

**Responses to Inquiries  
RFP 11-07 Property and Asset Manager Services  
Pre-Proposal Meeting and Submitted Inquiries**

**Questions from Pre-proposal Meeting of November 3, 2011**

**1) Are any parking facilities associated with property?**

No parking is provided except that provided by the state for state employees. A convenient parking garage is located between the buildings, but is not associated with the properties.

**2) What is the occupancy Rate?**

The occupancy rate is 90% for the One North Capitol building (1NC). INPRS occupies approximately 40,000 sq ft of the 161,055 sq ft in 1NC. The 143 West Market Street building (143) is 100% owner occupied by INPRS.

**3) Does INPRS anticipate any change in the square footage of the current INPRS occupied space at 1NC?**

No.

**4) Are there any anticipated or deferred maintenance projects?**

There are two current projects underway; sealing the exterior sidewalk and re-caulking of the building windows (1NC). Both roofs have recently been replaced. There are no other large project commitments at either 1NC or 143, but we would like the asset manager to make suggestions. Items under consideration are upgrading the lobby of 1NC and how to use the vacated space in the lower lobby, formerly occupied by a coffee shop tenant.

**5) How old are the current HVAC systems?**

1NC installed two HVAC chillers in 2001. They are Carrier chillers with 220 tons of cooling capacity each. The 143 building also installed a Carrier chiller in 2006.

**6) Is there an energy management system or energy plan currently in place?**

1NC utilizes a Staefa Energy Management System. The 143 building does not have an energy management system.

**7) Who manages the asset leasing?**

INPRS would be interested in proposals that contain Asset Leasing Services on a limited basis. This would be discussed as an additional proposal item with finalists.

**8) What are the ownership goals of property?**

1NC was purchased two years ago by the Indiana State Teachers' Retirement Fund (TRF) as part of the investment portfolio, with the intent to also be partially owner occupied. The 143 building is owned by the Public Employees' Retirement Fund (INPRS/PERF) and is fully owner occupied as an operating asset.

**9) Is there an expectation of having an on-site property manager?**

Continued off-site property management would be acceptable.

10) Are there any current environmental management programs or reports that are required?

No.

11) Is there an overall report of the HVAC systems or replacement strategy for HVAC?

No.

12) What is the size of the current maintenance staff?

1NC has a staff of one full-time equivalent for maintenance personnel. The 143 building has a staff of one full-time equivalent for maintenance personnel.

13) Will the current property manager be available for hire?

No.

14) Will the current maintenance staff remain in place?

Please consider the retention of current maintenance staff. We are very satisfied with their services and they both have a wealth of experience and history with their respective properties.

15) Is a Department of Labor Report required?

No.

16) Would financial statements other than audited financial statements be acceptable?

It would be very difficult to rely on financials prepared on a compilation basis, but reviewed financials might be considered in some circumstances for some services provided to INPRS. INPRS is requesting the vendor to provide financial recordkeeping services on our behalf. Audited financials would be the only basis of financial statement preparation acceptable to fulfill our fiduciary duty for this type of service.

#### **Questions from Vendor Inquiries**

17) Are you requesting hold/sell recommendations for both the Harrison Building and One North Capitol Building?

At this time it would be for the One North Capitol building only.

18) Are there copies of floor plans available to assist us in assessments?

Copies of the INC plans are attached, but are not available for the 143 building.

19) Would you be willing to supply us with any tools (financials, property condition reports) to assist us in giving you a detailed evaluation on the buildings?

Formal property condition reports are not available.

20) How many employees currently work in each building?

1NC would have approximately 600 employees and 143 has 100 staff.

21) Would historical operating expenses be made available-excluding any management or administrative fee information?

1NC gross lease rates range from \$16.00 to \$20.00 per sq ft and operating cost are \$8.00 to \$9.00 per sq ft. The 143 building budget is attached, which excludes the maintenance staff costs.

**22) What financial information would the current property manager, Duke, be providing so 2011 operating expense reconciliations could be completed and 2011-2012 financial reporting could be compiled? Would it be possible to receive this information in electronic form?**

The 2011 Expense Reconciliations would be available for review in electronic form.

**23) Are there any tenants that are NOT paying rent per the terms of their lease in the One North Capitol building?**

No.

**24) Would a stacking plan and lease expiration schedule be made available?**

No.

**25) How many separate leases are in One North Capitol? The Harrison building has only one tenant according to the RFP. What is the approximate size of each tenant and the length of each lease term? What is the gross income for each building? Does the gross income include vacancy? We can quote a flat fee, but we would like to know an approximate rent roll.**

There are a total of 20 leases at 1NC varying in size from 1,000 sq ft to 40,000 sq ft. 75% of the leases are less than 10,000 sq ft. A majority of lease terms are 3 and 5 year terms. The Harrison building (143) is owner occupied by INPRS and does not pay rent.

**26) Do the leases have additional rent based upon escalations in operating costs or CPI?**

Most leases are net leases with a set operating expense stop. Tenants would be responsible for expenses over their stop. There are no leases involving CPI increases.

**27) We understand that the One North Capitol Building is currently on the Staefa Energy Management System. Do the engineers and/or current property managers have graphics that include a database? Would this information be transferred to the new property managers via flash drive or another method?**

The information is stored on the EMS computer located at the 1NC building.

**28) What are the rates and benefits of the current maintenance staff who would like to remain employed at the buildings?**

For purposes of the response, allow for one technician at each building with gross wages of \$50,000 and benefits at 40% of gross wages.

**29) What type of security service is used and is it a part of the building management?**

1NC uses the security vendor Securitas. They provide 24/7/365 service as part of the building management. The 143 building does not have public access and is monitored remotely.

**30) Does the maintenance staff control the access card system?**

No, the card access system is controlled by the state of Indiana for the sole use of their employees.

**31) Are the current and prior years' operating histories available for review?**

See question #21.

**32) Is it possible for us to see the 2011-2012 operating budget? We understand that the 2012-2013 budget may not be available until April 2012.**

See question #21.

**33) Will digitized plans be available to the winning property management company?**

Yes, as they are available. Due to the age of the building; electronic drawings are limited. There are electronic floor plans available for 1NC, but not for 143.

**34) Could you provide a list of current vendors/suppliers?**

This will be provided to the finalist.

**35) Regarding Section 2.3.9 Subcontractors-Does the State have any specific or out-of-the-ordinary requirements for experience and/or qualifications?**

No, but please review the background check requirements in the sample contract.

**36) Could you please identify what you are looking for in your revenue optimization software references?**

This was a reference to the software used for asset management.

**37) What information are you looking to evaluate from a revenue management system?**

This was a reference to the software used for property management.

**BUILDING SUMMARY**  
**One North Capitol Avenue**  
**Indianapolis, IN 46204**

<b>Owner</b>	IN Public Retirement System	
<b>Property Manager</b>	Brian Disborough – Duke Realty	
<b>Year Completed</b>	1980	
<b>Number of Stories &amp; NRA</b>	(12 plus lower level) 161,055 square ft.	
<b>Mechanical Systems:</b>	Chiller	
HVAC Type	Return/supply fans (1) 151,233 cfm (2) 75,612 cfm each	
CFM Design		
After Hours Charge	74 degrees @91 degrees summer / 70 degrees @ 0 degrees winter	
Performance Design	Lighting 277V Power 110V	
<b>Electrical Systems</b>		
<b>Elevators:</b>	<b><u>Passenger Elevator</u></b>	<b><u>Service Elevator</u></b>
Number / Capacity	(4) Cap 3500	(1) Cap 3500
Traction		
Hydraulic		
Manufacturer	Dover	Dover
Speed	(4) 500 fpm	(1) 100fpm
<b>Parking Design</b>	No Parking	
<b>Floor Load:</b>	80 lbs. per square foot	
Live Load		
Superimposed Dead		
<b>Column Spacing</b>	24 ft east to west 28ft south to north	
<b>Security Systems</b>	24 hours live guard service	
<b>Windows:</b>	Varies 8ft & 4ft alternating	
Height	4' 9-3/4"	
Mullion Spacing		
<b>Insulation Ratings:</b>		
Roof R/U Factor		
Windows R/U Factor		
<b>Life Safety System</b>	Simplex fire panel monitored by Honeywell	
<b>Loading Dock</b>	Yes (garage)	
<b>General Construction</b>	Precast white and tinted windows	
<b>Floor Heights</b>	15 ft basement 1,189 1 <sup>st</sup> to 2 <sup>nd</sup> and 12'6 2-12	
<b>Land Area</b>	.34 acres	
<b>Federal Tax ID Number</b>		
<b>Architect (Original)</b>	L.O.M Corporation	
<b>Roof Type</b>	EPDM membrane 60 mil (2011)	
<b>Miscellaneous Information</b>	Basement walkway access to State Capital building	

**BUILDING SUMMARY**  
**143 West Market Street**  
**Indianapolis, IN 46204**

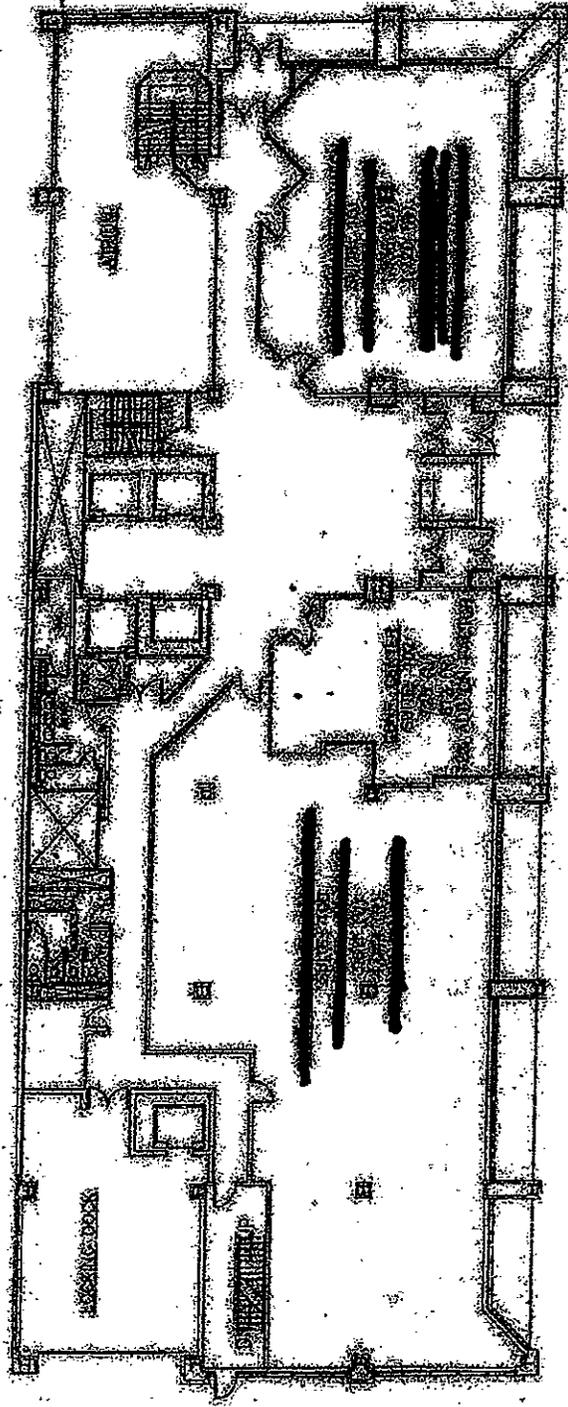
<b>Owner</b>	IN Public Retirement System	
<b>Property Manager</b>	IN Public Retirement System	
<b>Year Completed</b>	1928	
<b>Number of Stories &amp; NRA</b>	(8 plus lower level) 49,896 square ft.	
<b>Mechanical Systems:</b>	Chiller (Carrier w/Trane Fan Coils)	
HVAC Type	Unknown	
CFM Design		
After Hours Charge		
Performance Design	74 degrees @91 degrees summer / 70 degrees @ 0 degrees winter	
<b>Electrical Systems</b>	Lighting High 208V Power Low 110V	
<b>Elevators:</b>	<b><u>Passenger Elevator</u></b>	<b><u>Service Elevator</u></b>
Number / Capacity	(2) Cap 2500	Not Applicable
Traction	N/A	
Hydraulic		
Manufacturer	Otis	
Speed	Unknown	
<b>Parking Design</b>	No Parking	
<b>Floor Load:</b>	Unknown	
Live Load	Unknown	
Superimposed Dead	14 to 18 ft east to west 18 to 20 ft north to south	
<b>Column Spacing</b>	Entry Cameras 24 hours/7 days	
<b>Security Systems</b>		
<b>Windows:</b>	Varies (37x54, 37x67, 39x65, 39x68)	
Height	N/A	
Mullion Spacing		
<b>Insulation Ratings:</b>	Unknown	
Roof R/U Factor	Unknown	
Windows R/U Factor	Fire panel monitored by CSC	
<b>Life Safety System</b>	None	
<b>Loading Dock</b>	Block, Concrete, Brick	
<b>General Construction</b>	Varies (7'4" to 10')	
<b>Floor Heights</b>	Unknown	
<b>Land Area</b>		
<b>Federal Tax ID Number</b>		
<b>Architect (Original)</b>	Unknown	
<b>Roof Type</b>	EPDM membrane 60 mil (2008)	
<b>Miscellaneous Information</b>		

