



Baltimore Metropolitan Council

REQUEST FOR PROPOSALS SITE CABLING

9/23/2009

Due Date:

Tuesday, December 15, 2009

Submit Qualifications to:
Baltimore Metropolitan Council
ATTN: Spencer Simpson
2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224

Contact for More Information:
Spencer Simpson
Telephone: 410-732-9569
E-mail: ssimpson@baltometro.org

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INTRODUCTION

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EXECUTIVE SUMMARY

The Baltimore Metropolitan Council ("BMC") is seeking a qualified contractor to design and install low-voltage cabling at a new site to which it plans to move in mid to late 2010.

Cabling installed under this Contract will provide physical connectivity to support voice, data (physical and wireless), and electronic media content at various locations throughout the site.

BMC has issued separate RFPs for, and will award separate contracts for, the following systems and services, whose operation will affect this system:

- Voice communications (switching and voice mail)
(see: RFP – Voice communications system)
- Voice, data, and electronic media content services
(see: RFP – Voice, data, and electronic media content services)

Prospective bidders are encouraged to read these other requests for proposals, not only because they may wish to bid on them, but also because they will be required to work with any organizations awarded contracts under them.

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INTRODUCTION

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I. INTRODUCTION

The Baltimore Metropolitan Council is a private nonprofit organization committed to identifying regional interests and developing collaborative strategies through plans and programs which will improve the quality of life and economic vitality throughout the region. Our Board of Directors includes the Mayor of Baltimore City, the County Executives of Anne Arundel, Baltimore, Harford and Howard counties, and a Carroll County Commissioner.



The work of BMC staff includes transportation forecasting and analysis, economic and demographic research, computer mapping applications, air and water quality programs, cooperative purchasing, and rideshare coordination. In addition, BMC staff provides technical support to the **Baltimore Regional Transportation Board (BRTB)**.

The BRTB is the designated Metropolitan Planning Organization (MPO) for the Baltimore region. It consists of designated representatives from Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, and Howard County, plus the City of Annapolis, the Maryland Department of Transportation, the Maryland Department of the Environment, and the Maryland Department of Planning.

BMC is planning to move to a new site in mid to late 2010. The new site, McHenry Row, is on the former location of the Chesapeake Paperboard Company, on the east side of Key Highway between Fort Avenue and Interstate 95.

BMC will take up most of the third floor of the McHenry Row office building, currently under construction.

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OBJECTIVES

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II. PURPOSE

In order for BMC to fulfill its mission, critical information technology infrastructure components will need to be in place and operating by the time furniture and other employees arrive. Among these components is the physical cabling necessary to connect computers, printers, and other electronic devices to each other and to BMC switching centers for various services:

- Voice (telephone)
- Internet connectivity
- electronic media content (e.g. cable or satellite TV)
- telephone switching
- voice mail.

In addition, BMC envisions providing:

- wireless network access in certain public areas, to allow Internet connectivity for visitors and employees with suitably equipped computers in those areas.
- A public address system for general announcements.

III. OBJECTIVES

The Baltimore Metropolitan Council ("BMC") is seeking the services of a qualified network infrastructure installation company to install the cabling these services depend upon. The bidder awarded the contract must be prepared to:

- Provide a placement plan for cabling interfaces (e.g. voice and data jacks) needed to connect devices and services specified by BMC in the work plan.
- Plan wireless LAN coverage to allow suitably equipped computers in certain public areas to connect to the Internet.
- Work with contractors doing work on other infrastructure initiatives to ensure smooth interoperability, especially the ones listed in this document's Executive Summary.
- Provide physical connectivity between service provider termination points and the cabling interfaces in the plan. This includes providing physical connectivity between service provider termination points and internal BMC service switching centers which may be in physically separate locations.
- Test and verify that suitable connections can be made through all cabling.
- Provide diagrams documenting the installed locations of cabling interfaces.

IV. SCOPE OF WORK

GENERAL

As of this RFP's writing, the building housing the new site is under construction. BMC has finalized a floor plan for the new site, based upon construction drawings provided by the building owner. This floor plan includes an electrical service room, where service provider lines will enter the site (and perhaps terminate), as well as a switching center room that will house all service switching equipment, as well as servers (computers) providing other aspects of BMC's IT infrastructure.

