



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055

<http://www.sedgwickcountv.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL**  
**#15-0079**  
**MOVE IN READY BUILDING FOR LAW ENFORCEMENT TRAINING CENTER**

August 14, 2015

Dear Vendors,

Sedgwick County is seeking to acquire or lease a building and related parking and site improvements to accommodate the Law Enforcement Training Center. If your firm is interested in submitting a proposal request response please do so in accordance with the instructions contained within the attached Request for Proposal.

Kimberly Evans  
Purchasing Agent

## **Table of Contents**

- I. Purpose and Objectives**
- II. Submittals**
- III. Pre-Proposal Meeting**
- IV. About this Document**
- V. Background**
- VI. Scope of Work**
- VII. Minimum Requirements and Specifications**
- VIII. Sedgwick County's Responsibilities**
- IX. Proposal Terms**
  - A. Questions and Contact Information**
  - B. Minimum Firm Qualifications**
  - C. Selection Criteria**
  - D. Request for Proposal Timeline**
  - E. Contract Period and Payment Terms**
  - F. Insurance Requirements**
  - G. Indemnification**
  - H. Confidential Matters and Data Ownership**
  - I. Proposal Conditions**
  - J. General Contract Provisions**
- X. Required Response Content**
- XI. Proposal Response Form**

**END OF SECTION**

## **I. Purpose and Objectives**

Sedgwick County, Kansas (hereinafter referred to as “Sedgwick County” or “County”), is seeking proposals that best satisfy its’ need for a new or renovated facility to accommodate the Law Enforcement Training Center (LETC). The County will consider the following proposal responses or any combinations of these possible proposal responses as responsive.

- A proposal to sell a build to suit or modified to suit property meeting the needs of the LETC.
- A proposal to lease a build to suit or modified to suit property meeting the needs of the LETC.
- A proposal to sell an existing unmodified property with the capacity and features that with modification or addition by others will accommodate the needs of the LETC.
- A proposal to lease an existing unmodified property with the capacity and features that with modification or addition by others will accommodate the needs of the LETC.
- A proposal to design, provide architectural services, construction services to repair/modify and or add to the County owned Judge Riddel Boys Ranch (JRBR) property and facilities located at Lake Afton into a fully code compliant and reliable property that accommodates the needs of the LETC.
  - Contact Steve Claassen, Sedgwick County Facilities Director, to schedule tours or for additional information requests.
    - Email: [steve.claassen@sedgwick.gov](mailto:steve.claassen@sedgwick.gov)
    - Phone: 316 660 9075

## **II. Submittals**

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit **one (1) original, three (3) copies and one (1) electronic copy** of the entire proposal document with any supplementary materials to:

Kimberly Evans  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

**SUBMITTALS** are due **NO LATER THAN 1:45 p.m. CST, TUESDAY, NOVEMBER 24<sup>th</sup>, 2015**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date. No information other than the respondent’s name will be disclosed at bid opening.

## **III. Pre-Proposal Meeting**

There will be a Pre-Proposal meeting at 10:00am CDT on Wednesday, September 9<sup>th</sup> at the Ark Valley Lodge meeting room, 615 N. Main. This meeting is not mandatory; however this will be the only time to see an example of the finishes used and have discussion with county staff regarding the proposal.

## **IV. About this Document**

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor’s approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

## **V. Background**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 503,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The Wichita Sedgwick Law-Enforcement Training Center (WSCLETC) was established in 1985 at its current location of 2235 W. 37<sup>th</sup> Street North in Wichita, Kansas. WSCLETC houses both the Wichita Police Department and the Sedgwick County Sheriff's Office. Both agencies run a combined 24 week academy for new recruits from the facility. The Sedgwick County Sheriff Office also trains all their detention recruit deputies through the academy which is separate from the commissioned recruit academy. WSCLETC is also used to hold the Citizen Police Academy which is held twice a year. The Wichita Police Department and the Sedgwick County Sheriff's Office utilize the academy for mandatory in-service training which is required by the state for all commissioned personnel. At times the academy is used by outside agencies to train their personnel in subjects like CPR as an example. LETC also serves as the Sedgwick County 911 Training Academy for emergency call-taking and dispatch procedures, and functions as the backup site for operations that normally occur at the Public Safety Center.