**INPRS FY12 EXPENSE BUDGET**  
**For 143 Building (143 West**  
**Market St)**

	JUL-11	AUG-11	SEP-11	OCT-11	NOV-11	DEC-11	JAN-12	FEB-12	MAR-12	APR-12	MAY-12	JUN-12	FY12 Final Budget
<b>COST CENTER=610 (Facility)</b>													
Facility Expense													
SECURITY SERVICES	-	1,431	1,431	1,431	1,431	102	-	32	1,198	32	32	1,263	8,351
PAPER SUPPLIES	500	500	500	500	500	500	500	500	500	500	500	500	6,000
BUILDING MAINTENANCE	10,416	10,416	10,416	10,416	10,415	10,415	10,415	10,415	10,415	10,415	10,415	10,415	124,984
BUILDING UTILITIES	11,640	11,640	11,640	11,640	11,641	11,641	11,641	11,641	11,641	11,641	11,641	11,641	139,688
Total Facility Expenses	22,556	23,987	23,987	23,987	23,987	22,658	22,556	22,588	23,754	22,556	22,588	23,819	279,023
Miscellaneous Expenses													
INSURANCE AND EMPLOYEE BONDS	-	-	-	-	-	14,378	-	-	-	-	-	-	14,378
Total Miscellaneous Expenses	-	-	-	-	-	14,378	-	-	-	-	-	-	14,378
Depreciation and Amortization Expenses													
DEPRECIATION EXPENSE	13,509	13,509	13,509	13,509	13,509	13,509	13,509	13,509	13,509	13,509	13,509	13,510	162,109
AMORTIZATION EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-
LEASEHOLD IMPROVEMENT EXPENSE	1,526	1,526	1,526	1,526	1,526	1,526	1,526	1,526	1,526	1,526	1,526	1,527	18,313
Total Depreciation and Amortization Expenses	15,035	15,035	15,035	15,035	15,035	15,035	15,035	15,035	15,035	15,035	15,035	15,037	180,422
Total Operations	37,591	39,022	39,022	39,022	39,022	52,071	37,591	37,623	38,789	37,591	37,623	38,856	473,823