Tenant customization of the site by the building owner's contractors is scheduled to begin on February 8, 2010. At some point during the tenant customization phase, the electrical service room and the switching center room will become accessible by BMC and its contractors.

Two generalized floor plans are attached to this request for proposals:

- A "hard zone" floorplan showing the walls to be built by the site customization contractor hired by the building owner.
- A "soft zone" floorplan, showing the placement of modular cubicles, counters, and other workplaces in specific areas of the "hard zone" floorplan.

Areas of the floor plan are labeled; each label consists of a letter followed by a sequence number. Each label's letter indicates the general purpose of the area:

E – entryway (stairs and elevators)

C – corridor

L – lobby or mixing area

W – workplace (hard office, modular cubicle, counter, or other workplace)

O – "Open Area" on the "hard zone" floorplan, containing modular cubicles and other workplaces in the "soft zone" floorplan.

M – meeting room

S – service/storage room

U – utility room

X – external area, used by a different building tenant. Bidders need not consider this area in their proposals.

For example, **w1** should be interpreted as "workplace #1", and **m6** should be interpreted as "meeting room #6".

CONTRACTOR DUTIES

TASK 1: REQUIREMENTS ANALYSIS

Contractor shall meet with BMC staff to evaluate connectivity and cabling requirements. Contractor shall have a preliminary jack placement plan (see Task #2 below) ready for the requirements analysis.

Contractor shall make recommendations regarding BMC's requirements, which BMC may accept or reject.

Cabling requirements shall be driven by interface requirements and placements. BMC has a general idea of its interface requirements, which should be a starting point for any of the Contractor's preliminary plans and recommendations. Some of the voice cabling requirements may be modified by recommendations from the voice communications system contractor.

Interface requirements

Currently, BMC views its interface requirements for the new site as:

- Each of 42 workplaces will require voice connectivity (to the voice switching center) and data connectivity (to BMC's Local Area Network switching center).
 - 10 physical offices and 2 other workplaces (W1- W12)
 - 2 counters in public areas (W13 – W14)
 - 28 HON System modular cubicles (W15 – W42)

Some of the physical offices will require multiple sets of voice and data interfaces to provide options for furniture placement. The other workplaces will each require a single set of voice and data interfaces.

- Four support staff workplaces (W2, W13, W14, W17) shall require a separate data interface to support a printer. Five or six Lobby/Corridor areas will require data interfaces to support future printers.
- Four conference rooms (M1- M4) will require voice, data, and electronic media content interfaces.

In addition, each conference room should provide for connectivity between a computer in the room and the device that also displays electronic media content (i.e., a ceiling-mounted data projector or large-screen TV).

The conference rooms and other areas will also require wireless network coverage; see Task 2 below).

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The voice and data interfaces for meeting rooms M1 and M2 shall be floor-mounted in the center of each room.

- Each of the conference rooms shall require specialized interfaces for video connectivity to the electronic media content switching center, and a separate data interface for a projector or flat-screen TV.
- A supply and support room (S3) shall require four data connectivity points for printers, two connectivity points for specialized devices that require an analog phone line, and a voice connectivity point.
- The Regional Information Center (M6), in addition to the two adjacent workplaces, shall require two additional data interfaces (one for a printer and another for a public workstation), as well as an analog phone interface at the counter (W13).
- Two lobby waiting areas (L2 and L4) shall have a voice interface to allow waiting visitors to call out.
- A testing center (W7) shall require two additional data interfaces.
- A specialized support room (S5) shall require an additional data interface.
- The file server room (U7) shall contain the voice and data switching centers. The voice mail system shall be integrated into the voice and data switching centers as recommended by the voice mail system contractor. All of the voice and data interfaces shall have a corresponding interface in this room; the switching center interfaces shall be organized with appropriate hardware (e.g. patch panels) for each switching center. The contractor awarded the contract for the voice switching system will provide modular interfaces organized in similar mounting hardware, so that physical voice lines can be connected to voice interfaces as needed by moving modular cables in the file server room.
- It is expected that service provider termination points shall be in the phone switching room (U1), and the Contractor will be required to physically connect these termination points to the server room (U7).
- As a courtesy to BMC meeting attendees, BMC intends to make a provision for wireless connectivity to the Internet. If the building management does not provide this wireless access, BMC will connect wireless access points as appropriate to a device that interfaces with its own Internet connection. Each wireless access point indicated in the wireless access plan (see task 2 below) shall require a data interface.