Sedgwick County reserves the right to utilize their contracted vendors for any further services required as a result of a suitable solution being found. These include, but are not limited to:

- On-Call Real Estate Services
- On-Call Remodel Services
- On-Call Architectural and Engineering Services

## **VI. Scope of Work**

The successful proposer(s) will be required to provide any or all of the following:

1. Provide listings with descriptions/legal descriptions to include cost data for proposed building(s) If proposing new construction or remodel/addition, construction cost estimates should be provided.
2. Provide a building and associated site improvements for purchase that meets program needs or provide a property for purchase that when modified or added on to will meet program needs. The county will consider leasing options.
3. Provide opportunities for County representatives to tour building(s) at mutually convenient times.
4. Provide conceptual site plans, interior and exterior floor plans and elevations with proposal response. Provide a property that is complete with all necessary utilities including satisfactory broadband data access.
5. Provide a property that has accommodating zoning for the intended purpose.
6. Provide in detail what (if any) site improvements will be made to the property.
7. Describe the process you will use to meet the minimum requirements of the attached LETC program and what documentation you would produce that will enable buyer and seller to satisfactorily and fairly understand what will be delivered at closing.
8. Any proposed properties must meet all applicable building codes.
9. Provide any relevant information regarding the energy efficiency of the proposed building(s). Cost of operations will be a consideration in determining an acceptable property.
10. Provide any applicable construction documents or detailed plans and specifications that define the proposed modifications to the property. It is envisioned that this work would not necessarily be provided with the proposal response but would be a necessary work product required prior to contract consummation.

11. Provide a proposed timeline indicating at minimum:
  - a. Date of response to RFP
  - b. Allowance of 6 weeks for County to evaluate proposals.
  - c. Date of possible letter of intent from County to proposer.
  - d. Amount of time allocated to working with LETC staff to complete design and produce construction documents and specifications.
  - e. Proposed date of purchase or lease agreement.
  - f. Time required to complete any and all alterations/additions/renovations required in the contract.
12. Proposed date of closing.

### **VII. Minimum Requirements and Specifications.**

The County desires the most advantageous service(s) and product(s) available. The following specifications outline the minimum requirements for this RFP. Minimum requirements are provided to assist vendors in submitting a thorough response that meets the County's objectives. Proposals received must reflect in detail their inclusion and the degree provided. Vendors should propose methodologies which meet the purpose and meaning of the listed requirements. The vendor recommended for award based on the listed selection criteria will be the vendor with the proposed service(s) and product(s) which meets all, or most closely meets the requirements and specifications.

1. Building that is constructed or modified to meet the specific needs of the LETC program that is move in ready, for purchase or lease in turn-key condition. (Unimproved properties that can be demonstrated to meet the program needs will also be considered.)
2. The quality of construction and materials/finishes should be consistent with that used in this areas' current primary school construction.
3. A one year warranty on all elements of the property shall be a requirement of the contract to begin on the date of closing.
4. Prefer a single tenant building

### **VIII. Sedgwick County's Responsibility**

To assist the successful proposer(s), Sedgwick County will do the following:

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or is relevant to the specific project.

### **IX. Proposal Terms**

#### **A. Questions and Contact Information**

Any questions regarding this document must be submitted in writing to Kimberly Evans at [kimberly.j.evans@sedgwick.gov](mailto:kimberly.j.evans@sedgwick.gov) by 5:00 p.m. (CDT) September 18, 2015. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <http://www.sedgwickcounty.org/finance/purchasing.asp>, under view current RFQs and RFPs to the right of the RFP number by 5:00 p.m. (CDT) September 25, 2015. Vendors are responsible for checking the web site and acknowledging any addenda on their response form.

#### **B. Minimum Firm Qualifications**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. **Any exceptions to the requirements listed should be clearly detailed in proposer's response.** Proposers shall:

1. Have proper certification(s) or license(s) for the services specified in this document.
2. Have knowledge and comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts the county shall be followed with respect to the contract.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.

4. Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas in the form of a certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the contract documents, executed by the corporation's Secretary or Assistant Secretary.
5. Identify a single point of contact for concerns and/or questions.
6. Have a minimum of five (5) years experience in providing services similar to those specified in this Request for Proposal.
7. Provide at least three (3) references verifying exemplary service within the last three (3) years. These references MUST have received services similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, e-mail address, length of service provided, and a brief description of services provided.

**C. Selection Criteria**

The selection process will be based on responses to this Request for Proposal and any interviews required to verify the ability of respondents to provide services in accordance with this document. A committee will evaluate each firm's response as determined by meeting the following criteria (ranked in no particular order):

1. Meeting or exceeding all minimum and general requirements.
2. Providing the County with the most advantageous proposal (i.e. methodology and cost).
3. Proposed buildings will be evaluated based on (not limited to) the following:
  - Cost of Operations.
  - Meeting/exceeding requirements as specified.
  - Other external factors taken into consideration that could affect the operations of the Law Enforcement Training Center.

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY COMPANY AS A RESULT OF ANY VERBAL DISCUSSION WITH ANY COUNTY EMPLOYEE PRIOR TO THE COMPLETION OF THE REQUEST FOR PROPOSAL PROCESS, OTHER THAN THE EMPLOYEES IDENTIFIED IN THIS DOCUMENT. SUCH ACTIVITY MAY BE CAUSE FOR DISQUALIFICATION OF CONSIDERATION FOR AWARD OF THIS PROJECT.

*Sedgwick County, Kansas reserves the right to select the service/provider which best meets its required needs, budget constraints, quality levels, and administrative expectations.*

**D. Request for Proposal Timeline**

The following dates are provided for information purposes and are subject to change without notice. Contact Kimberly Evans [Kimberly.j.evans@sedgwick.gov](mailto:Kimberly.j.evans@sedgwick.gov) or the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	<b>August 14, 2015</b>
Pre-Proposal Meeting @ 10:00 a.m. CDT	<b>September 9, 2015</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>September 18, 2015</b>
Addendum Issued	<b>September 25, 2015</b>
Sealed Proposal due before 1:45pm CST	<b>November 24, 2015</b>
Evaluation/Contract Negotiation Period	<b>November 25 2015- March 21, 2016</b>
City Approval of City/County LETC operating and funding agreement	<b>March 22, 2016</b>
Board of Bids and Contracts Recommendation	<b>March 31, 2016</b>
County Approval of City/County operating and funding agreement	<b>April 6, 2016</b>
Board of County Commission Approval	<b>April 6, 2016</b>

**E. Contract and Payment Terms**

An agreement will be entered into upon approval from both the Board of County Commissioners and The City of Wichita and execution of signed legal contracts.

**PAYMENT AND INVOICE PROVISIONS**

[http://www.sedgwickcounty.org/purchasing/payment\\_and\\_invoice\\_provisions.pdf](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

**F. Insurance Requirements**

<b>Worker's Compensation:</b>	
Applicable State Statutory Employer's Liability	
<b>Employer's Liability Insurance:</b>	\$100,000.00
<b>Contractor's Liability Insurance:</b>	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
<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>	\$500,000.00

Liability insurance coverage indicated below 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, workers' 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 County.

**G. Indemnification**

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

#### H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

#### I. Proposal Conditions

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

#### J. General Contract Provisions

[http://www.sedgwickcounty.org/purchasing/General\\_Contractual\\_Provisions\\_2015.pdf](http://www.sedgwickcounty.org/purchasing/General_Contractual_Provisions_2015.pdf)

#### **X. Required Response Content**

Proposal response should include the following:

1. Proposal Response Form, as attached.
2. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(s) of lead professional personnel assigned to the County account.
3. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
4. Detailed response that clearly indicates an understanding of the Scope of Work in Section VI and the Minimum Requirements and Specifications in Section VII.
5. Response to Section IX subsection B.

