

Request for Information
Alaska Court and Office Space

Agency: Alaska Court System
Location: Sitka, Alaska

The Alaska Court System is interested in acquiring information regarding the availability of existing or new leased space to accommodate court functions in the Sitka area. The space must meet the following criteria:

1. Must be located on property within Sitka, Alaska
2. Space requirements as follows:
 - a. 1 Superior Courtroom w/ sound lock (1,500 sf)
 - b. 1 Remote Courtroom/Hearing Room (450 sf)
 - c. 1 Jury Deliberation w/ private restroom (350 sf)
 - d. 5 private offices
 - 1 @ 350 sf
 - 3 @ 200 sf
 - 1 @ 150 sf
 - e. Public Counter / Open Office Space (600 sf)
 - f. Entry Lobby (200 sf)
 - g. Private restroom for staff (75 sf)
3. Must be ADA accessible
4. Must meet all current applicable building code and safety requirements
5. Price should be broken out to show both a monthly/annual lease rate and a monthly/annual amortization of the construction costs associated with the build out
6. Prefer to be central to the Sitka Community
7. Minimum parking requirement of staff (8) plus public (5-8) parking spaces

If interested, and you meet the above criteria; please respond via email or in writing no later than March 24, 2025 at 5pm. Responses must address each of the criteria items listed above and include a contact name and address for the respondent as well as the physical address for the space offered.

This Request for Information does not obligate the court system to award a contract nor to pay any costs incurred in preparation of a response to this Request for Information.

Responses may be sent to:

Hanna Humphries
hhumphries@akcourts.gov

Or

Hanna Humphries
820 W. 4th Ave
Anchorage, AK 99501