Physical device requirements

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- Data connections shall use ANSI/TIA/EIA-568-B.2-10 **CAT6a** cabling media, and terminate with industry-standard **8P8C** sockets, commonly referred to as "RJ45 jacks". Unless the voice system contractor requires something else, voice connections shall also use Cat6a cabling media and 8P8C interfaces.
- Electronic media content cables and interfaces shall be those recommended by the service provider.
- Analog telephone lines required for a few specialized devices shall terminate with 6P4C ("RJ11") sockets.

TASK 2: CABLING INTERFACE PLACEMENT PLAN

After requirements have been finalized, Contractor shall produce a plan for placing all of the required interfaces. Contractor should be aware that:

- The placement of devices in areas S3, M1, M2, and M6 prescribes the placement of their corresponding interfaces.
- The HON modular cubicles used for workplaces W15-W42 have channels through which to run cables, and cutouts where the interfaces can be connected. Recommendations must be made as to whether cubicle interfaces terminate at walls (using longer-length modular cat6a cables to reach devices in the cubicles), or if the cables from the server room should extend into the cubicles themselves.
- The overall plan should include a wireless access component, indicating appropriate locations for enough wireless access points to cover the required areas (meeting rooms M1 – M6 and lobby areas L2, L3, L4, and L6).

It is expected that each bidder shall create a preliminary version of this plan during the bidding process, in order to provide accurate material and cost estimates for the cabling media.

After interface placement has been finalized, Contractor should determine suitable physical routes for cabling media with input from the building management's tenant customization contractor.

TASK 3: CABLING

Contractor shall:

- Provide all necessary cabling media, termination and interface hardware, switching center interfaces and mounting hardware (e.g. patch panels and

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lightweight racks), and other hardware necessary for installation of the cabling.

- Install all required switching center interfaces and mounting hardware in the appropriate switching center location (for voice and data, this is the rear of room U7).
- Physically run cabling media from the switching center to each location specified in the interface placement plan.
- Connect analog lines for specialized devices into the voice service provider's termination point(s) for those lines.
- Since the cubicles will only be set up during the move process, the Contractor is expected to be available during BMC's move in order to finish installing cabling in the cubicles.
- Terminate each run of cabling media with the appropriate interface equipment (i.e., jack) at the client location and in the switching center.
- Label all interfaces according to the media connecting them. Switching center interfaces shall be sequentially labeled by their role and physical position in the switching center, and the corresponding interface at the other end of each cable run shall have an identical label.
- Indicate the installed location of each interface on a copy of the floor plan, where the location of each interface shows its corresponding label.

INTERACTION WITH OTHER CONTRACTORS

Contractor shall work with other contractors to ensure that the installed infrastructure provides operational connectivity from all client locations to all information technology services appropriate to the location.

- Contractors hired by the building owner to construct the building and customize the site for BMC.
- Contractors hired by BMC to provide other information technology components.

BMC DUTIES

The BMC Project Manager will be the primary contact and responsible for coordinating the work of the Contractor for this effort, and assisting the Contractor in maintaining necessary liaisons throughout the term of the Contract.

BMC will evaluate Contractor's recommendations from the Requirements Analysis,

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and, after approving or rejecting recommendations, provide a final requirements list.

BMC will approve the Wireless Plan and Cabling Interface Placement Plan before work begins.

BMC will provide examples of the devices (computers and network switches) it plans to connect to the interfaces.

V. PROPOSAL CONTENT

The proposal should consist of two separate parts: (1) a Technical proposal; and, (2) a Cost Proposal (in a sealed envelope). They shall meet, at a minimum, the following requirements. Proposals not meeting these requirements will be rejected.

Technical Proposal

The Technical proposal should contain the following:

- *Cover Letter* – signed by an executive with authority to commit the proposing firm and stating the period for which the proposal is valid.
- *Experience and Qualification* – Please list your qualifications with regard to the selection criteria identified in this RFP. Your summary should contain: (a) the information on projects of similar nature that you or your firm has completed, including brief descriptions, dates, and names of contact persons. Please include links to relevant work if possible, and (b) the resumes of proposed project manager and key team personnel.
- *Project Management* – Designation of a project manager and the responsibilities of the manager. Note that the resulting contract will require commitment of the specified staff. An outline showing estimated hours by each staff member by task shall be provided.
- *DBE Participation* – The program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs) in accord with BMC's goals shall be presented. See the section of MANDATORY STATEMENTS for statement of DBE participation goals.
- *Other Information* – Any other material that the proposer wishes to provide.

