

STATE OF ALASKA

Department of Natural Resources
Division of Support Services



REQUEST FOR INFORMATION (RFI)

LONG TERM HOUSING IN THORNE BAY, ALASKA

ISSUED APRIL 1, 2022

INTRODUCTION

The Department of Natural Resources (DNR), Division of Forestry is requesting information on the availability of long term fully furnished housing in Thorne Bay, Alaska.

Vendors must either own the housing or show in writing they are authorized by the owner to represent and act as the agent to lease the housing. Vendors must be able to provide proof of ownership if requested by the DNR.

The housing must meet these minimum requirements:

- The housing must be proximate to the municipality of Thorne Bay, Alaska;
- The housing must have a minimum two bedrooms; each bedroom must be a minimum of 120 Square Feet (sq. ft.);
 - There must be a minimum of three beds;
 - Beds must come with appropriate bedding.

Each bedroom must have at least one window that can open, and a working closet.

- The housing must have a minimum of one full bathroom with a shower;
- The housing must have a working washing machine, and dryer;
- The housing must have a full kitchen with working stove/range, sink, full size refrigerator with freezer;

- The kitchen must include kitchenware for a minimum of four people (pots/pans, frying pans, plates, bowls, utensils, etc.).
- The housing must have a dining/common living area that is a minimum of 200 sq. ft.;
 - The dining area must include a dining table with seating for a minimum of four people.
- The housing must have a dry room that is a minimum of 100 sq. ft.;
 - The dry room shall have hooks and/or hangers to use to hang gear on to dry wet clothing/boots/gear for multiple users. The drying area shall have heat, power outlets and be reasonably vented for the purpose.
- The housing must include off street parking for at least two full size trucks;
- The housing must include utilities (electricity, heat, water, sewer, etc.), and internet;
 - Cost of all utilities, and internet must be included in the quote schedule.

BACKGROUND INFORMATION

The DNR has a need for temporary long term housing in the vicinity of Thorne Bay for state foresters. The foresters using the facility will be working in the Prince of Wales vicinity conducting management and administration of State Forest land and timber sales. Occupancy of the housing will be intermittent and governed by factors associated with staff availability and timber purchaser activity in the area. Periods of use will range from one day to several weeks per month. The State seeks a reliable base of housing that can be utilized without reservation need and with limited restrictions of availability.

Based on the monthly rate, the initial contract term shall begin approximately May 1, 2022, and is anticipated through approximately November 15, 2023. The State does not anticipate a need for the facility from November 15 through March 30. Seasonal shut down of the facility at no cost to the State is acceptable for the months of November through March and for other pre-agreed upon time periods. If the owner of the housing restricts access, the agreed upon monthly rate shall be prorated accordingly. Anticipated restricted access means seasonal shutdown, owner administrative obligations and/or force majeure. Anticipated restrictions shall be communicated to the State as soon as feasible, preferably a minimum of two weeks in advance. Based on the monthly rate, DNR may exercise monthly renewal options. Renewal options will be agreed upon mutually by DNR and the contractor.

RESPONSE INFORMATION

Vendors that believe they can provide the long term housing in Thorne Bay, Alaska, should submit a response describing the exact location of the housing, a brief description of is included in the housing (number of bedrooms and bathrooms, furnishings, amenities, parking, etc.).

IMPORTANT NOTICE

This Request for Information does not constitute nor guarantee that the State will proceed with a solicitation for the requested services. The State is not responsible for any costs associated with the preparation of any response to this request. However, if this request draws sufficient interest from companies capable of providing the requested services, a solicitation may be issued.

RESPONSE DEADLINE

Response must be received by no later than **2:00 PM** Alaska Time on **April 11, 2022**.

RETURN INSTRUCTIONS

If submitting a response via email, the response may be emailed to shawn.olsen@alaska.gov and must contain the RFI Title in the subject line of the email. The **maximum** size of a single email (including all text and attachments) that can be received by the State is **20mb (megabytes)**. If the email containing the response exceeds this size, the response must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy response, if you are emailing your response, the State recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of response.

If submitting a response using U.S. mail, or delivery service, vendors must submit one hard copy of their response, in writing, to the procurement officer in a sealed package. The sealed bid package must be addressed as follows:

Department of Natural Resources
Division of Support Services
Attention: [Shawn M. Olsen](#)
Request for Information (RFI): Long Term House in Thorne Bay, Alaska
550 West 7th Avenue, Suite 1330
Anchorage, Alaska 99501

It is the vendor's responsibility to contact the issuing agency at (907) 269-8687 to confirm that the RFI response has been received. The State is not responsible for unreadable, corrupt, or missing attachments.

POINT OF CONTACT

Questions concerning this request must be directed to [Shawn M. Olsen](#), Procurement Specialist, via email at shawn.olsen@alaska.gov.