

# *Alaska State Legislature*

## *Legislative Affairs Agency*

Administrative Services, Procurement & Supply Section  
120 4<sup>th</sup> Street, State Capitol Room 3, Juneau, AK 99801-1182  
Phone (907) 465-6705 ~ Fax (907) 465-2918

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### **REQUEST FOR INFORMATION (RFI) 644 UTQIAGVIK (BARROW) OFFICE SPACE**

The Legislative Affairs Agency ("Agency") is interested in receiving information regarding the availability of existing office space for a permanent lease to serve as legislative district office space and the legislative information office. The space must meet the general descriptions in this request.

Respondents must include the following property identification information:

- Owner's, and, if applicable, agent's name and contact information
- Physical address of property
- Tax assessor's plat and lot numbers of property
- At minimum 5 photographs of proposed property and office space

A response to this RFI must address the following minimum requirements of the Agency:

- Approximately 1200-1800 square feet of net usable Class A or Class B office space located within the City of Utqiagvik
- Fully accessible to people experiencing disabilities (doors, elevator, ramp, etc.)
- Comply with all planning and zoning ordinances for government facilities
- Contiguous office space
- Dedicated on-site parking for three (3) staff and access to reasonable visitor parking
- Full telecommunications and broadband wiring in facility
- A main entrance that leads to a reception area
- At least 1 internal offices with doors that lock
- Space for 2 work stations in shared/open space
- A common conference room area big enough for 10-15 people
- Access to break room amenities (kitchen, sink, etc.)
- Space or a room for large copier, printer, mail, office supply storage, etc.

#### **Occupancy Date:**

To be determined, for a minimum of five (5) years with optional renewal periods.

#### **Cost Information:**

Provide approximate cost information:

- Identify both net usable and net rentable space in square feet
- Identify full service or triple net
- Identify any other expenses that the Agency would be responsible for

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The respondent acknowledges that information provided to the Agency in response to this RFI is a public record subject to public inspection in accordance with the Alaska Public Records Law, AS 40.25.123(b).

### **Submission:**

Provide one hard copy of the requested information to the address below or one electronic copy of the requested information to the email address below. Submissions shall not exceed five pages of narrative and no more than 10 photographs. Emailed responses have a 20MB threshold limit, if needed split the response into multiple emails to stay below 20MB limit. Responses to this RFI must be received no later than 11:30 am Alaska Time, on **May 7, 2021**.

JC Kestel, Procurement Officer  
Legislative Affairs Agency  
State Capitol  
120 4<sup>th</sup> Street, Room 3  
Juneau, AK 99801-1182  
PH: (907) 465-6705  
Email: [jc.kestel@akleg.gov](mailto:jc.kestel@akleg.gov)

This RFI in no manner obligates the Agency to lease space or pursue a contractual relationship with an entity that responds to this RFI or limits or restricts the Agency's right to lease space or pursue a contractual relationship with an entity that does not respond to this RFI.

This RFI in no manner obligates the Agency to pay any costs incurred in the preparation of any response to this RFI. A party responding to this RFI is responsible for all costs associated with their response. Responses become the property of the Agency.