



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
15-0081
MOVE IN READY BUILDING FOR METROPOLITAN AREA BUILDERS AND CONSTRUCTION
DEPARTMENT AND METROPOLITAN AREA PLANNING DEPARTMENT

August 17, 2015

Dear Vendors,

Sedgwick County is seeking to acquire or lease a building and related parking and site improvements to accommodate the Metropolitan Area Builders and Construction Department (MABCD) and Metropolitan Area Planning Department (MAPD) currently located at City Hall and 1144 S. Seneca. If your firm is interested in submitting a proposal response please do so in accordance with the instructions contained within the attached Request for Proposal.

Kimberly Evans
Purchasing Agent

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I. Purpose and Objectives

Sedgwick County, Kansas (hereinafter referred to as “Sedgwick County” or “county”), is seeking a proposals that best satisfy its need for a new or renovated facility to accommodate MABCD and MAPD, currently located at Wichita City Hall (7th and 10th Floors) and 1144 S. Seneca. The county will consider the following proposal responses.

- A proposal to sell a build to suit or modified to suit property meeting the needs of MABCD and MAPD.
- A proposal to lease a build to suit or modified to suit property meeting the needs of the MABCD and MAPD.
- 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 MABCD and MAPD.
- 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 MABCD and MAPD
- As an additional or alternative element of the proposal to:
 - a) As part of consideration transfer of title to the existing county property at 271 W. 3rd St.; and, if necessary
 - b) an additional cash payment as the remainder of the consideration.

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. CDT, TUESDAY SEPTEMBER 29, 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 on Wednesday September 9 at 10:00am at Ark Valley Lodge located at 615 N. Main. This meeting is not mandatory; however this will be the only time to 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.

MABCD and MAPD need a consolidated, larger location with adequate parking for operations. This office is required to stay at a fairly centralized location, and as such, the stakeholders are in need of a location that is within general proximity of the current locations.

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 meet 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 representative to tour building(s) at mutually convenient times.
4. Provide conceptual site plans, interior and exterior floor plans and elevations with proposal response.
5. Provide a property that is complete with all necessary utilities including broadband data access.
6. Provide a property that has appropriate zoning for the intended purpose.
7. Provide in detail what (if any) site improvements will be made to the property.
8. Describe the process you will use to meet the minimum requirements of the attached MABCD and MAPD program and what documentation you would produce that will enable the County to satisfactorily and fairly understand what will be delivered at closing.
9. Any proposed properties must meet all applicable building codes including full current ADA compliance
10. 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.
11. 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.
12. Provide a proposed timeline if applicable indicating at minimum:
 - a. Date of response to RFP
 - b. Allowance of 2 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 MABCD and MAPD 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.
13. Proposed date of closing and occupancy.

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 specifications.

1. Building that is constructed or modified to meet the specific needs of the MABCD and MAPD 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 area's current primary school construction. A one year warranty on all elements of the property shall be a requirement of the contract to begin on the date of possession by the County.
3. Minimum of 33,000 square feet of space
4. Off street parking for 60 customers
5. Off street parking for 120 employees
6. Slight preference for the location to be in downtown Wichita. Prefer a single tenant building.
7. Timeline for occupancy is as soon as possible.

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 by 5:00 p.m. (CDT), September 11, 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 14, 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, statues, 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 (utilities, maintenance, and security)
 - Efficiency of the proposed layout that best meets the needs of users.
 - Location that is convenient and accessible to customers as well as centralized for best access to all parts of the county.
 - Appropriately professional exterior and interior design.
 - Meeting/exceeding requirements as specified.
 - Other external factors taken into consideration that could affect the operations of the Tag Office.

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 or the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	August 17, 2015
Pre-Proposal Meeting @ 10:00am Ark Valley Lodge	September 9, 2015
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	September 11, 2015
Addendum Issued	September 14, 2015
Sealed Proposal due before 1:45pm CDT	September 29, 2015
Evaluation/Contract Negotiation Period	September 29-October 14, 2015
Board of Bids and Contracts Recommendation	October 15, 2015
Board of County Commission Award	October 21, 2015

E. Contract Period and Payment Terms

A contract will be entered into upon approval from the Board of County Commissioners.

