

STATE OF MARYLAND
R.F.P. LA-04-21
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 **Department of Human Services** as follows:

a. Type and amount

105,700 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: US-40

East: I-83

South: E. Pratt St -> Light St -> E. Ostend St -> W. Ostend St -> Russel St

West: S. MLK Jr Blvd -> N. MLK Jr Blvd

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, Offerors 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 Offerors must include a proposed test-fit to support its NUSF measurement. When completing the test fit, the space program attached as an exhibit to this document should be used to detail adjacencies and business units that will be required to be located within close proximity to each other. Any other specific program requirements will also be found detailed in that area.
- c. Offeror must indicate the availability and costs associated with parking. A minimum of 332 total parking spaces must be provided with a breakdown as following:
 - 77 on-site spaces must be provided for DHS fleet vehicles in a designated area. 6 of these spaces are required to be electric vehicle charging stations. DHS will also

require the ability to convert additional spaces to electric vehicle charging stations in the future.

- A minimum of an additional 165 on-site parking spaces will be required to be provided by Offerors. 50 spaces will be reserved, numbered spaces for DHS program managers, 10 of these spaces will be reserved visitor parking (“MDHS Visitor Parking”), and 5 will be reserved named spaces for executive level leadership. The remaining 100 spaces will be open parking in the on-site garage.
 - No more than 90 parking spaces will be permitted to be off-site so long as the proposed off-site parking is in a singular location. If off-site parking is being proposed the location of the proposed garage will need to be identified on a map provided by offeror.
- d. 24/7 security will need to be provided at the entrance to the building. 24/7 access to the space and parking areas will also be required.
 - e. 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.
 - f. Offerors must acknowledge that they have read the attached Executive Order 01.01.2009.12 for Transit Oriented Development.
 - g. Offerors must enclose a map from an electronic mapping system which delineates the distance from the proposed site to the nearest Light Rail Station, Metro station, or Bus Stop. Any sites that do not have metro, light rail, and bus access will not be able to be considered for award of this project.

Proposals must be received by **3:30 p.m. on Monday, June 7th 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/33193

STATE OF MARYLAND
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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* (are only 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 for more net usable square footage than the amount of net usable square footage 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

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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, or Troudy Vaughan AT 202.747.4979 OR VIA E-MAIL AT Troudy.vaughan@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.