

Request for Information



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

Date Issued: July 27, 2026

ANCHORAGE COMBINED OFFICE & WAREHOUSE SPACE

Introduction:

The Department of Transportation & Public Facilities Division of Facilities Services is requesting information on available office space to lease for the Department of Natural Resources Office of Boating Safety (DNR). DNR is seeking combined office and warehouse space to be located within Anchorage, Alaska.

The State of Alaska (State) is seeking letters of interest from contractors, developers, or lessors, interested in providing approximately 1,933 square feet of combined usable office space, heated warehouse and secure parking space plus required circulation to accommodate DNR.

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

Office Space Minimum Requirements

- 250 square feet for two private offices (125 sq/ft each)
- 288 square feet for either five or six 6'x 8' cubicle workstations
- 150 square-foot conference room (may be shared if the proposed location has common use meeting rooms available for reservation.
- 50 square feet for storage room
- 25 square feet for printer and fax area
- 120 square feet for coffee/break out area
- 100 square feet for Telecom Room (State Data and Electrical Specifications available upon request)
- 200 square feet men's and women's ADA restrooms (Approx. 100 sq/ft each)
- Adequate Usable Square footage for circulation (calculate 35% support space)

Heated Warehouse Space Minimum Requirements

- 750 square feet (minimum) do not exceed 2,000 square feet.
- 1 ground level garage door entrance
- Floor drain and/or adequate ventilation for drying equipment
- Need to be able to canoes, kayaks, life jackets, boating safety equipment and training supplies.
- Secure lot for four (4) vehicles, three (3) trucks and one (1), 5' x 10' box trailer.

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 occupancy date will be

established based off responses. The lease will include all utilities, maintenance, and janitorial of the leased office 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 Anchorage, Alaska, respond in writing no later than August 19, 2026, at 3 P.M. Alaska Standard 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 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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