

# Request for Information

Revised February 2024



State of Alaska  
Department of Commerce Community  
And Economic Development

Alaska Energy Authority

**Date Issued: 06/03/2024**

## 24139 - ANCHORAGE WAREHOUSE AND OFFICE SPACE LEASE

### **Introduction:**

The Alaska Energy Authority (AEA) is seeking office space in Anchorage, Alaska. The space should provide a collaborative and productive professional work environment.

### **Background Information:**

#### Scenario #01: Class B to C Office Space for 72 Employees

Item	Description of Supply or Service	Qty	Unit
1	300 sq.ft. Executive Director private office.	1	EA
2	200 sq.ft. COO private office.	1	EA
3	150 sq.ft. 1 Executive Assistant private office adjacent to Executive Director. 1	2	EA
4	125 sq.ft. Manager Offices. 9 open offices. 2 private HR offices.	11	EA
5	100 sq.ft. Employee offices. All open.	57	EA
6	2,000 sq.ft Board meeting room. This space does not have to be exclusive to AEA.	1	EA

#### Scenario #02: Class B to C Office Space for 22 Employees

Item	Description of Supply or Service	Qty	Unit
13	125 sq.ft. Manager's private office.	1	EA
14	100 sq.ft. Employees open offices.	21	EA

### **Response Information:**

The space must be offered in one location and should be contiguous. The space must be located within the Municipality of Anchorage. The space must provide for standard professional office amenities such as parking, circulation space, meeting rooms, storage, break areas, restrooms, file storage area, etc.

AEA will use the information it receives in response to this RFI as the basis to develop a cost/benefit analysis and to determine whether to proceed to a Request For Proposal (RFP) for this space requirement, or take other appropriate action. If there is an RFP it will include a more detailed space program.

If you are interested in providing office space to the Alaska Energy Authority, respond in writing by no later than **2 pm AKST July 01, 2024** Responses must indicate compliance with the items below and include a name, contact information, and building location/address:

1. Size of proposed building(s) (respond to all or one of the required square footages)
2. Location(s) of building(s)
3. Number of parking spaces available (to accommodate employees and visitors)
4. Estimated date building could be ready for AEA occupancy

This RFI does not obligate the AEA to issue an RFP, 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 future related Request for Proposal (RFP) solicitations under AS 36.30.

Written responses may be sent by US Mail, or email to the following address. Please note the AEA does not accept responsibility for failed emailed response deliveries.

**Procurement Officer contact information:**

Interested parties must submit a written response by July 01, 2024, at 2 p.m. AKST. Responses may be sent by U.S. mail or E-mail to the addresses listed below.

All questions must be directed to the person listed below writing via email.

Alaska Energy Authority  
Selwin Ray – [Sray@akenergyauthority.org](mailto:Sray@akenergyauthority.org)  
813 West Northern Lights Blvd  
Anchorage, AK 99503  
[aeaprocurement@akenergyauthority.org](mailto:aeaprocurement@akenergyauthority.org)

**Notice to Vendors:**

Pursuant to [Administrative Order 352](#), (a) any person or business determined to support or participate in a boycott of the State of Israel will be disqualified from any procurement related to this Request for Information; and (b) the support of or participation in a boycott of the State of Israel by a person or business contracting with the State of Alaska under AS 36.30 constitutes grounds for termination of the contract.

[Administrative Order 352](#) does not apply to a contract if the person or business has fewer than 10 employees; or the amount to be paid under the contract, excluding renewals and options available under the contract, is less than \$100,000.