

**GOVERNMENT OF GUAM  
GUAM POLICE DEPARTMENT**

**REQUEST FOR INFORMATION (RFI)**

**LEASE OF OFFICE SPACE FOR THE GUAM POLICE DEPARTMENT  
HEADQUARTERS**

**1.0 OBJECTIVES**

The purpose of this Request for Information (RFI) is to obtain information on the availability, capability, and functionality of office space currently offered in the market place. The Guam Police Department will be creating functional requirements that will form the basis of a Request for Proposal (RFP) that will be used on or before July 31, 2011. The Guam Police Department will use information received as a result of this RFI to assist in cost estimation and requirements definition.

Any information submitted in response to this RFI will be considered during development of the RFP. Any response to this RFI does not guarantee that the information offered will be integrated into the RFP, nor shall it prohibit any vendor from receiving or responding to the RFP when and if it is issued. The lack of a response to the RFI will not preclude a vendor from participating in the RFP process.

**2.0 STATEMENT OF NEEDS**

It is the intent of the Guam Police Department to relocate its headquarters facilities from Tiyan and is seeking to lease office space to house its Administrative Operations, Operations Bureau and Investigations Bureau, and Logistical Operations.

The preferred location is Tamuning; otherwise, central villages of Guam (Mangilao, Ordot, Chalan Pago, Sinajana, Hagatna Heights, Hagatna, Maina, Mongmong-Toto-Maite, Tiyan, Barrigada, Harmon, & Tumon).

**Specific General Requirements:** The lease of office space must meet the following general requirements:

- 2.1 Be in compliance with the Americans with Disabilities Act (ADA) together with all applicable laws of Guam;
- 2.2 Have access to an ADA accessible bathroom for employees and visitors;
- 2.3 Have access to ADA accessible parking stall(s) / slot(s) for use by employees and visitors;

- 2.4 Have water/sewer and power, including back-up generator(s);
- 2.5 Provide secured rooms that can resist forced entries for computer servers, confidential records, evidence, and/or firearms;
- 2.6 Have telephone jacks immediately available;
- 2.7 Have telephone and Internet access infrastructure (i.e., fiber optics, etc.). Provide information regarding options for placement of GPD's main networking area. Provide a technical architecture blueprint. The capability for network connectivity must be provided. The main networking area shall be a high rise floor system to house the main servers and other networking equipment;
- 2.8 Provide parking stalls to accommodate a minimum of 400 vehicles that include employees privately owned vehicles, official vehicles, and public parking. Minimum of six (6) parking stalls shall be accessible to the disabled with two (2) being van accessible. Parking stalls shall be clearly marked on asphalt concrete or similar pavement material.

### **3.0 OFFICE SPACE SPECIFICATIONS**

- 3.1 Total building space facilities: Shall be **60,000 square feet** which is inclusive of common areas such as waiting areas, public and staff restrooms and the following: Administrative Operations (Office of the Chief of Police, Police Commander, Auxiliary Services Division, Administration Division); Operations Bureau, Special Operations Division and Investigations Bureau; Logistical Operations (Support Division);
- 3.2 Provide information whether office facilities is a multi-story building. If office facilities are not limited to ground level, provide information if building has operational elevators or escalators which operate reliable during power outages;
- 3.3 The information packet submitted should contain a description of the office space, its physical address, amenities and other information deemed helpful in describing the office space. Photographs may be included;
- 3.4 Information submitted should include a description of the preferred arrangements for lease payments, the payment of utilities (i.e., part of lease payment, lessee responsibility), common area fees, if any; and any other non-recurring and recurring costs involved for the lease of the office space.

#### 4.0 **RESPONSES**

- 6.1 Inquiries:** All inquiries may be directed to:  
Captain Mark C. Charfauros  
Division Chief, Administration Division  
Telephone: (671) 475-8452  
E-mail: [mark.charfauros@gpd.guam.gov](mailto:mark.charfauros@gpd.guam.gov)
- 6.2. Submission:** Provide three (3) copies of the requested information, along with any supplementary materials. Responses to this document must be received no later than **5:00 p.m., Chamorro Standard Time (GMT+10), Friday, April 15, 2011.**

Responses should be sent to:

**Guam Police Department**  
GPD Relocation Plan Task Force  
c/o Ovita Nauta, Administrative Services Officer  
P.O. Box 23909  
Barrigada, Guam 96921

Or physical address:

**Guam Police Department**  
GPD Relocation Plan Task Force  
c/o Ovita Nauta, Administrative Services Officer  
233 Central Avenue  
Tiyán, Guam 96913  
Telephone No.: (671) 475-8567

#### 5.0 **FORMAT**

Information should be organized in the format and information sequence found in this document.