



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.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#17-0071
ARCHITECTURAL AND ENGINEERING SERVICES
DESIGN AND CONSTRUCT EMS POST 15

July 25, 2017

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a professional architectural and engineering firm to prepare design drawings, specifications, bidding assistance, opinion of probable cost and construction administration for the construction of Sedgwick County EMS Post 15, (approx. 3575 N Webb Rd). If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45pm CDT, August 29, 2017.

All contact concerning this solicitation shall be made through the Division of Purchasing. Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

Kim Bush, CPPB
Purchasing Agent

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I. 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. 68, 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.

II. 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 508,000 persons. It is the sixteenth largest in area, with 1,008 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.

Sedgwick County, Kansas (hereinafter referred to as "Sedgwick County" or "County"), is seeking a professional architectural and engineering firm to prepare design drawings, specifications, bidding assistance, opinion of probable cost and construction administration for the construction of Sedgwick County EMS Post 15. This request for proposal will provide both Architectural/Engineering (A/E) design for a proposed 3,000 square foot pre-engineered metal building with brick façade. This building to also include: a drive-thru bay for two ambulances, bay storage, heat, but no air conditioning necessary in the ambulance bay. The living/office quarters must accommodate a 4 person crew per shift, a kitchen, a safe room, a generator, separate shower/restroom facilities for men and women, a locker area, and a dayroom. Direct access from the office/kitchen/dayroom to the bay is required. Sealed concrete floors throughout, drywall interior, and heated floors.

The site is build ready, but there are limitations on the approach and driveway due to an encroachment agreement in place with Southern Star Central Gas Pipeline, Inc. The approach and driveway must meet all terms of the agreement. All recorded documents and agreements in reference to this site will be made available to the successful proposer.

The building will be located on property owned by the County near 35th Street North and Webb Road. The south 219.65' of Lot 35, Comotara Industrial Park Fourth Addition to Wichita, Sedgwick County, Kansas containing approximately 47,916 square feet. See attached aerial map at the end of this document for reference.

Sedgwick County is seeking a firm with the following expertise and experience:

- Experience in developing plans, coordinating a design team and administering a project of similar size
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Interior Design

- Construction Cost Estimating

Any additional strengths should be noted in the proposal response.

III. Project Objectives

The following objectives have been identified for this contract:

1. Acquire services meeting/exceeding the Scope of Work requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire services with the most advantageous overall cost to the county.

IV. 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 **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kim Bush, CPPB
Sedgwick County Division of Purchasing
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY, August 29, 2017. 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.

V. Scope of Work

Phase One is to include the following:

1. Consult with county staff to determine project requirements and review available data in the county’s possession.
2. Prepare preliminary schematic drawing in enough detail to develop a detailed construction estimate.
3. Prepare and execute documents necessary for a lot split and vacating access control on a platted lot where the county recently purchased land for this project, including all necessary surveys.
4. Submit an opinion of probable cost.

Phase Two is to include the following:

1. Perform necessary research and field survey work as required to complete design including soil testing.
2. Prepare and present for approval, preliminary design documents consisting of preliminary construction plans and outline specifications.
3. Prepare any necessary documents for alternate bids requested by county staff.
4. Develop a project schedule defining and establishing all owner’s costs, consulting, A/E services, programming, design, and construction activities and milestones in consultation with county staff. Opinion of probable cost is to be provided both at the end of the design phase, then again once the final CD’s are prepared.
5. Prepare and present for approval, final project plans, specifications and contract documents which shall include bid forms, instructions to bidders, contract form, bonding and insurance requirements and where applicable, local, state and federal compliance requirements, and assist in the preparation of other related documents. Assist in obtaining approvals by participating in submissions and negotiations with appropriate officials and authorities, including administrative hearings and meetings as reasonably required.
6. Provide bidding assistance to include:
 - a. Attending any pre-bid conference
 - b. Advising county staff as to the acceptability of substitute materials and equipment proposed.
 - c. Prepare or assist in preparation of any bid addenda.
7. Provide construction administration to include:

- a. Provide a minimum of one site visit each week to observe the progress and quality of the work being completed.
- b. Review contractor's applications for payment including any supplemental materials and advise the county as to the amount owing to contractor. Approval, in writing, of payment should be based on observations and review that the progress and quality is in accordance with the final project documents.
- c. Take appropriate action to review shop drawings, samples, etc. as submitted by contractor.
- d. Verify that completed project conforms to the final plans, including compliance with ADA standards. Provide written verification of approval or disapproval of work to project manager.
- e. Prepare all change orders as required.
- f. Conduct inspections to determine if the project is substantially complete and conduct a final inspection to determine if the project has been completed in accordance to all project documents. Upon disapproval prepare a list of incomplete, unsatisfactory items and a schedule for their completion. Upon approval of final inspection, provide written verification to county staff.
- g. Approve, in writing, final payment upon receipt of guarantees, manuals, bonds, warranties, as-built drawing, etc.
- h. Act on behalf of the county to the extent authorized by county staff.

All phases and areas within the project site must meet full ADA compliance, per 2010 ADA Standards for Accessible Design. All work must meet Sedgwick County CAD standards as attached at the end of this document.

VI. Sedgwick County's Responsibilities

To assist the A/E firm, Sedgwick County will do the following:

1. Provide to A/E firm all information, as legally allowed, in possession of the county, which relates to the county's requirements for the project or which is relevant to the project.
2. Assist the A/E firm in obtaining permission to enter public and private property as required for A/E firm to perform services. The county will acquire the necessary easements and/or property.
3. Examine all studies, test results, reports, sketches, drawings, specifications, and proposals, and other documents presented/forwarded by A/E firm.
4. Designate a person to act as the county's representative with respect to the work to be performed under this Agreement for the project. Such person shall have the authority to transmit instructions, receive information, interpret and define the county's policies and decisions with respect to materials, equipment, elements, and systems pertinent to A/E's services.
5. Provide established county standards to the A/E firm.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Bush, CPPB at Kimberly.Bush@sedgwick.gov by 5:00 p.m. CDT August 2, 2017. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at 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 August 9, 2017. Firms are responsible for checking the website and acknowledging any addenda on their proposal 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. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Proposers shall:

1. Have a minimum of five years experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, 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 in the county shall be followed with respect to the contract.

5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. [Evaluation Criteria](#)

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff will advise the evaluation committee, but do not participate in scoring.

Component	Points Possible
Quality and experience of assigned personnel	30
Quality of references	30
Experience with projects of similar size and scope	20
Cost	20
Total Points	100

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	July 25, 2017
Questions and clarifications submitted in writing by 5:00 p.m. CDT	August 2, 2017
Addendum Issued	August 9, 2017
Sealed Proposal due before 1:45pm CDT	August 29, 2017
Evaluation Period	August 30- September 27, 2017
Board of Bids and Contracts Recommendation	September 28, 2017
Board of County Commission Award	October 4, 2017

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue through completion of project.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. Insurance Requirements

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 prior to award of contract.** 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 (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

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.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability:

Combined single limit \$500,000.00

Professional Liability

If required

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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/pdf_files/Proposal%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VIII. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. The names of any outside consultants or subcontractors that will be used and in what capacity, including their work experience on similar projects with references for those projects.
4. The firm's relevant experience, notably experience working with government agencies.
5. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.
6. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or County staff.
7. A description of the type of assistance that will be sought from County staff, including assistance required from the county to lessen the costs of this project.
8. Proof of insurance meeting minimum insurance requirements as designated herein.
9. Sample service agreement.
10. An estimated total project fee, as well as service hours, for the elements described in the "Scope of Services" section. The county reserves the right to negotiate the final fees and the proposed scope of work as deemed to be its best interest.
11. A timeline that includes project benchmarks as well as a final completion date for the deliverables. NOTE: The proposed fee shall be in an amount sufficient to cover traditional reimbursable costs such as:
 - Transportation and subsistence expenses of employees, principals and partners incurred during travel.
 - Communication expenses such as long distance telephone, telegraph, facsimile, express or messenger charges, and postage.