NEXT PAGE

**XI. Proposal Response Form Page**

**REQUEST FOR PROPOSAL**

**#15-0079**

**MOVE IN READY BUILDING FOR LAW ENFORCEMENT TRAINING CENTER**

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the Proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

STATE OF INCORPORATION or ORGANIZATION  
\_\_\_\_\_

COMPANY WEBSITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

LLC \_\_\_\_\_ LLP \_\_\_\_\_ Not For Profit Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

BUSINESS MODEL: Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

Not a Minority Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_\_\_ Certification # \_\_\_\_\_

African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_ Woman-Owned Business \_\_\_\_\_

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: \_\_\_\_\_ Yes \_\_\_\_\_ No

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp).

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_

## Law Enforcement Training Center

### "PROGRAM SUMMARY"

---

Page	Department	Area/Square Footage
1	ADMINISTRATION	3,400
2	COMMON USE	15,100
3	CLASSROOMS	7,750
4	SHERIFF'S OFFICE	4,670
5	WICHITA POLICE DEPARTMENT	6,140
6	911 EMERGENCY BACKUP	2,200
	<b>TOTAL NET AREA:</b>	<b>39,260</b>
	<b>CIRCULATION, MECHANICAL, MISC. (30%)</b>	<b>11,778</b>
	<b>TOTAL GROSS AREA:</b>	<b>51,038</b>

Note: restrooms excluded from circulation factor above.

7	<del>AUDITORIUM - ADDITIONAL SPACE</del>	0
---	--	---

## ADMINISTRATION

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Public Lobby/Waiting - seating for 20 visitors - 4 self-serve computers for Applicants' use - displays	1,000
2.	Reception Area - provide space for filling out applications - 2 clerical areas - seating for 4-6 people	400
3.	Small Conference Room - seating for 10-12 people	300
4.	Large Conference Room - seating for 20-25 people	600
5.	Reserve Office	200
6.	Work & File Room - copier, printer, fax, basic supplies, files, sink	300
7.	Server/IT Room	400
8.	Custodial Office - 2 people - supplies	200
<b>Total Administration:</b>		<b>3,400</b>

### COMMENTS:

- ▶ Provide access to public restrooms from Lobby.
- ▶ Secure public spaces from employee operation/work areas (front and back).
- ▶ Lobby space should be welcoming and comfortable for applicants and visitors.
- ▶ Close parking and ADA access.
- ▶ Administration to have direct visibility to Lobby and Reception.
- ▶ Business professional appearance.

LAW ENFORCEMENT TRAINING CENTER  
WICHITA POLICE DEPARTMENT / SEDGWICK COUNTY SHERIFF'S OFFICE

**COMMON USE**

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Gymnasium/Multipurpose Space	7,400
2.	Fitness Room	2,000
3.	Locker Room (Male) - 100 full size lockers - 50 person peak - restrooms, showers for peak	1,200
4.	Locker Room (Female) - 30 full size lockers - 15 person peak - restrooms, showers for peak	700
5.	Staff Lunch Room - 8-12 seats - vending, microwaves, refrigerator	300
6.	Recruit Lunch Room - 75 seats - small kitchen (200 sf.) - microwaves (6) - vending	2,000
7.	Staff Restrooms - 2 @ 150 sf.	300
8.	Public Restrooms - 2 near Lobby - 2 near Classrooms	1,200
<b>Total Common Use Areas:</b>		<hr/> <b>15,100</b>

**COMMENTS:**

- ▶
- ▶

## CLASSROOMS

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Large Classroom <del>- tiered seating for 125-</del> <del>- fixed tables</del> <del>- sound and projection systems</del> <del>- equipment storage</del>	0
2.	Medium Classrooms (dividable) - seating at tables for 40-45 - 2 @ 1,200 sf.	2,400
3.	Small Classrooms - seating at tables for 30 - 5 @ 900 sf.	4,500
4.	Classroom Storage - 2 @ 200 sf. - near classrooms	400
5.	Mock Cell Training - simulate cell	450
6.	Library/Research Lab <del>- laptop computers</del> <del>- seating for 10-12</del>	0
<b>Total Classrooms:</b>		<b>7,750</b>

### COMMENTS:

- ▶ Classrooms equipped for wireless laptop computer use.
- ▶ Equip classrooms with smart boards.
- ▶ Tables in all classrooms.
- ▶ Increase large classroom to accommodate 150 if no direct access to Auditorium.