PAYMENT AND INVOICE PROVISIONS

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

F. Insurance Requirements

Worker's Compensation:	
Applicable State Statutory Employer's Liability	
Employer's Liability Insurance:	\$100,000.00
Contractor's Liability Insurance:	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
Professional Liability	\$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

X. Required Response Content

Proposal response should include the following:

1. Signed, completed Proposal Response Form, as attached.
2. Detailed response to sections VI and VII including any supporting documentation.
3. Complete response to Section IX-B.

NEXT PAGE

XI. Proposal Response Form Page

**REQUEST FOR PROPOSAL
MOVE IN READY BUILDING FOR METROPOLITAN AREA BUILDERS AND CONSTRUCTION
DEPARTMENT AND METROPOLITAN AREA PLANNING DEPARTMENT**

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 .

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 _____

MABCD / MAPD SUMMARY

Page	Department	Area/Square Footage
1	PUBLIC RECEPTION	2,344
3	CONFERENCE ROOMS	4,166
5	ADMINISTRATION	1,826
6	SPECIAL SECTION INSPECTIONS	1,150
7	PLAN REVIEW	1,911
8	BUILDING & CONSTRUCTION INSPECTION	2,197
9	HOUSING INSPECTION	1,853
10	WAMPO	1,671
11	ADVANCED PLANS DIVISION	987
12	CURRENT PLANS DIVISION	1,251
13	PLANNING WORKROOM / STORAGE	2,325
14	WORKROOM / STORAGE / SUPPLIES	2,528
15	ANCILLARY WORKS	<u>192</u>
	TOTAL NET AREA:	24,401
	CIRC @ 35%	8,540
	TOTAL GROSS AREA:	32,941

Note - core mechanical, restrooms and circulation excluded from circulation factor above.

PUBLIC RECEPTION

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Reception - Seating for 20	600
2.	File Storage	100
4.	Workstations - 8 @ 96 s.f. - transaction top - 2 guest chairs @ each station	768
5.	Building Permit Writer Office - 3 @ 100 s.f. ea.	300
6.	Supervisor Office	150
7.	Citizen Self-Help Area	100
8.	Temporary Workstation - storm damage or other multipurpose	96
9.	Workroom - copier / scanner - fax machine - plan temp. storage area @ 80 s.f.	230
Total Public Reception:		2,344

COMMENTS:

- ▶ Provide 'one-stop-shop' for better customer service.
- ▶ Provide convenient onsite parking with easy accessibility to entrance.

COMMENTS, CONTINUED:

- ▶ Consider pay station for all or some of payment transactions.
- ▶ Consider providing stations for public works.
- ▶ Customers prefer no security screening for easy access.
- ▶ Help Desk will be staffed by employees on rotating basis.
- ▶ Help Desk employees will not have responsibility of incoming phone calls.
- ▶ Work stations include two (2) planning stations and nine (9) building and construction stations.
- ▶ 3 of 11 workstations to include high panels for privacy, 2 monitors, scanner and printer.

CONFERENCE ROOMS

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Small Conference Room - Seating at table for 6-8 - 2 @ 234 s.f.	468
2.	Medium Conference Room - Seating at tables for 10-12 - 2 @ 312 s.f.	624
3.	Large Conference Room - Seating at table for 18-20 - 2 @ 432	864
4.	Public Meeting Room - 70 seats with seating for 30 at tables - Coffee bar - storage - 100 s.f. - approximate dimensions of 48' x 37'-6"	1,800
5.	Public Meeting Room Lobby	300
6.	Public Meeting Room Control Room	60
7.	Vending - locate near public meeting room	50
Total Conference Rooms:		4,166

COMMENTS:

- ▶ Current Public Meeting Room at City Hall configuration meets needs.
- ▶ Provide window from control room into Public Meeting Room.
- ▶ Locate the following conference rooms directly accessible from the Public Reception:
 - 1 small conference room (4-6)
 - 1 conference room (10-12)
 - 1 large conference room (18-20)
 - Public meeting room

CONFERENCE ROOMS, CONTINUED

COMMENTS, CONTINUED:

- ▶ All conference rooms will be shared.
- ▶ Provide technology including screens, document cameras, smart boards, sound system, wireless access, and other technology required for communication to off-site locations.
- ▶ Provide technology to allow conferencing with off-site locations in one medium conference room, the large conference room, and the public meeting room.
- ▶ Locate 1 ea. small, medium and large conf. rooms on each floor of MABCD and MAPD.