Cost Proposal

The Cost Proposal should be composed of two parts: Project Budget and Affidavits and Certifications.

When submitting your cost proposal, please address the items listed below.

- *Project Budget* - Provide your price quote as a fixed price in United States dollars. The price quote shall specify the number of labor hours and cost by staff member and total hours and cost estimated for each task. Direct costs shall be itemized by category (e.g., travel, per diem, materials, etc.) for the entire project. The contract type is anticipated as fixed price with partial payments paid based on task completion.
- *Affidavits and Certifications* – An original signed copy of Proposal Affidavit attached at the end of this RFP shall be included in the Cost Proposal.
- *Bundling* – Bidders may choose to offer combined cost proposals in response to other RFP's BMC has issued, as listed in the Executive Summary. Any combined cost proposal must be accompanied by a cost proposal for only the work under this RFP.

If submitting combined cost proposals in response to multiple RFP's, only one Proposal Affidavit is required; **however, any cost proposal in response to the Site Cabling RFP must include the Affidavit from the Site Cabling RFP.** The Affidavit from the Site Cabling RFP will be considered sufficient and binding for responses to the other RFP's listed in its Executive Summary.

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SUBMISSION OF QUALIFICATIONS
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VI. SUBMISSION OF QUALIFICATIONS

All respondents shall submit **3 copies** of their proposal to:

Baltimore Metropolitan Council
ATTN: Spencer Simpson, Information Technology Coordinator
2700 Lighthouse Point, Suite 310
Baltimore, MD 21224-4774

The proposal must be received by BMC no later than 2:00 p.m. Eastern Standard Time on **Tuesday, December 15, 2009**. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Spencer Simpson by telephone 410-732-9569, fax (410) 732-8248, or e-mail:ssimpson@baltometro.org.

The BMC will not pay for the development and submission of proposals in response to this RFP. The BMC reserves the right to reject any proposals without cost or detriment to the BMC.

The Consultant shall not make changes in the specifics put forth in a proposal, including staff participation, without the prior written consent of the BMC.

TENTATIVE SCHEDULE

| | |
|--------------------------------|---|
| RFP Issued: | 9/23/2009 |
| Pre-Bid meeting: | Wednesday, October 14, 2009, at 1:30 PM |
| Proposals Due: | Tuesday, December 15, 2009 |
| Contractor Selection: | Monday, January 4, 2010 |
| Requirements Analysis meeting: | Monday, January 11, 2010 |
| Requirements finalized: | February 8, 2010 |
| Start of Work: | TBD |
| Completion of Work: | TBD |

Because the site is in a building currently under construction, this schedule may change due to construction delays or other circumstances. If any phase of installation requires access to the site before services become operational, bidders must specify any amount of lead time required.

CONTRACTOR SELECTION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not an absolute low-bid procurement. BMC staff will conduct the evaluation of proposals. Technical merit includes work program and approach, as well as staff experience and qualifications. Teaming is permissible but the contract will be with a single prime contractor.

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The BMC reserves the right to negotiate with one or more respondents selected on the basis of the initial technical merit and proposed cost. Respondents may be asked to make personal appearances to provide additional information on proposals.

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MANDATORY STATEMENTS
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VII. MANDATORY STATEMENTS

Public Information Act Notice

Respondents should give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed.

Disadvantaged Business Enterprise Notice

Disadvantaged business enterprises (DBEs) are encouraged to respond to this solicitation. It is the intent of the BMC that certified minority business enterprises and sub-contractors be given the opportunity to submit proposals to this RFP and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for an award.

Disadvantaged Business Enterprise Subcontract Participation Goal

The Baltimore Metropolitan Council hereby notifies all respondents that in regard to any contracts entered into pursuant to this advertisement, MBEs and WBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin, in consideration for an award.

