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Maryland
DEPARTMENT OF
GENERAL SERVICES
_____ OFFICE OF REAL ESTATE _____

RFP-LA-08-22 (Office space for lease at a single location for the Department of Labor and the Department of Information Technology)

1. For the Occupational and Professional Licensing use-
   a. the Client facing area states that there are 2-3 staff there. Are these staff listed in the personnel listing and if so where so that we do not double place them?
      A: The client facing area will have a transaction-service counter with 2-3 seats for rotating staff. These staff will not be dedicated to this space and will have their own designated workstations with the remainder of the unit.

   b. Just to clarify, the Occupational and Professional Licensing staff and the client facing area (includes 2-3 staff) should be completely separated based on how 1.5.3 reads. The 2-3 staff listed in the special purpose Client Facing will be separated from the rest of the Occupational & Professional Licensing department staff and cannot be on the same floor. Should this Client Facing area be a total of 1,152 NUSF plus circulation?
      A: The client facing area (1,000 SF), the client facing payment center/mail processing area (80 SF) and the client facing copy area (12 SF) are the extent of the client facing space. These program requirements should not share any building areas with the remainder of the requirement per Section 1.5.3 of the RFP.

   c. Does the Client Facing area require street level entrance from exterior or can it be off the first-floor lobby space?
      A: Entry can be accessed from the lobby so long as the lobby is located at street level with its own separate entrance and is not on the same floor as any other administrative portions of the program.

2. Under DWDAL:
   a. Is Workforce Informance and Performance under group #3- Governor's workforce development board? If not, what group do they fall under?
      A: OWIP is the Office of Workforce Informance and Performance. They fall under Group 5.

   b. Under Group 5- what does OWIP stand for? It does not match the labeling in the Space and Personnel requirements.
      A: OWIP is the abbreviation for the Office of Workforce Informance and Performance.

3. Office of UI stand for Unemployment Insurance? If not what does it stand for so that we can match up to adjacency listing?
   A. UI stands for Unemployment Insurance.

4. Is the office of Information Technology the "OIT Labor" group or the "DOIT" group?
   A: The Office of Information Technology is the "DOIT" group. This is a separate unit from the Department of Labor which has its own "OIT Labor" function.

5. What group is the "program analysis" group? We do not see them listed on page 21 overview.

A: "Program Analysis and Internal Audit" is the full name for the unit labeled throughout the space program as "Internal Audit".

6. Under the Unemployment insurance breakdown, group 3 lists "employer Assistance Units". Is this a group of its own or a header for the employer call center, employer status unit, and review determination units?
A: The Employer Assistance Units consist of the Employer Call Center, Employer Status Unit, and Review Determination Units.

7. Where are "Fiscal" and "Monitoring groups form Group 1? We do not see them on either the DWDAL or Governor's Workforce worksheets.
A: The fiscal unit consists of the Administrator VI; Administrator V; one Administrator III workstation, both Agency Grants Spec II, and Fiscal Accounts Technician II. The Monitoring group consists of the program Manager II, three of the Administrator I's, and both Administrator II's.

8. The "Veterans" group is missing from the adjacency breakdown on DWDAL. What group should they be placed with?
A: The Veterans Group should be located in Group 2 with the Office of Workforce Development.

9. Where are the assistant commissioners and office of the commissioner under the financial regulation program?
A: The Office of the Commissioner consists of the Executive VII (Commissioner), Program Mgr Senior III (Deputy Commissioner), both Program Mgr Senior I offices and one of the workstations, and Program Mgr Senior II.

10. Where is the directors office under the general services program?
A: The directors office consists of the Admin Prog Mgr III (Director), Admin Program Manager II (Deputy Director), Admin Aide, Management Associate, both Administrator I's, one of the Administrator II's, and one of the Office Services Clerk Leads.

11. On page 27 of the document the Administrator II position (7 lines down in the program)- should this be 4 workstations total? This is inconsistent with how growth has been shown through the rest of the program.
A: Yes. This is 4 total positions with 2 current and 2 future growth positions.

