

Request for Information/Letters of Interest



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

Date Issued: June 7, 2024

SEWARD OFFICE AND STORAGE 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, indoor heated storage, and indoor and outdoor storage space to lease for the Department of Public Safety (DPS). DPS is seeking this space to have for the Alaska Wildlife Troopers post located within Seward, Alaska.

The State of Alaska (State) is seeking letters of interest from contractors, developers, or lessors, interested in providing approximately 2,756 square feet of usable combined space for offices, indoor and outdoor storage space, and warehouse space to accommodate the DPS Alaska State Trooper Post for the Alaska Wildlife Troopers.

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

Office and Storage Space Minimum Requirements

- 128 square feet for two offices (64 square feet each)
- 42 square feet for one desk in open space
- 25 square feet for printer and fax area
- 10 square feet for coffee area
- 80 square feet for indoor heated storage
- 36 square feet for locker/shower/toilet rooms
- 1,600 square feet for dedicated garage/warehouse with minimum door size of 10' wide by 14' high
- 120 square feet for exterior secured storage
- 715 square feet approximate usable circulation factor 35% (support space)

The State will consider a long-term lease, approximately ten-year initial term, with five additional one-year renewal options. The preferred occupancy date is October 1, 2024. 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 Seward, Alaska, respond in writing no later than June 28, 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.

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