



## QUESTIONS AND ANSWERS: RFP-LA-04-22 (Office space for lease for the State of Maryland, Office of the Comptroller)

1. The process or implications for submitting a space plan to the Comptroller that is the subject to a standing offer to SDAT. Does doing that eliminate Owner from consideration for one or the other opportunity?

**A: No.**

2. What's the estimated number of visitors on a daily basis, to the 17,200 SF of special purpose space? What's the nature of their visit to the building?

**A: Visitors to Taxpayer Services are primarily dealing with various Maryland Tax issues. The current average is 50 scheduled appointments per day based on policies enacted during the pandemic. It is possible that foot traffic will increase in the future.**

3. Does the 43,134 net square feet requested in the RFP include space for circulation? If the test-fit requires more space to accommodate the program with circulation, can an Offeror propose more square footage than 43,134 square feet + 5%?

**A: No, the 43,134 NSF does not include space for circulation. Offerors are required to provide the NUSF to complete the project using the NSF included in the RFP. NUSF provided is to include circulation.**

4. Please define and/or clarify the definition of on-site parking? For example, do adjacent parking garages count (as they have in the past for State requirements) or does the parking structure – or parking spaces - need to physically be attached to, or actually located within, the building?

**A: Onsite parking is defined as parking that is within or immediately adjacent to the proposed building.**

5. Per the RFP in Section 1.7, a redlined lease must be submitted with the Technical Proposal Package in Addendum A. It is our understanding that in the past, DGS only required redlined versions of the State's lease from the finalists, thereby reducing the financial burden for those properties submitted that would not be on the "short list" of bidders. Is this no longer the policy? Is DGS now requiring all those responding to provide lease comments?

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**A: For this RFP proposers are required to submit a redlined version of the lease with their technical proposal exclusive of any financial terms. If no redline changes are made the Offeror will be deemed to have accepted the lease form as included in the RFP.**

6. Does DGS have an anticipated occupancy or lease commencement date for the Office of the Comptroller?

**A: Offeror's are to propose the delivery time for completion of the space in Section F of the technical proposal.**

7. Can offeror submit for the same space proposed for SDAT or would offeror have to propose completely different space

**A: See question 1.**

8. In the event offeror cannot support the full 126 parking spaces, will offeror be eliminated?

**A: Yes.**

9. Per RFP-LA-04-22 RFP, section 1.5.2: 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. 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: There is no deviation from the RFP.**

10. 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 Amended General Performance Standards and Specifications for State of Maryland Lease Facilities 7/2013 are required in addition to the General Performance Standards detailed on the DGS website.**

11. If a building has provided a proposal for SDAT- RFP LA 02-22 and provides a proposal for the Office of the Comptroller RFP-LA 04-22 could they potentially be selected for both users?

**A: This project will be evaluated independent from any other RFP.**

12. If a landlord submits a proposal for Office of the Comptroller could the same available spaces be planned/ offered that were offered for SDAT? Would it harm the chances of the building winning either, or is there a benefit for multiple agencies to be located in the same building?

**A: See questions 1 and 11.**

13. Taxpayer Special Purpose (Client) space is ideally to be at street level with it's own separate entrance. This is approximately 1,200 NUSF plus circulation. Can this space be off of the common area lobby space rather than directly entering from the exterior?

**A: Yes, as long as no other portion of the space program is located on that floor.**

14. Under Taxpayer Special Purpose Storage- it states 5 file cabinets and 5 storage cabinets. Are the files laterals or verticals? What are the dimensions of the storage cabinets? Do these go in a 150 NUSF room or are they in the open office area?

**A: There are three (3) storage cabinets measuring 2 ft. x 3 ft. There are two (2) lateral file cabinets and three (3) vertical file cabinets. DGS Standards allow for 7 square feet per vertical file cabinet and fifteen (15) square feet per lateral file cabinet. The file cabinets should be located in a closed, secure room.**

15. Under Taxpayer Special Purpose- Secure Cashier Area- should this be set up as 4 individual windows with glass and pass through for payments?

**A: Yes, this space will handle payments and process deposits.**

16. Under Taxpayer Special Purpose- Security Entrance- Does this refer to the building security or is this additional security desk within the Taxpayer special purpose for State of MD personnel to control entry to space? Will there be any detection at the entry? Is one desk fine for 2 staff? If this is the same as the building security, can the current security guard desk in place in a building serve this purpose for the Office of the Comptroller AND the remainder of the building users?

