

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. # DGS-007-02	PAGE 1 of 7
SUBJECT: <b>LEASING BOUNDARY –  ANCHORAGE AREA</b>	EFFECTIVE DATE: 03/03/03	
WRITTEN BY: TANJI MINTZ, State Leasing & Facilities Manager APPROVED BY: VERN JONES, CPO	SUPERSEDES S.O.P. # (memo 4/27/90 not adopted)	DATED REVISED: 11/2/12
<p><b>PURPOSE:</b> The processes and procedures established for defining a set of standardized bidding boundaries for office and warehouse lease space. Specifically the SOP will determine the current boundary locations for the Anchorage Bowl and the Anchorage Judicial area. Additionally, provide a definition of boundary adjacency and the process for requesting deviations from the established boundary.</p> <p>The boundaries have been established to provide maximum competitive competition and recognizing the Anchorage area, street and highway system growth and expansion over the past (10) years.</p> <p><b>AUTHORITY:</b> The State Statutes and Regulations dictate the Department of Administration shall be responsible for procurement of all lease space needed by the Executive Branch.</p> <p><b>POLICY:</b> This policy provides a guideline to the Contracting Officer's in determining the needs and missions of the requesting Agency's lease space solicitation. The policy also provides a method in which Agencies requesting an exception to this SOP must submit a formal request to DOA for consideration, (attached).</p> <p><b>PROCEDURE:</b> The Contracting Officer will review the requesting Agency's specified location for new lease space, expanded lease space or replacement lease space. If no restrictions are requested the boundaries specified in the formal solicitation document shall be as follows for the Anchorage Bowl or the Anchorage Judicial area.</p> <p><b>1. ANCHORAGE BOWL:</b></p> <p>1.1 <b>LOCATION:</b></p> <p>All Anchorage lease solicitations shall specify the following boundary locations identified by northern, eastern, southern and western boundaries.</p> <p><b>Northern Boundary:</b> Beginning at a point where a line drawn from the northern end of "L" Street intersects with the confluence of the south shore of Ship Creek and Cook Inlet, follow the south shore of Ship Creek eastward to a point where a line extending Loop Road intersects the East Whitney Road. The boundary follows along East Whitney Road, continues along North Post Road to a point where it connects to Reeve Boulevard, continuing southward on Reeve Boulevard to where it intersects Commercial Drive, continuing eastward on Commercial Drive to where it then becomes Mountain View Drive continuing eastward to where it then becomes Don's Park and eastward from there to its intersection with Boniface Parkway. The boundary continues along Boniface Parkway to its intersection with the Glenn Highway, and continuing eastward</p>		

along the Glenn Highway to its intersection with Muldoon Road.

Eastern Boundary: From its intersection with the Northern boundary of the Glenn Highway and Muldoon road, the boundary continues southward along Muldoon Road to a point where it becomes Tudor Road, continuing westward to its intersection with Lake Otis Parkway, and continues southward along Lake Otis Parkway to its intersection with Huffman Road.

Southern Boundary: From its intersection with the Eastern Boundary of Lake Otis Parkway and Huffman Road, the boundary continues westward along Huffman Road to where it intersects with the Old Seward Highway, continuing northward along Old Seward Highway to its intersection with Klatt Road, and continuing westward along Klatt Road to its intersection with C Street. The boundary continues northward along C Street to its intersection with Minnesota Boulevard, continuing westward along Minnesota Boulevard to its intersection with Dimond Boulevard, and continuing westward along Dimond Boulevard to its intersection with Jewel Lake Road.

Western Boundary: From its intersection with the Southern Boundary of Dimond Boulevard and Jewel Lake Road, the boundary continues northward along Jewel Lake Road to its intersection with Old International Airport Road, continuing westward on Old International Airport Road to its intersection with Aircraft Drive, continuing northward along Aircraft Drive to where it becomes Postmark Drive, continuing northwest along Postmark Drive to its intersection with Northern Lights Boulevard, continuing eastward along Northern Lights Boulevard to its intersection with Minnesota Drive, continuing northward along Minnesota Drive until Minnesota Drive merges with L Street, and continuing northward on L Street until it intersects with the Northern Boundary.

