

RFP-LA-05-22 (Office space for lease at a single location for the Maryland Department of Planning)

1. Can any common areas be located on the window wall instead of on the interior (as noted on Page 3 of RFP)?
A: Where possible all enclosed rooms should be located on the interior of the space.
2. We assume that the one reception area will serve both floors. Please confirm.
A: There is a single requirement for a reception area regardless of the number of floors offered.
3. We assume 50 SF workstation is the equivalent of a 6x8 workstation. Please confirm.
A: Offeror's are required to provide 50 NUSF of space for workstations that are to be provided by the State. The exact configuration is not known at this time.
4. We assume that "Hotel Stations" are the equivalent to a standard staff workstation (50 SF). Please confirm.
A: Yes
5. 3.1.3 Minimum Qualifications (parking): Are the additional on-site parking spaces to be converted to electric vehicle charging stations at the State's expense include the 8 executive level reserved spaces AND 15 additional parking spaces? If not, please clarify.
A: Per the RFP, the State reserves the right to convert any parking spaces not required to be electric vehicle charging stations, provided by the landlord, at the commencement of the lease at its own expense.
6. Can the offered space be vertically contiguous (on 2 separate floors)?
A: Yes.
7. We understand that everything pertaining to pricing falls under the Financial Proposal. Per section 4.2 of the RFP, the State Energy Initiatives and Targeted Growth Zone also falls under the "*Financial Proposal Evaluation Criteria*". LEED certification and the Tier I and II checklist seem to address technical features of the building and do not include any pricing information. Should we still include the Energy and Targeted Growth Zone information under the Financial Proposal or would it be better to include under the Technical Proposal for evaluation purposes?
A: The LEED Certification and Tier I/II Checklists are to be included in the financial portion of the RFP submission.
8. Is having security at the front desk of the building, monitoring cameras in the garage sufficient?
A: No.
9. Is a garage attendant verses having roaming security sufficient?
A: No.
10. The RFP requires 8 "on site" parking spaces with charging stations, 8 "on site" reserved spaces and 15 "on site" additional spaces. Would a parking garage or lot next to, or adjacent to the property be considered "on site"?
A: So long as the garage is immediately adjacent to the building it would be considered to be "on-site".
11. Are the open space in the office specs using State owned office cubes?



A: Yes

12. Related to 3.1 - Please confirm that parking spaces can be located on building adjacent lot/parking garage structure (same side of street as main building entrance).

A: See answer to Question 10.

13. Related to 3.1 - Please confirm that parking spaces can be located on building adjacent lot/parking garage structure (across the street to main building entrance).

A: See answer to Question 10.

14. Please confirm that the Department of General Services Office of Real Estate General Performance Standards and Specifications for State of Maryland Leased Facilities referenced in the RFP only applies to the 12,245 NSF of proposed leased space.

A: The General Performance Standards details more than what is just required of the 12,245 NSF of proposed leased space. Please refer to the Performance standards for the encompassing list of what is required in the space being offered to the State.

15. Related to 3.1.1 – Please confirm the cost of power for the Electric Charging Stations be paid by the tenant?

A: No. the cost of power for the Electric Vehicle Charging Stations are to be paid by the landlord.

16. Related to 3.3 - Does security personnel need to be armed or unarmed?

A: Security personnel can be unarmed.

17. Related to 3.3 – Our building participates in a security cooperative that shares off hours responsibility of security with adjacent building owner. The building does have security on site during normal office hours and has security personnel located directly next door that patrols and monitors the premises outside of traditional office hours. Does this arrangement meet the security needs of the tenants?

A: No.

18. Related to 3.3 – In regard to parking security - the parking operator provides security on site during normal office hours. The off hours security is performed through a security cooperative located directly next door that patrols and monitors the parking spots outside of traditional office hours. Does this arrangement meet the security needs of the tenants?

A: No.

19. Does the Executive area require any offices or rooms on the window line?

A: See answer to question 1.

- 20. Regarding Personnel: Is there a breakdown by department of whom is in which department that can be provided?**

A: Yes. A revised space program has been released with Amendment 3. The requirement has been broken down by department into Operations, Planning Data, Planning Services, and Various. The Operations and Planning Services division should be located on the same floor and adjacent to each other, and the Planning Data group can be separated if needed. All items labeled “various” should be centrally located as they will be shared by all units.

21. Do specialty printing and mapping need to be on the same floor as everyone else?

A: See answer to question 20.

22. Communication storage and design library need to be on the same floor as everyone else?

A: See answer to question 20.

23. Can the large conference room be on another floor?

A: See answer to question 20.

24. Can you tell me what groups could be broken up between floors?

A: See answer to question 20.

25. Is the Communications Area one large open area for design center, library, and high-density mobile storage or does each area need to be separate from one another with walls and doors (almost like a suite within a suite)?

A: The large Communications area consists of a 800 SF Library in a separated locked room, a 250 SF design center that does not need to be in separate locked room but needs to be close to the library, and a 150 sf locked storage area adjacent to library. The high density mobile storage will no longer be included in this requirement.

26. Please advise on the adjacencies between sub-departments.

A: See answer to question 20.

27. What is the weight of or specifications for the high-density filing unit in the Communications Special Purpose area? How large is this unit or is it new?

A: The high-density filing unit will no longer be included in the revised space program.

28. What is the requirement for the Storage/Lab in the Administration Special Purpose area? Is this a computer lab space or something different with other requirements?

A: This is an IT equipment storage space that will require an IT equipment storage space along with an IT programming/testing space within a secured area with adequate ventilation.

29. How many files and what type are required in the Finance File Room so that we can ensure the space works?

A: These are standard retention files that must be kept for audit purposes.

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

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