Proposed New Regional Office Building
for the
Kansas Highway Patrol & Kansas Bureau of Investigation

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Site is 80 acres located in the city of Kechi, just north of K254 and between Rock Road and Woodlawn. Site is currently owned by KDOT and was previously used as a borrow pit for construction of K254. Site is presently vacant and has been platted for development.

Study completed April 2012
Prepared by Emig and Associates, Architects
with assistance from
Schwab-Eaton, P.A.
Executive Summary

A proposed building for the Kansas Highway Patrol and Kansas Bureau of Investigation has been programmed to contain approximately 22,000 SF. The proposed conceptual design is slightly under the programmed area at 19,987 SF, yet meets the programmed allocation of space and functionality for the two agencies.

The site development includes preparing a pad for the proposed building, parking lot, and access roads, along with mass grading to create road embankments for the frontage road and water retention ponds with spillway and culvert structures. Site development also includes extension of gas, water, sewer, electrical, and telephone utilities to the proposed building and to a future proposed KDOT building.

The estimated cost for site development is $1,323,432 and has been estimated as if the work was contracted through the State’s normal bid process. Alternatively, the mass grading for the road embankments and water retention pond could possibly be performed by KDOT which could significantly reduce the cost of the project by approximately $892,642.

The estimated cost for the building construction is approximately $2,351,635. Estimated cost for the building construction does not include interior furnishings or office equipment.

The estimated cost of design fees, Office of Facilities and Property Management Fees, and a 10% contingency for design is approximately $716,639.

Total cost of the site development, building construction, fees and contingencies is $4,391,705, assuming there is no contribution of work by KDOT.

All estimated costs are 2012 values and should be adjusted for inflation as time dictates.

This project should allow approximately two months to advertise and contract for architectural and engineering design, six months for design, two months for review and bidding, and fourteen months for construction.
Introduction

The Kansas Highway Patrol F Troop Regional Headquarters is presently located in a building at 45th and Hillside, just south of Kansas Highway 254 in north Wichita. The building is located on property owned by KDOT and is part of a complex that includes KDOT maintenance shops and offices. The KHP also has administrative and trooper offices in a building in Valley Center. The KHP has outgrown both buildings and believes their agency would be more productive and efficient in a new building designed specifically for their use. KDOT has tentative plans to occupy the building at 43rd and Hillside for KDOT offices if vacated by the KHP.

In October of 2011, the KHP, through the Division of Facilities Management hired the architectural firm of Emig and Associates to assist the KHP with space programming, conceptual design, and cost estimates for a proposed new regional headquarters building for F Troop, located in Sedgwick County. The Wichita Readiness Center was identified as the proposed site to locate the proposed building, however it was learned that the Readiness Center did not have available ground reserved for this project. Ground that had been assumed to be available was in fact, reserved for a large storm-water detention pond that has been excavated and completed.

Identification of an available site quickly focused on 80 acres owned by KDOT that is located just north of Kansas Highway 254, between Rock Road and Woodlawn, inside the city limits of Kechi. This parcel was purchased by KDOT with the idea of potentially housing the regional headquarters building for F Troop, along with KDOT offices and maintenance facilities.

The proposed site is bounded on the east by agricultural ground that is being developed into residential housing and possibly commercial development along the frontage road that runs generally east and west on the north side of Highway 254. The proposed site is bounded on the west by agricultural land that is slated for residential development. The proposed site has ground that is in the 100 year flood plain, and there is a portion of the site that was previously used as a landfill.

The proposed site has an area that was used as a borrow pit for the construction of Highway 254, and this area is currently being used as a waste area for wood chips from tree trimming operations. A small portion of the site is also used as a stockpile area for highway materials. Surface water drainage that flows from NE to SW has been considered in the design proposal, along with retention of water that will be generated by impervious surfaces that will include roofs and paving.

In general, the site is an excellent location for both the proposed KHP and KDOT facilities, with good visibility from Highway 254 and easy access to Highway 254 from the Rock Road exit. There is sufficient ground that is available for development and public utilities are generally available to the site.

The firm of Schwab-Eaton was contracted through the architect to prepare a conceptual grading concept for building and paved surfaces, along with general drainage and storm water retention, so that the infrastructure development of the site could be included in the project cost estimate.
Introduction, cont.

The drainage design of the site proved to be a challenging issue because there is surface water draining onto this site from two adjoining properties (east and south), and the pass-through of this drainage goes onto a third adjoining property (west). Also requiring study was the location and size of a storm water detention pond that dictated what area of the site would be available for a building pad for both the KHP/KBI building project and the future KDOT building project. The study of the site drainage issues were important because it identified development cost associated with the land parcel that could have otherwise been overlooked without the information presented by this preliminary study.

In mid-December of 2011, the KHP was approached by the KBI to determine if the project could also house the KBI Wichita Regional Offices, since the KBI is presently housed in inadequate facilities in Wichita and there could be some beneficial sharing of space and site amenities in a new facility for allied state agencies. The architect was requested to meet with the KBI and determine their space requirements and how those spaces would interact with the KHP in a building where agencies could share common space yet retain the security and separation of operations and records. In December of 2011 the architect met with both the KBI and KHP to gather information about the KBI space needs.

The architect worked simultaneously to develop the proposed square footage requirements, conceptual building design, and cost estimate for the proposed KHP & KBI Regional Headquarters Building. Drawings that illustrate the proposed site development and a conceptual design of the proposed building are included in this report, along with a cost estimate and summary of space needs.

Cost estimates are based on the construction market in the Spring of 2012, and should be adjusted for inflation as time dictates. The Kansas Office of Facilities and Property Management is projecting construction cost increases as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Yearly Cost Projections From FY11</th>
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<tbody>
<tr>
<td>FY 2012</td>
<td>2.0 %</td>
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<tr>
<td>FY 2013</td>
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<tr>
<td>FY 2014</td>
<td>7.0 %</td>
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<tr>
<td>FY 2015</td>
<td>10.0%</td>
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<tr>
<td>FY 2016</td>
<td>12.0 %</td>
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</table>
Proposed Site Plan
Enlarged Site Plan for Proposed KHP Building

April 2012
Basement Plan for Proposed KHP Building
First Floor Plan for Proposed KHP Building
Conceptual View from Southeast for Proposed KHP & KBI Building

Conceptual View from Southwest for Proposed KHP & KBI Building
### Space Square Footage Summary