It is the goal of the BMC that certified businesses participate in all federal-aid contracts. BMC has established a DBE participation goal of fifteen percent (15%) of the total contract amount has been established for this procurement. Proposers must make a good faith effort to meet this goal. All offers submitted in response to this RFP must include a statement specifying the State of Maryland has certified the DBE or DBEs utilized to meet this requirement. If the DBE has not been certified by State authorities, but has been certified by others receiving federal funding, the name of the organization should be included in the proposal. The BMC reserves the option to accept this certification in lieu of Maryland state certification.

Required Terms and Conditions

The following terms and conditions are required in contracts executed by the BMC.

- Parties to the Contract
- Scope of the Contract
- Compensation and Method of Payment
- Non-Hiring of Employees
- Disputes
- Maryland Law Prevails
- Non-Discrimination in Employment

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MANDATORY STATEMENTS

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- Contingent Fee Prohibition
- Multi-Year Contracts Contingent Upon Appropriations
- Termination for Default
- Termination for Convenience
- Delays and Extensions of Time
- Liquidated Damages
- Suspension of Work
- Retention of Records
- Compliance with Laws
- Truth in Negotiation Certification
- Contract Affidavit
- Insurance Coverage

PROPOSAL AFFIDAVIT

A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT

(1) I am the (title) _____ and the duly authorized representative of (vendor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the vendor for which I am acting.

(2) Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, information, and belief, the above vendor, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county, multicounty agency or subdivision of the State has been convicted of, or has pleaded *nolo contendere* to a charge of, or has during the course of an official investigation or other proceeding, admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.

(3) State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date; court official, or administrative body; and the sentence or disposition, if any:

_____.

(4) I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer, and may be furnished to the Attorney General pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this Affidavit are not true and correct, the Council may terminate any contract awarded and take any other appropriate action.

B. (NON-COLLUSION AFFIRMATION). I HEREBY FURTHER AFFIRM THAT neither I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

(1) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;

(2) In any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or respondent herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

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PROPOSAL AFFIDAVIT
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C. (PROCUREMENT AFFIRMATION). I HEREBY FURTHER AFFIRM THAT

(1) Neither the above business nor, to the best of my knowledge, information, and belief, any officer, controlling stockholders, partner, principal, or other person substantially involved in the contracting activities of the business has in the past five (5) years: (a) been convicted under state or federal statute of a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (b) been found civilly liable under state or federal antitrust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract; (c) been convicted of any violation of a state or federal antitrust statute; (d) been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 USC Section 1961 et seq.; or (e) the Mail Fraud Act, 18 USC Section 1341 et seq., for acts arising out of the submissions that would constitute grounds for conviction or liability under any statute described above. Also, the undersigned vendor was not founded or established or is not operated in a manner designed to evade the application or defeat the purpose of the Debarment Regulations, COMAR 21.08; is not currently suspended or debarred pursuant to COMAR 21.08 or by the action of any other public entity; and is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business.

(2)(a) If the affirmation described in subsection (1) cannot be given and debarment proceedings have not been instituted against the business pursuant to COMAR 21.08, indicate the reasons why the affirmation cannot be given, including any conviction or admission described in subsection (1), above, with the date, court and sentence or disposition, if any; the name(s) of the person(s) involved, and their current positions and responsibilities with the business; the activity specified in COMAR 21.08 in which each person was involved; and the details of the person's participation in the activity, including the name(s) of an entity involved and the person's positions and responsibilities with the entity. (Attach additional sheets as necessary.)

(b) If the affirmation described in subsection (1) cannot be given, and debarment proceedings have been instituted against the business pursuant to COMAR 21.08, indicate the status of such proceedings.

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D. (BUILDING CODE ENFORCEMENT). I HEREBY FURTHER AFFIRM THAT

(1) the business(es) and personnel performing the work described in this proposal are required under the laws of the City of Baltimore and/or the State of Maryland to hold the following licenses to perform such work (if no licenses are required, indicate "no licenses required"), and the business(es) and personnel performing the work will hold all required licenses at the time the work is performed:

(2) the work described in this proposal is covered (or not covered) under the building codes of the City of Baltimore, and/or requires (or does not require) the issuance of building permits and the passing of building code inspections (if permits and inspections are not required, indicate "permits and/or inspections not required"):

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above firm in respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

(Date)

(Affidavit)

