The file room door needs to be locked and the filing cabinets contained therein need to be locked.

30. N501, N502, N510, N514, N515, N530, N534, N588, N600, N601, N602, N610, N611, need to be adjacent to N405, correct?

A: N405 adjacencies are as follows:

- 1. N501**
- 2. N502**
- 3. N510**
- 4. N514**
- 5. N515**
- 6. N530**
- 7. N534**
- 8. N588**
- 9. N600**
- 10. N601**
- 11. N602**
- 12. N610**
- 13. N611**

The above adjacencies include both personnel and special purpose space.

31. N540, N542, N560, N567, N570, N571, need to be adjacent to N538, correct?

A: N538 adjacencies are as follows:

- 1. N540**
- 2. N542**
- 3. N560**
- 4. N567**
- 5. N570**
- 6. N571**

The above adjacencies include both personnel and special purpose space.

32. With regard to LA 03-22RFP 1.5.1 Test Fit - DGS is requesting the Offerors to prepare detailed space plans identifying the location of all requested space requirements for individual programs within each department. The plan must show individual program adjacencies. This requires the location of all personnel and special purpose space for each department and the programs within each department. Offerors must determine the circulation space required in addition to the NSF to determine NUSF for their particular building. We have the following comments / questions:

a) Due to the enormous amount of time to complete the above described space plans, etc, (COVID-19 also somewhat affecting our architect's work schedule), would DGS consider an extension of the date for bid submittals?

A: Please see Amendment #1 to RFP-LA-03-22 issued on 01/11/2022. The link to the Amendment is: https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/40751. To address this concern, the Amendment allows for a blocking plan instead of the detailed space plans.

b) As an alternative to the extension requested above, would DGS consider picking two (2) departments within the Department of Health for a full space plan design as detailed above. The offeror will determine their unique percentage of space required for circulation and DGS can confirm the circulation meets their requirements. The balance of the six (6) departments would be planned with a block and stack plan using the same circulation percentage from the two (2) departments full space plan to determine NUSF required for the remaining six (6) departments. This alternative plan would, in my opinion, still require a deadline extension, but not to the extent of the extension referenced in 32a) above.

A: Please see Amendment #1 to RFP-LA-03-22 issued on 01/11/2022. The link to the Amendment is: https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/40751. To address this concern, the Amendment allows for a blocking plan instead of the detailed space plans.

33. Please confirm building core space is not included in NUSF and the offeror will not get reimbursement for the core space.

A: Please refer to the State of Maryland Standards and Specifications, Section II.N (Definition of Net Useable Square Feet).

a) Please also confirm there is no reimbursement for any vertical penetrations, electrical (rooms) closets, stairwells, Men's and Women's Toilet Rooms, etc.

A: Please refer to the State of Maryland Standards and Specifications, Section II.N (Definition of Net Useable Square Feet).

34. The RFP notes client contact is to be preferably located on the first floor. Please advise which department(s) have client contact.

A: Please refer to section 1.5.2 of the RFP document.

35. With regard to the HVAC for the Department of Health, is the Offeror required (per Section IV., Section D: Mechanical & Plumbing, Subsection A 7. Performance) to install a new HVAC units/system, if the existing building system is fifteen years or older?

A: HVAC equipment exclusively dedicated to the State's Demised Premises are required to adhere to the State's General Performance Standards and Specifications (Please refer to Section IV., Section D, A.7.a on page D2).

36. Due to the large size of this RFP, what formula is the State going to utilize for the brokerage commission to be paid to the State designated broker?

A: The brokerage commission will be calculated consistent with how brokerage fees have been calculated for the State of Maryland's commercial leases since 2009. It is 4% of the base rent for the first half of the lease term and 2% of the base rent for the remaining half of the lease term.

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37. Please confirm that the State is responsible for all Telephone and Computer/Data (Tel/Com) wiring and associated equipment. Lessor is responsible for ring & string, please confirm.

A: Correct.

38. Please clarify the definition of "Turn-Key".

A: Turn-Key is defined in Addendum A, General Conditions, to the standard State Lease agreement as “the Lessor’s undertaking to deliver occupancy of the Demised Premises to the Lessee with all Tenant Improvements completed at the Lessor’s sole cost and expense, without reimbursement to the Lessor or credit to Lessee, as the case may be, pursuant to Section 6.6 of this Addendum below, subject, however to approved Change Orders, if any, and any additional terms set forth in Section 8 of the Lease, Form DGS 680-3, of which this Addendum is made a part thereof.”

39. If an Offeror elects to bid LA 03-22 as a Turn-Key to the State, is the Offeror limited to the scope of building/construction items referenced in the following 3 documents?

1. ORE DGS General Performance Standards and Specifications dated Revised July 2013
2. The State of Maryland RFP LA 03-22 Amended Performance Standards and Specifications as of 07/2013
3. The items noted within the 78 page document dated December 10, 2021 that was addressed Dear Proposer:

A: The Proposer’s budget to deliver the Demised Premises as Turn-Key should be based upon the 3 documents referenced above and per the detailed Space Plan created prior to Board of Public Works approval of the Lease.