## **SEDGWICK COUNTY SHERIFF'S OFFICE**

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Training Commander's Office	220
2.	Recruiting Sergeant - 1 @ 150 sf.	150
3.	Background Investigators - 3 Investigators Offices - waiting area for 4-5 - secured storage	600
4.	Training Sergeant's Office - 2 @ 150 sf.	300
5.	In-Service Deputy/FTD - 1 @ 150 sf. - shared by 2 people	150
6.	Workroom/Files - copier, fax, printer, basic supplies	150
7.	Future Office - 1 @ 150 sf.	150
8.	Future Workstation - shared by 2 or 3 people	150
9.	Photo Studio - studio area - reception counter - waiting for 2 or 3 people	400

## **SEDGWICK COUNTY SHERIFF'S OFFICE, CONTINUED**

---

<b><u>Item</u></b>	<b><u>Department / Area</u></b>	<b><u>Area/Sq. Ft.</u></b>
10.	SCSO - Quarter Master office (150 sf.) - Counter/Waiting (150 sf.) - Fitting room (100 sf.)	1,400
11.	General Storage	<u>1,000</u>
	<b>Total Sedgwick County Sheriff's Office:</b>	<b>4,670</b>

### **COMMENTS:**

- ▶ Locate studio near Applicant Processing Area.
- ▶ Secured area for SCSO.
- ▶ Direct access to loading area for Quarter Master.

## WICHITA POLICE DEPARTMENT OFFICE

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Background Investigator Offices - waiting area for 4-5 people - secured storage	600
2.	Captain Office	220
3.	Recruitment Lieutenant - 1 @ 150	150
4.	FTO - 1 @ 150	150
5.	Polygraph Examiner - locate near pre-employment area - soundproof controlled room	220
6.	In-Service Training Office - 1 sergeant (150) - 1 clerk II (150)	300
7.	Private Security Office - equipment storage - public access - direct (separate) entrance desirable	300
8.	Future Office - 1 @ 150 sf.	150
9.	Future Work Station - shared by 2 or 3 people	150
10.	Crime Scene Incident Room - space to construct variety of crime scenes - storage for equipment/supplies (300 sf.) - noisy - locate away from learning environments	1,500

## **WICHITA POLICE DEPARTMENT OFFICE**

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
11.	WPD Quarter Master Office/Supply - Quarter Master office (150 sf.) - Counter/Waiting (150 sf.) - Fitting room (100 sf.)	1,400
12.	General Storage	<u>1,000</u>
	<b>Total Wichita Police Department Office:</b>	<b>6,140</b>

**COMMENTS:**

- ▶ Direct access to loading area for Quarter Master.
- ▶ Polygraph office share with County.
- ▶ Locate private Security Office near Lobby.

## 911 EMERGENCY BACKUP

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Meeting Room - (8) 911 workstations - (2) additional staff stations	2,000
2.	Equipment Room	<u>200</u>
	<b>Total 911 Emergency Backup:</b>	<b>2,200</b>

### COMMENTS:

- ▶ Provide emergency generator to all systems.
- ▶ Raised floor similar to 911 Center desired.
- ▶ Secured room.
- ▶ Dedicated cooling for equipment room.

**COMMENTS:**

- ▶ Parking for 250 cars.
- ▶ Secured parking for 10 vehicles.
- ▶ Staff need easy access to loading area for equipment required for field work.
- ▶ ~~Access to outdoor all-weather track.~~
- ▶ Provide space for agility course. Outdoor.
- ▶ Provide professional image for facility.
- ▶ Neighborhood friendly

## AUDITORIUM - ADDITIONAL SPACE

---

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Auditorium Seating Area - seating for 500 - control booth	0
2.	Auditorium stage/platform	0
3.	Storage	<u>0</u>
	<b>Total Auditorium:</b>	<b>0</b>

### COMMENTS:

- ▶ Locate near Serving kitchen.
- ▶ Used for training, graduation, Super Saturdays and speakers.
- ▶ Can be shared by other groups.
- ▶ Very desirable to be in direct access to Training Facility.
- ▶ Lobby gathering space needed.
- ▶ Restrooms easily accessible.