

**LEGISLATIVE AFFAIRS AGENCY  
RFP 676 - LEASE OF OFFICE SPACE IN THE MATANUSKA-SUSITNA BOROUGH  
AMENDMENT NO. 1**



**RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:**

Legislative Affairs Agency  
State Capitol  
120 4<sup>th</sup> Street, Room 3  
Juneau, AK 99801-1182  
Attn: JC Kestel

**DATE AMENDMENT ISSUED:** April 29, 2024

**RFP TITLE:** RFP 676 - Lease of Office Space in the Matanuska-Susitna Borough

**RFP OPENING DATE & TIME:** 2:00pm AK Time May 22, 2024

The following contains additional information, changes, or additions for the RFP:

1. On all pages of the RFP that reference RFP 666, the RFP number is amended to RFP 676 and will be referenced as RFP 676 – Lease of Office Space in the Matanuska-Susitna Borough throughout the remaining RFP process.
2. On page 16, paragraph 1.46 SCHEDULE OF EVENTS is amended to read as follows:

**1.46 SCHEDULE OF EVENTS**

This schedule represents the Agency's best estimate. If one component is delayed, the remainder of the schedule may be shifted an equivalent number of days.

RFP Issue Date	March 20, 2024
Deadline for Written Questions	May 6, 2024
Deadline for Receipt of Proposals – Proposals Opened	May 22, 2024
Site Visits (if applicable)	May 29-30, 2024
Notice of Intent to Award Contract Issued (NIA)	June 17, 2024
Agency Signs Lease	July 2024

3. On page 23, paragraph 2.11 DATE OF OCCUPANCY is amended to read as follows:

**2.11 DATE OF OCCUPANCY**

The premises shall be ready for the Agency to begin moving the Agency's furniture and equipment on or before November 15, 2024. Full occupancy by the Agency is required no later than December 1, 2024. The Agency cannot move immediately after an award is made. The

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Offeror must submit their proposal with anticipated move-in dates if leasehold improvements are required. The Agency may consider Proposals that do not meet the occupancy date requirements of this paragraph. Compliance with all parts of this RFP will be required prior to occupancy including a Certificate of Occupancy from an appropriate building official if the municipality requires one, a Cable Test Report, the ADA Facility Audit Report, and a Certificate of Insurance.

4. On Page 23, paragraph 2.12 LIQUIDATED DAMAGES is amended to read as follows:

**2.12 LIQUIDATED DAMAGES**

In the event the space is not ready for occupancy by the Lessee on the date indicated in the Lease, the actual damages incurred by the Lessee will be difficult to assess, so the Lessor must pay the Lessee \$950.00 a day for each calendar day that occupancy is delayed beyond the occupancy date indicated in the Lease, unless a new occupancy date is mutually agreed upon by both parties.

5. Questions or comments that were received by the Procurement Manager from potential Offerors:

- a. *Is the agency flexible with the Lease Term commencement for the construction of a new building? I would like to be able to build a new building with exactly the parameters needed, and in a great location, but it would be impossible to build a class A building in less than 5 months after being awarded the contract. If the agency can be accommodating of a construction timeline, I may be able to submit a proposal, but I realize this might also coincide with their current lease expiration and/or legislative sessions.*

**Response:** Please see line 3. and line 4. above that amends paragraphs 2.11 DATE OF OCCUPANCY and 2.12 LIQUIDATED DAMAGES. The amended language allows Potential Offerors the ability to propose dates outside of the preferred time frame as described in the RFP.

- b. *Is this space in addition to what you have?*

**Response:** The Agency is seeking solicitations for a new office space lease that increases the square footage of the office space for the Matanuska-Susitna Legislative District offices and Legislative Information Offices. If successful through this solicitation process, the Agency may terminate the existing lease and execute a new lease with the Successful Offeror.

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6. All other terms and conditions of Request for Proposals 676 will remain as written.

**In order for your proposal to be considered responsive, a signed copy of this amendment, in addition to your proposal, must be received by the issuing office prior to the deadline for receipt of Proposals as amended.**

JC Kestel  
Procurement Manager  
PHONE: (907) 465-6705  
TDD: (907) 465-4980

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE