



Responses to Inquiries
RFP 25-04
INTERIOR DESIGN AND ARCHITECTURAL CONSULTING AND SERVICES

1. How many facilities do you have? Are they all in the city limits of Indianapolis?

Answer: We own and occupy one building that is located at 1 North Capitol, Indianapolis, IN 46204.

2. What is the total usable/rentable SF of your current office?

Answer: The building has ~161K of rentable space. INPRS occupies ~51K of this space.

3. How is that space broken down from a SF perspective (i.e. Public/Common Areas, Work Areas, Office Areas)?

Answer: The building has approximately 161K sf of rentable space and 27K sf of common areas.

4. Do you have an existing floorplan of your space you can share? Are your AutoCad Drawings updated currently that will be shared once hired?

Answer: We have floorplans. To my knowledge, nothing has been entered into AutoCad

5. When was the last renovation of the space completed?

Answer: Tenant suites have been renovated at various times. Common areas have not been renovated since INPRS purchased the building in 2010.

6. Does the scope of services extend beyond furniture design? Does the scope include the design of work spaces, office suites, or any other areas?

Answer: Yes, RFP contemplates renovating various common areas along with portions of our tenant space.

7. Is lighting design part of the scope?

Answer: Lighting design is contemplated to be part of any upcoming renovation.

8. We can provide quotes for Kimball furniture systems but assume you would purchase those directly from the Kimball and the consultant would only facilitate delivery and coordinate install...is that assumption accurate?

Answer: This assumption is correct.

9. Do you have an idea of how much is needed per month, will we be paid a monthly amount if we do the work or not or will this be an hourly rate and we need to estimate how many hours are needed.

Answer: No monthly or retainer payments are contemplated. As projects are initiated, the selected firm will be expected to provide estimated charges based on expected work.

10. What if the requests go above and beyond the amount that is quoted? Will that be hourly?

Answer: Immaterial difference can be charged at an hourly rate. Significant differences will require approval and a change order.

11. Is there an example of or a form for the fee proposal?

Answer: You may provide your fee proposal in any form you like. For clarification regarding the fee proposal and to correct a typographic error in the RFP document, INPRS is revising Section 2.4 Fee Proposal of RFP as follows.

2.4 Fee Proposal

Please provide details on your proposed fees. Fees must be submitted in U.S. dollars under a fixed price. The Services detailed in SECTION 3 – SCOPE OF SERVICES of this RFP are the basis for the proposed fees. In your fee proposal, please include the information requested in Questions #8 and #12 in Appendix C – Questionnaire. The proposed fees shall include all costs for providing services to INPRS as described and shall be guaranteed through the contract term. In no case will the final fee be higher than the fee contained in the proposal. Payment of fees shall be in arrears and tied to agreed upon deliverables.

12. In the sample contract, A.2 Appendix, item 29. Insurance, you list limits for Commercial General Liability and Automobile Liability that are in excess of industry standard amounts (our carrier does not have any consultants with limits this high). They are also listed as a per person

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amount; however insurance of this type is on a per occurrence basis, I assume that format is acceptable? Would you be willing to consider a reduction in these amounts? With our umbrella policy, we could attain a \$4 million limit.

Answer: Per occurrence basis is acceptable. Yes, INPRS would consider a reduction in the limits, however any proposal will be reviewed to confirm that the insurance coverage is reasonable for the type of services being provided.

13. The insurance policy limit listed is quite high in comparison to other interior/renovation projects. Could you clarify why the limit is set at this level?

Answer: See Question 12.

14. Per item 2.3.iii. Financial Statements and Quality Assurance Report we are to provide a financial statement audit report. Due to the size and nature of our company, we do not undergo audits, but our financials are provided by a third-party accounting firm. In the past they have provided a letter stating they completed the financials for the firm in lieu of an audit report. Is this acceptable?

Answer: Yes, that is acceptable.

15. Could the INPRS please elaborate on section 1.9 Confidential Information as it relates to the APRA? Any additional information you can provide would be greatly appreciated.

Answer: Please refer to the following link that is included in Section 1.9.

[18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)