



RFP Architectural and Space Planning Services

Questions and Answers

Release Date: August 23, 2019

Q.1: Does BRHP occupy the entire 8th floor at 20 S. Charles Street, Baltimore, MD 21201?

A.1: Yes, BRHP leases and occupies the entire 8th floor.

Q.2: Are you able to share the floor plan?

A.2: Yes, the floor plan is available at http://www.brhp.org/about/requests_for_proposals.

Q.3: How many are employed by BRHP, and does BRHP anticipate growth?

A.3: BRHP has approximately 45 employees and does not anticipate any significant growth at this time.

Q.4: How many employees are located in the temporary space on the 7th floor at 20 S. Charles Street, Baltimore, MD 21201?

A.4: Approximately 4 to 6 employees occupy a space on the 7th floor.

Q.5: Is the organization satisfied with its current space?

A.5: BRHP is satisfied, but is also interested in evaluating alternative office space located within Baltimore City that would meet BRHP's staff and client needs for inspirational and creative purposes, as well as for long term planning consideration.

Q.6: Does BRHP have a broker, or is it looking for a broker for alternative office space?

A.6: No, BRHP is only interested in evaluating alternative office space for the purposes identified in A5 above, it is not currently seeking to retain a broker.

Q.7: How many space requirement meetings will be held with the successful firm as provided in the Scope of Work, Section II.A?

A.7: This will depend on further discussions with the successful firm and the needs of the organization.

Q.8: Are most employees in cubicles?



A.8: Yes, the majority of the staff are working in cubicles, with the management team occupying private office space. BRHP is open to a new space design that will still accommodate the nature of work handled by an individual employee, while modernizing the space so that it fosters collaboration, transparency, diversity and inclusion among the organization.

Q.9: Does BRHP want new furniture to be included with the proposal?

A.9: BRHP seeks to include existing furniture in the redesign plans to minimize costs as specified in the Scope of Work, Section II.B, but it will be open to recommendations should the cost be justified and aligned with the organization's approved budget for this project.

Q.10: How much on-site filing storage is BRHP seeking to include in the new design?

A.10: BRHP desires to limit its use of off-site file storage and increase the storage of files on-site for accessibility and cost saving purposes. There is currently an accordion style file storage system located on the 8th floor and multiple file cabinets throughout the space on the 8th and 7th floor. It is preferable that the new design is able to accommodate all active and archived files.

Q.11: Is BRHP open to flexing the space that is currently the break room?

A.11: Yes, BRHP is open to all suggestions that would maximize its current space for multiple purposes.

Q.12: Are the site-visit attendees allowed to take pictures of the space?

A.12: No, due to privacy reasons, site-visit attendees were not allowed to take pictures of the office space. BRHP will work with the selected firm to provide it with all necessary information regarding the space, which may include photos, after the award is made under the RFP.

Q.13: Are the site-visit attendees allowed to take measurements?

A.13: Yes, the site-visit attendees were permitted to take measurements.

Q.14: Is BRHP able to use its current space on the 7th floor as flex space during construction?

A.14: It may be possible to use the current space on the 7th floor as flex space during construction and will be discussed with the selected firm.

Q.15: Is it possible to extend out the proposal due date and target deliverable schedule?

A.15: Yes, BRHP has extended out the proposal due date by two weeks to September 20, 2019, and the target deliverable schedule by four weeks to November 29, 2019. See http://www.brhp.org/penn_station/folders/about/requests_for_proposals/Amendment_No._1_RFP_for_Architectural_and_Space_Planning_Services_8.14.19.pdf.

Q.16: Is it possible to get a CAD file to view measurements?



A.16: BRHP will share the CAD file at http://www.brhp.org/about/requests_for_proposals, if available.

Q.17: Are firms allowed to submit proposals that recommend phasing for items seen as accomplishable in the short term that may include minor enhancements as well as phasing for more long term items such as working with a broker and scouting other locations while creating space plans for several options?

A.17: Yes, this would be part of the Scope of Work, Section II.A.

Q.18: Does BRHP want the selected firm to oversee all phases of construction and provide an estimated construction budget?

A.18: Yes, this would be part of the Scope of Work, Section II.B - C.

