

DR 73-15 Employment Survey Consultant

ACTION

DATE

COMMITTEE

M.A.P.C.

B.C.C./B. CO. C.

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*Approved at luncheon*

April 17, 1974

Glen Dockery, Research and Budget Officer

Richard L. Mathews, Junior Planner, Advance Plans Division

Reimbursement of car expenses to employment survey personnel

The Wichita-Sedgwick County Metropolitan Area Planning Department will be surveying business firms from April 25 through June for employment levels, firm location, and major industrial or business activity. This survey is in support of our Transportation Plan Update. The field survey will consist of two phases, a survey of firms in the CBD and a survey of those firms along major highways and streets. While the first phase will not require use of cars, the second phase will require substantial vehicle use. Mileage should approximate 20 miles a day per person over a 30 day period.

The following six individuals will be utilizing their own vehicles to conduct the second phase of the survey:

Rose Cornella  
Joyce Schibbellhute  
Gloria Johnson  
John Polson  
Donovan Burton  
P. Kelly Palmer

We formally request that these individuals be reimbursed for usage of their vehicles on a mileage basis.

Approved by:

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RLM:df

cc: Larry Dobson, Junior Planner

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING DEPARTMENT  
EMPLOYMENT SURVEY

The Wichita-Sedgwick County Metropolitan Area Planning Department (MAPD) is collecting information from local firms in support of its Transportation Plan Update. The information will be collected by personal contacts with firms throughout the months of April, May, and June. A short questionnaire will be used to collect type of business, address, and March 1973 employment levels of each firm.

All information collected in the survey will be subject to strict rules of confidentiality. Any release of the survey data will be sufficiently aggregated to prohibit identification of any single firm.

One of the requirements of planning a transportation system which will best serve local firms is determining the demand placed on the existing system by the business community. Of major concern is the accessibility of business firms to both customers and employees. Data concerning consumer trip patterns has already been gathered, but employment information still needs to be collected. Consequently, the employment survey has been initiated to fill this data requirement. Since all employers have an interest in how well they will be served by the future transportation system, we hope that you will take advantage of this opportunity to participate in planning its future.

If you wish to save the MAPD surveyors a trip to your firm or have any questions regarding the survey, please contact Jim Heinicke of the MAPD at 262-0611, ext. 226 or 377.

WICHITA—SEDGWICK COUNTY



METROPOLITAN AREA PLANNING  
DEPARTMENT

PHONE 262-0611 — AREA CODE 316  
CITY BUILDING ANNEX  
104 S. MAIN ST.  
WICHITA, KANSAS 67202

April 12, 1974

Mr. Dick Upton  
Chamber of Commerce  
350 West Douglas  
Wichita, KS 67202

Dear Dick:

The Wichita-Sedgwick County Metropolitan Area Planning Department (MAPD) will soon be collecting employment information from local firms in support of our Transportation Plan Update. Information to be collected include employment levels, address, and the principal business or industrial activity of firms. Since nearly all employers with 50 employees or more have been contacted previously, our survey will concentrate on those employers with less than 50 employees. This employment information will be collected by field survey over the months of April and May in the downtown area and along major highways during May and June.

All information collected in the survey will be subject to strict rules of confidentiality. Any release of this data will be sufficiently aggregated to prohibit identification of a single firm.

One of the requirements of planning a transportation system which will best serve local firms is determining the demand placed on the existing system by the business community. All employers have an interest in how well the future transportation system serves them. The employment survey is an opportunity for these employers to participate in planning the future transportation system.

April 12, 1974  
Page 2

We would appreciate your support on this project since employers we survey may contact the Chamber of Commerce for verification of or information about the survey. We have attached a short announcement of the survey to your members or to include in your next issue of Insight if you wish.

Sincerely,

Willard L. Stockwell  
Chief Planner  
Advance Plans Division

WLSRLM:vn  
Attachment  
cc: Art Mahoney, Chamber of Commerce

WICHITA-SEDGWICK COUNTY

DATE

**METROPOLITAN AREA PLANNING DEPARTMENT**

April 5, 1974

TO W. L. Stockwell, Chief Planner, Advance Plans Division  
FROM Jim Heinicke, Planning Analyst, Advance Plans Division



SUBJECT Progress and Prognosis of the Countywide Employment Survey

The Countywide Employment Survey has evolved into a four stage operation. The first of these stages, system design, has been completed. The programming, procedures and software necessary for operation have been developed to handle a master file of data. Mechanisms to input, rearrange, sort, and summarize information in such a file have been developed with an eye toward maintenance and accessibility.

Stage two is now in full swing and should be complete by mid-April. Three Aide II's are currently on hand to perform the tasks involved here. Among these tasks, the primary duty is to edit a dummy master file of information. This dummy master file is a list of all employment locations that can be identified within Sedgwick County. To create the dummy master, four data sources were used:

1. MAPD interviews from the past year.
2. Local KSES files.
3. State KSES files.
4. County Assessor business files.

From these four sources, a common format was arranged and the files were merged onto a single alphabetic file. At present, the survey crew is hand editing the many duplicate entries, correcting unformatted data, and adding contact information and employment for those locations we have interviewed.

Meanwhile, preparations for stage III are being made. Stage III is the field survey and should be under way the week of April 15. Three additional Aide II's are being requested and will start as soon as arrangements can be made. By the latter part of the month, all six temporary employees will be in the field contacting employers and requesting employment data.

The areas to survey first are those with the highest concentration of employment. Since the large employers of the area and the major shopping centers have already been contacted, the first priority is downtown Wichita. Next will be strip development along such major arterials as Kellogg, Broadway, Central, etc. Avoidance lists will be created so that those firms already contacted by MAPD staff will not be bothered again.

W. L. Stockwell  
Page Two  
April 5, 1974

Stage IV refers to the coding of field data collected in stage III. It is anticipated that this stage can evolve concurrently with stage III. If so, it could be complete shortly after the field data arrives in house. Once the data is assembled it will be entered into the system. Any input errors would then be recoded and the corrected version would be input to the system.

The tentative sequence of events is as follows:

1. Complete hand-editing master file: 2 weeks.
2. Survey downtown area: 3 weeks.
3. Survey strip development: 7 weeks.
4. Cleanup input errors: 1 week.

The total cost for temporary staff will be \$9,000 and will be paid from VPMA 521 funds.

For those employment locations that cannot be included in the field survey, KSES data may be used. If that is not available, estimations can be made based on the type and location of the firm.

JH:nef

December 6, 1973

Arnold Thiebaud, Data Processing Manager

Robert A. Lakin, Director of Planning

Employment Information System.

Pursuant to Administrative Regulation 19 of the City of Wichita, I would like to request your approval for the development of a computer based employment information file. Housed on magnetic tape, it is expected that the file would be composed of approximately twelve thousand records of less than one hundred bytes. While printed reports may be requested at any time to support various Wichita-Sedgwick County Planning Department needs, the Central Data Processing Division would probably not be asked to apply maintenance transactions to the file any more than once each quarter.

Designed by staff of the Planning Department, the basic employment information system will consist of programs to support maintenance of a master file as well as those required for periodic reporting. Consistent with discussions with Connie Campbell, these programs will be documented in accordance with the current standards of the Central Data Processing Division. Since the system would be developed in its entirety by my staff, in conjunction with an outside consultant, I do not foresee a need for Central Data Processing Division systems analysis or programming services. It is possible, however, that some form of direct staff support would be required at the time of implementation on your hardware.

RAL:BH:jl

WICHITA—SEDGWICK COUNTY



METROPOLITAN AREA PLANNING  
DEPARTMENT

PHONE 262-0611 — AREA CODE 316  
CITY BUILDING ANNEX  
104 S. MAIN ST.  
WICHITA, KANSAS 67202

November 9, 1973

**Mr. Billie Moore**  
Employment Security Division  
Kansas Department of Labor  
Wichita, Kansas Office  
P.O. Box 877  
402 East Second Street  
Wichita, Kansas 67202

Dear Mr. Moore,

I would like to take this time to thank you for the cooperation and help you and Jim Horn have given the MAPD in gathering employment information for research in support of our comprehensive planning activities. As you know we completed extracting data from your major and minor market files on Friday, November 2nd. We are now keypunching this information and will be generating an alphabetical list of these firms within the next two weeks.

According to our discussion earlier, once an alphabetical list is generated we will compare it with your major-minor market file index cards. This will allow us to pick up those major or minor market file cards which were being used by your staff on the day we coded that particular SIC grouping. We expect to be prepared to make this comparison in a couple of weeks, and will contact you at that time.

The MAPD is very appreciative of the cooperation you and Jim Horn have given us in this matter.

