



KAWERAK, INC.

Request for Proposals (RFP) for Leased Space

****Issued by:**** Kawerak, Inc.

****Issue Date:**** November 5, 2025

1. Introduction

Kawerak, Inc. ("Kawerak") is soliciting proposals from qualified property owners or authorized agents to provide leased space in Nome, Alaska. The space will be used for shop operations and administrative offices to support Kawerak's Infrastructure Department and related programs. This Request for Proposals (RFP) seeks to identify a property that meets Kawerak's operational, logistical, and accessibility needs under a long-term lease arrangement.

2. Space Requirements

- Shop Space: Approximately 2,400 square feet
- Office Space: Approximately 2,000 square feet or 7 offices
- Total Area: Approximately 4,400 square feet (combined or adjacent preferred)
- Location: Within the city limits of Nome, Alaska
- Use: Shop and office space for administrative and operational functions
- Features Required:
 - At least two overhead doors (12 and 14 feet) suitable for vehicle or equipment access
 - Adequate flooring to support heavy vehicles and equipment.
 - Adequate parking for staff and visitors
 - Reliable utility services (electricity, heating, water)
 - Restroom facilities

3. Lease Term and Availability

- Term: Total Five (5) years at Tenant's option, with potential renewal options annually subject to negotiation each year.
- Occupancy Date: Space must be available for occupancy no later than December 1, 2025.
- Lease Type: Gross, Modified Gross, or Triple Net (any may be proposed)

4. Proposal Requirements

Proposals should include the following information:

1. Property Description

- Address of the property
- Total and available square footage
- Floor plan or layout of the proposed space
- Description of building amenities and proximity to city services

2. Financial Proposal

- Proposed rental rate (base and any additional costs)
- Description of inclusions (utilities, janitorial, maintenance, taxes, insurance, etc.)
- Any tenant improvement allowance offered

3. Ownership/Contact Information

- Name and contact information of property owner or authorized representative
- Proof of ownership or authorization to lease property

4. Additional Information

- Proposed lease terms and conditions
- Photos of the space (if available)
- References (optional)

5. Evaluation Criteria

<u>Contractor Selection Criteria</u>	<u>Weight</u>	<u>Score</u>	<u>Max.</u>
<u>Score</u>			
1. Suitability of location and space for operational needs	25	250	25%
2. Total Cost of Occupancy	25	250	25%
3. Condition and Readiness of Facility	30	300	30%
4. Accessibility, Safety and available Parking	10	100	10%
5. Responsiveness and Completeness of Proposal	10	100	10%
Total		1,000	100%

Kawerak will assemble an evaluation team that will rank the firms, and make recommendations for award of the lease. Responders may request to make oral presentations to the full evaluation team. Interviewed firms will be re-scored using the same criteria listed above. Kawerak will then enter into negotiations with the successful responder it anticipates awarding the lease to. In the event Kawerak cannot successfully negotiate a lease with the highest ranked Responder, Kawerak will terminate negotiations with that Responder and initiate negotiations with the next highest ranked Responder. This process will be followed until Kawerak and a Responder have reached agreement and a lease is executed, if at all, unless circumstances warrant otherwise (see below).

6. Submission Instructions

All proposals must be submitted electronically (PDF format preferred) or in hard copy no later than:

Deadline: November 21, 2025

Submit to:

Cheri McConnell

Senior Vice President, Infrastructure

Email: cmconnell@kawerak.org

7. Questions and Clarifications

Questions regarding this RFP must be submitted in writing to cmconnell@kawerak.org no later than November 14, 2025. Responses may be shared with all interested proposers.

8. Additional Information

1. Responders should be aware that the information presented in this document is preliminary, and subject to change.
2. Any costs incurred in response to this request are at the Responder's sole risk and will not be reimbursed by Kawerak or any project funders.
3. Kawerak reserves the right to define and waive informalities, and to make a selection as deemed in its own best interest. This includes the right to decline to enter into any leases based on this solicitation, withdraw, cancel or reissue this solicitation for any reason, or reject all proposals and proceed utilizing a different process, all at its sole discretion and without liability.

Issued by:

Kawerak, Inc.

Infrastructure Department

Nome, Alaska