<table>
<thead>
<tr>
<th>Proposed Area</th>
<th>Total SF (Max)</th>
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<tbody>
<tr>
<td>Kansas Highway Patrol</td>
<td></td>
</tr>
<tr>
<td>Signal Desk Office</td>
<td>180</td>
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<tr>
<td>Visitor Staff Office</td>
<td>160</td>
</tr>
<tr>
<td>Admin. Office</td>
<td>160</td>
</tr>
<tr>
<td>Admin. Special Areas (External &amp; Parking)</td>
<td>805</td>
</tr>
<tr>
<td>Staff Parking Room</td>
<td>300</td>
</tr>
<tr>
<td>Admin Space, Supervisors Office</td>
<td>180</td>
</tr>
<tr>
<td>Maker Space, Handcart</td>
<td>200</td>
</tr>
<tr>
<td>Admin., Staff Restrooms/Men</td>
<td>160</td>
</tr>
<tr>
<td>Admin., Staff Restrooms/Women</td>
<td>160</td>
</tr>
<tr>
<td>Admin., Staff Restrooms and Bulk Storage</td>
<td>300</td>
</tr>
<tr>
<td>Admin. Staff Breakroom</td>
<td>200</td>
</tr>
<tr>
<td>Staff Storage</td>
<td>180</td>
</tr>
<tr>
<td>Bus Plus Distance Vault</td>
<td>200</td>
</tr>
<tr>
<td>Public Resource Office</td>
<td>160</td>
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<tr>
<td>Public Resource Storage</td>
<td>160</td>
</tr>
<tr>
<td>Interview Room</td>
<td>160</td>
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<tr>
<td>Motor Vehicle Exam Garage</td>
<td>1400</td>
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<tr>
<td>MVD TC Office</td>
<td>120</td>
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<tr>
<td>MVD Trooper &amp; Assistant (2 persons)</td>
<td>280</td>
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<tr>
<td>MVD Vault</td>
<td>200</td>
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<tr>
<td>Public Use Reception Room</td>
<td>60</td>
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<tr>
<td>Bulk Exterior Storage</td>
<td>180</td>
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<tr>
<td>Trooper Evidence Storage</td>
<td>300</td>
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<tr>
<td>Trooper Storage &amp; Supply</td>
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<tr>
<td>Trooper Workstations (35)</td>
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<tr>
<td>Field Hist. Supervisors</td>
<td>160</td>
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<tr>
<td>Field Hist. Supervisors</td>
<td>164</td>
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<tr>
<td>Field Hist. Supervisors (Total)</td>
<td>164</td>
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<tr>
<td>Visitor Staff Supervisors</td>
<td>164</td>
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<tr>
<td>MVD Hist. Office</td>
<td>164</td>
</tr>
<tr>
<td>Security Office</td>
<td>164</td>
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<tr>
<td>Security Office</td>
<td>164</td>
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<tr>
<td>Break Room</td>
<td>164</td>
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<tr>
<td>Back-up Dispatch</td>
<td>164</td>
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<tr>
<td>Parcel Room</td>
<td>164</td>
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<tr>
<td>Trooper Restrooms &amp; Lockers, Men</td>
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<tr>
<td>Trooper Restrooms &amp; Lockers, Women</td>
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<tr>
<td>Memorial Storage</td>
<td>200</td>
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<tr>
<td>File Storage</td>
<td>200</td>
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<tr>
<td><strong>Sub-total net usable KHP space</strong></td>
<td><strong>5432</strong></td>
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<tr>
<td><strong>Garage, corridors &amp; walls of 22% of net usable total</strong></td>
<td><strong>2396</strong></td>
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<tr>
<td><strong>Sub-total gross SF for KHP</strong></td>
<td><strong>17390</strong></td>
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<tr>
<td>Kansas Bureau of Investigation</td>
<td></td>
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<tr>
<td>Investigation &amp; Lobby</td>
<td>120</td>
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<tr>
<td>Administration &amp; Administrative</td>
<td>160</td>
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<tr>
<td>Records and File Storage</td>
<td>250</td>
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<tr>
<td>Special Agent in Charge Office, Regional Manager</td>
<td>198</td>
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<tr>
<td>Special Agent in Charge Office</td>
<td>164</td>
</tr>
<tr>
<td>Field Hist. Office &amp; Office</td>
<td>164</td>
</tr>
<tr>
<td>Analyst Office</td>
<td>180</td>
</tr>
<tr>
<td>Attorney General's Office</td>
<td>160</td>
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<tr>
<td>Visitor Staff Office</td>
<td>164</td>
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<tr>
<td>Photographic Suite</td>
<td>164</td>
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<tr>
<td>Cleaning &amp; Fixtures</td>
<td>164</td>
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<tr>
<td>Bench Rooms</td>
<td>200</td>
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<tr>
<td>Open Case File Storage</td>
<td>180</td>
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<tr>
<td>Special Agent Office</td>
<td>250</td>
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<tr>
<td>Special Agent Office</td>
<td>250</td>
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<tr>
<td>Special Equipment Storage</td>
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<tr>
<td>Storage Rooms</td>
<td>300</td>
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<tr>
<td>Office Storage</td>
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<td><strong>Sub-total net usable KHP space</strong></td>
<td><strong>4279</strong></td>
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<td><strong>Garage, corridors &amp; walls of 22% of net usable total</strong></td>
<td><strong>1695</strong></td>
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<tr>
<td><strong>Sub-total gross SF for KBI</strong></td>
<td><strong>5936</strong></td>
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<tr>
<td>Proposed Shared Space</td>
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<tr>
<td>Multi-Purpose Meeting Rooms</td>
<td>2000</td>
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<td>Public Restrooms</td>
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<tr>
<td>Public Restrooms</td>
<td>130</td>
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<tr>
<td>Custodial Spaces</td>
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<tr>
<td>Staff Physical Training &amp; Maintenance</td>
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<tr>
<td>Conference, Computer &amp; Security Rooms</td>
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<tr>
<td>Building Utility</td>
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<tr>
<td>Elevator and Stairs</td>
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<tr>
<td>Elevator Equipment</td>
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<td><strong>Sub-total net usable shared space</strong></td>
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<td><strong>Garage, corridors &amp; walls of 22% of net usable total</strong></td>
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<td><strong>Sub-total gross SF for Shared Space</strong></td>
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<tr>
<td><strong>Total Proposed Building Square Footage</strong></td>
<td><strong>24120</strong></td>
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</table>
### Proposed Building for KHP and KBI  March 2012

**Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price w/o KDOT Participation</th>
<th>Price w/ KDOT Participation</th>
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<tbody>
<tr>
<td>General Site Development*</td>
<td>$ 892,642</td>
<td>$ 892,642</td>
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<tr>
<td>Utilities</td>
<td>$ 138,325</td>
<td>$ 138,325</td>
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<tr>
<td>Building Dirt Work, Paving, Landscaping</td>
<td>$ 292,465</td>
<td>$ 292,465</td>
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<tr>
<td>Building</td>
<td>$ 2,351,635</td>
<td>$ 2,351,635</td>
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<tr>
<td>Subtotal</td>
<td>$ 3,675,067</td>
<td>$ 3,675,067</td>
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<tr>
<td>Design Contingency @ 10%</td>
<td>$ 367,507</td>
<td>$ 367,507</td>
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<tr>
<td>AEC Design Fees @ 8.5%</td>
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<tr>
<td>OFPM Fees @ 1%</td>
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<tr>
<td><strong>Total Project Cost March 2012</strong></td>
<td><strong>$ 4,391,705</strong></td>
<td><strong>$ 3,499,063</strong></td>
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</tbody>
</table>

All cost are based on 2012 values and should be adjusted for inflation as time dictates

*this work could be possibly be done 100% by KDOT*
Appendix A— Individual Space Worksheets
Space Description
Captain’s Office

User Profile
Commanding officer
Guests, up to two persons

Activities
Coordination, planning, & supervision of F Troop
Preparation of reports & correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies with task and scheduling of Commanding officer

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Meeting Room and Admin Specialists Area
Easily accessible to Admin Lieutenant and visiting Staff Offices

Unique Environmental Considerations
Acoustical privacy from adjoining spaces
Space Description
Visiting Staff Office

User Profile
Visiting KHP staff
Guests, up to two persons

Activities
Review, planning, coordination of staff
Preparation of reports and correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies with task and scheduling of visiting Staff

Frequency of Use
Varies

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Meeting Room and Admin Specialists
Easily accessible to Admin Lieutenant and Captain’s Office

Unique Environmental Considerations
Acoustical privacy from adjoining spaces
Space Description
Administrative Lieutenant’s Office

User Profile
Administrative officer
Staff or Guests, up to two persons

Activities
Coordination & supervision of Admin. staff
Preparation of reports & correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies with task and scheduling of Administrative officer

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Meeting Room and Admin Specialists Area
Easily accessible to Admin Lieutenant and Captain Offices

Unique Environmental Considerations
Acoustical privacy from adjoining spaces
Visual access into Administrative Specialists Area
Space Description

Administrative Specialists Area

User Profile

Three administrative specialists’ 1 for MVE, 1 receptionist, and 1 supply & order clerk
Office staff accessing copier/scanner & FAX
Guests waiting for appointments, up to three persons

Activities

Reception and interface with public
Clerical, filing, supply & ordering, and staff support
Production of reports and correspondence
Public guest waiting area

Time of Use

Normal business hours and beyond as required

Duration of Use

Occupied consistently during business hours

Frequency of Use

Daily

Equipment Requirements

Desk and chair for three Admin. Specialists
File cabinets, (5) standard 5 drawer vertical unit
Book shelving, 9-12 LF
(3) Desktop computers
Countertop for literature assembly, 8 LF
Copier/Scanner, FAX & Shredder
(3) Guest chairs

Storage Requirements

Paper, forms, office supplies for daily use

Spatial Adjacencies

Easily accessible to Admin. Specialist Supervisor
Easily accessible to Admin. Lt. Office
Controlled access to public reception & lobby

Unique Environmental Considerations

Visual access to public reception and lobby
Space Description
Staff Meeting Room

User Profile
Administrative staff and troopers
Visiting staff and/or guests

Activities
Group meetings, up to 15 persons
Video conferencing
Layout area for assembly of literature

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies from several minutes to several hours

Frequency of Use
Daily

Equipment Requirements
Conference table and chairs for 10, side chairs for another 5
Retractable projection screen
Overhead projector with wireless connection to laptop
Bar sink
Under counter refrigerator

Storage Requirements
6 LF of base storage cabinets and countertop
3LF of wall storage cabinets

Spatial Adjacencies
Easily accessible to all Administrative Offices
Easily accessible to Admin. Specialist Area
Controlled access from public reception

Unique Environmental Considerations
Acoustical privacy from adjoining spaces
**Space Description**

Admin. Specialist Supervisor Office

**User Profile**

Admin. Specialist Supervisor
Staff, up to two persons

**Activities**

Coordination, supervision, and scheduling work of Admin Specialists
Maintaining files

**Time of Use**

Normal business hours and beyond as required

**Duration of Use**

Occupied all day

**Frequency of Use**

Daily

**Equipment Requirements**

Desk and chair
File cabinets (7), standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer
Two guest chairs

**Storage Requirements**

None

**Spatial Adjacencies**

Easily accessible to Meeting Room and Admin. Offices
Directly adjacent to Admin Specialists Area

**Unique Environmental Considerations**

Acoustical privacy from adjoining spaces
Visual access into Administrative Specialists Area
Architectural Program Worksheet
Proposed Wichita Area KHP and KBI Regional Offices
January 2012

Space Description
Public Reception and Lobby

User Profile
Visiting Guests, two or three persons

Activities
Entry and exiting of building

Time of Use
Normal business hours and beyond, depending on scheduled events

Duration of Use
Brief, transitional

Frequency of Use
Daily

Equipment Requirements
Electronic door access and speaker to Administrative Specialist Area

Storage Requirements
None

Spatial Adjacencies
Directly adjacent to Admin. Specialist Area
Easily accessible to Large Meeting Room
Easily accessible to public restrooms
Controlled access to elevator and stairs
Controlled access to all secured areas

Unique Environmental Considerations
Visually supervised from Administrative Specialists Area
Space Description
Multi-Purpose Meeting Room

User Profile
Admin staff and troopers
Public guests

Activities
Staff training
Public informational meetings
Receptions
Varied multi-functional events

Time of Use
Normal business hours, evenings & weekends

Duration of Use
Varies

Frequency of Use
Often but sporadic

Equipment Requirements
Retracting projector screen
Overhead projector with wireless connection to laptop
Portable public address system
Tables and chairs for 75 persons
Portable podium
Countertop for serving trays and beverage dispensers