Overall: 6576 SF  
Useable: 6576 SF



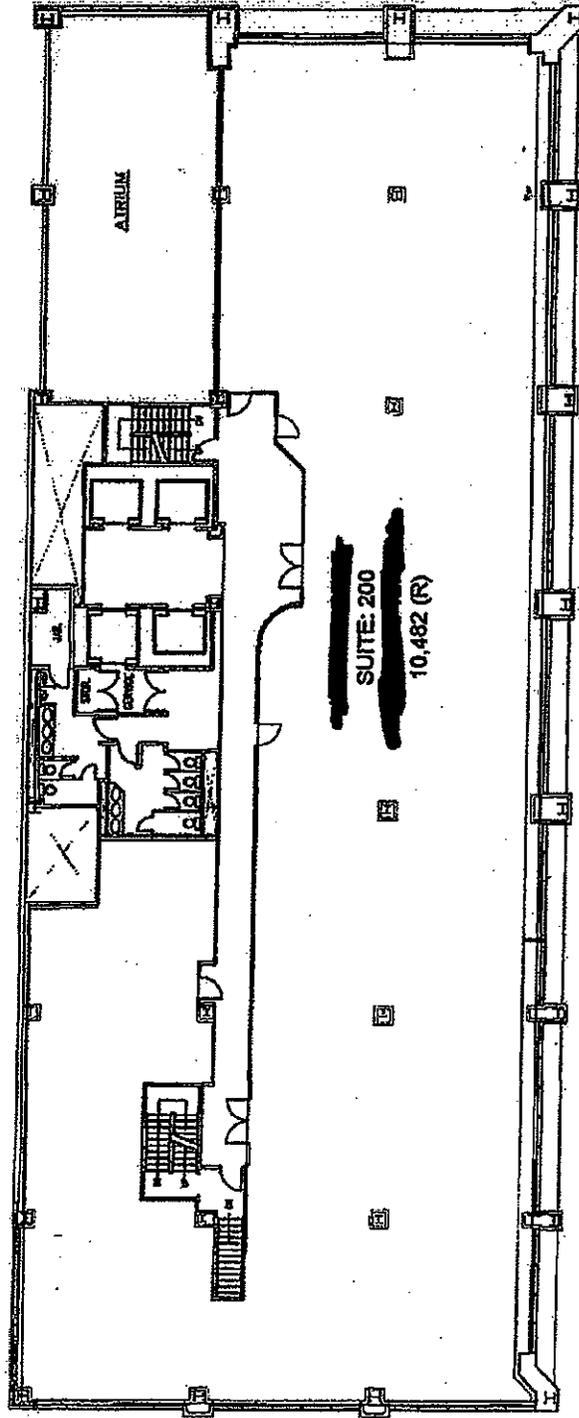
ONE NORTH CAPITOL  
BASES SHEET

sheet

ONE NORTH CAPITOL Bldg. SHEET 1001

ONE NORTH CAPITOL

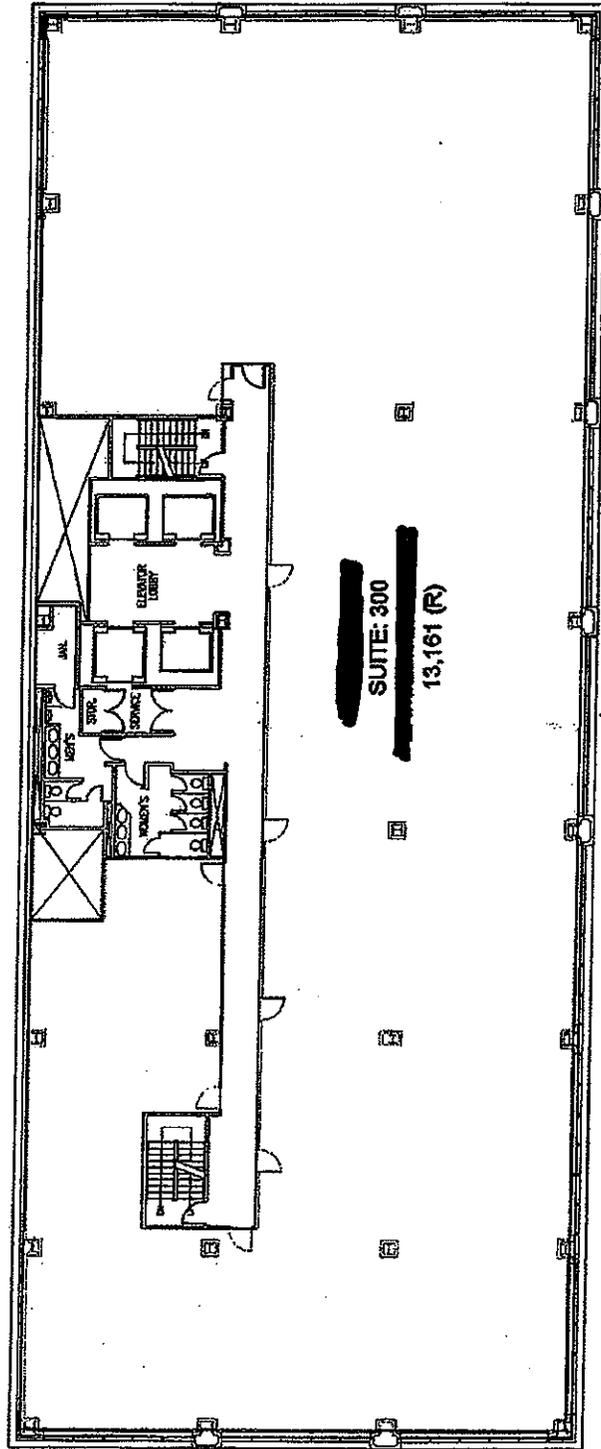
DIS



# ONE NORTH CAPITOL

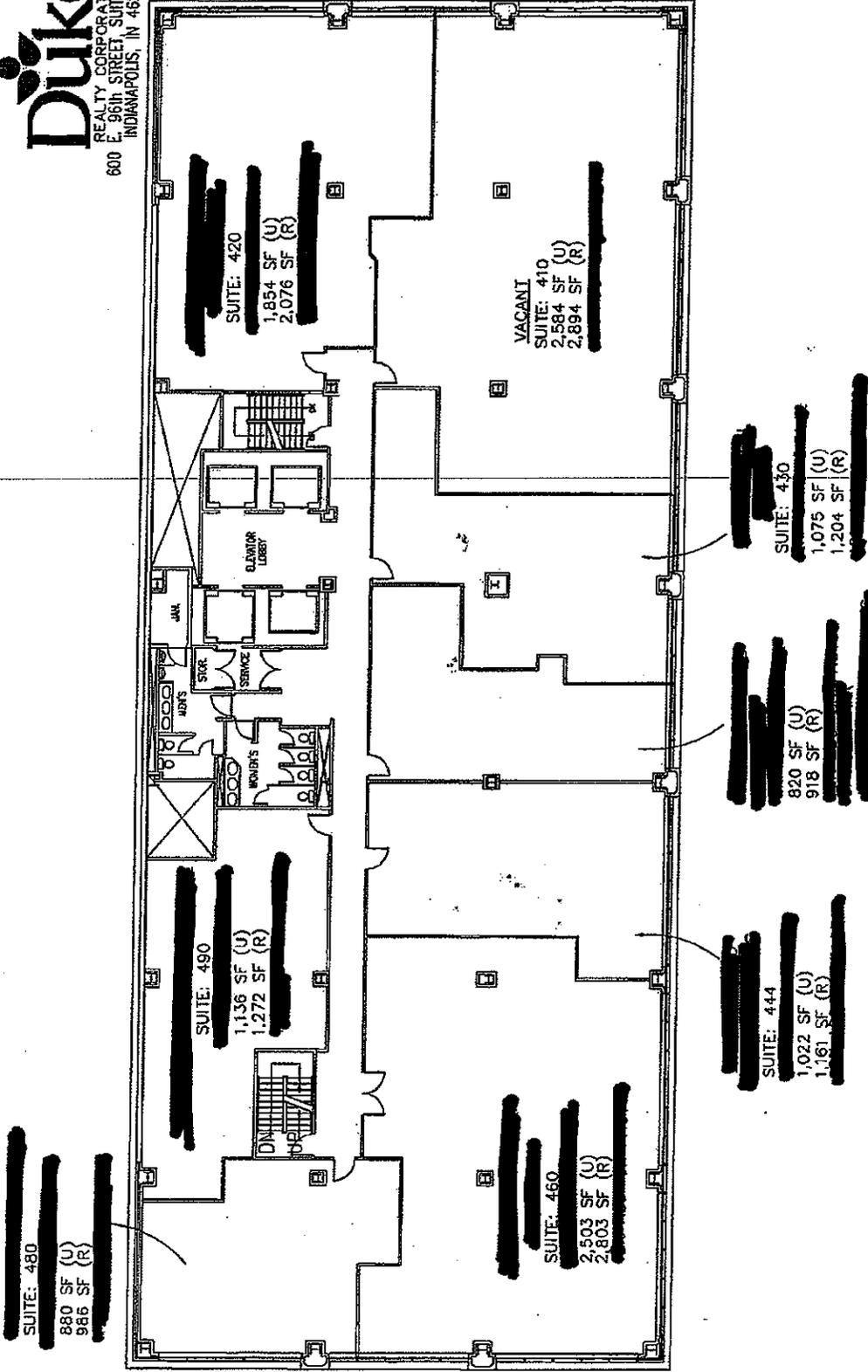
ONE NORTH CAPITOL, 2ND FLOOR  
 ONE NORTH CAPITOL, INDIANAPOLIS, INDIANA

SCALE: NOT TO SCALE



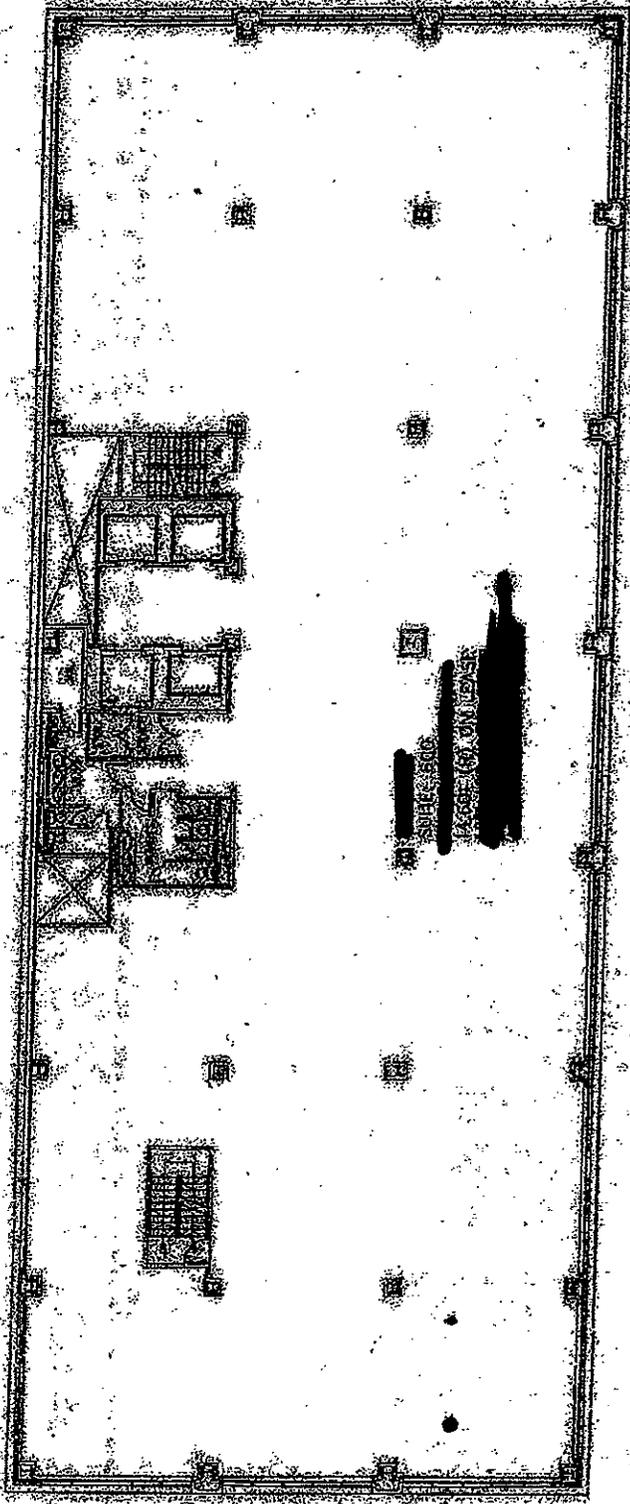
**3RD FLOOR PLAN**  
SCALE: NOT TO SCALE