Sincerely,

Willard L. Stockwell  
Chief Planner  
Advance Plans Division

WLS:RLM:jl

cc: Jim Horn

Countywide Employment Survey Contract  
Project No. 521

PHASE I

Time: 9-15-73 - 9-30-73

Costs: Staff Coordination \$700  
Consultant 100  
TOTAL \$800

PHASE II

Time: 10-1-73 - 11-30-73

Costs: Staff Coordination \$1,400  
Data Collection Personnel 200  
Consultant 2,250  
TOTAL \$3,850

PHASE III

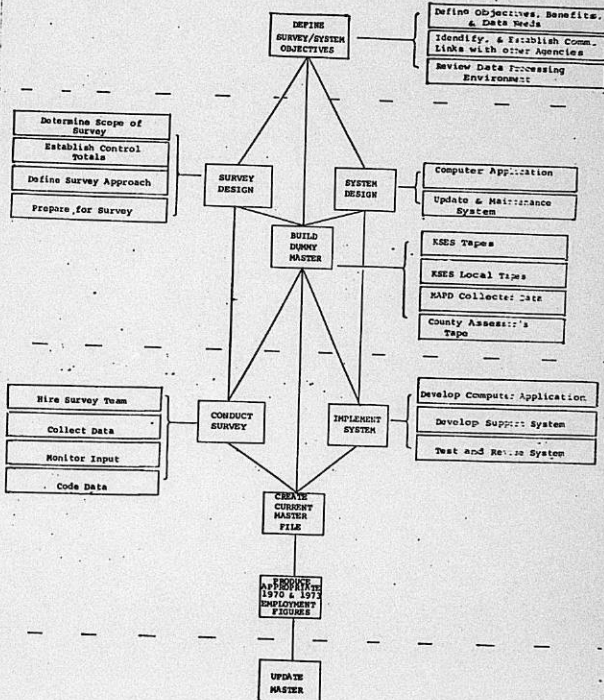
Time: 12-1-73 - 2-28-73

Costs: Staff Coordination \$ 2,800  
Survey Personnel 5,217  
Consultant 2,300  
Public Relations 500  
Transportation 200  
Key Punching 1,600  
TOTAL \$12,517

PHASE IV

Time: 3-1-73 - 4-30-73

Costs: Staff Coordination \$1,400  
Publication and Duplicating 500  
TOTAL \$1,900  
Preliminary Total  
Cost of project \$19,070



RLM

WICHITA-SEDGWICK COUNTY

DATE 10/2/73

**METROPOLITAN AREA PLANNING DEPARTMENT**

TO Willard L. Stockwell, Chief Planner, Advance Plans Division  
FROM Bob Hawbaker, Senior Planner, Advance Plans Division  
SUBJECT Employment Survey

Yesterday Dick Mathews and I met with Art Larsen of Langston-Kitch and Associates to discuss progress on the employment survey. This memo will serve to inform you of our thinking on the project to date.

We view this project as consisting of three phases, two of which are essential for producing an analysis of 1973 employment information. These three phases are depicted in figure 1. Phase One consists of building a dummy file from available sources of all employment locations in Sedgwick County. Such sources as the Kansas State Employment Service's tape files (box 1.1), card files (box 1.2), the County Assessor's Commercial Personal Property File (box 1.3) and locally-collected data on large industries, hospitals, and governments (box 1.4) will be compared to generate a single list of all known local employment locations. This list will be placed on the computer in the form of a "Dummy File" (box 1.5)

The dummy file will contain the following information:

1. Firm Name
2. Local Contact Address\*
3. Contact Person\*
4. Employment Location\*
5. KSES Account Number
6. Assessor's Account Number
7. Employment Level\*
8. SIC Code\*

\*where known

In addition, space will be left on the dummy file for the following items, which will be added at the time of the field survey, Phase 2:

COPY

10/2/73

1. Census Tract
2. Census Block
3. Origin-Destination Zone
4. Survey Date
5. Employment Levels

In Phase 2, data collected in the field (box 2.1) will be applied to the dummy file, thereby generating the Employment Master file (box 2.2). At the same time, employment locations which do not appear on the file but are located in the field may be added to the file, and those which no longer exist may be deleted. After some massaging of the Master File (ADMATCHING to Census Tract and Block, adding O-D zone data, and checking for validity) the analysis of 1973 Employment (tabulation of employment levels by SIC and O-D zone) may be performed.

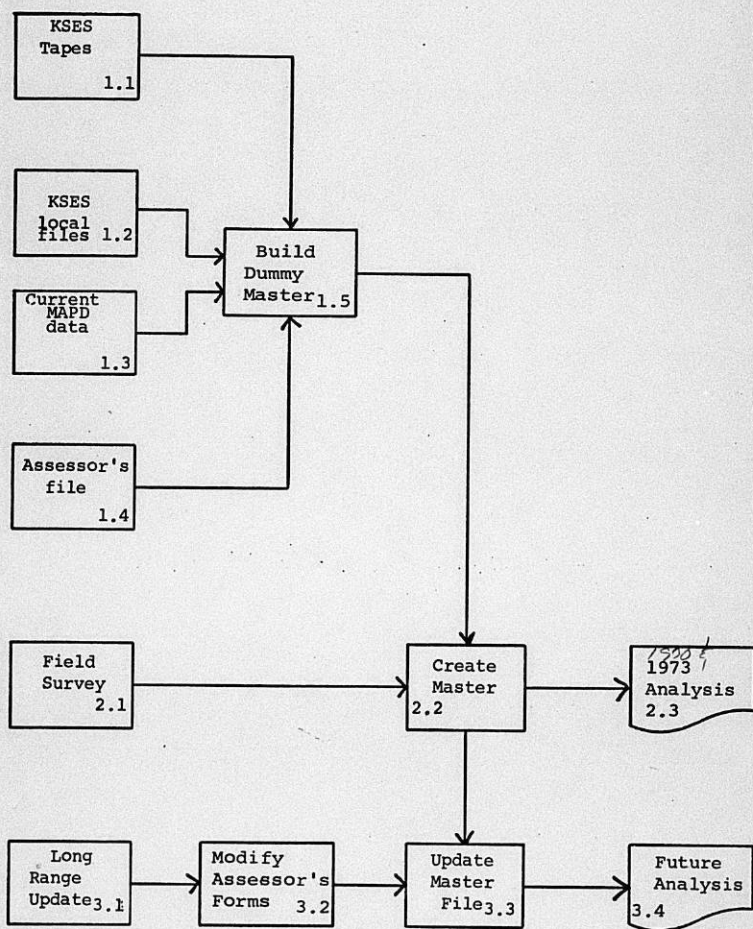
The third phase of the system design is the development and implementation of long-range updating procedures. As we have discussed before, the use of the Assessor's Commercial Personal Property Tax Forms seems to be the best method for collecting most information in the future. I feel that under our contract with Langston-Kitch we can authorize a simple system study of the Assessor's procedures. This will give the county a better method of processing tax data as well as provide us with a continuous data source.

I am currently working with the KSES tapes and the Assessor's tape as a part of Phase One. We are today writing a work order to Langston-Kitch to begin designing procedures and field forms for Phase Two. Dick, the consultant, and I are in agreement about this approach. We feel that our primary emphasis should be on the accuracy of the field data collection. Since it is our understanding that the local KSES card files are not complete or up to date, I hope this memo has put the value of those cards in perspective.

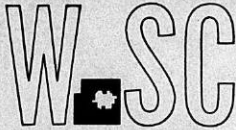
cc/Dick Mathews,  
Art Larson, Langston, Kitch and Associates

RB:ss

Figure 1



WICHITA—SEDGWICK COUNTY



METROPOLITAN AREA PLANNING  
DEPARTMENT

PHONE 262-0611 — AREA CODE 316  
CITY BUILDING ANNEX  
104 S. MAIN ST.  
WICHITA, KANSAS 67202

September 24, 1973

Mr. Leo J. Phalen  
Executive Director  
Kansas Employment Security  
Division of the Department of Labor  
Administrative Office  
491 Topeka Avenue  
Topeka, Kansas 66603

Dear Mr. Phalen,

Enclosed you will find two executed copies of the Agreement between the Wichita-Sedgwick County Metropolitan Area Planning Department, Wichita, Kansas and the Employment Security Division of the Kansas Department of Labor, regarding the exchange of information specified in the Agreement. We are sending you two unlabeled magnetic computer tapes to copy Sedgwick County related data from the "202" file. This file will provide us the data elements specified in Section I-A of the Agreement for (1) the reporting units or establishments located in Sedgwick County only (area code 087), (2) the reporting units or establishments in Sedgwick County with employment in two or more counties (area code 887), and, (3) those reporting units or establishments outside the State with employment in Sedgwick County (area code 200).

We would also like to meet with the Wichita KESD officials to discuss the procedure to be used in extracting data from their 330/331 files on major and minor market employers. This will give a chance to discuss the benefit of our work to the local KESD.

We appreciate the cooperation your department has given us and we will be forwarding to you reports generated from the data provided by the Employment Security Division. Since our Transportation Plan Element Update schedule requires

Page 2 - Leo J. Phalen  
September 24, 1973

employment data input for the first quarter of 1973 we would appreciate your copying and returning our two tapes as soon as it is convenient for you.

Sincerely,

Willard L. Stockwell  
Chief Planner  
Advance Plans Division

WLS:RLM:jl

Enclosure

cc: E. W. Maxwell, Director of Research, Employment Security  
Division

WICHITA-SEDGWICK COUNTY

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

September 4, 1973

TO Bobby Langston, Langston, Kitch and Associates, Inc.  
FROM Willard L. Stockwell, Chief Planner, Advance Plans Division  
SUBJECT Countywide Employment Survey Contract.

Attached is your copy of the signed Countywide Employment Survey Contract between your firm and the Wichita-Sedgwick County Metropolitan Area Planning Commission. The contract was approved by the Metropolitan Area Planning Commission on August 23rd, by the Board of City Commissioners on August 28th, and by the Board of County Commissioners on August 29th.

WLS:RLM:jl

Attachment

COPY

WICHITA-SEDGWICK COUNTY

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

September 4, 1973

TO Ralph Eberly, City Clerk  
FROM Willard L. Stockwell, Chief Planner, Advance Plans Division  
SUBJECT Countywide Employment Survey Contract and Overall Program Design Update Contract.

Attached are your file copies of the Countywide Employment Survey Contract with Langston, Kitch and Associates, Inc., and the Overall Program Design Update Contract with the Barton-Aschman consulting firm. Both of these contracts were approved by the Metropolitan Area Planning Commission on August 23rd, the Board of City Commissioners on August 28th, and the Board of County Commissioners on August 29th.