Storage Requirements
Closet for chairs and folding tables, P.A. system & podium
Cabinets for disposable paper supplies & serving equipment and utensils

Spatial Adjacencies
Easily accessible from Public Reception & Lobby
Easily accessible to public restrooms
Controlled access to elevator and stairs
Controlled access to all secured areas

Unique Environmental Considerations
Acoustically isolated from office areas
Floor material that is easily cleaned from food spills
Space Description
Public Restrooms, Men

User Profile
Guests and staff
Fixture count determined by 75 person occupant factor of Multi-Purpose Meeting Room

Activities
Normal restroom functions

Time of Use
Normal business hours, evenings & weekends

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors
Toilet stalls

Storage Requirements
None

Spatial Adjacencies
Easily accessible from Multi-Purpose Meeting Room
Easily accessible from Public Reception and Lobby

Unique Environmental Considerations
Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned
Space Description
Public Restrooms, Women

User Profile
Guests and staff
Fixture count determined by 75 person occupant factor of Multi-Purpose Meeting Room

Activities
Normal restroom functions

Time of Use
Normal business hours, evenings & weekends

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors
Toilet stalls

Storage Requirements
None

Spatial Adjacencies
Easily accessible from Multi-Purpose Meeting Room
Easily accessible from Public Reception and Lobby

Unique Environmental Considerations
Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned
Space Description
Custodial Closet

User Profile
Maintenance staff

Activities
Storage of cleaning equipment and supplies
Rinsing of mops and

Time of Use
Normal business hours, evenings & weekends

Duration of Use
Short

Frequency of Use
Daily

Equipment Requirements
Mop sink
Mop hangers

Storage Requirements
24 LF of shelving for restroom and cleaning supplies
20 SF open floor space for cleaning carts and floor maintenance equipment

Spatial Adjacencies
Easily accessible to Multi-Purpose Meeting Room
Easily accessible to Restrooms

Unique Environmental Considerations
Exhaust system
Space Description
Employee Break Room

User Profile
Staff

Activities
Preparation and distribution of coffee and snack food
Lunch break

Time of Use
Normal business hours, evenings & weekends

Duration of Use
Short

Frequency of Use
Daily

Equipment Requirements
Double sink
Refrigerator/freezer/icemaker
Water cooler
Microwave
Table and chairs for 4 persons
Snack and drink vending machines

Storage Requirements
8 LF of base cabinet with countertop
4 LF of wall cabinets

Spatial Adjacencies
Easily accessible to Multi-Purpose Meeting Room
Easily accessible to Staff Restrooms

Unique Environmental Considerations
Floor and wall materials that are durable and easily cleaned
Space Description
Internet, Telecom, Computer, & Security

User Profile
IT staff
Phone and security technicians

Activities
Maintenance of computer servers, internet routers & telephone equipment
Maintenance of building security systems

Time of Use
Normal business hours, evenings & weekends

Duration of Use
Varies

Frequency of Use
Infrequent

Equipment Requirements
Computer servers
Telephone demarcation board
Internet router & wiring hub
Security recording devices

Storage Requirements
9 LF of shelving for maintenance and tech manuals

Spatial Adjacencies
Easily accessible from non-occupied space (hallway)
Centrally located

Unique Environmental Considerations
Secured with limited access
Controlled climate with narrow temperature and humidity swing
Space Description
Admin Staff Restroom, Men

User Profile
Admin Staff
Fixture count determined by admin staff occupancy

Activities
Normal restroom functions

Time of Use
Normal business hours, evenings & weekends

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors
Toilet stalls if sized for more than one user

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Admin Offices

Unique Environmental Considerations
Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned
**Space Description**

Admin Staff Restroom, Women

**User Profile**

Admin Staff
Fixture count determined by admin staff occupancy

**Activities**

Normal restroom functions

**Time of Use**

Normal business hours, evenings & weekends

**Duration of Use**

Short

**Frequency of Use**

Often but sporadic

**Equipment Requirements**

Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors
Toilet stalls if sized for more than one user

**Storage Requirements**

None

**Spatial Adjacencies**

Easily accessible to Admin Offices

**Unique Environmental Considerations**

Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned
Space Description
Workroom and Bulk Storage

User Profile
Staff

Activities
Holding and distribution center for typical office supplies
Sorting and packaging mail
Distribution of mail and inter-office correspondence
Shredding of documents

Time of Use
Normal business hours

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
100 LF of adjustable shelving
8 LF of base cabinet and countertop
Mailbox cabinet for employees
Postage scale and meter
Shredder

Storage Requirements
Pens and pencils
Forms, paper pads, letterhead and envelopes
Ink cartridges
Copier supplies and paper
Batteries
Packing tape, staples, paper clips, etc.

Spatial Adjacencies
Easily accessible to Admin Offices

Unique Environmental Considerations
Holding area for bulk packages and waste materials
Space Description
Uniform Storage

User Profile
Limited access to assigned staff

Activities
Holding center for trooper supplies, uniforms, badges

Time of Use
Normal business hours

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
50 LF of adjustable shelving

Storage Requirements
Uniforms and Hats
Badges
Belts and holsters

Spatial Adjacencies
Easily accessible to Office Bulk Storage

Unique Environmental Considerations
No exterior windows or doors
**Space Description**

**Bulk Evidence Vault**

**User Profile**

Limited access to assigned staff

**Activities**

Holding center for bulk evidence

**Time of Use**

Normal business hours

**Duration of Use**

Short

**Frequency of Use**

Often but sporadic

**Equipment Requirements**

100 LF of adjustable shelving

**Storage Requirements**

Guns
Money
Clothing
Illegal drugs

**Spatial Adjacencies**

Easily accessible from hallway.

**Unique Environmental Considerations**

Exhaust system to remove foul odors from bloody clothing or marijuana
No exterior windows or doors
Space Description
Public Resource Office

User Profile
Public Resource Officer

Activities
Preparation of literature, misc. materials, and planning for public events

Time of Use
Normal business hours, evenings and weekends

Duration of Use
Extended

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet (1), standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer

Storage Requirements
None

Spatial Adjacencies
Immediately adjacent to PR Storage Area

Unique Environmental Considerations
None
Space Description
Public Resource Storage

User Profile
Public Resource Officer

Activities
Holding and processing center for public information materials and safety equipment

Time of Use
Normal business hours, evenings and weekends

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
200 LF of adjustable shelving

Storage Requirements
Car seats and seat belts
Posters, pamphlets, literature, and misc. elec. media
Promotional materials

Spatial Adjacencies
Immediately adjacent to PR Office
Easily accessible from hallway

Unique Environmental Considerations
None
Space Description
Interview Room

User Profile
Arresting officer or staff
Suspect and or witnesses

Activities
Testing for blood alcohol content
Interviewing of suspect and/or witnesses

Time of Use
Normal business hours, evenings and weekends

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
Intoxilizer
Trooper workstation with docking bay for laptop
Interview table with 2-3 chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible from hallway or exterior.