ADMINISTRATION

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Sr. Program Specialist Office	150
2	Code Book Library	120
3.	Director of Planning Office	240
4.	Director of Codes Office	240
5.	Director of WAMPO Office	240
6.	Sr. Management Analyst Office - MAPD	150
7	Administrative Assistant - 4 workstations @ 64 s.f ea. (2 MABCD, 2 MAPD). - file storage	256
8.	IT Office - 2 workstations	200
9.	Sr. Management Analyst Office	130
10.	Accounts Payable & Receivable - private office	100
Total Administration:		1,826

COMMENTS:

- ▶ Locate Administration adjacent to a medium conference room.
- ▶ Locate Code Book Library adjacent to Sr. Program Specialist Office.

SPECIAL SECTION INSPECTIONS

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Supervisor Office - 2 @ 150 s.f. each (signs/zoning & county water wells & ww)	300
2.	Inspector Office - 4 @ 100 s.f. each	400
3.	Water Well Inspector Office - 2 @ 100 s.f. each	200
4.	File Cabinet Storage	100
5.	Inspector Plan Review Table / Island	<u>150</u>
	Total Zoning & Signs:	1,150

COMMENTS:

- ▶ Supervisor reports to MAPD also. Consider location.
- ▶ Consider separate room for Zoning & Signs inspectors from Building & Construction / Housing inspectors.
- ▶ Locate department near a small conference room.
- ▶ Zoning & Signs Inspectors frequently meet with customers and prefer private offices for confidentiality.

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Senior Plan Review Office	221
2.	Large Work Area - 8 workstations @ 100 s.f.	800
3.	Plan Review Table / Island	300
4.	File Cabinet Storage	200
5.	Fire Dept. Admin. Staff Office 3 Sedgwick Co. F.D. offices, 1 Wichita FD office	<u>390</u>
Total Plan Review:		1,911

COMMENTS:

- ▶ Locate all workstations and table / island in one large room.
- ▶ Locate near small conference room.
- ▶ Locate Senior Plan Review office adjacent to workstation room.
- ▶ Provide millwork for storage of plans currently under review/construction.
- ▶ Locate large flat bed scanner on same floor as plan review.
- ▶ Fire dept. admin staff need convenient access to plan table.

BUILDING & CONSTRUCTION INSPECTION

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Division Head Office	221
2.	Supervisor Office - 4 @130 s.f.	520
3.	Inspector Workstations - 22 @ 48 s.f. - computer - phone - power - manuals / code books - includes 1 station for phone dispatch	1,056
4.	Inspector Plan Review Counter	300
5.	Storage Room	<u>100</u>
	Total Building & Construction Inspectors:	2,197

COMMENTS:

- ▶ Locate near Housing Inspectors.
- ▶ Secure storage for laptops, cameras, etc.
- ▶ Need close access to printers.
- ▶ Inspectors will generally spend time at their workstations at beginning and end of work day. Remainder of day will be in field.
- ▶ Provide employee entrance/exit near inspectors with access to parking for government and employee vehicles.

HOUSING INSPECTION

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Division Head Office	150
2.	Supervisor Office - 2 @ 130 s.f.	260
3.	Inspector Workstations - 16 @ 48 s.f. - computer - phone - power - manuals / code books	768
4.	Seasonal Inspector Workstations - 3 @ 25 s.f.	75
5.	Inspector Plan Review Counter	300
6.	Storage Room	<u>300</u>
Total Housing Inspectors:		1,853

COMMENTS:

- ▶ Locate near Building & Construction Inspectors.
- ▶ Secure storage for laptops, cameras, etc.
- ▶ Need close access to printers.
- ▶ Inspectors will generally spend time at their workstations at beginning and end of work day. Remainder of day will be in field.
- ▶ Provide employee entrance / exit near inspectors with access to parking for government and employee vehicles.