WLS:RLM:jl

Attachments

COPY

WICHITA-SEDGWICK COUNTY

DATE

September 4, 1973

METROPOLITAN AREA PLANNING DEPARTMENT

TO Marie Warden, Sedgwick County Clerk  
FROM Willard L. Stockwell, Chief Planner, Advance Plans Division  
SUBJECT Countywide Employment Survey Contract and Overall Program Design Update Contract.

Attached are your file copies of the Countywide Employment Survey Contract with Langston, Kitch and Associates, Inc., and the Overall Program Design Update Contract with the Barton-Aschman consulting firm. Both of these contracts were approved by the Metropolitan Area Planning Commission on August 23rd, the Board of City Commissioners on August 28th, and the Board of County Commissioners on August 29th.

WLS:RLM:jl

Attachments

COPY

THE CITY OF WICHITA  
OFFICE OF LAW DEPARTMENT

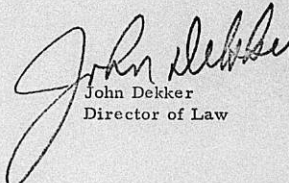
DATE August 30, 1973



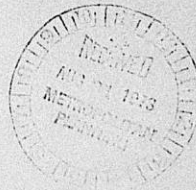
TO Willard L. Stockwell, Chief Planner, Advance Plans Division  
FROM John Dekker, Director of Law

SUBJECT Attest of Contracts as to  
Legal Form:  
Barton-Ashman Associates, Inc.  
and  
Kitch and Associates, Inc.

Returned herewith are the captioned contracts which you sent me with your memo of August 29, and which I have approved as to form.

  
John Dekker  
Director of Law

JD:cr  
Attachments



WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

CONTRACT FOR PERSONAL SERVICES  
COMPREHENSIVE PLANNING ASSISTANCE PROJECT

THIS AGREEMENT, entered into as of this 23<sup>rd</sup> day  
of August, 1973, by and between Langston, Kitch and  
Associates, Incorporated (herein called the "Contractor") and  
Wichita-Sedgwick County Metropolitan Area Planning Commission  
(herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS the Planning Agency desires to engage the  
Contractor to render certain technical and professional  
services hereafter described in connection with an undertaking  
which is expected to be partially financed under Section 701  
of the Housing Act of 1954, as amended; in part through a  
Technical Studies Grant from the Urban Mass Transportation  
Administration, under the provisions of Section 9 of the Urban  
Mass Transportation Act of 1964, as amended; and in part  
through a contract with the Kansas Highway Commission.

NOW, THEREFORE, the parties hereto do mutually agree  
as follows:

I. EMPLOYMENT OF CONTRACTOR. The Planning Agency  
hereby agrees to engage the Contractor and the Contractor hereby  
agrees to perform personally the services hereinafter set forth  
in connection with the Project of the Planning Agency under  
Comprehensive Planning Grant Contract No. CPS-KS-07-16-1012,

Urban Mass Transportation Administration Technical Studies  
Grant No. KS-09-0002, and Highway Planning and Research Grant  
designated as Section 8B - Wichita agreement.

II. AREA COVERED. The Contractor shall perform all the necessary services provided under this contract in connection with and respecting Sedgwick County, herein called the "Planning Area".

III. SCOPE OF SERVICES. The Contractor shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Planning Agency, the following services:

A. Basic Services

The purpose of the services provided under this contract is to create a data base consisting of basic employment information for use in planning analysis. This will be accomplished by undertaking a survey of all employers, public and private, in Sedgwick County. The Contractor will provide technical advice, project direction and general assistance in performing the following services to create a computer-processable data file for an Employment Information Subsystem to provide means of collecting, storing, maintaining, and accessing employment data.

B. Secondary Services

1. The Contractor will assist the Planning Agency staff in the preparation of an overall

methodology for the conduct of the survey. Specific survey and system objectives will be identified and documented and the tasks required for their attainment will be defined and scheduled. The status of current, related work efforts will be reviewed and taken into consideration as will the availability of data from systems or procedures employed by other public agencies.

2. The Contractor will assist the Planning Agency in collecting the following data items from each employer and employer location within Sedgwick County:

- a. Employer Name
- b. Employer Location
  - (1) Street Address
  - (2) Census Tract and Block
  - (3) Origin-Destination Zone
- c. Contact Person and Address. This may be different than the actual employment location
- d. Standard Industrial Classification. In cases where the new SIC code is different than the 1967 code for a particular industry, the older code should also be identified.
- e. Number of Employees
- f. Other Data. Additional data requirements may be developed during the design of the study.

3. To assure the accuracy and completeness of the primary employment data collected in the survey, the Contractor will: monitor and provide supervisory support to the field data collection staff during the collection phase; assist the Planning Agency in preparation of training manuals and in training staff; assist the Planning Agency staff to develop and implement data coding procedures for computer processing; and develop and implement quality control procedures.

4. The Contractor will assist in the preparation of any materials required by the Planning Agency to explain the purpose and methods of the study to employers to be surveyed and to the public. The Contractor will be primarily responsible for coordinating the data collection efforts of this study with other consultants and staff involved with the Comprehensive Plan Update and with other public agencies with similar data needs.

5. In order to build an Employment Information Subsystem, the employment items identified above will be gathered in a manner which will allow extremely flexible computer processing. The data will be structured to allow retrieval of individual firm and location records. The configuration of the data base will allow the aggregation and summarization of records by

any of the data characteristics captured. A methodology will be developed for the continuous or periodic update of the data file for future studies.

6. The consultant will assist the MAPD staff in the preparation of a complete list of employment locations, the design and modification as necessary of field forms for the collection and computer capture of data, and the hiring of temporary staff to perform field and/or clerical tasks. The contractor will assist the Planning Agency staff in the development of procedures/routines for the maintenance or periodic file update of the data base and review various techniques for on-going data collection including the following:

- a. Changes in employment level of existing employers.
- b. Deletion of Employers ceasing operation.
- c. Addition of New Employers or new locations of existing employers.

7. In order that the Employment Information Sub-system be used to its fullest capacity the Contractor will assist the Planning Agency staff in the analysis of the data for input to planning decisions. The input requirements for planning will be documented and analyzed.

8. The Contractor will, with the assistance of the Planning Agency staff, provide complete documentation of the entire study. A methodology will be adopted whereby the pertinent documentation will be developed as the work effort progresses and will be at a stage of completion approximating that of the overall project.

9. The Planning Agency may, from time to time, require the Contractor to prepare special written reports in support of the study, for the purposes of documentation, background, or system design proposals.

C. Services by the Planning Agency

The Planning Agency, in support of the employment study, will provide the following services.

1. The Planning Agency will provide a full-time staff coordinator to handle the day-to-day activities of the study and to act as liaison between the Contractor and the Planning Agency.

2. The Planning Agency will be responsible for coordinating the hiring of all temporary field data collection and data coding personnel.

3. The Planning Agency will be responsible for providing all data processing, programming, keypunching, data storage and report generation required during the study.

4. The Planning Agency will provide office space for the use of study personnel during the conduct of the study. All necessary office equipment and supplies will be provided by the Planning Agency.

5. The Planning Agency will provide sufficient clerical support for filing and typing required during the study.

6. The Planning Agency will be responsible for making available all supplies required by the consultant in the conduct of the study. The Planning Agency will arrange for the design of and pay for the printing of all forms and reports required by the study.

IV. WORK ORDER. Prior to commencing any activities for any part of this contract, the Contractor shall obtain a written work order from the Planning Agency's staff coordinator. This work order shall detail the nature and extent of the task(s) to be performed by the Contractor, and an estimate of the time and cost associated with said task(s).

V. SCHEDULE OF SERVICES. The services to be performed under this contract will be conducted in four phases. The phases are as follows:

A. System Design Phase

During this phase specific survey and system objectives will be identified and documented and the

tasks required for their attainment will be defined and scheduled. The status of current, related work efforts will be reviewed and taken into consideration as will the availability of data from systems or procedures employed by other public agencies.

B. Data Collection Phase

A record of employment locations will be prepared, forms will be designed or modified as necessary and temporary staff will be hired and trained to perform required field and/or clerical tasks. In addition, procedures/routines will be defined for the maintenance of the data base and various techniques reviewed for on-going data collection.

C. Data Coding and Analysis

The input requirements for planning will be documented and analyzed and procedures will be developed and implemented for the coding or conversion of data into a format suited to computer processing. Quality control routines will also be outlined to optimize data base accuracy.

D. Documentation

A methodology will be adopted whereby the complete pertinent documentation will be developed as the work effort progresses and will be at a stage of completion approximating that of the overall project.

VI. PERSONNEL.

A. The Contractor represents that he has, or will secure at his own expense, all personnel

required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Planning Agency.

B. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the Planning Agency.

VII. TIME OF PERFORMANCE. The services of the Contractor are to commence upon the execution of this contract and shall be undertaken and completed in such sequence as to insure their expeditious completion in the light of the purposes of this Contract, but in any event all of the services required hereunder shall be completed by June 1, 1974.

VIII. METHOD OF PAYMENT. The Planning Agency will pay to the Contractor \$100 per man day, not to exceed a total of \$8,000, which shall constitute full and complete compensation for the Contractor's services hereunder. Such sum will be paid in the following manner, in every case, subject to the following conditions.