**ONE NORTH CAPITOL**  
1 N. CAPITOL INDIANAPOLIS, INDIANA





# Dike



6TH FLOOR PLAN

SCALE: NOT TO SCALE

DATE: 03/24/09

schottdesign.com

ONE NORTH CAPITOL

101 SOUTH WINDYMOORE, INDIANAPOLIS, INDIANA

BASE SHEET

**Schott**

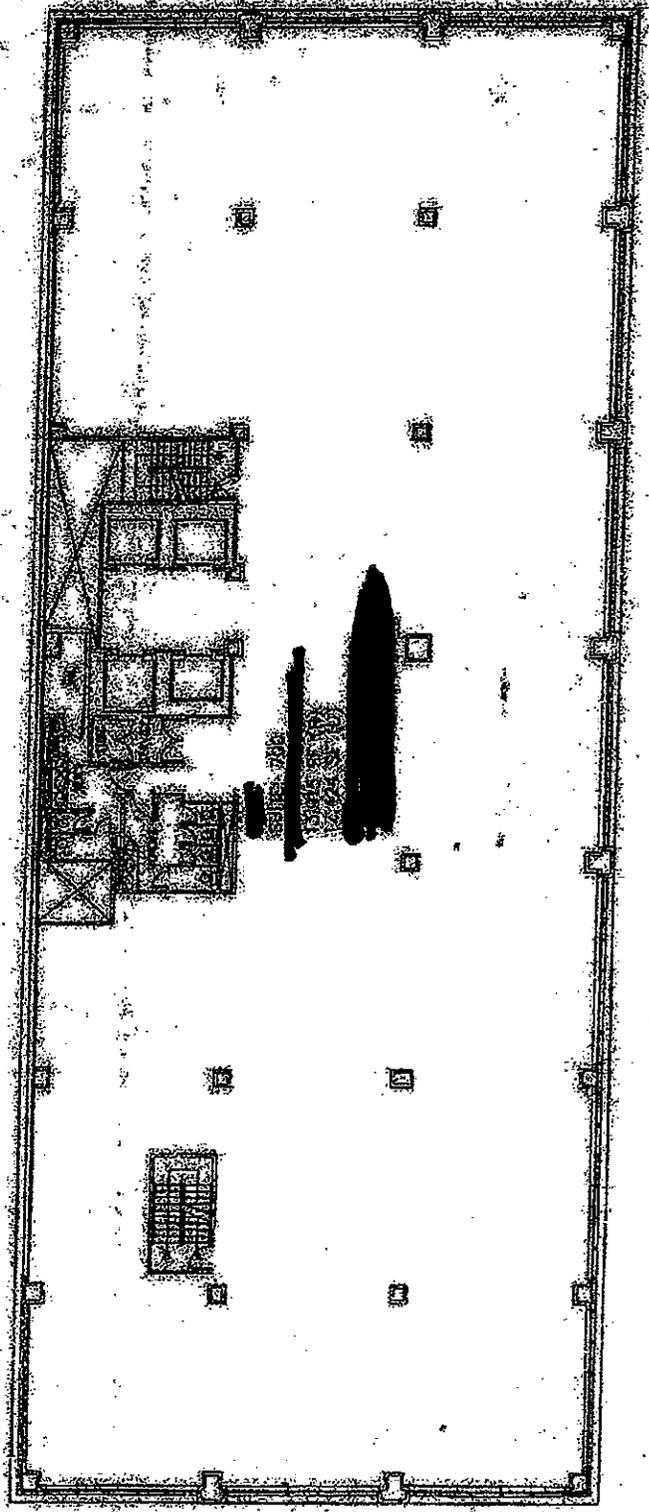
ARCHITECTURE

728 Westview Avenue, Indianapolis, Indiana 46208  
Tel: 317-267-1700 Fax: 317-267-1701

[www.schottdesign.com](http://www.schottdesign.com)

