

**STATE OF MARYLAND**  
**R.F.P. LA-06-18**  
**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 **Motor Vehicle Administration** as follows:

**a. Type and amount**

16,975 net usable square feet +/- 5% of administrative office space with client contact + 20,096 ground feet to develop two Non-CDL Drivers Skills Test Courses.

**b. Location**

Howard County, Maryland specifically within the area bounded by:

**NORTH:** Route 100

**EAST:** I-95

**SOUTH:** Route 32

**WEST:** Route 29

**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. Tenant requires approximately ½ acre (20,096 ground feet) to develop two Non-CDL Drivers Skills Test Courses.
- e. Tenant requires access to 154 use in common parking spaces.

Proposals must be received by **3:30 p.m. on May 17, 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.**

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