- Sub-consultant expenses for special services for associated consultants, such as structural, mechanical and electrical engineering, geo-technical investigation and reports, testing, and observation, etc.
 - Specialized equipment including computers, computer time, software, printers, scanners, etc.
 - Progress prints and in-house plots.
 - Should not include any charges for personnel bonuses, employee training, employee morale programs, principal bonuses, general liability, auto liability, or professional liability insurance.
12. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
#17-0071
ARCHITECTURAL AND ENGINEERING SERVICES
DESIGN AND CONSTRUCT EMS POST 15**

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 _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

__ African American (05) __ Asian Pacific (10) __ Subcontinent Asian (15) __ Hispanic (20)

__ Native American (25) __ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

__ Not Minority -Woman Owned (50) __ African American-Woman Owned (55)

__ Asian Pacific-Woman Owned (60) __ Subcontinent Asian-Woman Owned (65) __ Hispanic Woman Owned (70)

__ Native American-Woman Owned (75) __ Other – Woman Owned (80) – Please specify _____

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

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ 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.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

CAD 2D Drawing Standards for Sedgwick County

A. Software Requirements

- a. All drawings must be provided in DWG file format that is supported by Autodesk AutoCAD®.
- b. Use of only AutoCAD® version 2000 format or later will be accepted.
- c. All electronic drawings must be delivered on CD-ROM or DVD, formatted using Windows® 2000 or higher.

B. Drawing Requirements

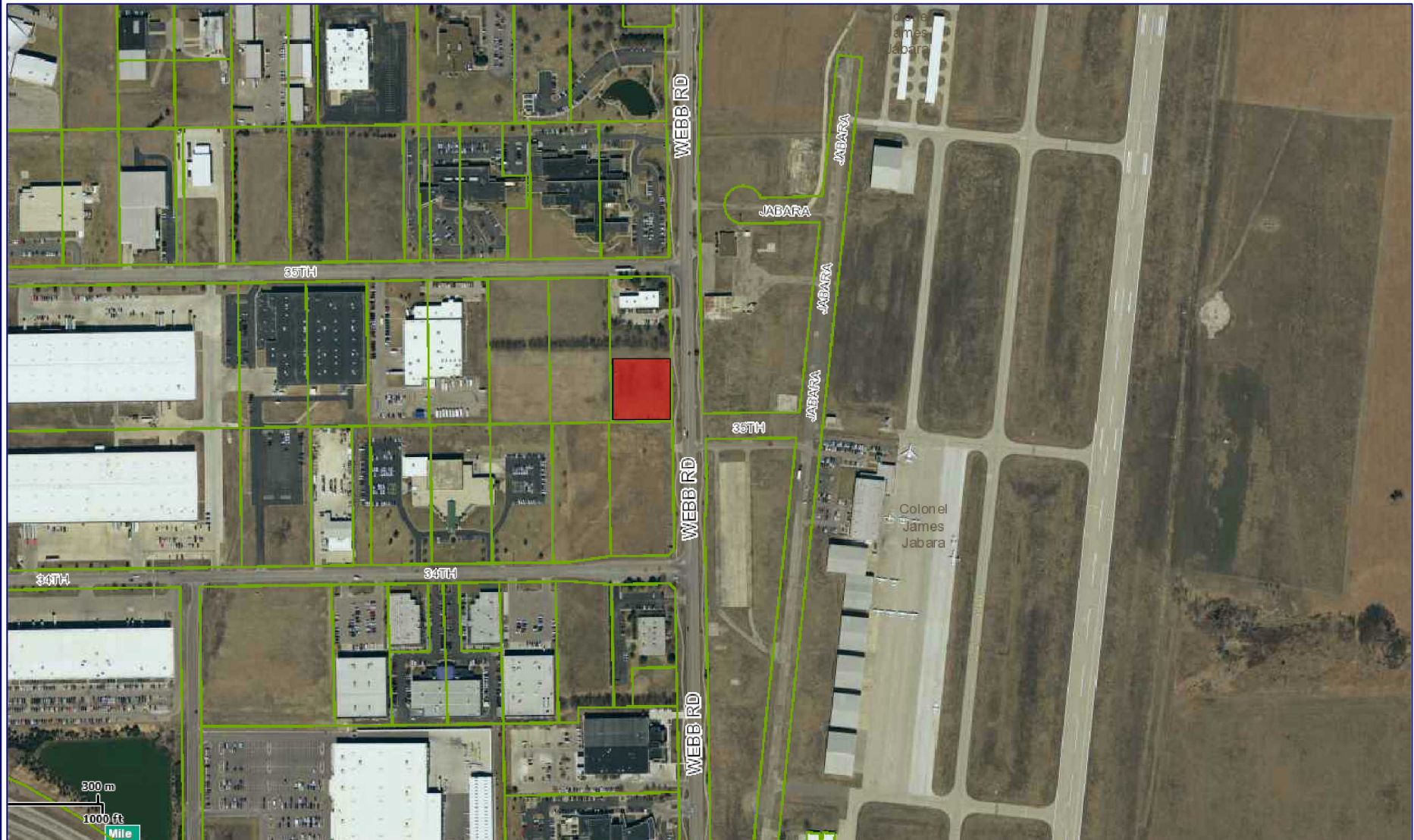
- a. All files must be “readable” and must open without any errors (such as proxy, font substitution, xref resolution, etc.). Objects, layers, and other file properties must also remain intact.
- b. All drawings must be free of password protection or encryption.
- c. All drawings must be purged of duplicate object lines.
- d. All drawings must be purged of blocks, layers, attributes, etc. not referenced in the drawing.
- e. Ensure that xrefs are attached without drive or directory specifications. No unbound references to external source drawing files are permitted.
- f. The contractor shall retain a copy of all electronic deliverables for at least one year. During this time if requested, the contractor shall provide up to two additional copies of each at no additional cost to Sedgwick County.