Unique Environmental Considerations
Need floor space for suspect to walk a straight line
Space Description
Motor Vehicle Exam Garage

User Profile
Public vehicle owners
KHP Inspectors

Activities
Inspection of vehicles

Time of Use
Normal business hours

Duration of Use
Short

Frequency of Use
Often but sporadic

Equipment Requirements
Vehicle lift
3-4 chairs for public waiting area

Storage Requirements
Highly flammable highway flares

Spatial Adjacencies
Easily accessible from hallway or exterior.

Unique Environmental Considerations
Space for two vehicles
Overhead clearance for semi tractor
Floor drains for snow/ice melt
Visually accessible from MVE Lt. Office and MVE Trooper
Space Description
Motor Vehicle Exam Lt. Office

User Profile
MVE Lt
Guests, up to 2 persons

Activities
Coordination, planning, & supervision of MVE
Preparation of reports & correspondence

Time of Use
Normal business hours

Duration of Use
Extended

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to MVE Garage.
Easily accessible to VIN vault

Unique Environmental Considerations
Visual access to MVE Garage
Space Description
MVE Trooper & Assistant

User Profile
Motor Vehicle Examination Trooper & Assistant
Guests, up to 2 persons

Activities
Interface with public
Preparation of reports & correspondence

Time of Use
Normal business hours

Duration of Use
Extended

Frequency of Use
Daily

Equipment Requirements
Desks and chairs for two persons
2 file cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
2 desktop computer docking stations for laptops
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to MVE Garage.
Easily accessible to VIN vault

Unique Environmental Considerations
Visual access to MVE Garage
Space Description
VIN Vault

User Profile
Motor Vehicle Examination Trooper & Assistant
Administrative Specialist

Activities
Secured storage of vehicle titles and forms

Time of Use
Normal business hours

Duration of Use
Sporadic and brief

Frequency of Use
Daily

Equipment Requirements
2 fire-proof file cabinets, standard 4-5 drawer vertical unit
Open adjustable shelving, 9-12 LF

Storage Requirements
None

Spatial Adjacencies
Easily accessible to VIN Trooper & Assistant

Unique Environmental Considerations
Secured and alarmed door
Space Description
MVE Uni-sex Restroom

User Profile
MVE Staff
Public

Activities
Normal restroom functions

Time of Use
Normal business hours

Duration of Use
Sporadic and brief

Frequency of Use
Daily

Equipment Requirements
Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors

Storage Requirements
None

Spatial Adjacencies
Easily accessible from VIN Garage
Controlled access to VIN office spaces

Unique Environmental Considerations
Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned
Space Description
Bulk Exterior Storage

User Profile
MVE Staff
Troopers and/or contract towing personnel

Activities
Exterior temporary storage for abandoned vehicles

Time of Use
Anytime

Duration of Use
Sporadic and brief

Frequency of Use
Infrequent

Equipment Requirements
None

Storage Requirements
None

Spatial Adjacencies
Removed from building

Unique Environmental Considerations
Fenced for security and aesthetical purposes
Detached and separate from building
Space Description
Trooper Evidence

User Profile
Troopers

Activities
Temporary secured storage of evidence

Time of Use
Anytime

Duration of Use
Sporadic and brief

Frequency of Use
Daily

Equipment Requirements
30 individual lockers 42” H x 36” W x 18” D

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Trooper’s Workstations

Unique Environmental Considerations
Controlled access
Space Description
Trooper Storage & Supply

User Profile
Troopers

Activities
Storage of non-evidence files
Storage of hats and uniforms

Time of Use
Anytime

Duration of Use
Sporadic and brief

Frequency of Use
Daily

Equipment Requirements
4 file cabinets, standard 4-5 drawer vertical unit
Uniform clothing hanger rack, 12 LF
Flat shelving for hats & misc. uniform items, 42 LF

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Trooper’s Workstations

Unique Environmental Considerations
Controlled access
Space Description
Trooper Workstations

User Profile
Troopers

Activities
Preparation of reports and misc. paperwork

Time of Use
Anytime

Duration of Use
Part time depending on Trooper shift schedules

Frequency of Use
Daily

Equipment Requirements
Countertop for writing surface
Laptop docking station
Chair

Storage Requirements
Book shelving, 3-4 LF
Drawer for office supplies
File cabinet for active files

Spatial Adjacencies
Easily accessible to Field Lt. Supervisors
Easily accessible to Restrooms and Breakroom

Unique Environmental Considerations
Acceptable acoustics for general phone conversations
Semi-private cubicles (visually restricted when seated)
Space Description
Field Lt. Supervisor (3 spaces total)

User Profile
Field Lt. & guests

Activities
Planning, scheduling, misc. reports and correspondence
Individual meeting with troopers

Time of Use
Normal shift hours

Duration of Use
Daily

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Trooper’s Workstations

Unique Environmental Considerations
Acoustical privacy
Space Description
Visiting Staff Supervisor

User Profile
Visiting staff & guests

Activities
Planning, scheduling, misc. reports and correspondence
Individual meeting with troopers

Time of Use
Normal shift hours

Duration of Use
Varies

Frequency of Use
Varies

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Trooper’s Workstations

Unique Environmental Considerations
Acoustical privacy
**Space Description**
Motor Carrier Inspector Sgt. Office

**User Profile**
Motor Carrier Inspector

**Activities**
Planning, scheduling, misc. reports and correspondence

**Time of Use**
Normal shift hours

**Duration of Use**
Varies

**Frequency of Use**
Daily

**Equipment Requirements**
- Desk and chair
- File cabinet, standard 4-5 drawer vertical unit
- Book shelving, 9-12 LF
- Desktop computer or docking station for laptop
- Two guest chairs