- A. Receipt of a requisition for payment, detailing:
1. Work Order Reference,
  2. The names of the persons and/or items for whom/which payment is requested,
  3. The total hours and/or associated costs for each item specified in (1) above,

4. The total payment requested.

B. Payment will be made each month based on man days, in increments of no less than one-half man day,

C. Ten percent (10%) of each monthly payment will be withheld for final payment.

D. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid hereunder exceed the maximum sum of \$8,000 for all services required.

IX. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, the Contractor shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Planning Agency shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the Planning Agency, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Planning Agency for damages

sustained by the Planning Agency by virtue of any breach of the Contract by the Contractor, and the Planning Agency may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Planning Agency from the Contractor is determined.

X. TERMINATION FOR THE CONVENIENCE OF THE PLANNING AGENCY. The Planning Agency may terminate this Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 15 days before the effective date of termination. In that event, all finished or unfinished documents or other materials described in Section IX, above, shall, at the option of the Planning Agency, become its property. If the Contract is terminated by the Planning Agency as provided herein, the Contractor shall be paid for the actual time devoted to its performance of the Contract as of the date of said termination, excluding those expenses previously reimbursed under this Contract. Such costs will be determined according to the records maintained by the Contractor as described in Section VII, above. If this contract is terminated due to the fault of the Contractor, the provisions of Section IX hereof relative to termination shall apply.

XI. CHANGES. The Planning Agency may, from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Planning Agency and the Contractor, shall be incorporated in written amendments to this Contract.

XII. EQUAL EMPLOYMENT OPPORTUNITY.

A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers, recruitment or recruitment advertising; layoffs or terminations, rates of pay or other forms of compensation; selection for training including apprenticeship; and participation in recreational and educational activities. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided setting forth the provisions of this non-discrimination clause. The Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

B. The Contractor shall keep such records and submit reports on request concerning the racial and ethnic origin of

applicants for employment and employees as the funding agencies may require.

C. The Contractor agrees to comply with such rules, regulations or guidelines as the funding agencies may issue to implement these requirements.

XIII. INTEREST OF MEMBERS OF PLANNING AGENCY AND OTHERS. No officer, member, or employee of the Planning Agency and no members of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly interested or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

XIV. ASSIGNABILITY. The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Planning Agency thereto: Provided, however, that claims for money due or to become due to the Contractor from the Planning Agency under this Contract may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Planning Agency.

XV. INTEREST OF CONTRACTOR. The Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

XVI. FINDINGS CONFIDENTIAL. Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Contract which the Planning Agency requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the Planning Agency.

XVII. OFFICIALS NOT TO BENEFIT. No members of or Delegate to the Congress of the United States of America, and no Resident Commissioner, shall be admitted to any share or part hereof or to any benefit to arise herefrom.

XVIII. IDENTIFICATION OF DOCUMENTS. All reports, maps, and other documents completed as a part of this Contract, other than documents exclusively for internal use within the Planning Agency, shall carry the following notation on the front cover or a title page, (or in the case of maps, in the same block) containing the name of the Planning Agency:

The preparation of this report, map, document, etc., was financed in part through a Comprehensive Planning Assistance Grant from the Department of Housing and Urban Development, under the provisions of Section 701 of the Housing Act of

1954, as amended; in part through a Technical Studies Grant from the Urban Mass Transportation Administration, under the provisions of Section 9 of the Urban Mass Transportation Act of 1964, as amended; and in part through a contract with the Kansas Highway Commission; together with the date (month and year) the document was prepared and the name of the Planning Agency and Planning Jurisdiction.

XIX. RETENTION OF OWNERSHIP. All data, field data collection and interview forms, a copy of all computer output, computer source programs, full documentation for computer programs, and machine readable source data shall become the property of the Planning Agency at the completion or termination of the Contract.

XX. PUBLICATION, REPRODUCTION AND USE OF MATERIAL. No material produced in whole or in part under this Contract shall be subject to copyright in the United States or in any other country. The Planning Agency HUD, DOT, and the Kansas Highway Department shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract.

XXI. AUDITS AND INSPECTIONS. At any time during normal business hours and as often as the Planning Agency, HUD, DOT, the Kansas Highway Department and/or the Comptroller General of the United States may deem necessary, there shall be made available to said agencies or their authorized representatives for examination all of its records with respect to all matters covered by this Contract and will permit said agencies

or their representatives to audit, examine and make all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

IN WITNESS WHEREOF the Planning Agency and the Contractor have executed this agreement as of the date first above written.

WICHITA-SEDGWICK COUNTY METROPOLITAN AREA PLANNING COMMISSION

ATTEST AS TO LEGAL FORM:

\_\_\_\_\_  
John Dekker

By

*Marjorie L. Taylor*  
Marjorie L. Taylor  
Chairman

ATTEST:

*Robert A. Lakin*  
Robert A. Lakin, Secretary  
(SEAL)

LANGSTON, KITCH AND ASSOCIATES

By

*Bobby B. Langston*  
Bobby B. Langston

ATTEST:

\_\_\_\_\_

CERTIFICATE OF APPROVAL

The foregoing Countywide Employment Survey Contract identified as Comprehensive Planning Grant contract No. CPS-KS-07-16-1012. Technical Studies Grant No. KS-09-002, and Highway Planning and Research Grant Section 8B-Wichita Agreement is approved, confirmed and ratified this 27<sup>th</sup> day of August 1973, at Wichita, Kansas.

By the Board of County Commissioners of Sedgwick County

Carl E. Ruch  
Chairman

ATTEST:

John D. Rorer  
County Counselor

Am Scott  
Commissioner

Elmer Peters  
Commissioner

ATTEST:

Mavis Warden  
County Clerk  
(SEAL) *(Mavis Warden)*

By the City of Wichita,  
Kansas

James M. Rorer  
Mayor

ATTEST:

Richard E. Gouge  
City Clerk  
(SEAL)

APPROVED:

John Dekker  
John Dekker, Director of Law

FUNDING BREAKDOWN OF  
EMPLOYMENT INFORMATION  
FILE CONTRACT

	<u>Total Project Cost</u>	<u>TOTAL FEDERAL &amp; STATE AGENCY COST</u>	<u>MAPD COST</u>
HUD (3/4) \$15,000		\$15,000	<del>\$5,000</del>
MAPD (1/4) <u>5,000</u>			\$5,000
TOTAL HUD	\$20,000		
UMTA (2/3) \$ 3,333		\$ 3,333	
MAPD (1/3) <u>1,666</u>			\$1,666
TOTAL UMTA	\$ 5,000		
SHC (100%) \$ 5,000		\$ 5,000	
MAPD (None) <u>-0-</u>			-0-
TOTAL SHC	<u>\$ 5,000</u>	_____	_____
TOTAL PROJECT COST	\$30,000	\$23,333	\$6,667

WICHITA-SEDGWICK COUNTY

DATE  
August 23, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

TO Board of Sedgwick County Commissioners  
FROM Willard L. Stockwell, <sup>WLS</sup> Chief Planner, Advance Plans Division  
SUBJECT Countywide Employment Survey Contract.

The 1973-1974 Unified Work Program for the Wichita-Sedgwick County Metropolitan Area Planning Department includes provision for the development of an employment information file. This project will entail conducting a Countywide Employment Survey to collect the following information; employer name, employer SIC code, employer location, contact person and address, and the number of employees at each employer location.

At the MAPC meeting of Friday, August 3, 1973, the consulting firm of Langston, Kitch and Associates, Inc., was selected to provide technical advice, project direction, and general assistance to the MAPD in performing the Employment Survey. For these services the Contractor will be compensated up to a maximum of \$8,000. This matter will be considered by the MAPC at their regularly scheduled meeting on Thursday, August 23, 1973. We will advise the County Commission of the MAPC action at your Wednesday meeting. The subject contract is attached for your review.

The total cost of developing the employment file is \$30,000 and is broken out in the following manner:

MAPD Staff (Field Surveys, Computer Processing).	\$22,000
Langston, Kitch and Associates, Inc.	<u>8,000</u>
TOTAL Development Cost	\$30,000

Work on this project will be financially assisted by the Housing and Urban Development Department (HUD), the Urban Mass Transportation Administration (UMTA), and the State Highway Commission (SHC). The cost of this project to the MAPD will be \$6,667 to be paid out of the existing and approved MAPD budgets as in-kind services and cash. Work on the employment information file will begin in early September and cover a period of eight to nine months. The project period is not to extend beyond June 1, 1974.

The MAPD is requesting the Board of Sedgwick County Commissioners to concur with the MAPC in the selection of Langston, Kitch and Associates, Inc., as a consultant and to sign the Certificate of Approval concurring in the decision of the MAPC.

WLS:RLM:jl

Attachment

cc: Robert A. Lakin, Director of Planning  
Richard L. Mathews, Junior Planner, Advance Plans Division

WICHITA-SEDGWICK COUNTY

DATE  
August 23, 1973

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WLS:RLM:jl  
Attachment

cc: Robert A. Lakin, Director of Planning  
Richard L. Mathews, Junior Planner, Advance Plans Division

WICHITA-SEDGWICK COUNTY

DATE  
August 17, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

TO Wichita-Sedgwick County Metropolitan Area Planning Commission  
FROM Willard L. Stockwell, Chief Planner, Advance Plans Division  
SUBJECT Review Consultant Contract for the Countywide Employment Survey.

At the MAPC's meeting of Friday, August 3, 1973, the consulting firm of Langston, Kitch and Associates, Inc., was selected to provide technical advice, project direction and general assistance to the MAPD in performing a Countywide Employment Survey. Attached is a contract for these services.

Information to be gathered by the survey includes employer name, employer location, contact person and address, and the number of employees at each employer location. This information will be used in developing a continuous employment information file for planning purposes.

