

**STATE OF MARYLAND**  
**R.F.P. LA-05-18**  
**SPECIFIC REQUIREMENTS**

**NOTICE** – The Department of General Services Office of Real Estate has contracted with and has authorized CBRE, to serve in the capacity of Exclusive Tenant Representative (Broker) for commercial leases where the State is the Tenant. CBRE has engaged Birch Associates, to assist in this effort. As customary, the Broker's commission will be the responsibility of the Landlord executing a lease with the State.

The State of Maryland requires office space for lease at a single location for the **Maryland State Library** as follows:

**a. Type and amount**

4,725 net usable square feet +/- 5% office space with client contact

**b. Location**

Baltimore City, Maryland specifically within the area bounded by:

**NORTH:** Preston Street  
**EAST:** Charles Street  
**SOUTH:** Pratt Street/Washington Blvd.  
**WEST:** Caton Avenue

**c. Term**

(1) - Original – 10 years  
(2) – Option – 1 for 5 years

2. Offerors shall submit space in accordance with the requirements contained in the enclosed specifications or commit to make the improvements necessary at the Offeror's expense to bring the space into compliance with those specifications by the required delivery time provided below.

The following special specifications must be complied with/provided. Whenever these special specifications conflict with the specifications contained elsewhere in this proposal package, these special specifications shall prevail:

- a. Offerors must acknowledge that they have read the attached Executive Order 01.01.2009.12 for Transit Oriented Development.
- b. Offerors must enclose a map from an electronic mapping system which delineates the distance from the proposed site to the nearest Transit Station
- c. Delivery Time 120 days from Approved Space Plans
- d. Parking spaces to be provided in accordance with local zoning requirements. Two parking spaces also required for State vehicles.

Proposals must be received by **3:30 p.m. on May 9, 2018**

Information on other pending Request for Proposals (RFP) for lease space may be found on the DGS website @ [www.dgs.maryland.gov/Pages/RealEstate/index.aspx](http://www.dgs.maryland.gov/Pages/RealEstate/index.aspx)

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GENERAL INFORMATION

The Department of General Services Office of Real Estate *General Performance Standards and Specifications for State of Maryland Leased Facilities* are only available electronically at [www.dgs.maryland.gov/Pages/RealEstate/index.aspx](http://www.dgs.maryland.gov/Pages/RealEstate/index.aspx)

**PLEASE BE ADVISED THAT ELECTRONIC PROPOSALS SHALL NOT BE ACCEPTED. ONLY HARD COPY SEALED PROPOSALS DELIVERED IN THE ENVELOPE PROVIDED WITHIN THE PERMITTED TIME PERIOD SHALL BE ACCEPTED.**

**PROPOSERS MUST REQUEST HARD COPIES OF THE REQUIRED PROPOSAL DOCUMENTS ALLOWING SUFFICIENT TIME TO RESPOND BY THE CLOSING DATE BY CONTACTING Troudy Vaughan AT 202.747.4979 OR VIA E-MAIL AT [troudy.vaughan@cbre.com](mailto:troudy.vaughan@cbre.com).**

**PROPOSALS NOT SUBMITTED ON TIME, ON THE PROPER FORMS OR IN THE PROVIDED ENVELOPE WILL BE DETERMINED TO BE NON-RESPONSIVE AND WILL NOT BE CONSIDERED.**

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