



**SEDGWICK COUNTY, KANSAS**

***DIVISION OF FINANCE***

**Purchasing Department**

525 N. Main, Room 823 : Wichita, KS 67203 : Telephone (316) 660-7255 : Fax (316) 383-7055

**Request for Proposal  
#08-0285  
SPACE NEEDS ASSESSMENT SERVICES  
for VARIOUS COUNTY DEPARTMENTS  
Addendum #1**

October 31, 2008

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications for the Space Needs Assessment Services for Various County Departments.

Questions and/or statements of clarification are in **bold font**, answers to specific questions are *italicized*.

**1. County's responsibilities state that we will provide County space standards information relating to "typical" allowances for various space types. The County will provide space standards as a starting point to be used as a guideline in determining "typical" space allocations for various positions. For this assessment, these standards will be balanced with position function and needs and could vary accordingly.**

**2. It is the County's intention to review all proposals and select firms to interview. We have pre-established that interviews will take place on Friday, November 14<sup>th</sup> from 9:30 a.m. – 10:30 a.m. and beginning again at 2:30 p.m. Firms will be notified on Thursday, November 13<sup>th</sup> and should leave themselves available in the event you are asked to participate.**

**3. What CAD files are available for this project?** *Group 1 has floor plan CAD files of limited detail dated 2002 available for the Historic Courthouse and the Main Courthouse. These files include schematic type electrical and mechanical detail. CAD files for an extensive renovation of the first floor of the Munger building are also available. No other CAD files are available.*

**4. The County is committed to ensuring all of our facilities meet ADA requirements. The successful firm will be provided with our transition report as a guide to establishing appropriate square foot requirements.**

**5. Please contact Paula Downs at 660-9865 if you would like to tour any of the spaces included in the RFP.**

**6. Include with your proposal a timeline that indicates the estimated duration of each of the major elements or significant milestones of the services required to complete the space assessment.**

7. The Scope of Work section asked firms to project 10 or 20 year future space requirements and list required square footage per space type. This requirement should be modified to include only a 10 year projection and list of required square footage per space type. The County's "historic personnel growth" information will be provided to the successful firm and will show 2-3% approximate growth per year.

8. Exhibit A is attached. Exhibit A provides a list of departments/divisions included in the Space Needs Assessment and includes current total square foot for each department, current location, and indicates if the location is County owned or leased.

9. There are several references in the RFP stating the requirement for architectural services. In the Scope of Work section under "Deliverables" the requirement "All work shall be performed by qualified personnel under the supervision of a registered professional architect" is not required. Non-architectural firms are able to submit a proposal and they will be evaluated according to the Mandatory Requirements and Proposal Content. Be sure to submit reference materials of previous examples of similar work you have done in the past. The reference materials must be definitive. Also be sure to include any special certifications or registrations that add to your qualifications.

10. Delete section 8 (Insurance) and replace with the following wording:

Liability insurance coverage indicated above must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker's compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change.

All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to the County.

<b>Workers Compensation</b>	<b>Applicable State Statutory</b>
<b>Employers' Liability</b>	<b>\$100,000.00</b>
<b>Contractor's Liability Insurance</b>	
<b>Form of insurance shall be by a Comprehensive General Liability and Comprehensive Automobile Liability</b>	
<b>Bodily Injury</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Property Damage</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Personal Injury</b>	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
<b>Automobile Liability – Owned, Non-owned and Hired</b>	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
<b>Professional Liability</b>	<b>\$500,000.00</b>

Firms interested in submitting a proposal, must respond with one (1) original and two (2) signed copies of the entire document and deliver **on or before 1:45 p.m. CST, Wednesday, November 12, 2008 to Sedgwick County Purchasing Department, 525 N. Main, Suite 823, Wichita, KS 67203**. Late proposals will not be accepted and will not receive consideration for final award.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.**

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Joe Thomas, C.P.M.  
Senior Purchasing Agent

**EXHIBIT A**  
**Dated: October 24, 2008**

**GROUP 1**

**Sedgwick County Courthouse- 525 N. Main**

	<u>S.F.</u>
County Commission	4,600
County Manager's Office	4,800
County Counselor	3,520
Finance	6,200
GIS	1,964
Appraiser	8,105
County Clerk	7,224
Register of Deeds	6,212
Treasurer	<u>7,452</u>