**A: Regardless of the building security, the Office of the Comptroller will require the landlord to provide space for their own security personnel per the space program attached to the RFP.**

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17. Auditorium- Can you provide a bit more information on this space and its use? Does it require a stage and tiered seating, etc. or is it something different? Any information is helpful.

**A: A stage and tiered seating is required.**

18. Training Room- Partitioned- how many spaces do you want this divided into? The total is for 40 occupants. Will they be at training tables? Would you want it subdivided into two rooms for 20?

**A: One partition wall should divide the Training Room in half. Wheeled folding worktables and wheeled fold-in chairs will be used.**

19. Long Term onsite storage- Does this need to be conditioned space? Can this space be away from the staff areas in more of a lower-level windowless space?

**A: The long-term onsite storage is required to be conditioned and can be located on lower level space.**

20. Compliance Administration- do the lateral and vertical files need to be in an enclosed room?

**A: Yes.**

21. Business Tax- Conference room with partition. Would we provide a moveable wall to divide room in half?

**A: Yes, the partition wall should divide the Business Tax Conference Room in half.**

22. Business Tax- Files- do the lateral and vertical cabinets need to be in an enclosed room?

**A: Yes.**

23. Compliance Programs- Conference room with partition. Would we provide a moveable wall to divide room in half?

**A: Yes, the partition wall should divide the Compliance Programs Conference Room in half.**

24. Compliance Programs- Files- do the lateral and vertical cabinets need to be in an enclosed room?

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**A: Yes.**

25. Field Audit- Conference Room with partition- Would we provide a moveable wall to divide room in half?

**A: Yes, the partition wall should divide the Field Audit Conference Room in half.**

26. Field Audit- File- do the lateral and vertical cabinets need to be in an enclosed room?

**A: Yes.**

27. Unclaimed Property- Files- do the lateral and vertical cabinets need to be in an enclosed room?

**A: Yes.**

28. Fiscal Administration- Files- do the lateral and vertical cabinets need to be in an enclosed room?

**A: Yes.**

29. Fiscal Administration Computer Training Room- will this be set up more like a typical training room with training tables facing the front of the room and an instructor at the front or will this be more like a lab space with tables around perimeter of room and instructor walks around to each station?

**A: The Fiscal Administration Computer Training Room will require wheeled folding worktables and ergonomic seating.**

30. Clarification question- The 5 – year projection staff the total square footage required needs to be added to the required square feet, correct? Example: Taxpayer- 1650 + 400= 2,050 NSF total needed plus circulation.

**A: The 5-year projected square feet is to be added to the square feet required for current employees. For example, in the Taxpayer Service division there is 1,650 NSF required for current employees, and 400 NSF required for future growth. The total space need inclusive of current and future positions would be 2,050 NSF.**

31. Taxpayer Division states 1st floor- does this need to be on the first floor of the building or just the first upper floor planned?

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**A: The items labeled “client” in the special purpose portion of the taxpayer division must adhere to Section 1.5.1 of the RFP.**

32. Do any of the division staff need to be in their own suite with separate access points?

**A: Yes, the Comptroller, the Deputy Comptroller, the Chief of Staff and their executive support staff will require their own suite with separate access.**

33. Can the division staff and their special purpose space minus any Client area which needs to be separate be together on a floor?

**A: Yes.**

34. Are there any adjacencies between divisions that need to be met?

**A: The Comptroller’s conference room and private restroom must be adjacent to the Comptroller’s suite.**

35. It has come to our attention that the Auditorium space for RFP-LA-04-22 has a high occupancy load that can only be accommodated on the ground floor of our, and likely most other buildings. We also understand that the ground floor is the preferred location of the client facing portion of the Taxpayer Division Service. This is potentially problematic because the RFP states that the client facing portion of the Taxpayer Division Service cannot “share a suite or floor with any other administrative portions of the program.” Given that, I have two questions. First, is the Auditorium considered an administrative portion of the program? Second, if the answer to that is yes, then can the RFP be amended so that the Auditorium and client facing portion of the Taxpayer Division Service can both be located on the ground floor, provided they are in two completely different spaces?

**A: Yes, please refer to Amendment 2 to RFP-LA-04-22.**

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

**[https://emma.maryland.gov/page.aspx/en/bpm/process\\_manage\\_extranet/41678](https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/41678)**