

# Request for Information/Letters of Interest



State of Alaska  
Department of Transportation & Public Facilities  
Division of Facilities Services

**Date Issued: April 23, 2024**

## COOPER LANDING OFFICE SPACE

### **Introduction: Request for Information (RFI)/Letters of Interest (LOI)**

The Department of Transportation & Public Facilities, Division of Facilities Services is requesting information on available office space to lease for the Department of Public Safety (DPS). DPS is seeking this space to have an Alaska State Trooper post located within Cooper Landing, Alaska.

The State of Alaska (State) is seeking letters of interest from contractors, developers, or lessors, interested in providing approximately 1,228 square feet of usable indoor heated space to accommodate the DPS Alaska State Trooper Post.

The space shall include the following special features. The square footage is approximate.

### **Office Space Minimum Requirements**

- 125 square feet for one private office
- 256 square feet for four desks in open space
- 60 square feet for one administrative desk
- 65 square feet for one conference room
- 50 square feet for one copy room
- 25 square feet for printer and fax area
- 10 square feet for coffee area
- 60 square feet for one reception area
- 65 square feet for interview room
- 69 square feet for centralized filing room
- 125 square feet for interior secured evidence storage room
- 318 square feet approximate usable circulation factor 35% (support space)

### **Optional Space & Preferences**

- One or two garages
- 78 square feet for holding cell
- Kevlar walls and ballistic glass to separate the public space from the DPS employee space can either be provided as a tenant improvement or approved by the building owner for DPS to add at a future date.

The State will consider a long-term lease, approximately three to five years initial term, with five additional one-year renewal options. The occupancy date is as soon as possible and no later than January 31<sup>st</sup>, 2025. The lease will include all utilities, maintenance, and janitorial of the leased space.

The State may consider all alternative space where it is 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.

**Response Information:**

If you are interested in providing the space outlined in this Request for Information (RFI) to the State in Cooper Landing, Alaska, respond in writing no later than May 3, 2024, at 3 p.m. Alaska time. Responses must indicate compliance with the items below and include a name, contact information, and building location/address:

- Size of proposed building floorplan.
- Location of building to include physical address and legal description.
- Number of parking spaces available designated to accommodate employees and visitors.
- Estimated occupancy date the building could be ready for the State.

This RFI does not obligate the State to issue a solicitation, 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 potential future related Request for Proposal (RFP) solicitations under AS 36.30, Alaska State Procurement Code.

Responses to this RFI will be held confidential until the State determines that no solicitation is necessary, or if the State determines that a solicitation is necessary, responses to this RFI will not become public until award(s) resulting from the solicitation are made. All questions must be in writing and directed to the person listed below.

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

Department of Transportation & Public Facilities  
Division of Facilities Services  
c/o Jacqueline "Jackie" Lea, Leasing Contracting Officer  
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