*\*The attached "Map A" may be used for general information purposes only. The above description applies if there are any discrepancies between the map and the description.*

## **2. ANCHORAGE JUDICIAL AREA:**

### **2.1 LOCATION**

Anchorage, Alaska within an easily accessible location in an area adjacent to or bounded by:

Northern Boundary: Beginning at a point where "L" Street intersects with 3<sup>rd</sup> Avenue; continue eastward along 3<sup>rd</sup> Avenue to its intersection with Christensen Drive, then northeast along Christensen Drive to its intersection with 2<sup>nd</sup> Avenue, then eastward along 2<sup>nd</sup> Avenue to its intersection with "F" Street, then southward along "F" Street to its intersection with 3<sup>rd</sup> Avenue, then eastward along 3<sup>rd</sup> Avenue to its intersection with "E" Street.

Eastern Boundary: From its intersection with the Northern Boundary of 3<sup>rd</sup> Avenue and "E" Street, the boundary diverts southward along "E" Street to its intersection with 4<sup>th</sup> Avenue, then westward along 4<sup>th</sup> Avenue to its intersection with "F" Street, then southward along "F" Street to its intersection with 5<sup>th</sup> Avenue, then westward along 5<sup>th</sup> Avenue to its intersection with "G" Street, then southward along "G" Street to its intersection with 6<sup>th</sup> Avenue, then westward along 6<sup>th</sup> Avenue to its intersection with "H" Street, then southward along "H" Street to its intersection with 7<sup>th</sup> Avenue.

Southern Boundary: From its intersection with the Eastern Boundary of "H" Street and

7<sup>th</sup> Avenue, the boundary diverts westward along 7<sup>th</sup> Avenue to its intersection with “K” Street, then northward along “K” Street to its intersection with 6<sup>th</sup> Avenue, then westward along 6<sup>th</sup> Avenue to its intersection with “L” Street.

Western Boundary: From its intersection with the Southern Boundary of 6<sup>th</sup> Avenue and “L” Street, the boundary diverts northward along “L” Street to its intersection with the Northern Boundary.

*\*The attached “Map B” may be used for general information purposes only. The above description applies if there are any discrepancies between the map and the description.*

### **3. ADJACENT DEFINED**

The term adjacent means that the land on which the building is located must be touching the boundary stipulated herein:

Where the south shore of Ship Creek is the northern boundary, nothing on the north shore of Ship Creek is considered adjacent to the boundary.

The attached map may be used for general information purposes only. For purposes of ambiguities during the solicitation process, the above description applies if there are any discrepancies between the map and the written description.

### **4. EXCEPTION TO LEASE BOUNDARY**

The requesting Agency must provide clear evidence that deviation from the established lease boundary is essential to your public mission.

The requesting Agency is responsible for clearly and convincingly demonstrating specific, factual detailed documentation justifying why the established boundary should be altered. The request should include evidence as it relates to the potential impairment of the Agency’s mission. Additionally, the proposed boundary deviation must continue to provide for competitive competition (more than one bidder) and stand up to a potential protest(s).

The Agency must complete the attached form and submit it to the DOA/DGS, Contracting Officer responsible for the solicitation.

**EXCEPTION TO LEASE BOUNDARY SOP #DGS-007-02**

Date: \_\_\_\_\_

*Requesting Agency :*

Department: \_\_\_\_\_

Original Lease #: \_\_\_\_\_

Division: \_\_\_\_\_

Requesting Lease Terms: \_\_\_\_\_

P.R.# \_\_\_\_\_

Requesting Lease S.F. Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Division Director Name: \_\_\_\_\_

Signature: \_\_\_\_\_

---

AGENCY EXPLANATION: (continue on second sheet as needed)

---

DOA/DGS Contracting Officer. Review, Comments & Recommendation:

approved

denied

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

---

DOA/DGS State Leasing & Facilities Manager. Review, Comments & Recommendation:

approved

denied

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

---

DOA/DGS Chief Procurement Officer. Review, Comments & Recommendation:

approved

denied

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# MAP A ANCHORAGE BOWL



# MAP B ANCHORAGE JUDICIAL AREA