The total cost of developing the employment file is \$30,000 and is broken out in the following manner:

MAPD Staff	\$22,000
Langston, Kitch & Associates, Inc.	<u>\$ 8,000</u>
Total Development Cost	\$30,000

Work on the employment information file will begin in early September and cover a period of eight to nine months. The project period is not to extend beyond June 1, 1974. Work on this project will be financially assisted by the Housing and Urban Development Department (HUD), the Urban Mass Transportation Administration (UMTA), and the State Highway Commission (SHC).

The MAPD is requesting the MAPC to approve the subject contract with Langston, Kitch and Associates, Inc., and to authorize the Chairman to sign the Countywide Employment Survey contract.

WLS:RLM:jl

Attachment

WICHITA-SEDGWICK COUNTY

DATE

August 16, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** John Dekker, Director of Law  
**FROM** Willard L. Stockwell, Chief Planner, Advance Plans Division  
**SUBJECT** Contract Review.

Attached please find a copy of a proposed contract between W-SCMAPC and Langston, Kitch and Associates, Inc., for technical advice, project direction, and general assistance to the Planning Agency in performing a countywide employment survey. This contract is to be funded from Federal 701 funds, Urban Mass Transit Administration funds, and State Highway Commission funds.

Would you please review the document as to legality and form on or before Wednesday, August 22, 1973. We need to get this before the Planning Commission at their next meeting on Thursday, August 23, 1973. Your cooperation in this manner will be greatly appreciated.

WLS:RLM:jl

Attachment

COPY

WICHITA-SEDGWICK COUNTY

DATE

August 16, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** Jack Turner, Sedgwick County Counselor  
**FROM** Willard L. Stockwell, Chief Planner, Advance Plans Division  
**SUBJECT** Contract Review.

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WLS:RLM:jl

Attachment

COPY

RE: AGENDA ITEM NO. 4  
WICHITA-SEDGWICK COUNTY

DATE  
August 17, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

TO Wichita-Sedgwick County Metropolitan Area Planning Commission  
FROM Willard L. Stockwell, Chief Planner, Advance Plans Division  
SUBJECT Review Consultant Contract for the Countywide Employment Survey.

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Information to be gathered by the survey includes employer name, employer location, contact person and address, and the number of employees at each employer location. This information will be used in developing a continuous employment information file for planning purposes.

The total cost of developing the employment file is \$30,000 and is broken out in the following manner:

MAPD Staff	\$22,000
Langston, Kitch & Associates, Inc.	\$ 8,000
Total Development Cost	\$30,000

Work on the employment information file will begin in early September and cover a period of eight to nine months. The project period is not to extend beyond June 1, 1974. Work on this project will be financially assisted by the Housing and Urban Development Department (HUD), the Urban Mass Transportation Administration (UMTA), and the State Highway Commission (SHC).

The MAPD is requesting the MAPC to approve the subject contract with Langston, Kitch and Associates, Inc., and to authorize the Chairman to sign the Countywide Employment Survey contract.

WLS:RLM:jl

Attachment

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

CONTRACT FOR PERSONAL SERVICES  
COMPREHENSIVE PLANNING ASSISTANCE PROJECT

THIS AGREEMENT, entered into as of this \_\_\_\_\_ day  
of \_\_\_\_\_, 19\_\_\_, by and between Langston, Kitch and  
Associates, Incorporated (herein called the "Contractor") and  
Wichita-Sedgwick County Metropolitan Area Planning Commission  
(herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS the Planning Agency desires to engage the  
Contractor to render certain technical and professional  
services hereafter described in connection with an undertaking  
which is expected to be partially financed under Section 701  
of the Housing Act of 1954, as amended; in part through a  
Technical Studies Grant from the Urban Mass Transportation  
Administration, under the provisions of Section 9 of the Urban  
Mass Transportation Act of 1964, as amended; and in part  
through a contract with the Kansas Highway Commission.

NOW, THEREFORE, the parties hereto do mutually agree  
as follows:

I. EMPLOYMENT OF CONTRACTOR. The Planning Agency  
hereby agrees to engage the Contractor and the Contractor hereby  
agrees to perform personally the services hereinafter set forth  
in connection with the Project of the Planning Agency under  
Comprehensive Planning Grant Contract No. CPS-KS-07-16-1012,

Urban Mass Transportation Administration Technical Studies  
Grant No. KS-09-0002, and Highway Planning and Research Grant  
designated as Section 8B - Wichita agreement.

II. AREA COVERED. The Contractor shall perform all the necessary services provided under this contract in connection with and respecting Sedgwick County, herein called the "Planning Area".

III. SCOPE OF SERVICES. The Contractor shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Planning Agency, the following services:

A. Basic Services

The purpose of the services provided under this contract is to create a data base consisting of basic employment information for use in planning analysis. This will be accomplished by undertaking a survey of all employers, public and private, in Sedgwick County. The Contractor will provide technical advice, project direction and general assistance in performing the following services to create a computer-processable data file for an Elect Employment=Information Subsystem to provide means of Collecting, storing, maintaining, and accessing employment data.

B. Secondary Services

1. The Contractor will assist the Planning Agency staff in the preparation of an overall

methodology for the conduct of the survey. Specific survey and system objectives will be identified and documented and the tasks required for their attainment will be defined and scheduled. The status of current, related work efforts will be reviewed and taken into consideration as will the availability of data from systems or procedures employed by other public agencies.

2. The Contractor will assist the Planning Agency in collecting the following data items from each employer and employer location within Sedgwick County:

- a. Employer Name
- b. Employer Location
  - (1) Street Address
  - (2) Census Tract and Block
  - (3) Origin-Destination Zone
- c. Contact Person and Address. This may be different than the actual employment location
- d. Standard Industrial Classification. In cases where the new SIC code is different than the 1967 code for a particular industry, the older code should also be identified.
- e. Number of Employees
- f. Other Data. Additional data requirements may be developed during the design of the study.

3. To assure the accuracy and completeness of the primary employment data collected in the survey, the Contractor will: monitor and provide supervisory support to the field data collection staff during the collection phase; assist the Planning Agency in preparation of training manuals and in training staff; assist the Planning Agency staff to develop and implement data coding procedures for computer processing; and develop and implement quality control procedures.

4. The Contractor will assist in the preparation of any materials required by the Planning Agency to explain the purpose and methods of the study to employers to be surveyed and to the public. The Contractor will be primarily responsible for coordinating the data collection efforts of this study with other consultants and staff involved with the Comprehensive Plan Update and with other public agencies with similar data needs.

5. In order to build an Employment Information Subsystem, the employment items identified above will be gathered in a manner which will allow extremely flexible computer processing. The data will be structured to allow retrieval of individual firm and location records. The configuration of the data base will allow the aggregation and summarization of records by

any of the data characteristics captured. A methodology will be developed for the continuous or periodic update of the data file for future studies.

6. The consultant will assist the MAPD staff in the preparation of a complete list of employment locations, the design and modification as necessary of field forms for the collection and computer capture of data, and the hiring of temporary staff to perform field and/or clerical tasks. The contractor will assist the Planning Agency staff in the development of procedures/s/ routines for the maintenance or periodic file update of the data base and review various techniques for on-going data collection including the following:

- a. Changes in employment level of existing employers.
- b. Deletion of Employers ceasing operation.
- c. Addition of New Employers or new locations of existing employers.

7. In order that the Employment Information Sub-system be used to its fullest capacity the Contractor will assist the Planning Agency staff in the analysis of the data for input to planning decisions. The input requirements for planning will be documented and analyzed.

8. The Contractor will, with the assistance of the Planning Agency staff, provide complete documentation of the entire study. A methodology will be adopted whereby the pertinent documentation will be developed as the work effort progresses and will be at a stage of completion approximating that of the overall project.

9. The Planning Agency may, from time to time, require the Contractor to prepare special written reports in support of the study, for the purposes of documentation, background, or system design proposals.

C. Services by the Planning Agency

The Planning Agency, in support of the employment study, will provide the following services.

1. The Planning Agency will provide a full-time staff coordinator to handle the day-to-day activities of the study and to act as liaison between the Contractor and the Planning Agency.
2. The Planning Agency will be responsible for coordinating the hiring of all temporary field data collection and data coding personnel.
3. The Planning Agency will be responsible for providing all data processing, programming, keypunching, data storage and report generation required during the study.

4. The Planning Agency will provide office space for the use of study personnel during the conduct of the study. All necessary office equipment and supplies will be provided by the Planning Agency.

5. The Planning Agency will provide sufficient clerical support for filing and typing required during the study.

6. The Planning Agency will be responsible for making available all supplies required by the consultant in the conduct of the study. The Planning Agency will arrange for the design of and pay for the printing of all forms and reports required by the study.

IV. WORK ORDER. Prior to commencing any activities for any part of this contract, the Contractor shall obtain a written work order from the Planning Agency's staff coordinator. This work order shall detail the nature and extent of the task(s) to be performed by the Contractor, and an estimate of the time and cost associated with said task(s).

V. SCHEDULE OF SERVICES. The services to be performed under this contract will be conducted in four phases. The phases are as follows:

A. System Design Phase

During this phase specific survey and system objectives will be identified and documented and the tasks required for

tasks required for their attainment will be defined and scheduled. The status of current, related work efforts will be reviewed and taken into consideration as will the availability of data from systems or procedures employed by other public agencies.

B. Data Collection Phase

A record of employment locations will be prepared, forms will be designed or modified as necessary and temporary staff will be hired and trained to perform required field and/or clerical tasks. In addition, procedures/routines will be defined for the maintenance of the data base and various techniques reviewed for on-going data collection.