**Storage Requirements**
None

**Spatial Adjacencies**
Easily accessible to Trooper’s Workstations

**Unique Environmental Considerations**
Acoustical privacy
Space Description
Armory

User Profile
Troopers

Activities
Weapon cleaning
Storage and access of ammunition

Time of Use
Normal shift hours

Duration of Use
Brief

Frequency of Use
Infrequent

Equipment Requirements
Workbench & rack for storage of small handtools
Cleaning agents and supplies
Eye-wash station
Adjustable shelving, 45 LF
Desktop computer or docking station for laptop

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Trooper’s Workstations

Unique Environmental Considerations
Exhaust system
Controlled access
Bullet-proof floor and ceiling, walls and door
Space Description
Back-up Dispatch

User Profile
Visiting dispatch staff

Activities
Radio dispatch of troopers state-wide

Time of Use
Anytime

Duration of Use
Extensive when used

Frequency of Use
Seldom but required for system redundancy

Equipment Requirements
2 desks & chairs
2 desktop computers
Radio dispatch console
ITS monitors
Traffic center
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Docking station for laptop

Storage Requirements
None

Spatial Adjacencies
Easily accessible to restrooms

Unique Environmental Considerations
Controlled access
Acoustically isolated
Space Description
Trooper Breakroom

User Profile
Troopers and Supervisors

Activities
Access to vending machines & coffee pot
Seating and table for eating

Time of Use
Anytime

Duration of Use
Brief

Frequency of Use
Daily

Equipment Requirements
1 food and 1 drink vending machines
Double sink
Refrigerator/freezer/ice maker
Water cooler
Microwave
Table and chairs for 4 persons

Storage Requirements
8 LF of base cabinet with countertop
4 LF of wall cabinets

Spatial Adjacencies
Easily accessible to Trooper’s workstations and Supervisor’s offices
Easily accessible to restrooms

Unique Environmental Considerations
Floor and wall materials that are durable and easily cleaned
Space Description
Trooper Restroom & Lockers, Men

User Profile
Male Troopers

Activities
Normal restroom functions
Change of clothing
Showering

Time of Use
Anytime

Duration of Use
Sporadic and brief

Frequency of Use
Daily

Equipment Requirements
Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors, hair dryer
Shower
15 clothing lockers 36” x 15” x 15”

Storage Requirements
None

Spatial Adjacencies
Easily accessible from Trooper Workstations and Break Room

Unique Environmental Considerations
Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned
Space Description
Trooper Restroom & Lockers, Women

User Profile
Female Troopers

Activities
Normal restroom functions
Change of clothing
Showering

Time of Use
Anytime

Duration of Use
Sporadic and brief

Frequency of Use
Daily

Equipment Requirements
Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors, hair dryer
Shower
15 clothing lockers 36” x 15’ x 15”

Storage Requirements
None

Spatial Adjacencies
Easily accessible from Trooper Workstations and Break Room

Unique Environmental Considerations
Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned
Architectural Program Worksheet
Proposed Wichita Area KHP and KBI Regional Offices
January 2012

Space Description
General Storage

User Profile
Building custodial staff

Activities
Storage of seasonal or special use items

Time of Use
Anytime

Duration of Use
Brief

Frequency of Use
Infrequent

Equipment Requirements
30 lf of adjustable shelving

Storage Requirements
Open floor space

Spatial Adjacencies
Easily accessible to corridor or exterior, or both

Unique Environmental Considerations
Floor and wall materials that are durable and easily cleaned
Space Description

File Storage

User Profile
Troopers and Supervisors

Activities
Access to file storage

Time of Use
Anytime

Duration of Use
Brief

Frequency of Use
Daily

Equipment Requirements
8 File cabinets, standard 4-5 drawer vertical unit

Storage Requirements
None

Spatial Adjacencies
Easily accessible to Trooper’s workstations and Supervisor’s offices

Unique Environmental Considerations
None
Space Description
Staff Physical Training & Maintenance

User Profile
Troopers and Staff

Activities
Weight training and cardio fitness training

Time of Use
Anytime

Duration of Use
Varies

Frequency of Use
Daily

Equipment Requirements
Treadmill
Stationary bicycle
Free weights and mats
Resistance weights

Storage Requirements
None

Spatial Adjacencies
Easily accessible to corridor

Unique Environmental Considerations
Floor and wall materials that are durable and easily cleaned
Exhaust system
Space Description

Building Utility

User Profile
Mechanical & electrical technicians
Custodial staff

Activities
Monitor and maintenance of HVAC and Electrical systems

Time of Use
Anytime

Duration of Use
Brief

Frequency of Use
Daily

Equipment Requirements
None

Storage Requirements
None

Spatial Adjacencies
Easily accessible to corridor or exterior, or both

Unique Environmental Considerations
Floor and wall materials that are durable
Space Description
Elevator cab and lobby

User Profile
Public and Staff

Activities
Vertical transportation

Time of Use
Anytime

Duration of Use
Brief

Frequency of Use
Frequent

Equipment Requirements
Normal elevator controls meeting ADA guidelines

Storage Requirements
None

Spatial Adjacencies
Centrally located to public and staff
Easily accessible to public entrance

Unique Environmental Considerations
Controlled access to secured staff areas
Space Description
Elevator equipment

User Profile
Elevator technicians

Activities
Monitor and maintenance of elevator controls and hydraulic pumps

Time of Use
Anytime

Duration of Use
Varies

Frequency of Use
Infrequent

Equipment Requirements
None

Storage Requirements
None

Spatial Adjacencies
Easily accessible to corridor
Adjacent to elevator shaft

Unique Environmental Considerations
Floor and wall materials that are durable
Space Description
KBI Receptionist & Lobby

User Profile
Administrative specialist
Office staff accessing copier/scanner & FAX
Guests waiting for appointments, up to three persons

Activities
Reception and interface with visiting public
Clerical, filing, supply & ordering, and staff support
Production of reports and correspondence
Public guest waiting area

Time of Use
Normal business hours

Duration of Use
Occupied consistently during business hours

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinets, (3) standard 5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer and shared network printer
Copier/Scanner, FAX & Shredder
(3) Guest chairs

Storage Requirements
Paper, forms, office supplies for daily use

Spatial Adjacencies
Easily accessible to Special Agent in Charge, Regional Manager
Easily accessible from public entrance

Unique Environmental Considerations
Visual access to public entrance
Visual access from Regional Manager’s office for security purposes
Controlled access from public entrance (controlled door lock)
Space Description

