
RFP-LA-05-23
**(Office space for lease at a single location for
the Maryland Office of the State Prosecutor)**

1. 1.5.3 of the RFP states that offices and all enclosed rooms should be on the interior of the proposed space and open workstations shall be situated along the window line to allow the maximum amount of natural light into the space. Based on the Space and Personnel requirements of this RFP, there are not any open area workstations for the State Prosecutor's office. That said, would you like to have the offices on the window line as opposed to internal since they will all have glass kits in the doors and a sidelight next to the doors?

A: The agency has requested that the following offices/special purpose areas be on the window line. These are listed in order of priority.

- State Prosecutor
- Deputy State Prosecutor
- Senior Assistant State Prosecutor
- Assistant State Prosecutors
- Director of Administration
- Chief of Investigations
- Conference Room

2. Would you like the Conference Rooms internal or on the glass line based on the response to number 1?

A: See answer to Question #1 above.

3. Would you like the Lunchroom internal or on the glass line based on the response to number 1?

A: The lunchroom can be internal.

4. Are the 2 total Paralegals required to be in 110 SF offices?

A: Yes. Two (2) separate 110 sf offices are required for these positions.

5. Are the total of 5 Asst. State Pros to be in 110 SF offices?

A: Yes. Five (5) separate 110 sf offices are required for these positions.

6. Should the 5 in the Asst. State Pros number of required be 2 with the future growth as 3 to get the 5 total offices?

A: Yes.



7. Should the 2 in the Paralegals number of required be 1 with the future growth as 1 to get to the total of 2?

A: Yes.

8. Will the Conference Room that seats 20 be designed with movable tables or one large table that seats 20?

A: The Conference Room should be built out to the specification listed in the provided space program.

9. Is there a receptionist in the reception area, if so, how many square feet should that occupy of the 100NUSF?

A: Yes, one (1) of the paralegals will be monitoring the reception area. The paralegal's office space is listed in the space program provided. The total 100 NUSF is for the reception area only and does not include space for staff. The agency requires a window with a speaker in the wall of the paralegal's office facing the reception area to allow the paralegal to communicate with individuals entering the reception area.

10. What type of file cabinets? Lateral or Verticals?

A: Lateral

11. The interview room- can this be right of the waiting room separated by a door from the rest of the office?

A: You may propose this as a solution to the request in your response, and it will be evaluated.

12. Should the conference room and training room be right off the waiting room or in the workspace area?

A: Yes, the conference room and training room should be off of the waiting room.

13. Should the lactation room be near the lunchroom?

A: Yes. Please note that the lactation room must have a sink and millwork.

14. Our space planner says that you did not add in any square footage for circulation on the space program. He thinks it will add 20% to the NSF of 5700, making it around 6840 NSF. If this is correct, the state should pay on the proper amount of NSF, which would be 6840, give or take 5%. Please confirm.

A: The proposer must determine and include the circulation factor required to accommodate the space program, as provided, in the building proposed.

15. The space requirement is that all offices must be located on the interior and all open workstations should be situated along the window line. There are no workstations proposed for this space, so does that mean we can have offices along the window line or should that still remain open?

A: Please see the answer to Question #1 above.



16. The RFP says we can only submit one proposal. Can we submit 2 proposals, one to expand and one to move?

A: No. You may only submit one (1) proposal per building. Any proposal submitted must adhere to the program specifications provided.

17. In regard to the lease termination for convenience. Can this lease termination be modified or removed from the lease?

A: No.

18. I There is nothing in the lease that I can find that provides any penalty for state agencies who pay late. This either needs to be addressed in the lease or with the agency. Please advise on how this can be corrected. At the very least if the rent is more than 30 days late, a late fee should be imposed.

A: Please see Section 2.7 Interest on Late Payments of Addendum A to the Lease Agreement.

19. You indicate 5,700 net SF (usable) is needed. Can this space requirement be in 2 separate spaces if those spaces were on the same floor but are not contiguous?

A: No. The space program must be accommodated in contiguous office space.

Information on this RFP may be found @

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/35449