C. Data Coding and Analysis

The input requirements for planning will be documented and analyzed and procedures will be developed and implemented for the coding or conversion of data into a format suited to computer processing. Quality control routines will also be outlined to optimize data base accuracy.

D. Documentation

A methodology will be adopted whereby the complete pertinent documentation will be developed as the work effort progresses and will be at a stage of completion approximating that of the overall project.

VI. PERSONNEL.

A. The Contractor represents that he has, or will secure at his own expense, all personnel

required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Planning Agency.

B. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the Planning Agency.

VII. TIME OF PERFORMANCE. The services of the Contractor are to commence upon the execution of this contract and shall be undertaken and completed in such sequence as to insure their expeditious completion in the light of the purposes of this Contract, but in any event all of the services required hereunder shall be completed by June 1, 1974.

VIII. METHOD OF PAYMENT. The Planning Agency will pay to the Contractor \$100 per man day, not to exceed a total of \$8,000, which shall constitute full and complete compensation for the Contractor's services hereunder. Such sum will be paid in the following manner, in every case, subject to the following conditions.

- A. Receipt of a requisition for payment, detailing:
1. Work Order Reference,
  2. The names of the persons and/or items for whom/which payment is requested,
  3. The total hours and/or associated costs for each item specified in (1) above,

4. The total payment requested.

B. Payment will be made each month based on man days, in increments of no less than one-half man day,

C. Ten percent (10%) of each monthly payment will be withheld for final payment.

D. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid hereunder exceed the maximum sum of \$8,000 for all services required.

IX. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, the Contractor shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Planning Agency shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the Planning Agency, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Planning Agency for damages

sustained by the Planning Agency by virtue of any breach of the Contract by the Contractor, and the Planning Agency may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Planning Agency from the Contractor is determined.

X. TERMINATION FOR THE CONVENIENCE OF THE PLANNING AGENCY. The Planning Agency may terminate this Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 15 days before the effective date of termination. In that event, all finished or unfinished documents or other materials described in Section IX, above, shall, at the option of the Planning Agency, become its property. If the Contract is terminated by the Planning Agency as provided herein, the Contractor shall be paid for the actual time devoted to its performance of the Contract as of the date of said termination, excluding those expenses previously reimbursed under this Contract. Such costs will be determined according to the records maintained by the Contractor as described in Section VIII, above. If this contract is terminated due to the fault of the Contractor, the provisions of Section IX hereof relative to termination shall apply.

XI. CHANGES. The Planning Agency may, from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Planning Agency and the Contractor, shall be incorporated in written amendments to this Contract.

XII. EQUAL EMPLOYMENT OPPORTUNITY.

A.

A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers, recruitment or recruitment advertising; layoffs or terminations, rates of pay or other forms of compensation; selection for training including apprenticeship; and participation in recreational and educational activities. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided setting forth the provisions of this non-discrimination clause. The Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

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XIV. ASSIGNABILITY. The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Planning Agency thereto: Provided, however, that claims for money due or to become due to the Contractor from the Planning Agency under this Contract may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Planning Agency.

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XVI. FINDINGS CONFIDENTIAL. Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Contract which the Planning Agency requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the Planning Agency.

XVII. OFFICIALS NOT TO BENEFIT. No members of or Delegate to the Congress of the United States of America, and no Resident Commissioner, shall be admitted to any share or part hereof or to any benefit to arise herefrom.

XVIII. IDENTIFICATION OF DOCUMENTS. All reports, maps, and other documents completed as a part of this Contract, other than documents exclusively for internal use within the Planning Agency, shall carry the following notation on the front cover or a title page, (or in the case of maps, in the same block) containing the name of the Planning Agency:

The preparation of this report, map, document, etc., was financed in part through a Comprehensive Planning Assistance Grant from the Department of Housing and Urban Development, under the provisions of Section 701 of the Housing Act of

1954, as amended; in part through a Technical Studies Grant from the Urban Mass Transportation Administration, under the provisions of Section 9 of the Urban Mass Transportation Act of 1964, as amended; and in part through a contract with the Kansas Highway Commission; together with the date (month and year) the document was prepared and the name of the Planning Agency and Planning Jurisdiction.

XIX. RETENTION OF OWNERSHIP. All data, field data collection and interview forms, a copy of all computer output, computer source programs, full documentation for computer programs, and machine readable source data shall become the property of the Planning Agency at the completion or termination of the Contract.

XX. PUBLICATION, REPRODUCTION AND USE OF MATERIAL. No material produced in whole or in part under this Contract shall be subject to copyright in the United States or in any other country. The Planning Agency HUD, DOT, and the Kansas Highway Department shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract.

XXI. AUDITS AND INSPECTIONS. At any time during normal business hours and as often as the Planning Agency, HUD, DOT, the Kansas Highway Department and/or the Comptroller General of the United States may deem necessary, there shall be made available to said agencies or their authorized representatives Agency, HUD and/or representatives of the Comptroller General for examination all of its records with respect to all matters covered by this Contract and will permit said agencies

XXI. AUDITS AND INSPECTIONS. At any time during normal business hours and as often as the Planning Agency, HUD, DOT, the Kansas Highway Department and/or the Comptroller General of the United States may deem necessary, there shall be made available to the Planning Agency, HUD and/or representatives of the Comptroller General for examination all of its records with respect to all matters covered by this Contract and will permit the Planning Agency,

or their representatives to audit, examine and make all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

IN WITNESS WHEREOF the Planning Agency and the Contractor have executed this agreement as of the date first above written.

WICHITA-SEDGWICK COUNTY METRO-  
POLITAN AREA PLANNING COMMISSION

ATTEST AS TO LEGAL FORM:

\_\_\_\_\_  
John Dekker

By \_\_\_\_\_  
Marjorie L. Taylor  
Chairman

ATTEST:

\_\_\_\_\_  
Robert A. Lakin, Secretary  
(SEAL)

LANGSTON, KITCH AND ASSOCIATES

By \_\_\_\_\_  
Bobby B. Langston

ATTEST:

\_\_\_\_\_

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

AGENDA

AUGUST 23, 1973

The regular meeting of the Wichita-Sedgwick County Metropolitan Area Planning Commission will be held on Thursday, August 23, 1973, at 1:30 p.m. in Room 401 City Building Annex, 104 South Main, Wichita, Kansas. The following items will be considered:

1. Invocation by Dr. George W. Richards, East Heights United Methodist Church, 4407 East Douglas  
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2. Approval of Minutes of June 14, 1973, June 28, 1973, and the recessed meeting of July 12, 1973.  
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3. Request for Planning Commission approval of Contract with Barton-Aschman for Overall Program Design Update. (Memo enclosed to Planning Commissioners.)  
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4. Request for Planning Commission approval of a Contract with Langston-Kitch for a countywide employment survey. (Memo enclosed to Planning Commissioners.)  
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5. A-95-111 - A-95 Review of a request for Federal funds to continue operation of the Technical Assistance Unit of the Criminal Justice for Civil Disorders in Wichita. (Memo enclosed to Planning Commissioners.)  
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6. A-95-112 - A-95 Review of a request for Federal funds by the Juvenile Court for a Counseling Program. (Memo enclosed to Planning Commissioners.)  
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7. A-95-113 - A-95 Review of a request for Federal funds by the City of Wichita to finance additional patrol and investigative operations of the Wichita Police Department on an Overtime Basis. (Memo enclosed to Planning Commissioners.)  
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SUBDIVISION COMMITTEE

8. V-0652 - Wichita Urban Renewal Agency, et al. request vacation of a street and alley, legally described as Indiana Avenue from the north line of 17th Street to the south line of 18th Street, all within D. W. Jone's Addition and Climax Addition; also the north-south alley abutting even Lots 2 through 23 inclusive, Ohio Avenue; and Odd Lots 1 through 27 inclusive, Indiana Avenue; all within D. W. Jone's Addition. Generally located at Indiana Street between 17th and 18th Streets.

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

That this application be approved, subject to:

- A. The applicant shall make arrangements with the Engineering Division of the Department of Public Works to close off the existing sewer in Indiana and to close the existing alley 20 feet north of 17th Street.
- B. The applicant shall submit a 20-foot street dedication for the north half of 17th Street.
- C. The applicant shall contact the Kansas Gas & Electric Company regarding an appropriate easement for existing lines in the alley.
- D. The legal description for the vacation ordinance shall be changed to reflect vacation of the alley only and excluding the south 20 feet thereof and reserving a sewer easement covering the north 10 feet of said alley.
- E. Any relocation or reconstruction of utilities necessitated by this vacation being at the sole expense of the applicant.
- F. All proceedings being without cost to the City, County or any utility company.

- 
9. S/D 72-46 - Final Plat of PINKSTON ADDITION, generally located on the east side of Anna between Monroe and Walker.

Engineer:	Gerald Young
Minimum lot area:	40,640.6 sq. ft.
Acreage:	2.5
Number of lots:	2

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends that this plat be denied.

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10. D-0552 - Comotara, Inc. dedicates utility easements described as Lot "A" of Comotara First Addition, an Addition to Wichita, Sedgwick County, Kansas, with the easements shown and labeled on the attached drawing marked "Exhibit A" and made a part of this document. Generally located in an area north of 21st Street, bounded by Bramblewood and Walden.

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends that the dedication be accepted.

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11. D-0553 - Comotara, Inc. dedicates utility easements described as Block "D" of Comotara First Addition, an Addition to Wichita, Sedgwick County, Kansas, with the easements shown and labeled on the attached drawing marked "Exhibit A" and made a part of this document. Generally located in an area north of 21st Street bounded by Bramblewood and Walden.