Workroom and Misc. Storage

User Profile

Administrative specialist
Office staff accessing copier/scanner, shredder, & FAX

Activities

Storage and retrieval of misc. office supplies
Use of shared office equipment
Assembly of reports and misc. documentation
Preparation of out-going mail and sorting of incoming mail

Time of Use

Normal business hours

Duration of Use

Occupied frequently during business hours

Frequency of Use

Daily

Equipment Requirements

Copier/scanner/network printer
FAX
Shredder
12 LF of countertop for document assembly and binding
Mailbox for staff

Storage Requirements

60 LF of storage shelving for misc. bulk paper, envelopes, paper pads, pencils, etc.

Spatial Adjacencies

Easily accessible to Receptionist
Reasonably accessible to agents

Unique Environmental Considerations

Visual access to public entrance
Space Description

KBI Special Agent in Charge

User Profile

Regional Manager
Guests, up to two persons

Activities

Coordination, planning, & supervision of Regional KBI Office
Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of agent in charge

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to other agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations

Acoustical privacy from adjoining spaces
Space Description
KBI Special Agent in Charge

User Profile
KBI Agent
Guests, up to two persons

Activities
Coordination, planning, & supervision of Regional KBI Office
Preparation of reports & correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies with task and scheduling of agent in charge

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements
None

Spatial Adjacencies
Easily accessible to other agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations
Acoustical privacy from adjoining spaces
Space Description
KBI Agents (plan for 10 filled positions and 2 vacant positions)

User Profile
KBI Agents

Activities
Coordination & planning of investigations, stake-outs
Research of evidence and testimony
Preparation of reports & correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies with task and scheduling of agent

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements
None

Spatial Adjacencies
Easily accessible to other agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations
Space Description
KBI Analyst

Activities
Analysis of evidence and testimony
Preparation of reports & correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies with task and scheduling of analyst

Frequency of Use
Daily

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements
None

Spatial Adjacencies
Easily accessible to other agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations
None
Space Description
Assistant Attorney General

Activities
Legal council for investigations and operations
Preparation of reports & correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies with task and scheduling of assistant Attorney General

Frequency of Use
Varies with task and scheduling of assistant Attorney General

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements
None

Spatial Adjacencies
Easily accessible to SAC and agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations
None
Space Description
KBI Visiting Staff

Activities
Analysis of evidence and testimony
Preparation of reports & correspondence

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies

Frequency of Use
Varies

Equipment Requirements
Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements
None

Spatial Adjacencies
Easily accessible to SAC and agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations
None
Space Description
Polygraph Suite

User Profile
Suspect, attorney, arresting officer, & polygrapher in interview room
Defense attorney, social worker, and prosecuting attorney in monitoring room

Activities
Questioning of suspect using polygraph equipment

Time of Use
Daytime business hours

Duration of Use
Varies

Frequency of Use
Weekly

Equipment Requirements
Polygraph machine

Storage Requirements
None

Spatial Adjacencies
Separate public entrance and limited access to interior spaces to protect identity of agents

Unique Environmental Considerations
Interview room acoustically and visually isolated from surrounding spaces
Space Description
Wire Tap Room

User Profile
Agents (2)

Activities
Monitoring of suspect’s phone conversation during wire tap procedure

Time of Use
Anytime

Duration of Use
Varies

Frequency of Use
Varies

Equipment Requirements
Telephone monitoring & recording device
Headsets
Table and chairs (2)
Desktop computer or docking station for laptop

Storage Requirements
None

Spatial Adjacencies
Easily accessible to restrooms and breakroom
Reasonably accessible to agents

Unique Environmental Considerations
Acoustically isolated from surrounding spaces
Space Description
Open Case File Storage

User Profile
Agents and receptionist

Activities
Filing and retrieving active case files

Time of Use
Business hours

Duration of Use
Short

Frequency of Use
Daily

Equipment Requirements
10 file cabinets, standard 4-5 drawer vertical unit
Table or countertop surface for temporary placement of files

Storage Requirements
None

Spatial Adjacencies
Easily accessible to agents and receptionist

Unique Environmental Considerations
None
Space Description

Secured Evidence Storage

User Profile
Agents

Activities
Layout & packaging, storage, and retrieval of active case evidence

Time of Use
Business hours

Duration of Use
Short

Frequency of Use
Daily

Equipment Requirements
Table top and packaging paper/tape
File cabinet, standard 4-5 drawer vertical unit

Storage Requirements
15 lockable 24” x 15” x 72” metal ventilating lockers for agent’s smaller evidence items
600 LF of open shelving for larger packaged evidence
50 SF of open floor space for bulky evidence items

Spatial Adjacencies
Electronic secured access with card reader that records daily log of access
Reasonably accessible to agents
Easily accessible to staff entrance

Unique Environmental Considerations
Drying area required to allow wet clothing to dry
Exhausting system required for marijuana and wet clothing
Space Description
Secured Equipment Storage

User Profile
Agents

Activities
Storage and retrieval of portable lab, surveillance, and special operations equipment

Time of Use
Anytime

Duration of Use
Varies

Frequency of Use
Infrequent

Equipment Requirements
60 LF of open shelving
20 SF of open floor space

Storage Requirements
None

Spatial Adjacencies
Reasonably accessible to agents
Electronic secured access with card reader that records daily log of access

Unique Environmental Considerations
Floor and wall materials that are durable
Space Description
Staff Meeting Room

User Profile
Administrative staff and agents
Visiting staff and/or guests

Activities
Group meetings, up to 15 persons
Video conferencing

Time of Use
Normal business hours and beyond as required

Duration of Use
Varies from several minutes to several hours

Frequency of Use
Daily

Equipment Requirements
Conference table and chairs for 10, side chairs for another 5
Retractable projection screen
Overhead projector with wireless connection to laptop
Bar sink
Under counter refrigerator

Storage Requirements
6 LF of base storage cabinets and countertop
3LF of wall storage cabinets

Spatial Adjacencies
Easily accessible to all Administrative Offices
Controlled access from public entrance

Unique Environmental Considerations
Acoustical privacy from adjoining spaces
Space Description
**Task Force Assembly** (Building Multi-purpose Meeting Room)

User Profile
Agents and area law enforcement officers, up to 20 persons

Activities
Assembly, briefing, and preparation for special operations

Time of Use
Anytime

Duration of Use
Varies

Frequency of Use
Infrequent

Equipment Requirements
None

Storage Requirements
None

Spatial Adjacencies
Easily accessible to staff entrance
Reasonably accessible to agent offices

