

Request for Information/ Letters of Interest - Juneau Office Space

Request for Information (RFI)

The Department of Administration, Division of General Services is requesting information on available office space for lease in Juneau, Alaska for a Community Pre-Trial Office to be occupied by the Department of Corrections.

The State of Alaska (State) is seeking letters of interest from contractors, developers, or lessors, interested in providing approximately 2,500 to 3,500 usable square feet of office space to be configured to meet the State's needs. At a minimum, this space will require a primary and secondary entrance/exit, the exclusive use of at least (2) private restrooms (1 shall be designated for defendant urinalysis testing), (1) breakroom area with a sink and refrigerator, (1) conference room (8-12 person capacity), a waiting/reception area, storage area, file room and a server room with its own HVAC controls.

Office configuration must be able accommodate the following: (2) private offices for single occupancy and (2) meeting rooms with cubicle work stations, or (6) private offices for single occupancy and (1) meeting room. The office location shall provide exclusive-use signed parking for a minimum of (12) vehicles - specific signage will be determined at a later date.

The State will consider a lease term that consists of a five-year firm term with five, one-year options to renew, at the state's sole discretion. The State is considering all alternative space where economically advantageous. The State will use the information it receives in response to this advertisement as the basis to develop a cost/benefit analysis and to determine whether to compete this office space requirement, or take other appropriate action.

If you are interested in providing office space to the State in Juneau, Alaska, respond in writing by no later than July 24, 2017. Responses must indicate compliance with the items below and include a name, contact information, and building location/address:

- Size of proposed building (Usable Square Feet).
- Location of building (may not be located next to any schools or daycares).
- Please indicate whether this location is on or close to a public mass transit system.
- The space shall be ADA compliant.
- Total number of parking spaces available (to accommodate State vehicles, employees and visitors).
- Estimated date office space could be ready for State occupancy.
- Provide estimated tenant improvement allowance.
- Full service lease (to include utilities, janitorial, etc.)
- Estimated cost per square foot, based on 5-year firm term with (5), 1 year renewal options.
- Understanding that this office will deal with persons accused of committing crimes and are awaiting trial. These persons are innocent until proven guilty however, visiting persons may have been previously convicted on previous charges which may include either misdemeanor or felony offenses.
- Communicate with neighbors surrounding the proposed office and indicate that they have no issues with this facility being located next to them.

This RFI does not obligate the State to issue a RFP, award a contract or pay any costs incurred in the preparation of a response to this RFI. Do not submit price/costs with your response, a Notice of Award for space will not be made as a direct result of this RFI. Contact information will be kept on file for any future related Request for Proposal (RFP) solicitations under AS 36.30, Alaska State Procurement Code.

This notice may also be viewed at the following link:

<https://aws.state.ak.us/OnlinePublicNotices/default.aspx>

Written responses may be sent by: US Mail, fax, or email to the following address. Please note the State does not accept responsibility for failed fax or emailed response deliveries.

State of Alaska
Department of Administration
Division of General Services
c/o Steve Smith, Leasing Contracting Officer II
550 West 7th Avenue, Suite 1960
Anchorage, AK 99501
Phone: (907) 269-0301
FAX: (907) 269-0308
Email: steve.smith1@alaska.gov