MABCD / MAPD
CITY OF WICHITA / SEDGWICK COUNTY
WICHITA, KS

WAMPO

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Division Manager Office	221
2.	Principal Planner Office	150
3.	Senior Planner Office	150
4.	Associate Planner Office - 2 @ 130 s.f.	260
5.	Planning Analyst Office - 2 @ 130 s.f.	260
6.	Management Analyst Office	130
7.	Part-time Assistant - workstation	64
8.	Intern - workstation	36
9.	Storage	<hr/> 400
	Total WAMPO:	1,671

COMMENTS:

- ▶ Locate with easy access to Planning storage and workroom.

ADVANCED PLANS DIVISION

<u>Item</u>	<u>Department/Area</u>	<u>Area/Sq. Ft.</u>
1.	Division Manager Office	221
2.	Senior Planner Office - 3 @ 150 s.f.	450
3.	Downtown Revitalization Manager Office	150
4.	Planning Aide - workstation with graphic design equipment and layout space	130
5.	Intern - workstation	36
Total Advanced Plans Division:		987

COMMENTS:

- ▶ Locate with easy access to Planning storage and workroom.
- ▶ Consider larger office for Downtown Revitalization Manager or locate adjacent to small conference room.

CURRENT PLANS DIVISION

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Division Manager Office	221
2.	Senior Planner Office - 4 @ 150 s.f. - 1 @ 300 s.f. with records	900
3.	Planning Aide - workstation with graphic design equipment and layout space	130
Total Current Plans Division:		1,251

COMMENTS:

- ▶ Locate with easy access to Planning storage and workroom.

PLANNING WORKROOM / STORAGE

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Planning Workroom - large equipment and copiers - long counter for sorting / collating	525
2.	Planning Storage - includes reference materials	1,800
Total Planning Workroom / Storage:		2,325

COMMENTS:

- ▶ Equipment and copiers generate noise!
- ▶ The storage room is sized to consolidate the existing multiple storage rooms.
- ▶ Planning workroom contains specialized equipment and paper/supplies and needs a location adjacent to planning work areas.

WORKROOM / STORAGE / SUPPLIES / SUPPORT

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Workroom - MABCD - copiers / scanners / fax - office supplies	300
2.	Storage - current and closed case files	1,200
3.	Library - table and 2 chairs - computer - shelving for publications and books - microfilm stations	384
4.	Storage - recycle bins - shredders - locate near exterior door	300
5.	Coffee Bar - 1 refrigerators & sink - 3 coffee bars at 48 sf ea.	144
6.	Staff Dressing Room / Lockers - male / female - 2 @ 100 s.f. each - 18 men, 18 women lockers	<hr/> 200
Total Workroom / Storage / Supplies:		2,528

COMMENTS:

- ▶ Locate microfilm stations accessible to public with monitoring by training and compliance.
- ▶ Public needs access.
- ▶ Locate these spaces central to all work spaces.

ANCILLARY WORKS

<u>Item</u>	<u>Department / Area</u>	<u>Area/Sq. Ft.</u>
1.	Ancillary Works - 2 workstations @ 96 s.f.	192
Total Ancillary Works:		192

COMMENTS:

- ▶ Consider locating these workstations near Public Reception.
- ▶ Workstation need is dependent on location of MABCD/MAPD.
- ▶ Workstations will be used as temporary work locations for Floodplains, Storm Water, Utilities, Regulation, Traffic, Fire, and Law employees when they are at the Development Services Center.

COMMENTS:

- ▶ Consider parking for MAPC meeting, which includes seating for 70 visitors, in addition to appointed members.
- ▶ Visitor parking near main entrance.
- ▶ Inspector parking near employee entrance.