
Amendment #3 – State of Maryland, Request for Proposals #: LA-05-22

The following modifications are hereby made a part of the State of Maryland R.F.P. LA-05-22:

The following language is deleted from Section 1.1 of the RFP:

1.1 Type and amount:

- 12,245 net square feet (NSF) of administrative office space with client contact as further defined in Section 2 below.

And replaced with the following language:

1.1 Type and amount:

- 12,745 net square feet (NSF) of administrative office space with client contact as further defined in Section 2 below.

The space program attached in the RFP document is amended to reflect the Maryland Department of Planning's three (3) major operating units (i.e. operations, planning services and planning data) as well as to reflect those special purpose areas that are to be use in common by all operating units (i.e. various). An additional 500 sf for an intern area is included under the Special Purpose Space section of the space program. The revised space program is attached to this amendment as an exhibit.

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

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/28123



SPACE AND PERSONNEL: Present and Projected Requirements

POSITION TITLE	GRADE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
		FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
TOTAL THIS PAGE		0	0	0	0	0	0	0		0	0	0	0	
TOTAL OTHER PAGES		61	0	6	67	0	14	63	4,540		10	0	10	500
A. TOTAL OFFICE SPACE:		61	0	6	67	0	14	63	4,540		10	0	10	500
SPECIAL PURPOSE SPACE						# of Staff/Items		Square Feet			Number of Items		Square Feet	
COMMUNICATIONS														
<i>Includes storage area (150 SF), design center (250 SF), and library (800 SF)</i>						1		1,200		Operations				
<i>Supply Closet</i>						1		90		Operations				
<i>Huddle Room</i>						1		120		Operations				
EXECUTIVE AREA														
<i>Executive Conference room</i>						1		200		Operations				
<i>Storage Closet</i>						1		90		Operations				
PLANNING COORDINATION										Operations				
<i>Intern Area</i>						1		500		Planning Services				
COMMON AREA														
<i>Large Conference room with partition wall</i>						1		1,200		Various				
<i>Hybrid Conference Rooms (6-8 employee)</i>						1		160		Various				
<i>Hybrid Conference Rooms (8-10 employee)</i>						1		300		Various				
<i>Luncheon Room</i>						1		280		Various				
<i>Storage (adjacent to kitchen/lunch room)</i>						1		90		Various				
CLEARINGHOUSE														
<i>Open area to include file are and printer area</i>						1		185		Planning Services				
<i>Huddle Room</i>						1		120		Planning Services				
ADMINISTRATION														
<i>It Storage/Lab - Locked Room</i>						1		300		Operations				
<i>Server Room</i>						1		75		Operations				
<i>Mailroom/printer</i>						1		240		Operations				
<i>Lactation Room (2 at 80 sq/ft)</i>						2		160		Various				
<i>Storage closet</i>						1		90		Operations				
<i>Huddle Room</i>						1		120		Operations				
PLANNING DATA & RESEARCH SERVICES														
<i>Specialty printing room to include mapping (specialty printing), plotter area and</i>						1		1,000		Planning Data				
<i>Supply Closet - Locked Room - Property Mapping</i>						1		90		Planning Data				
<i>Huddle Room</i>						1		120		Planning Data				
RECEPTION AREA						1		125		Operations				
HOTEL STATIONS						6		300		Various				
FINANCE FILE ROOM						1		200		Operations				
IT COMPUTER EQUIPMENT STORAGE						1		150		Operations				
GENERAL SUPPLIES STORAGE						1		200		Operations				
b. Total Special Purpose								7,705			Grand Totals		7,705	
TOTAL SQUARE FEET:								12,245			Years:		12,745	

**SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

Form 680-1
(Use with Form 680-1)

POSITION TITLE	RENT NUM OF POSITIO	NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)				
	TOTAL	SHARED	PRIVATE	OPEN			FULL TIME	PART TIME OR	TOTAL EMP.	TOTAL SQUARE	
		OFFICE	OFFICE	AREA							
Admin Officer I-2711 Count	1			1	50						
Admin Officer II-3235 Count	3			3	150						
Admin Spec III-2043 Count	1			1	50						
Admin Spec III-2043 Count	2			2	100						
Administrative Mgr IV-5240 Count	1		1		110						
Administrative Mgr Senior I-5241 Count	1		1		110						
Administrator I-2586 Count	1			1	50						
Administrator IV-2589 Count	3			3	150						
Cartographer II-0724 Count	1			1	50						
Contractual Hourly-8998 Count	2			2	100						
Dep Dir Office Planning-9411 Count	1		1		200						
Designated Admin Mgr II-5220 Count	1		1		110						
Exec Assoc II-5052 Count	1			1	50						
Exec Assoc III-5053 Count	1			1	50						
Fiscal Services Admin IV-4531 Count	1		1		110						
Fiscal Services Chief II-4537 Count	1			1	50						
IT Director III-4496 Count Cozmo	1		1		110						
IT Programmer Analyst II-4470 Count	1			1	50						
IT Programmer Analyst Manager-4473 Count	1			1	50						
IT Programmer Analyst Supervisor-4472 Count	1			1	50						
Paralegal II OAG-5177 Count	1			1	50						
Planner Supervisor-1275 Count	7			7	350						
Planner I-1167 Count	1			1	50						
Planner II-0999 Count	2			7	100		5		5	250	
Planner III-1082 Count	4			9	200		5		5	250	
Planner Lead/Advanced-1274 Count	11			11	550						
Prgm Mgr II-5477 Count	1			1	50						
Prgm Mgr II-5477 Count	1		1		110						
Prgm Mgr II-5477 Count	1		1		110						
Prgm Mgr III-5478 Count	2			2	100						
Prgm Mgr III-5478 Count	1		1		110						
Prgm Mgr IV-5479 Count	1			1	50						
Prgm Mgr Senior I-5482 Count	1			1	50						
Prgm Mgr Senior I-5482 Count	1		1		150						
Prgm Mgr Senior I-5482 Count	1		1		110						
Prgm Mgr Senior III-5484 Count	1		1		150						
Principal Counsel-5626 Count	1		1		150						
Principal Planner-2317 Count	2			2	100						
Secy Dept Planning-9410 Count	1		1		250						
	67	0	14	63	4,540	0	10	0	10	500	5,040