Chambers 13,915 SF  
Office 6,450 SF

Dike

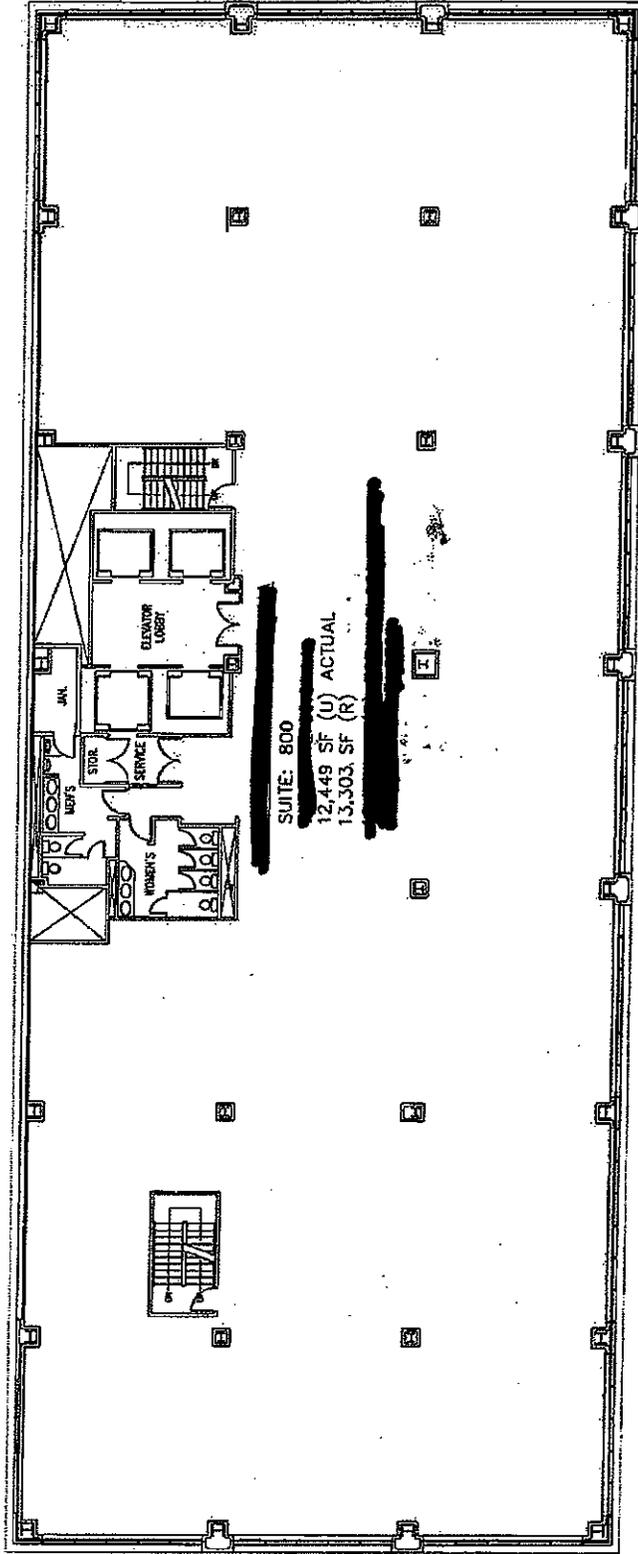


**schott**  
planning | interior design | architecture

**ONE NORTH CAPITOL**  
IN CAPITOL BUILDING CLINIC BUNK  
**BASE SHEET**

**7TH FLOOR PLAN**  
SCALE: 1/8" = 1'-0"

7128 wilder road, indianapolis, indiana 46228 | 317.257.7700 | 317.257.7700 | www.schottclerk.com



SUITE: 800

12,449 SF (U) ACTUAL  
13,303 SF (R)

**schott**  
design  
planning ■ defining ■ creating

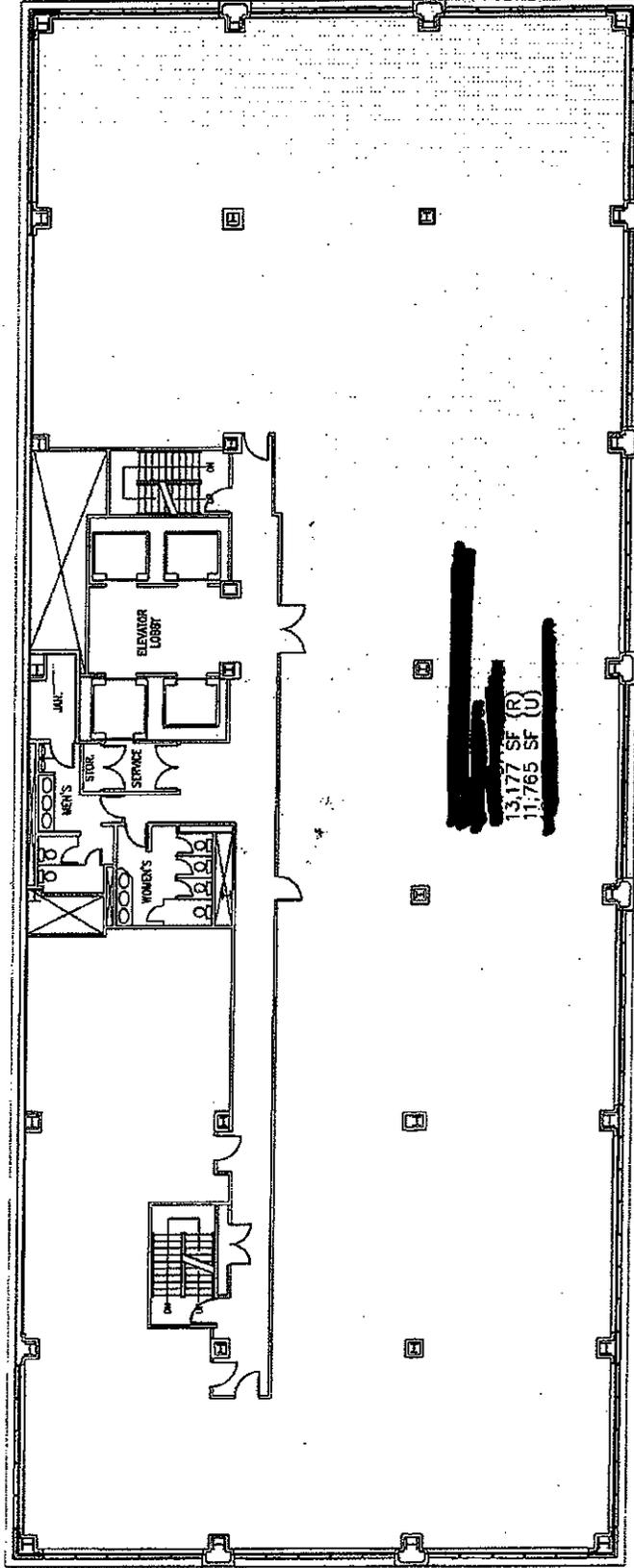
**ONE NORTH CAPITOL**  
1 N. CAPITOL INDIANAPOLIS, INDIANA  
**BASE SHEET**



**8TH FLOOR PLAN**  
SCALE: NOT TO SCALE

DATE: 07.11.11

7128 waldeemar drive ■ indianapolis, indiana 46268 ■ p: 317.387.1700 ■ f: 317.387.1770 ■ www.schottdesign.com



