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Frequently Asked Questions About the Move of State employees to the Central Business District

Pursuant to Governor Larry Hogan's announcement on April 26, 2021, the Department of General Services will relocate eight State agencies currently located within the State Center Complex.



How will space be requested?

All space requests will be procured via competitive sealed proposals. Request for Proposals will be published on the State of Maryland's procurement website, eMMA, <https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>, on the Department of General Services, Office of Real Estate's website <https://dgs.maryland.gov/pages/realestate/index.aspx>, and in the Daily Record.

When will the project be completed?

The commercial lease acquisition process runs approximately 12-15 months from publication of the Request for Proposals to approved leases. That said, the Department of General Services intends to have all leases related to this project to the Board of Public Works by the end of Summer 2022.

What should you do if you, or your company, are interested in submitting a proposal?

Organizations wishing to respond to a Maryland procurement should:

- Register on eMMA, if you have not already done so.
- Check the Department of General Services, Office of Real Estate's website frequently for publication of Request for Proposals and related announcements.
- Reach out to the specified contact for the Request for Proposal that you are interested in with any questions.
- Submit your proposal timely.

What is the difference between rentable square footage, net square footage and net usable square footage?

Rentable square footage is a measure commonly used in the private sector, and includes the usable square footage plus a (standard or pre-established) portion of the building's common space. Net square footage is the area of usable space designated for furnishings, equipment and personnel and does not include common areas or a circulation factor.

Note: A test fit will be required as part of any proposal to show that the agency's needs can be accommodated in the building.

Are there standards that apply to the tenant buildout?

The Office of Real Estate, Department of General Services General Performance Standards and Specifications For The State of Maryland Leased Facilities will apply to all commercial leased space procurements. You can find this document at:

<https://dgs.maryland.gov/Documents/RealEstate/StandardsandSpecifications.pdf>

How are construction costs handled? Is the proposer allowed to include a tenant improvement allowance?

The proposer is not allowed to include a tenant improvement allowance. All tenant improvements are to be made in accordance with all laws, codes and standards, space plans, construction drawings, and The Office of Real Estate, Department of General Services General Performance Standards and Specifications for The State of Maryland Leased Facilities (“DGS Standards”). The State of Maryland allows two methods under which a prospective landlord may construct tenant improvements: (i) turn-key and (ii) excess tenant fit up. Under the turn-key method, the proposer is responsible for building out the tenant improvements at its sole cost and expense in accordance with the requirements and specifications detailed in the DGS Standards. Under the excess fit up method, the proposer is required to provide the quantity of construction materials and finishes as specified by and detailed in the DGS Standards. Excess tenant fit up provides for a debit/credit scenario under which the landlord receives reimbursement for excess quantities of construction materials and finishes used in the tenant fit up; and the State of Maryland receives a credit for any amount of materials falling short of the requirements. Landlords would also be eligible to receive reimbursement for any change orders requested by the State of Maryland for materials/items requested by the State of Maryland that are not required by or exceed the requirements of the DGS Standards.

Please review the DGS Standards for a more complete understanding of excess tenant fit up items. Your economic proposal must be inclusive of all requirements detailed in the DGS Standards.

How are the boundaries created?

All executive agencies will be located in the Baltimore City Central Business District. The Department of General Services has followed the traditional boundaries of the CBD as also used by the Downtown Partnership to include those areas where commercial office space is generally located. The boundaries are generally: Martin Luther King Blvd. to the West; Franklin St. to the North; Jones Falls Expressway (I-83) to the East; and Pratt St. to the South. Affected agencies may choose, due to their program needs, to further define the boundaries within the general area noted.

Is there any room for some agencies to look outside of this scope?

No. The Administration has affirmed that all executive agencies requiring leased office space who are currently located within the State Center complex will move to locations within the boundary areas identified by the Department of General Services.

Will a complete list of all forthcoming agency RFPs be available with the estimated square footage and specialty needs?

The Department of General Services is currently collaborating with each impacted agency to develop their program specifications. There will be a general announcement made when the requests for proposals are ready for publication.

An individual RFP for each agency will outline the number of employees, the special needs of the agency, if any, and the boundaries search area for the individual agency. Each agency will establish its own boundaries within the central business district.

All requests for space will be listed in the real estate section on eMaryland Marketplace Advantage (eMMA). See the link in previous questions.

An RFP for the Maryland Department of Human Services is currently available on eMMA. The next scheduled offering will tentatively be the State Department of Assessment and Taxation followed by the Maryland Department of Health.

Which agencies and departments will be leaving the State Center Complex?

<u><i>Executive agencies:</i></u>	<u><i>Employees</i></u>
Maryland Department of Aging	60
Maryland Department of Budget and Management	280
Maryland Department of General Services	
Maryland Department of Health	2500
Maryland Department of Information Technology	25
Maryland Department of Labor	1000
Maryland Department of Planning	75
State Department of Assessment and Taxation	206

Non-executive agencies include:

Comptroller of Maryland	
Department of Legislative Services	
Maryland Tax Court	10

Are the larger agencies willing to spread out across nearby buildings? If so, can building owners partner on an RFP response to attract a larger agency to their neighboring properties?

General Services will analyze each offering on the merits, including multiple locations, provided the offeror(s) meets the criteria established in the individual RFP and proves to be the best value to the State.

Are there any agencies that are not moving into the central business district, and if so, why?

The Department of General Services will not be moving to the central business district. In addition to being the State's control agency for real estate, General Services is also the State's landlord and must remain in State owned space. The department maintains a large portfolio of properties within Baltimore City. The department's unique role in state government, servicing both government clients and the public, in addition to our special equipment and space needs, such as kennels for the MCP canine unit, has provided the department an opportunity to repurpose the vacant 2100 Guilford property as our new headquarters. Our move will provide a beneficial impact in the Central Baltimore neighborhood of Barclay.

What is the timeline for State Center to be completely vacated?

General Services is looking to have all new leases approved by the Board of Public Works by the end of October 2022. Space design, tenant up fit, and move-in will occur after lease approval.

How long, from RFP to lease to move in, will this process take?

Typically, the entire process from the issuance of the RFP to the move-in takes between 18 and 24 months.

What will happen to the State Center Property once the agencies relocate?

The future of the existing State Center campus will be determined after the ongoing litigation is concluded.

How much additional parking will agencies need in the CBD?

All State employees have free access to public transportation: Metro Subway, Light Rail and MTA Bus Service. The State has adhered to a policy that, in urban areas, it provides one parking space for every three employees. It is up to the individual agency as to how parking is distributed. Parking allowances are subject to modification based on teleworking, hoteling, and other changes in State policy for in person attendance in the workplace.

How many people in each agency take mass transit, i.e bus, metro, light rail?

As stated above, each State employee has free access to public transportation. Its use by employees is not monitored or tracked.

Will there be any additional funds to support the State Center Move in future State Budgets?

The annual budget of each agency will be provided sufficient funds for its operation in commercial office space.

Do any of the State Agencies looking to move to the Central Business District need storefront or ground floor retail?

Yes, there may be agencies which will require special accommodations such as ground floor retail type space. Any special requirements will be outlined in the RFP for the agency.

Is preference given based on the amenities of the building, i.e. gyms, food courts, attached parking garage?

The basis for award is the proposal that best meets the stated evaluation criteria, and that is deemed to be the best value to the State. The financial proposal is weighted more heavily than the technical proposal in the overall determination of best value.

What happens if an RFP selection is protested?

As with the award of any procurement contract, there is a process to protest an award that could ultimately be taken to the Maryland Board of Contract Appeals to resolve.