



June 3, 2021

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Ellington E. Churchill, Jr, Secretary

RFP LA 04-21

Office space for lease at a single location for the Department of Human Services

Question and Answer

1. If a Lessor bids the project and desires the Lessee to pay the utilities (gas and electric), will the State accept billings from a Lessor installed sub-meter? **The State will consider all proposals but must have the gas and electric utilities in its name in order to pay the expenses associated with them directly.**

1a. If the Lessor pays base year utilities (gas and electric), will the State reimburse the Lessor for utility expenses over the base year based on a Lessor installed sub-meter? **Yes.**

2. We are contemplating designing our property with a DHS only secure designated entrance. Entrance to their floors would be on dedicated elevators (controlled by FOBS). The RFP notes 24/7 security will need to be provided - will burglar/motion alarms along with a comprehensive camera CCTV suffice for the 24/7 security request? **24/7 security personnel provided by the Lessor is required.**

2a. If an actual live guard (24/7) is required to be provided by Lessor, will this be able to be grouped with janitorial base year expenses, with Lessor reimbursed for expenses over base year? **No, the cost of the security personnel must be incorporated into the base rent proposed by the Lessor.**

3. The RFP states "A minimum of 332 total parking spaces must be provided...." If Lessor is able to provide additional parking (approx 75 - 100 additional spaces), for a fee over and above the costs for the requested 332 spaces, should Lessor include this as an alternative to the State? **No.**

3a. We are assuming the State will provide their own security (if desired), or an electronic passcard (or FOB) for a dedicated parking garage for DHS visitors and employees. Please confirm. **Secured parking must be available 24/7 but does not require security personnel.**

4. As part of the Revised July 2013 State Specifications, Part IV Section D. Mechanical & Plumbing Systems Criteria, pages D 1 and D 2 - will the winning bidder be required to fulfill all the requirements in this section - specifically #6 and #7 as it pertains to building management systems and replacement of existing systems if over 15 years old? **HVAC equipment exclusively dedicated to the State's Demised Premises will be required to adhere to the State's General Performance Standards and Specifications.**

5. In a normal situation, the State bids a set amount of square footage, and the Lessor can deliver +/- 5% of the space advertised by the State. In this new format, suppose Lessor's plan adds a significant amount of net rentable space calculated by State guidelines. Is the Lessor that is awarded this RFP tied to the same +/- 5% of the amount designated by their blocking/stacking plan? **The +/-5% in this case will apply to the NSF. Offeror's will be required to propose the NUSF based on the provided program requirements that their facility will accommodate.**



6. During the Best and Final process, will you advise both the sq ft prices of the competition and the total net rentable sq footage of other bidders? **No. As a sealed RFP submission your response should be completed without consideration to other proposers.**

7. Does the tenant want all of the storage requirements to be contiguous? If so, then it will all be on the lower level, naturally close or adjacent to the loading dock. **Offeror's should propose the layout that meets the requirements of the space program in the most efficient and effective way in their building.**

7a. Are you able to let us know what amount(s) of the storage requirements need to be within the office areas? **Storage areas listed on the space program for specific departments must be located within their respective departments.**

8. Should we assume 75% female staff and 25% male staff for the toilet room fixtures? **We would estimate a 60/40 female/male split, however the number of restrooms must be provided in accordance with both DGS Performance Standards and meet all local Building, Fire, and related requirements.**

9. Are you able to calculate the toilet fixture count for us (for both Men and Woman) so we are able to allow for the proper amount of sq footage area for the toilet rooms? **See response to question 8.**

10. Will the 5,000 sq ft for Warehouse Space (Storage for incoming furniture...) need to be adjacent or near to a loading dock? **Yes**

11. Will the 2,000 sq ft for Warehouse (disaster supply storage) need to be near a Loading Dock? **Yes**

12. Does the 5,000 sq ft for CDC (this houses 4 large machines that are used around the clock) need to be in an area near the loading dock, or on an upper floor near to the tenant's offices? **Yes**

12a. Does this room needs to be climate controlled? **Yes**

13. Does the 3,000 sq ft Mail Room Area need to be near the loading dock? **Yes**

13a. If in an area near the Loading Dock, assume this area needs to be climate controlled. **Yes**

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

https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/34943