Unique Environmental Considerations
None
Space Description

Video Conferencing (Building Multi-purpose Meeting Room)

User Profile
Agents and staff

Activities
Video conferencing between agents and KBI staff at other locations

Time of Use
Business hours

Duration of Use
Varies

Frequency of Use
Weekly

Equipment Requirements
Monitors, projectors, and speakers
Interactive cameras and microphones
Tables and chairs for up to 15 persons

Storage Requirements
Storage for tables and chairs

Spatial Adjacencies
Reasonably accessible to all staff

Unique Environmental Considerations
Acoustically separated from adjoining spaces
Ability to adjust ambient lighting levels
Space Description
Vehicle Storage (exterior space)

User Profile
Agents

Activities
Vehicle storage

Time of Use
Anytime

Duration of Use
Varies

Frequency of Use
Infrequent

Equipment Requirements
None

Storage Requirements
Large Truck
Armored Truck
2 undercover automobiles

Spatial Adjacencies
None

Unique Environmental Considerations
Outdoor space, possibly covered but not enclosed
Screened from public view to preserve identity of undercover vehicles
Appendix B— Project Cost Worksheets
<table>
<thead>
<tr>
<th>General Site Development</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
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Kechi Supt. Of Utilities is Larry Kallenberger  316-744-9287
### Proposed Building for KHP and KBI  March 2012

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<th>Quantity</th>
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<th>Unit Price</th>
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<tr>
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<td>2’ curb and gutter</td>
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<td>HC post and footing, sign</td>
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<td>8” sog at dumpster</td>
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### Proposed Building for KHP and KBI  March 2012

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## Proposed Building for KHP and KBI  March 2012

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Sub Totals: $123,890
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<td>6 stud 18', gw 1 side, osb ext</td>
<td>248</td>
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<td>420</td>
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<td>1-1/2&quot; Insulation at basement wall</td>
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<td>sf</td>
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<td>5/8&quot; drywall on ceiling</td>
<td>14,400</td>
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<td><strong>Wood Truss, Wood Framing:</strong></td>
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<td>Wood Trusses</td>
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<td>Overhang at doors - framing, metal roof</td>
<td>4</td>
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<tr>
<td>Frame soffit</td>
<td>810</td>
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<tr>
<td>2' interior soffit framing</td>
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<td>Wood mezzanine over restrooms</td>
<td>642</td>
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<td>Wood stairs</td>
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<tr>
<td>Misc. blocking</td>
<td>2,500</td>
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<td>$4.00</td>
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<td>5/8&quot; pw roof sheathing, felt paper, ice barrier</td>
<td>18,060</td>
<td>sf</td>
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<td>Metal Soffit and fascia</td>
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<td><strong>Icynene Sprayed Insulation: (open cell)</strong></td>
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<td>Wall insulation at 6&quot; metal stud</td>
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<td>19,920 sf</td>
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<td><strong>Doors:</strong></td>
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<td>Al. 3x7 Door, frame, and hardware</td>
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<td>SC Door, Wd frame and hardware</td>
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<td>Carder readers</td>
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<td>Borrow lite complete (small)</td>
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<td>Overhead door</td>
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<td><strong>Wood Clad Windows with blinds:</strong></td>
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<tr>
<td>5' x 4'</td>
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<td>3' x 3'</td>
<td>35</td>
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**Sub Totals:**

- Metal Stud, Drywall, Misc Insulation: $192,329
- Wood Truss, Wood Framing: $103,916
- Standing Seam Roof, Gutter, Soffit, DS: $97,815
- Icynene Sprayed Insulation: (open cell) $53,914
- Caulking, Fire Caulking: $16,932
- Doors: $70,150
- Overhead Doors: $10,000
- Wood Clad Windows with blinds: $25,500

Total Cost: $736,042
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<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total Price</th>
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<tr>
<td>Acoustical Ceiling</td>
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<td>Carpet</td>
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<td>Ceramic on walls</td>
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<td><strong>Casework, Countertops, Shelving:</strong></td>
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<td>Plam base cabinets, SS Tops</td>
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<tr>
<td>Plam upper cabinets</td>
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<td>Shelving at storage rooms</td>
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<td>Toilet partitions - plastic</td>
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**Sub Totals:**
- Acoustical Ceiling: $48,131
- Floor Covering: $90,066
- Painting: $39,844
- Casework, Countertops, Shelving: $39,420
- TP, TA, Signage, and Lockers: $50,035
<table>
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<tr>
<th>Description</th>
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<th>Unit Price</th>
<th>Total Price</th>
<th>Sub Totals</th>
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| Sub Total                         |          |      |            | $2,517,981  | $2,517,981 |
| Total Contract Amount             |          |      |            | $2,904,218  | $2,904,218 |

| less contingency included in Summary Sheet | $260,118 |
| less Building Dirtwork & Misc. Site Amenities included in Summary Sheet | $124,215 |
| less seeding included in Summary Sheet | $7,000 |
| less landscaping included in Summary Sheet | $15,000 |
| less parking lot included in Summary Sheet | $146,250 |

| | | | | $552,583 | $552,583 |
| Total | | | | $2,351,635 |
Appendix C— Westar Electrical Service Sketch & Estimate

Dave Emig

From: <dave.emig@westarenergy.com>
Date: Thursday, April 19, 2012 11:00 AM
To: memig@westarenergy.com
Cc: 
Subject: Pk - Kansas Highway Patrol

Dear: Please take a look at the attached prelim. routing of OH (overhead) distribution to the F Troop site. The cost to complete this OH work is estimated to be $70,000, to the Customer UG branching portion that is going to the transformer. Please advise once a decision has been made. At that point a "for construction" design will be forwarded along with a firm cost.

F Troop - Prelim OH Design
(See attached file: kph-40512110-1200001.pdf)

If you have any questions, please call or e-mail.

thanks,
reid

Reed Holbrook
03/20/2012 12:19 PM

To: "Dave Emig" <memig@westarenergy.com>
cc: 
Subject: Re: Kansas Highway Patrol (Document link: Reed Holbrook)

Good afternoon Dave - The cost to provide (underground) UG distribution to site mark on provided site plan is estimated to be $95,000. Ben Kernan from KDOT has requested Westar provide an (overhead) OH cost for this project as well. After I receive electrical load for this project, they can be applied to the initial cost as a credit. If you have any questions, please call or e-mail.

thanks,
reid
250-8144 - cell

April 2012 15