12. On page 31 the storage line item says it should be secured for sensitive equipment for new hires. Is this a 225 sf secured room or 15 15 sf secured cabinets?
A: This is a 225 SF secured room.

13. On page 34 of the RFP the AAG VI (5 lines down in the program)- should this be 25 offices total?
A: It is only 22 total offices, but the future growth positions are mistakenly counted twice. It should be 19 current offices (2,090 SF) and 3 future growth offices (330 SF) for a total of 2,420 SF.

14. On page 36- in regard to file room requirements the total sf given for each room is the foot print of the files needed. Should these be placed in a closed room? If so should we add circulation to the SF number?
A: The line item labeled "file cabinets" do not need to be in a closed room. The line items labeled "file room" are required to be in Closed rooms. Additional circulation is not required beyond the NUSF listed on the space program.

15. Should the mailroom on page 39 be one large 3,000 SF room?
A: Yes.

16. On page 41 related to the office of the secretary reception- do OOS, OAG, OOA, OFP, UI Cashier's Office, and UI Document Scanning Unit all share this reception?

A: This reception is specific to the office of the secretary. The note was carried over by mistake. The area will consist of 75 SF for the receptionist and 100 SF for the waiting area.

17. The PC Repair and Staging Room (300 SF) and the large server room (1600 SF) are listed under the OIT Labor Group in the program. However, on the special purpose space additional clarification worksheet those two rooms are listed under the DOIT group. Which should they belong to?
A: The PC Repair and Staging Room and the Large Server Room are included in the OIT Labor Group. DOIT has separate program requirements on their portion of the space program that capture these tasks.

18. None of the DOIT group's special purpose space is listed on the special purpose space additional clarification worksheet. Are there any additional clarifications to their special purpose requirements?
A: There are no further special clarifications currently required beyond what is specifically detailed on their portion of the space program.

19. Office of UI- Does BAM stand for Benefit Accuracy & Measurement making that Group 1? If not, which group is Group 1 as the naming is not matching up?
A: Yes. BAM stands for Benefit Accuracy & Measurement.

20. Does OAG stand for Office of the Attorney General?
A: Yes.

21. Governor's Workforce space and personnel list- does this go with DWAL groupings?
A: Yes. They are Group 3 of the adjacencies list.

22. DWAL/Governor's Workforce Development Board
   a. What does OWIP stand for?
      A: See answer to question 2.

23. Can the Conference Center be located on a floor with other staff if it is accessible to all staff or does it need to be on a separate floor?
A: Yes- however it must have its own separate entry. The Conference Center cannot be located within another units dedicated space.

24. Do you want the test fit to list the NUSF by department as well as by floor and space?
A: The total NUSF of the entire requirement is required. It is helpful to know the NUSF of each floor, but it is not required at this stage. NUSF of each department is not necessary.

25. If there is a staircase inside the premises that is a required means of egress utilized only by the State of Maryland using that space, may this remain and be removed from the NUSF
A: Interior staircases are not permitted.

26. What is the foot traffic/daily visitors of the requirement? Will the visitors only be going to the client space, or will they also be in the rest of the space? If they will be going to the rest of the space what percentage of visitors will use the client space?
A: There will be roughly 100 visitors per day. Roughly half of the visitors will exclusively visit the client transaction space and the other half will visit various units within the overall footprint for meetings with the different departments.

27. Would the tenant accept a non-street level space for the client facing space? (i.e. if the requirement of separate controlled access can be still be achieved through separate elevator wells from the remainder of the requirement?)
A: No.

28. Would the tenant accept a below grade floor for the client facing space for this requirement?
    A: No.

29. Can the conference rooms and lunch room that are part of the conference center be split in two in order to comply with fire codes for mid-rise office buildings?
    A: The preference is that the conference rooms and lunch rooms are adjacent to each other. If Building Code restricts the ability for these portions of the requirement to be located together Offerors may propose a solution that separates the lunch room and conference room so long as both are accessible by all other units. As this is not the preference it will be evaluated accordingly.

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

    https://emma.maryland.gov/page.aspx/en/bpm/process_manage/29994