C. Drawing Formats

- a. Scale - All CAD drawings must be drafted at full-scale with the exception of schematic drawings which may be drawn to any scale.
- b. Units – Architectural units of feet and inches are to be used unless the nature of the drawing requires otherwise (in the case of a schematic drawing).
- c. Tolerances – Tolerances are at the discretion of the contractor but should be selected to most accurately reflect the data in the drawing.
- d. Dimensioning – All drawings must use Associative Dimension (updates automatically when distances on drawing are changed).
- e. Fonts and Text Styles – Only AutoCAD® True Type fonts may be used at the discretion of the contractor. Special fonts not packaged with AutoCAD® are not permitted.
- f. Linetypes – Only standard AutoCAD® linetypes are permitted. Contour lines, dashed lines, and other fonted lines must be made of one continuous line segment and not a series of separate line segments.
- g. Lineweights – Lineweights are at the discretion of the contractor but must be assigned to the specific layers and not to individual drawing entities. It is recommended that lineweights follow standard drafting conventions.
- h. Layers – All drawing files must conform to the AIA (American Institute of Architects) *CAD Layer Guidelines*.
- i. Layer Colors – The layer colors are at the discretion of the contractor. Darker colors and half tones are recommended.
- j. Hatching – Hatching shall not deviate from AutoCAD® defaults. Do not use polylines with increased width for hatching.
- k. Blocks – Blocks are to be used anytime a graphic entity repeatedly occurs. All components used to create blocks must be created on layer 0.

- l. Title Blocks – Each drawing should have only one title block located in the lower right hand corner or in the right pane of the drawing. At a minimum the title block should contain:
 - Customer Name (Sedgwick County)
 - Firm Name
 - Project Name
 - Building Name/Number
 - Project Number
 - Drawing Title
 - Sheet Identification
 - Date of Drawing
 - Drawing Number
 - Drawing Scale
 - North Arrow
- m. Model Space and Paper Space – Contractors are strongly encouraged to use paper space but are not required to do so as long as the drawing in the model space contains the required data.
- n. Graphics – All images included in the drawing must be embedded within the CAD file. Acceptable graphic types include JPG, TIF, GIF, PDF, BMP, etc...

EMS Post 15



Geographic Information Services
Division of Information & Operations
www.sedgwickcounty.org/gis
525 N. Main, Suite 212, Wichita, KS 67203
Tel: 316.660.9290 Fax: 316.262.1174

DISCLAIMER: It is understood that, while Sedgwick County Geographic Information Services (SCGIS), City of Wichita GIS, (for purposes of the road centerline file), participating agencies, and information suppliers, have no indication or reason to believe that there are inaccuracies in information provided, SCGIS, its suppliers make no representations of any kind, including, but not limited to, warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied with respect to the information, data or service furnished herein. In no event shall the Data Providers become liable to users of these data, or any other party, for any loss or damages, consequential or otherwise, including but not limited to time, money, or goodwill, arising from the use, operation or modification of the data. In using these data, users further agree to indemnify, defend, and hold harmless the Data Providers for any and all liability of any nature arising out of or resulting from the lack of accuracy or correctness of the data, or the use of the data. No person shall sell, give or receive for the purpose of selling or offering for sale, any portion of the information provided herein.

Wed Jun 3 07:42:12 GMT-0500 2015