

Request for Information/Letters of Interest

State of Alaska

Department of Transportation & Public Facilities

Division of Facilities Services



Date Issued: December 5, 2025

KODIAK 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 Corrections (DOC) within Kodiak, Alaska.

The State of Alaska (State) is seeking letters of interest from contractors, developers, or lessors, interested in providing approximately 1,661 square feet of usable space for offices to accommodate DOC.

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

Office and Storage Space Minimum Requirements

- 250 square feet for two Private Offices (125 square feet each)
- 100 square feet for one desk in open space
- 80 square feet for one desk in open space
- 150 square feet for Waiting Room
- 170 square feet for Conference Area
- 25 square feet for Printer and Fax Area
- 150 square feet for Oversized Reception Area
- 80 square feet for Interview Room
- 225 square feet for three Locker/Shower/Toilet rooms (75 square feet each)
- 431 square feet approximate usable circulation factor 35% (Office and Support space)
- 4 signed State of Alaska Employee Parking spaces with power for 4 vehicles
- Public Parking to generally accommodate 4 spaces.

The State will consider a long-term lease, approximately five-year initial term, with five additional one-year renewal options. The preferred occupancy date is July 1, 2026. The lease will include all utilities, maintenance, snow removal, and janitorial of the leased space. Offered space must be available for occupancy within 120 days of close of RFI.

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 Kodiak, Alaska, respond in writing no later than March 27, 2026, at 2 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 Michael Burkhead, Leasing Contracting Officer
550 West 7th Avenue, Suite 200
Anchorage, Alaska 99501
Phone: (907) 269-8408
FAX: (907) 269-0308
michael.burkhead@alaska.gov