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends that the dedications be accepted.

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12. V-0653 - The Wesley Medical Center requests vacation of portion of east-west alley described as follows: An east-west alley, 10 5/10" in width, lying between Murdock and Pine extending westerly from the west line of Rutan Avenue and described as follows, to-wit: Beginning at a point on the westerly line of Rutan Avenue being the southeast corner of Lot 4, Nob Hill Addition, thence south along the westerly line of Rutan Avenue a distance of 10 5/10', thence westerly along the southerly line of said alley to the northeast corner of Lot 33, in said Addition, thence northerly a distance of 5.25', thence westerly a distance of 25', thence northerly a distance of 5.25' to the southeast corner of Lot 25 in said addition, thence easterly along the north line of said alley to the point of beginning. Generally being a portion of the east-west alley in the block bounded by Hillside and Rutan, Murdock and Pine.

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends approval, subject to:

- A. The applicant shall contact the other property owner abutting the alley to the west and obtain said owner's consent to be an applicant on the request so that the entire alley may be vacated.
- B. The applicant shall make arrangements with the Gas Service Company and Bell Telephone Company and the City Engineer to relocate existing facilities in the alley and provide for an appropriate easement for their relocation.

- C. Any relocation or reconstruction of utilities necessitated by this vacation being at the sole expense of the applicant.
- D. All proceedings being without cost to the City, County or any utility company.

- 
13. V-0654 - Neil W. and Cleo B. Murney and Harry B. Brown, Jr. request vacation of Dublin as platted in First Addition to Vickridge, lying south of the south line of Cork as extended east. Generally located south of Cork.

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends approval, subject to:

- A. The applicant shall contact all utility companies with existing facilities within Dublin proposed to be vacated and either make satisfactory arrangements to relocate said facilities or provide for an appropriate easement for same.
- B. The applicant shall guarantee the drainage improvements necessary within said street being vacated and guarantee the closing of the intersection. The Engineering Division of the Department of Public Works shall be contacted regarding this matter.
- C. Any relocation or reconstruction of utilities necessitated by this vacation being at the sole expense of the applicant.
- D. All proceedings being without cost to the City, County or any utility company.

- 
14. S/D 73-84 - Final Plat of POWELL'S 1ST ADDITION, generally located at the southeast corner of Tracy and Central.

Engineer:	Gerald Young
Minimum lot area:	20,655.95 sq. ft.
Acreage:	1.525
Number of lots:	3

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends approval, subject to:

- A. The plat shall be renamed to avoid duplication of plat names as there is an existing recorded plat called Powell's Addition.
- B. The applicant shall install or guarantee the installation of a sidewalk adjacent to the north line of Lot 3 on Central Avenue and adjacent to the south 60.12 feet of the west line of Lot 1 on Tracy Avenue; the total estimated construction cost to be in the amount of \$405.

- C. The applicant's engineer shall submit a lot grading plan to M. S. Mitchell of the Maintenance-Flood Control Office. A letter of approval for said plan from Mr. Mitchell shall be submitted to the Planning Department.
- D. Any abandonment or relocation of existing utilities necessitated by this plat shall be at the sole expense of the applicant without cost to the City, County or any utility company.
- E. The Chairman's name of the MAPC shall be changed to Marjorie L. Taylor.
- F. Recording of the plat within 30 days after approval by the Board of City Commissioners.

- 
15. S/D 73-62 - Final Plat of H. M. BURNS ADDITION, generally located on the west side of 143rd Street East in an area south of Pawnee.

Engineer:	K. O. Taylor
Minimum lot area:	84,160 sq. ft.
Acreage:	2.3
Number of lots:	1

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends approval, subject to:

- A. "Access control except for one opening" shall be indicated adjacent to the west line of 143rd Street East with the appropriate wording in the plat's text.
- B. The applicant shall contact M. S. Mitchell of the Maintenance-Flood Control Office relative to working out a floodway to be shown on the plat.
- C. The applicant shall secure a permit from the Division of Water Resources for the pond dams in the vicinity of subject property.
- D. The Chairman's name shall be changed to reflect Marjorie L. Taylor.
- E. Recording of the plat within 30 days after approval by the Board of County Commissioners.

- 
16. S/D 73-86 - Final Plat of DODY COLE 3RD ADDITION, generally located at the southwest corner of Anita and Meridian.

Engineer:	Baughman Company
Minimum lot area:	174,080.0 sq. ft.
Acreage:	4.2
Number of lots:	1

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends approval, subject to:

- A. Approval of this plat is subject to approval of vacation application for the vacation of the south half of Casado Avenue adjacent to Lots 55, 57, and 59, Orienta Park Addition.
  - B. The applicant shall install or guarantee the installation of sidewalks adjacent to the south side of Anita Avenue, the east side of Richmond Avenue and both sides of Casado Circle, including the cul-de-sac and the west side of Meridian; the total estimated construction cost to be in the amount of \$4,170.
  - C. The applicant shall be advised that sidewalk construction will be required prior to final building inspection for lots where the sidewalk has been previously required as a condition of platting.
  - D. The applicant shall guarantee the paving of Anita Avenue, Richmond Avenue and Casado Circle, including the cul-de-sac.
  - E. The legal description in the surveyor's text shall be amended to reference the alley being vacated by this plat.
  - F. The applicant's surveyor shall submit a lot grading plan to M. S. Mitchell of the Maintenance-Flood Control Office. A letter of approval from Mr. Mitchell shall be submitted to the Planning Department.
  - G. Any abandonment or relocation of existing utilities necessitated by this plat shall be at the sole expense of the applicant without cost to the city, county or any utility company.
  - H. The Chairman's name for the MAPC shall be changed to reflect Marjorie L. Taylor.
  - I. Recording of the plat within 30 days after approval by the Board of City Commissioners.
- 
17. S/D 72-29 - Preliminary Plat of GRANDFIELD ADDITION, generally located on the north side of Central in an area between the Big Slough and the Big Ditch.

Engineer: Don C. Moehring  
Minimum lot area: 73,790 sq. ft.  
Acreage: 1.99  
Number of lots: 1

NOTE: This preliminary plat was denied by both the Sub-  
division Committee and the Planning Commission in 1972, and  
has been placed back on the agenda for reconsideration at  
the request of the applicant.

SUBDIVISION COMMITTEE RECOMMENDATION - August 16, 1973:

The Committee recommends that this plat be denied and the  
City Commission take action to negotiate to purchase all  
of subject property within a reasonable amount of time.

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ZONING

Referred back by County Commission

18a. Case No. SCZ-0302

Request: "R" and "R-1" to "R-1" and "LC"

Location: Northwest corner of Seville and Kellogg  
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18b. Case No. CU-146

Request: Approval of institutional home (nursing home)  
and home for the aged

Location: Northwest corner of Seville and Kellogg  
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Deferred by Planning Commission

19a. Case No. Z-1534

Request: "AA" and "LC" to "LC"

Location: Northeast corner of Central and Rock Road  
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19b. Case No. DP-55

Request: Approval of Commercial CUP

Location: Northeast corner of Central and Rock Road  
-----

New Cases

20. Case No. SCZ-0308

Request: Establishment of zoning in Garden Plain  
3-mile ring

NOTE: Memo enclosed to Planning Commissioners.

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21. Case No. CU-151

Request: To construct two family and multiple family  
dwellings.

Location: South side of Harry and west side of  
Greenwich Road

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22. Case No. DP-43

Request: Amendment to Kinkaid CUP

Location: Southeast corner of Pawnee and Broadway

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23. Case No. Z-1559

Request: "AA" to "G"

Location: East side of Broadway in an area  
north of 55th Street South

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24. Case No. Z-1560

Request: "A" to "BB"

Location: Southwest corner of 8th and Lorraine

NOTE: This item should be stricken from the agenda as  
the application is being readvertised.

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25. Case No. Z-1561

Request: "AA" to "RB"

Location: Northwest corner of 2nd and Knight

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Page 9 - Planning Commission Agenda  
August 23, 1973

26. Announcement of Special Meeting on August 30, to begin at  
1:30 p.m. for purpose of holding public hearings on:

A. Drainage Plan

B. Tri County Airport Systems Plan

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27. Other Matters.

Robert A. Lakin  
Secretary

**RE: AGENDA ITEM NO. 4**

WICHITA-SEDGWICK COUNTY

DATE  
August 17, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** Wichita-Sedgwick County Metropolitan Area Planning Commission  
**FROM** Willard L. Stockwell, Chief Planner, Advance Plans Division  
**SUBJECT** Review Consultant Contract for the Countywide Employment Survey.

At the MAPC's meeting of Friday, August 3, 1973, the consulting firm of Langston, Kitch and Associates, Inc., was selected to provide technical advice, project direction and general assistance to the MAPD in performing a Countywide Employment Survey. Attached is a contract for these services.

Information to be gathered by the survey includes employer name, employer location, contact person and address, and the number of employees at each employer location. This information will be used in developing a continuous employment information file for planning purposes.

The total cost of developing the employment file is \$30,000 and is broken out in the following manner:

MAPD Staff	\$22,000
Langston, Kitch & Associates, Inc.	<u>\$ 8,000</u>
Total Development Cost	\$30,000

Work on the employment information file will begin in early September and cover a period of eight to nine months. The project period is not to extend beyond June 1, 1974. Work on this project will be financially assisted by the Housing and Urban Development Department (HUD), the Urban Mass Transportation Administration (UMTA), and the State Highway Commission (SHC).

The MAPD is requesting the MAPC to approve the subject contract with Langston, Kitch and Associates, Inc., and to authorize the Chairman to sign the Countywide Employment Survey contract.