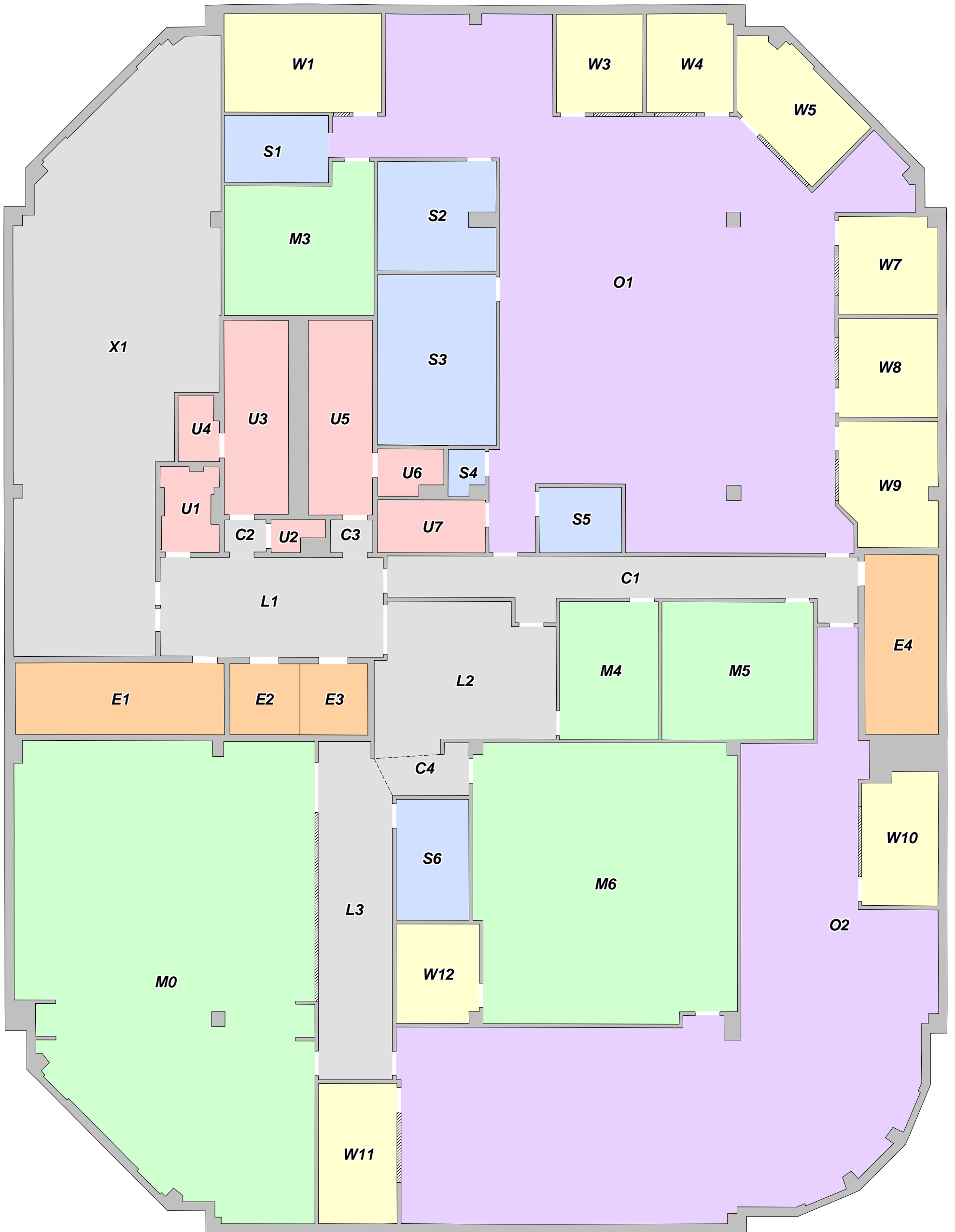
McHenry Row Floorplan Zones



Zones by type

- Corridor
- Entryway
- Lobby / mixing area
- Meeting room
- Service / storage room
- Utility room
- Workplace
- eXternal area

McHenry Row Floorplan "Hard" Zones



Zones by type

- Corridor
- Entryway
- Lobby / mixing area
- Meeting room
- Open area
- Service / storage room
- Utility room
- Workplace
- eXternal area