**SUB-TOTAL S.F. 50,077**

**Sedgwick County Historic Courthouse - 510 N. Main**

	<u>S.F.</u>
Human Resources	5,082
ERP	1,000
Community Development	400
Election Commissioner	4,096
Video Studio	<u>160</u>

**SUB-TOTAL S.F. 10,738**

**Leased Space**

	<u>S.F.</u>
434 N. Oliver- Appraiser	12,616
940 N. Tyler- Appraiser	<u>1,102</u>

**SUB-TOTAL S.F. 13,718**

**GROUP 1 TOTAL S.F. 74,533**

**GROUP 2- HEALTH DEPARTMENT**

**Leased Space**

	<b><u>S.F.</u></b>
1900 E. 9th- Administration/Health Equity	12,806
1530 S. Oliver- Health Protection & Promotion	7,000
434 N. Oliver- Integrated Family Health	4,900
2716 W. Central- Clinical Services	13,000
2716 W. Central- 50 Parking	<u>n/a</u>
<b>TOTAL S.F.</b>	<b>37,706</b>

**GROUP 3 - HUMAN SERVICES**

**Sedgwick County Owned**

	<b><u>S.F.</u></b>
635 N. Main- Operations/Administration Services	
Human Services Director's Office	<u>16,330</u>
<b>Sub-Total S.F.</b>	<b>16,330</b>

**Leased Space**

	<b><u>S.F.</u></b>
7701 E. Kellogg-Children's Services	11,617
940 N. Waco- Addiction Treatment Services	10,000
934 N. Water-Crisis Intervention Services	5,968
1911/1929/1969 W. 21st- Community Support Services/CSS Med Clinic	26,739
1919 N. Amidon- Outpatient Services/Intake & Assessment Center	13,848
1720 E. Morris-Sedgwick County Offender Assessment Program	<u>6,620</u>
<b>Sub-Total S.F.</b>	<b>74,792</b>
<b>TOTAL S.F. GROUP 3</b>	<b>91,122</b>

PRE-PROPOSAL MEETING  
RFP/RFQ # 08-0285

PROJECT: Space Needs Assessment Services

LOCATION: 525 N. Main, Bocc, Wichita, KS

DATE: 10/17/2008 TIME: 10:00 a.m.

\*\*\* VENDORS NEED TO PRINT CLEARLY SHOULD WE NEED TO CONTACT YOU AT A LATER DATE \*\*\*

COMPANY NAME (PLEASE PRINT LEGIBLY)	CONTACT PERSON (PLEASE PRINT LEGIBLY)	E-MAIL ADDRESS (PLEASE PRINT LEGIBLY)	PHONE NUMBER (PLEASE PRINT LEGIBLY)	FAX NUMBER (PLEASE PRINT LEGIBLY)
WVM ARCHITECTS	JASON VAN HECKE	jvanhecke@wvmarchitects.com	(316) 262-4700	(316) 262-0002
WDM ARCHITECTS	BREDDA ZICKUNE	BZICKUNE@WDMARCHITECTS.COM	316-262-4700 262.4700	316 262 - 0002
WDM ARCHITECTS	MIKE SEIBERT	MSEIBERT@WDMARCHITECTS.COM	282-0467	202.0002
McCLURGAGE WANSKOP & PERRY	JEFF VAN SICKLE	jvansickle@mwpc.com	262-5465	262-5465
MVP ARCHITECTS	DAVE CLARK	dclark@mwpcorp.com	262-0451	262-5465
HNP ARCHITECTURE	MEGAN STEAPHAN	mstearman@mwpcorp.com	262.0451	262.5465
HOWARD HELMER	LISA SHEETZ	lsheetz@howardhelmer.com	634-1111	634-1016
HOWARD HELMER	DAVID WHITE	dwhite@howardhelmer.com	634.1111	634.1182
TIMOTHY FISKE & ASSOC CONSULTANTS	TIMOTHY FISKE	<del>tfiske@timothyfiske.com</del> tfiske@timothyfiske.com	913 322-0500	888-882-4608
		tf@timothyfiske.com		
		tf@timothyfiske.com		

