

1. Does interior design personnel currently reside on staff, if so how will they interface with the ID consultant?
2. What is the organizational chart of the facilities department?
3. Who would the ID consultant report to?
4. Are there standards currently in place and if so what components do they address (furniture, lighting, colors, etc.)?
5. Do all F F & E projects go through a bidding process or direct purchase?
6. Is NHCC tied to any purchasing groups – if so, who?
7. The RFP is for interior design services but references exterior design consistency under Scope of Services as being a responsibility of the interior design consultant - please clarify.
8. Should the scope of services include signage (interior and/or exterior), wayfinding and art standards?
9. The RFP notes that the ID consultant will work with NHCC architects – we assume this includes all architectural firms that are retained by NHCC for projects identified in the RFP. What responsibilities will the ID consultant provide to the other architects – will it be more review and oversight or will the ID consultant actually provide design services?
10. Please define fixtures and building materials – for example, does this include plumbing and lighting fixtures?
11. What is the approach toward green design – is LEED certification a goal?
12. Can you please clarify under Contents of Proposal Point G that states: *Fee and cost proposal that shall clearly identify and specify all elements of cost that would become charges to NHCC, in whatever form. Provide specific information on your billing practices, including reimbursable cost categories.*

1. No
2. N/A
3. Me or COO
4. No
5. Some do some don't
6. No
7. Interior and exterior
8. you can offer as an extra
9. They will perform the services requested in the RFP
10. Yes
11. LEED standards
12. More for billing Give us some indication of how you bill (e.g. \$X an hour, or X% of some project cost, etc.).