13,177 SF (R)  
11,785 SF (U)

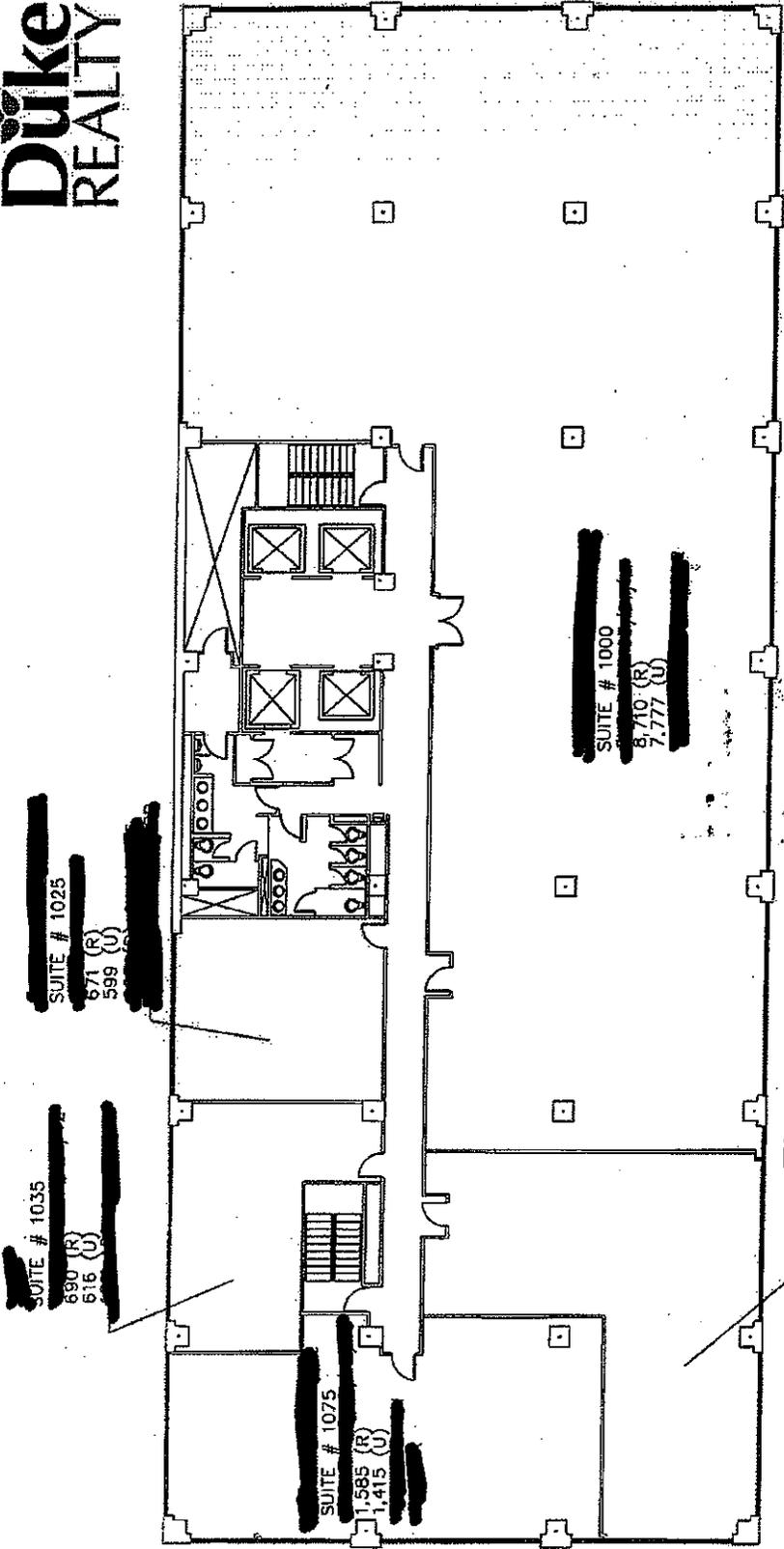
**schott**  
design  
planning ■ defining ■ creating

**ONE NORTH CAPITOL**  
1 N. CAPITOL INDIANAPOLIS, INDIANA  
**BASE SHEET**

**9TH FLOOR PLAN**  
SCALE: NOT TO SCALE

DATE: 07.11.11

7128 waldemar drive ■ indianapolis, indiana 46268 ■ p: 317.387.1700 ■ f: 317.387.1770 ■ www.schottdesign.com