40. If there are additional items, other than those listed in the above noted 3 documents that the State is requiring under the definition of Turn Key, please advise. Below are 3 examples of items not referenced in the above 3 documents, and, therefore, we require clarification as to these expenses. Would these items be included in a Turn Key bid, or will the Offeror be reimbursed accordingly - please confirm.

a. Millwork

A: Millwork is part of the Lessor’s cost in a Turn Key buildout.

b. Acoustical Room Divider(s)

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A: Acoustical Room Dividers will be considered a change order request and be reimbursed by the State.

c. Sinks in lunchrooms and conference rooms

A: Lunchroom sinks are part of the Lessor's cost in a Turn Key buildout. Sinks are not permitted in conference rooms.

41. Please confirm that all line items in Section G of the DGS Financial Proposal (Unit Cost of Additional Tenant Fit Up) - will be the responsibility of Offeror, and not eligible for excess fit-up reimbursement under a Turn Key bid

A: Confirmed.

42. We believe it will be difficult to complete the architectural portion of this RFP response by the stated due date of 2/10/22. Based on this fact, we respectfully request an extension for RFP submittal. Please advise.

A: Please refer to question #32.

43. Please send Generator Exhibit specified in Section 3.5 of the RFP.

A: Specifications regarding the Generator are contained in the RFP document (pages 18-20).

44. Please clarify the State of Maryland's preferred lease structure in the two-building scenario.

A: The State will use one lease document (State Lease Form 680-3) to memorialize MDH's lease for either the One or Two Building option.

45. Due to the open ended financial nature of a Turn Key bid by an Offeror, is it possible to accumulate points with the DGS scoring system by setting a generous large amount (Tenant Fit-Up Allowance) to be used by the State against Excess Fit-Up? Any portion of this allowance not utilized by the State would be paid to the State. Should the Excess Fit-Up exceed this allowance amount, the State would then pay to the Offeror.

A: No.

46. With Questions due on Wednesday, January 12th by 5pm, when does the State of Maryland expect to provide responses by? If it were to take 1 week for the State of Maryland to respond to the questions sent in on January 12th by 5pm, that would put the offers getting response on or by January 20th. That would give the architects approximately 2-2.5 weeks to produce a space plan for 343,796 NUSF over two buildings. This is not enough time to put together a full space plan over the one or two building option.

A: Please refer to question #32.

47. Would a color-coded blocking plan be sufficient for the submission on February 10th noting the department and their required NUSF with an estimated circulation factor for each department AND would you waive the 5% +/- until after the final space plan has been completed? OR would the State of Maryland allow a 1-2 month extension from question response receipt for the test fit and response process to give the architects and offers ample time to space plan the functions per the Performance Standards and Specifications for the State of Maryland Leased Facilities?

A: Please refer to the response given to question #32. The State's requirement that final NUSF measurements be within +/- 5% of the NUSF contained in the original proposal will not be waived.

48. Per RFP-LA-03-22 RFP, section 1.5.2: All Staff and special purpose requirements of the Development Disabilities Administration and Department N210 need to allow for public access ideally on street level with own entrance and not be on a floor or space with other administrative portions of the program.

a. Approximately how many NUSF do we need to accommodate on street level?

A: The NUSF proposed to meet the Development Disabilities Administration and Department N210 will be based upon the required NSF detailed in the provided Space Program documents and the circulation factor determined by the Proposer.

b. Does 13,180 NUSF sound correct?

A: The NUSF proposed to meet the Development Disabilities Administration and Department N210 will be based upon the required NSF detailed in the provided Space Program documents and the circulation factor determined by the Proposer.

c. Can this be windowless space on minimal windowed space?

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A: Please refer to Section V, Section I, Subsection F.k of the State's General Performance Standards and Specifications (page F8).

49. Per RFP-LA-03-22 RFP, section 1.5.3: All offices and rooms to be on the interior of the proposed space, and all workstations should be situated along the window line of the building.
- a. Are there any offices/ departments/functions that would deviate from the above? i.e.- Conference spaces, 200-250 SF offices in X-department, Hotel Rooms, etc.

A: No deviations have been identified at this time.

50. For the two-building option, the departments are listed under Headquarters and Secondary Location: Are we to assume the adjacencies per department are in how they are listed or do they differ?

A: Yes.

51. Are the Amended General Performance Standards and Specifications for State of Maryland Lease Facilities 7/2013 – are these clarifications for this project to the document on the DGS website: <https://dgs.maryland.gov/Documents/RealEstate/StandardsandSpecifications.pdf>?

A: The General Performance Standards and Specifications for State of Maryland Lease Facilities 7/2013 as amended by the RFP will be used for this project.

52. The timing under Section B. General, C. Project/ Construction Process and acceptance of Tenant Improvements from the Performance Standards will need to be adjusted on a project of this size and scale. Is this acceptable?

A: Section of F of the Technical Proposal requires Offerors to submit the amount of time from approved construction drawings and permits to deliver the Demised Premises.

53. Under the LA 03-22 RFP Package- the Common Support Meeting Spaces are stated to be placed in a Conference Center in the one or two- building option. Should the Conference Center be centrally located with access to everyone?

A: Yes, the location of the Conference Center should be centrally located to maximize accessibility.

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54. The Program forms are a new look from previously provided: If there is not a # in front of the SF on the Special Purpose spaces and the square footage is not in the total square footage column that space is not needed, correct?

A: Yes.

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

https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/41116