Supervisory Organization	Position
Planning Data- SDC	Prgm Mgr II
Planning Data	Prgm Mgr Senior I
Planning Data- Mapping	Administrator IV
Planning Data- Mapping	Cartographer II
Planning Data- Mapping	Contractual Hourly
Planning Data- SDC	Planner I
Planning Data- Mapping	Planner II
Planning Data- Mapping	Planner II
Planning Data- Mapping	Planner III
Planning Data- SDC	Planner III
Planning Data- SDC	Planner III
Planning Data- Giospatial	Planner Lead/Advanced
Planning Data- SDC	Planner Lead/Advanced
Planning Data- SDC	Planner Lead/Advanced
Planning Data- Mapping	Planner Lead/Advanced
Planning Data- Giospatial	Planner Lead/Advanced
Planning Data- Giospatial	Planner Supervisor
Planning Data- Giospatial	Planner Supervisor
Planning Data- Giospatial	Prgm Mgr II
Planning Data- SDC	Principal Planner
Planning Data- Future Growth	5 Planner II and 5 Planner III Workstations
Operations- Exec Staff	Secretary Dept Planning
Operations- Exec Staff	Dep Dir Office Planning
Operations- Exec Staff	Prgm Mgr Senior I
Operations- Exec Staff	Prgm Mgr Senior III
Operations- Exec Staff	Principal Counsel
Operations- Comms	Administrative Mgr IV
Operations- Comms	Administrative Mgr Senior I
Operations- Exec Staff	Designated Admin Mgr II
Operations- Finance	Fiscal Services Admin IV
Operations- IT	IT Director III
Operations- Finance	Admin Officer I
Operations- Finance	Admin Officer II
Operations- Exec Staff	Admin Officer II
Operations- Exec Staff	Admin Officer II
Operations- Finance	Administrator I
Operations- Comms	Administrator IV
Operations- Exec Staff	Administrator IV
Operations- Finance	Contractual Hourly
Operations- Exec Staff	Exec Assoc II
Operations- Exec Staff	Exec Assoc III
Operations- Finance	Fiscal Services Chief II
Operations- IT	IT Programmer Analyst II
Operations- IT	IT Programmer Analyst Manager
Operations- IT	IT Programmer Analyst Supervisor
Operations- Exec Staff	Paralegal II OAG
Operations- Exec Staff	Prgm Mgr Senior I
Planning Services- Resource Conserv&Mgmt	Prgm Mgr II
Planning Services- Infrastructure&Dev	Prgm Mgr III
Planning Services- Resource Conserv&Mgmt	Admin Spec III
Planning Services- Resource Conserv&Mgmt	Admin Spec III
Planning Services	Admin Spec III
Planning Services- Local Asst,Edu,Training	Planner III
Planning Services- Resource Conserv&Mgmt	Planner Lead/Advanced
Planning Services- Resource Conserv&Mgmt	Planner Lead/Advanced
Planning Services- Local Asst,Edu,Training	Planner Lead/Advanced
Planning Services- Local Asst,Edu,Training	Planner Lead/Advanced
Planning Services- Local Asst,Edu,Training	Planner Lead/Advanced
Planning Services- Local Asst,Edu,Training	Planner Lead/Advanced
Planning Services- Resource Conserv&Mgmt	Planner Supervisor
Planning Services- Resource Conserv&Mgmt	Planner Supervisor
Planning Services- Local Asst,Edu,Training	Planner Supervisor
Planning Services- Local Asst,Edu,Training	Planner Supervisor
Planning Services- Infrastructure&Dev	Planner Supervisor
Planning Services- Infrastructure&Dev	Prgm Mgr III
Planning Services- Local Asst,Edu,Training	Prgm Mgr III
Planning Services	Prgm Mgr IV
Planning Services- Infrastructure&Dev	Principal Planner