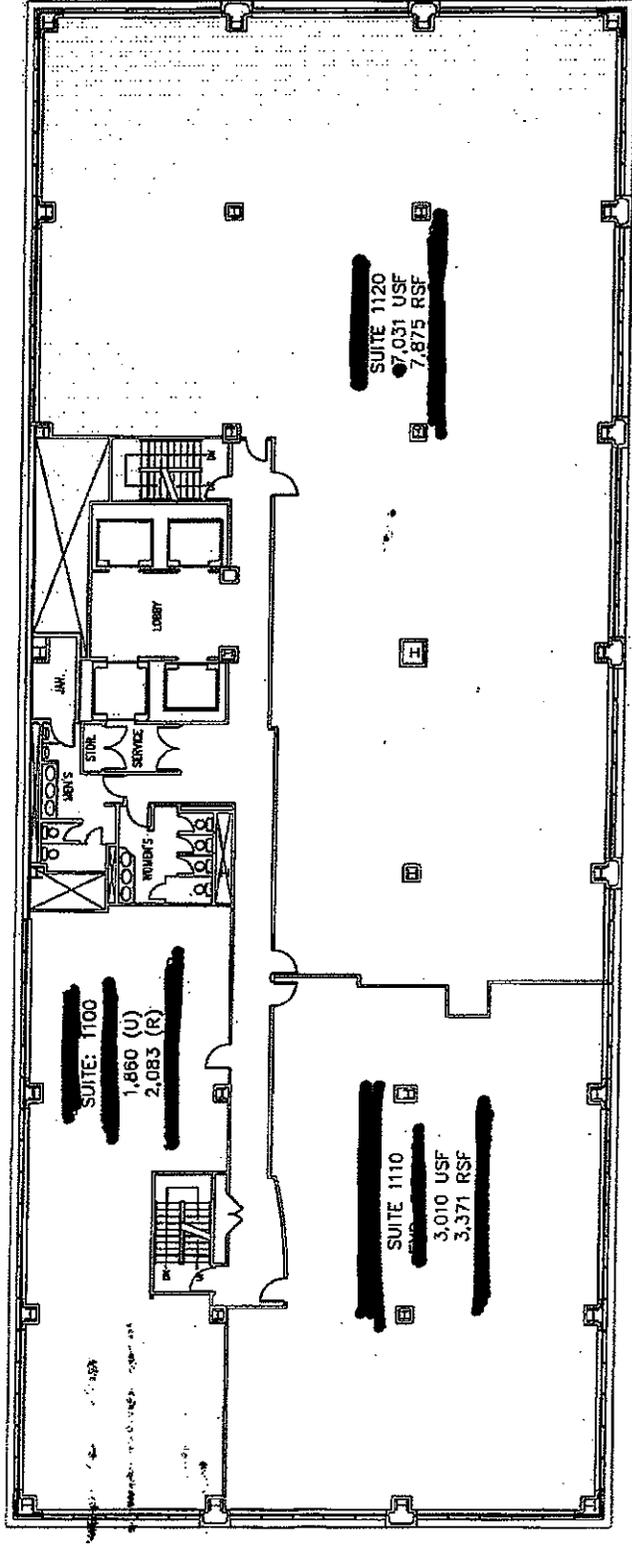


**ONE NORTH CAPITOL**  
1 N. CAPITOL INDIANAPOLIS, INDIANA  
**BASE SHEET**

**10TH FLOOR PLAN**  
SCALE: NOT TO SCALE

DATE: 07.11.11

7128 waldemar drive indianapolis, indiana 46268 p: 317.387.1700 f: 317.387.1770 www.schottdesign.com



**Schott**  
design  
planning ■ defining ■ creating

**ONE NORTH CAPITOL**  
1 N. CAPITOL INDIANAPOLIS, INDIANA  
**BASE SHEET**



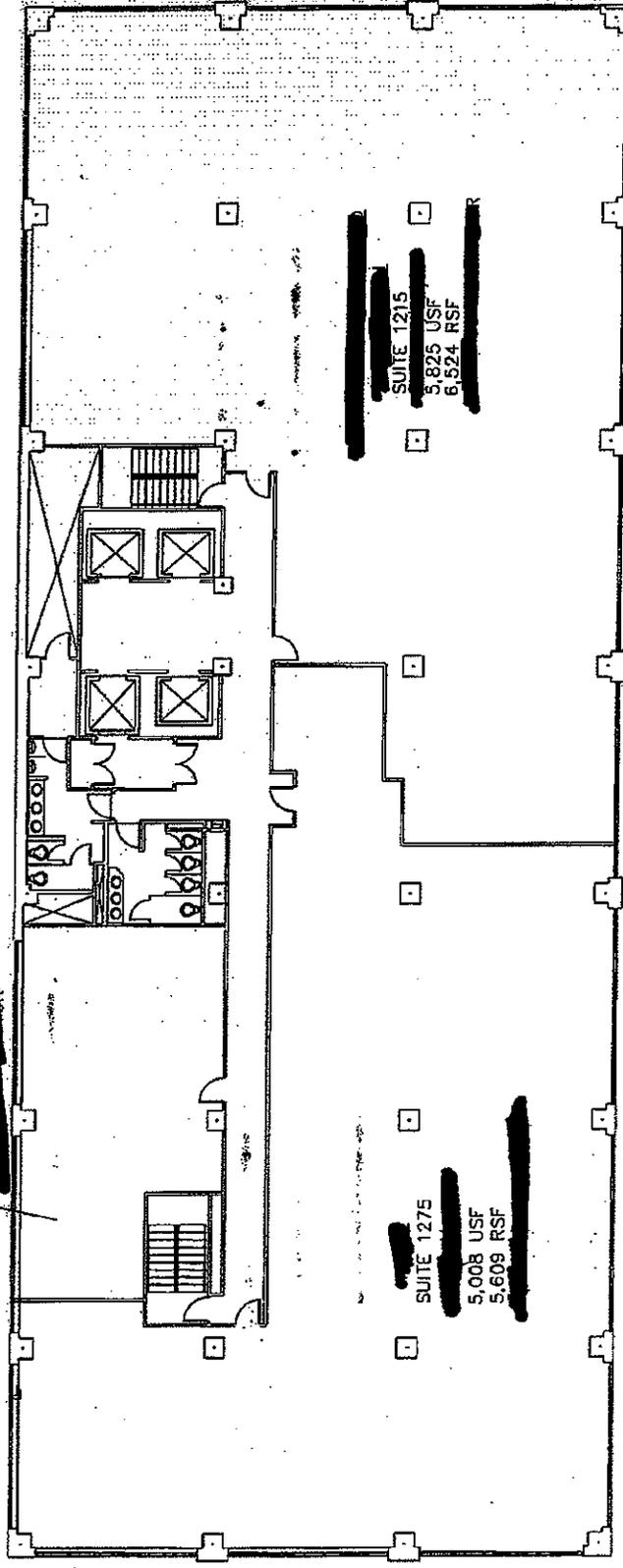
**11TH FLOOR PLAN**

SCALE: NOT TO SCALE

DATE: 07.11.11

7128 waideamar drive ■ Indianapolis, Indiana 46268 ■ p: 317.387.1700 ■ f: 317.387.1770 ■ www.schottdesign.com

VACANT  
SUITE 1250  
1,073 USF  
1,202 RSF



SUITE 1275  
5,008 USF  
5,609 RSF

SUITE 1215  
5,825 USF  
6,524 RSF

**schott**  
planning defining creating

**ONE NORTH CAPITOL**  
1 N. CAPITOL INDIANAPOLIS, INDIANA  
**BASE SHEET**

**12TH FLOOR PLAN**

SCALE: NOT TO SCALE

DATE: 07.11.11

7128 waldemar drive indianapolis, indiana 46268 p: 317.387.1700 f: 317.387.1770 www.schottdesign.com