



Finance Department, Purchasing Division

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Date of Issue: 12/21/2023

Request for Information (RFI) No. 24-234
Office Space for CBJ

Overview and Purpose: The City and Borough of Juneau, Alaska (City or CBJ), Finance Department, Purchasing Division, is issuing this Request for Information (RFI) at the request of the CBJ Managers Office. CBJ is considering alternative office space that is economically and operationally advantageous and is seeking responses from firms, realtors, contractors, developers, building owners or lessors, interested in providing office space as outlined in this document.

At a minimum, Responding Proposers must be able to provide office space for lease as described in this document. *Submit responses as requested in the Proposal Content section of the RFI, to the CBJ Purchasing Division, no later than **Monday, January 22, 2024 4:30 p.m. Alaska Time.***

RFI Process: CBJ will utilize responses to this RFI to develop a cost/benefit analysis and to conduct a preliminary review and evaluation of the availability of office space for lease. A response does not bind or obligate the responder or the City and Borough of Juneau to any agreement and lease. There will be no contract awarded to any Proposer who responds to this request. Using information supplied by this request, CBJ may or may not choose to move forward with a formal procurement process to be determined. In no way does submittal of information pursuant to the request for information give any Proposer any advantage in any future solicitation. Upon conclusion of the RFI, Proposers may be contacted to discuss responses in greater detail or to clarify responses. Note: Any material submitted to CBJ may be used to develop a future solicitation and must not contain proprietary or confidential information.

Should CBJ decide to pursue a formal procurement process and contract or lease agreement, CBJ anticipates utilizing an initial term of five (5) to ten (10) years, with an option to renew for five (5) additional one (1) year periods by mutual written agreement. Any terms and conditions will be negotiated with the awarded vendor after proper procurement process.

Pre-Proposal Meeting: A non-mandatory pre-proposal meeting will be held **January 8, 2024 at 10:00 a.m.** via teleconference. To attend, call 907-713-2140 Participation ID Code 748914. Vendors interested in submitting proposals should email CBJ Purchasing at purchasing@juneau.gov a minimum of twenty-four (24) hours prior to the scheduled meeting to provide notice of participation and submit any questions.

About Juneau: Located in the panhandle of Southeastern Alaska, on the traditional land of the Tlingit people, the City and Borough of Juneau consists of 3,250 square miles and is only accessible by air or sea. Juneau is Alaska's capital and has a population of approximately 31,000 people. Juneau is a major cruise port and is due to welcome nearly 1.67 million cruise visitors in 2023. Juneau is a temperate rainforest and receives around 92 inches of annual precipitation. For more details on a what a unique place Juneau is, visit the CBJ's [Website](#) .

Background: The City and Borough of Juneau is seeking office space to provide its citizens, visitors and employees with better access to municipal departments and services.

Requirements: Proposed office space must conform to one of the following scenarios:

Scenario 1: All CBJ downtown employees (164 staff) and the Assembly Chambers relocate into proposed office space to include Assembly Chambers. Proposed office space must have a minimum of 46,000 gross square feet of office space and on-site parking for visitors.

Scenario 2: Majority of CBJ downtown employees (99 staff) relocate. Employees and Assembly Chambers remain in City Hall building. Proposed office space must have a minimum of 33,625 gross square feet of office space and on-site parking for visitors.

Scenario 3: CBJ employees currently occupying offices in the Marine View building (50 staff) relocate. Proposed office space must have a minimum of 17,000 gross square feet of office space and on-site parking for visitors.

Proposed office space will include, but not be limited to the following:

- ADA compliant restrooms.
- Staff must have access to reliable restroom facilities in the building.
- Any proposed office space located on a second floor or higher, must have an elevator for access.
- On-site parking for visitors.
- Kitchen space, with available plumbing.
- Minimum of three (3) conference rooms.
- Supply storage/equipment area with a minimum of 200 square feet.
- Basement space is only acceptable for storage.
- Supply data ports with a minimum of one network drop per employee, and two (2) drops per each group of twelve (12) employees.

Preferred Optional Items:

- Lobby/waiting area, separate from employee workspace and storage area.
- Separate exit for staff to ingress/egress the workspace without going through the lobby/waiting area.
- Lobby/waiting area restrooms.
- Employee parking near proposed space.
- Supply data ports with two (2) network drops per employee plus two (2) drops per each group of eight (8) employees.

Locations: The proposed office space can be located anywhere in the City of Juneau.

Proposal Content: Provide the following information in your proposal:

1. Company name (if applicable), owner's name and contact information including address, phone and email address(es). Name and contact information for persons with authority to represent property.
2. Building location and size of proposed office space in response to scenarios 1, 2, or 3.
3. Description of proposed office space, number of conference rooms, number of available restrooms, and any details on the specified preferred options.
4. Verification of the proposed space is ADA compliant, or will be made to be ADA compliant.
5. Verification of compliance with applicable building codes and applicable OSHA standards for occupancy.
6. Include details of available parking and/or parking plan.
7. Note any access to public transportation.
8. Specify what kind and number of available data ports, if the space has CAT6, CAT6A, or CAT5E cabling, and the network closet or data center that data ports connect to.
9. Include estimated date of when office space could be ready for CBJ occupancy.
10. Include estimated tenant improvement allowances.
11. Provide a complete list of all services included in lease (e.g. utilities, janitorial, plowing, etc.).
12. Provide a detailed list of estimated costs for services not included in lease if available.
13. Include estimated costs per square foot, based on a five (5) year lease, with four (4) five (5) year renewal options.

14. Provide information regarding any potential issues or concerns such as recent repairs, ongoing issues, planned upgrades, remodels and maintenance.

Submission: Please respond by providing the requested proposal content information. Make sure to include your complete company contact information; name, address, primary contact person, phone or cell number(s) and email address(es). Submit your response through Public Purchase, the City's e-Procurement platform by completing **the free (two-step) registration process** at [Public Purchase](#) or email your completed responses to Purchasing@juneau.gov - noting RFI No. 24-234 and the issuing buyer's name (Shelly Klawonn).

Deadline & Questions: All Responses are due prior to 4:30 p.m. AK time on January 22, 2024. Please direct all inquiries to Shelly Klawonn, Senior Buyer, City and Borough of Juneau, Purchasing Division, Finance Department. Email: purchasing@juneau.gov or shelly.klawonn@juneau.gov .

Conclusion: CBJ will review all responses and may contact proposers for further information. CBJ looks forward to your response and how your company can successfully offer a solution to the CBJ's Office Space needs as described in this document.

Issued by: Shelly Klawonn, Senior Buyer, CBJ Purchasing Division, Finance Department, 155 Heritage Way, Juneau, AK, 99801. // Phone: (907) 586-5215 ext. 4072 // Fax: (907) 586-4561