WLS:RLM:jl

Attachment

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

CONTRACT FOR PERSONAL SERVICES  
COMPREHENSIVE PLANNING ASSISTANCE PROJECT

THIS AGREEMENT, entered into as of this \_\_\_\_\_ day  
of \_\_\_\_\_, 19\_\_\_, by and between Langston, Kitch and  
Associates, Incorporated (herein called the "Contractor") and  
Wichita-Sedgwick County Metropolitan Area Planning Commission  
(herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS the Planning Agency desires to engage the  
Contractor to render certain technical and professional  
services hereafter described in connection with an undertaking  
which is expected to be partially financed under Section 701  
of the Housing Act of 1954, as amended; in part through a  
Technical Studies Grant from the Urban Mass Transportation  
Administration, under the provisions of Section 9 of the Urban  
Mass Transportation Act of 1964, as amended; and in part  
through a contract with the Kansas Highway Commission.

NOW, THEREFORE, the parties hereto do mutually agree  
as follows:

I. EMPLOYMENT OF CONTRACTOR. The Planning Agency  
hereby agrees to engage the Contractor and the Contractor hereby  
agrees to perform personally the services hereinafter set forth  
in connection with the Project of the Planning Agency under  
Comprehensive Planning Grant Contract No. CPS-KS-07-16-1012,

Urban Mass Transportation Administration Technical Studies  
Grant No. KS-09-0002, and Highway Planning and Research Grant  
designated as Section 8B - Wichita agreement.

II. AREA COVERED. The Contractor shall perform all the necessary services provided under this contract in connection with and respecting Sedgwick County, herein called the "Planning Area".

III. SCOPE OF SERVICES. The Contractor shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Planning Agency, the following services:

A. Basic Services

The purpose of the services provided under this contract is to create a data base consisting of basic employment information for use in planning analysis. This will be accomplished by undertaking a survey of all employers, public and private, in Sedgwick County. The Contractor will provide technical advice, project direction and general assistance in performing the following services to create a computer-processable data file for an Employment Information Subsystem to provide means of collecting, storing, maintaining, and accessing employment data.

B. Secondary Services

1. The Contractor will assist the Planning Agency staff in the preparation of an overall

methodology for the conduct of the survey. Specific survey and system objectives will be identified and documented and the tasks required for their attainment will be defined and scheduled. The status of current, related work efforts will be reviewed and taken into consideration as will the availability of data from systems or procedures employed by other public agencies.

2. The Contractor will assist the Planning Agency in collecting the following data items from each employer and employer location within Sedgwick County:

- a. Employer Name
- b. Employer Location
  - (1) Street Address
  - (2) Census Tract and Block
  - (3) Origin-Destination Zone
- c. Contact Person and Address. This may be different than the actual employment location
- d. Standard Industrial Classification. In cases where the new SIC code is different than the 1967 code for a particular industry, the older code should also be identified.
- e. Number of Employees
- f. Other Data. Additional data requirements may be developed during the design of the study.

3. To assure the accuracy and completeness of the primary employment data collected in the survey, the Contractor will: monitor and provide supervisory support to the field data collection staff during the collection phase; assist the Planning Agency in preparation of training manuals and in training staff; assist the Planning Agency staff to develop and implement data coding procedures for computer processing; and develop and implement quality control procedures.

4. The Contractor will assist in the preparation of any materials required by the Planning Agency to explain the purpose and methods of the study to employers to be surveyed and to the public. The Contractor will be primarily responsible for coordinating the data collection efforts of this study with other consultants and staff involved with the Comprehensive Plan Update and with other public agencies with similar data needs.

5. In order to build an Employment Information Subsystem, the employment items identified above will be gathered in a manner which will allow extremely flexible computer processing. The data will be structured to allow retrieval of individual firm and location records. The configuration of the data base will allow the aggregation and summarization of records by

any of the data characteristics captured. A methodology will be developed for the continuous or periodic update of the data file for future studies.

6. The consultant will assist the MAPD staff in the preparation of a complete list of employment locations, the design and modification as necessary of field forms for the collection and computer capture of data, and the hiring of temporary staff to perform field and/or clerical tasks. The contractor will assist the Planning Agency staff in the development of procedures/routines for the maintenance or periodic file update of the data base and review various techniques for on-going data collection including the following:

- a. Changes in employment level of existing employers.
- b. Deletion of Employers ceasing operation.
- c. Addition of New Employers or new locations of existing employers.

7. In order that the Employment Information Sub-system be used to its fullest capacity the Contractor will assist the Planning Agency staff in the analysis of the data for input to planning decisions. The input requirements for planning will be documented and analyzed.

8. The Contractor will, with the assistance of the Planning Agency staff, provide complete documentation of the entire study. A methodology will be adopted whereby the pertinent documentation will be developed as the work effort progresses and will be at a stage of completion approximating that of the overall project.

9. The Planning Agency may, from time to time, require the Contractor to prepare special written reports in support of the study, for the purposes of documentation, background, or system design proposals.

C. Services by the Planning Agency

The Planning Agency, in support of the employment study, will provide the following services.

1. The Planning Agency will provide a full-time staff coordinator to handle the day-to-day activities of the study and to act as liaison between the Contractor and the Planning Agency.

2. The Planning Agency will be responsible for coordinating the hiring of all temporary field data collection and data coding personnel.

3. The Planning Agency will be responsible for providing all data processing, programming, keypunching, data storage and report generation required during the study.

4. The Planning Agency will provide office space for the use of study personnel during the conduct of the study. All necessary office equipment and supplies will be provided by the Planning Agency.

5. The Planning Agency will provide sufficient clerical support for filing and typing required during the study.

6. The Planning Agency will be responsible for making available all supplies required by the consultant in the conduct of the study. The Planning Agency will arrange for the design of and pay for the printing of all forms and reports required by the study.

IV. WORK ORDER. Prior to commencing any activities for any part of this contract, the Contractor shall obtain a written work order from the Planning Agency's staff coordinator. This work order shall detail the nature and extent of the task(s) to be performed by the Contractor, and an estimate of the time and cost associated with said task(s).

V. SCHEDULE OF SERVICES. The services to be performed under this contract will be conducted in four phases. The phases are as follows:

A. System Design Phase

During this phase specific survey and system objectives will be identified and documented and the

tasks required for their attainment will be defined and scheduled. The status of current, related work efforts will be reviewed and taken into consideration as will the availability of data from systems or procedures employed by other public agencies.

B. Data Collection Phase

A record of employment locations will be prepared, forms will be designed or modified as necessary and temporary staff will be hired and trained to perform required field and/or clerical tasks. In addition, procedures/routines will be defined for the maintenance of the data base and various techniques reviewed for on-going data collection.

C. Data Coding and Analysis

The input requirements for planning will be documented and analyzed and procedures will be developed and implemented for the coding or conversion of data into a format suited to computer processing. Quality control routines will also be outlined to optimize data base accuracy.

D. Documentation

A methodology will be adopted whereby the complete pertinent documentation will be developed as the work effort progresses and will be at a stage of completion approximating that of the overall project.

VI. PERSONNEL.

A. The Contractor represents that he has, or will secure at his own expense, all personnel

required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Planning Agency.

B. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the Planning Agency.

VII. TIME OF PERFORMANCE. The services of the Contractor are to commence upon the execution of this contract and shall be undertaken and completed in such sequence as to insure their expeditious completion in the light of the purposes of this Contract, but in any event all of the services required hereunder shall be completed by June 1, 1974.

VIII. METHOD OF PAYMENT. The Planning Agency will pay to the Contractor \$100 per man day, not to exceed a total of \$8,000, which shall constitute full and complete compensation for the Contractor's services hereunder. Such sum will be paid in the following manner, in every case, subject to the following conditions.

- A. Receipt of a requisition for payment, detailing:
1. Work Order Reference,
  2. The names of the persons and/or items for whom/which payment is requested,
  3. The total hours and/or associated costs for each item specified in (1) above,

4. The total payment requested.

B. Payment will be made each month based on man days, in increments of no less than one-half man day,

C. Ten percent (10%) of each monthly payment will be withheld for final payment.

D. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid hereunder exceed the maximum sum of \$8,000 for all services required.

IX. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, the Contractor shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Planning Agency shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the Planning Agency, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Planning Agency for damages

sustained by the Planning Agency by virtue of any breach of the Contract by the Contractor, and the Planning Agency may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Planning Agency from the Contractor is determined.

X. TERMINATION FOR THE CONVENIENCE OF THE PLANNING AGENCY. The Planning Agency may terminate this Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 15 days before the effective date of termination. In that event, all finished or unfinished documents or other materials described in Section IX, above, shall, at the option of the Planning Agency, become its property. If the Contract is terminated by the Planning Agency as provided herein, the Contractor shall be paid for the actual time devoted to its performance of the Contract as of the date of said termination, excluding those expenses previously reimbursed under this Contract. Such costs will be determined according to the records maintained by the Contractor as described in Section VIII, above. If this contract is terminated due to the fault of the Contractor, the provisions of Section IX hereof relative to termination shall apply.

XI. CHANGES. The Planning Agency may, from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Planning Agency and the Contractor, shall be incorporated in written amendments to this Contract.

XII. EQUAL EMPLOYMENT OPPORTUNITY.

A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers, recruitment or recruitment advertising; layoffs or terminations, rates of pay or other forms of compensation; selection for training including apprenticeship; and participation in recreational and educational activities. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided setting forth the provisions of this non-discrimination clause. The Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

B. The Contractor shall keep such records and submit reports on request concerning the racial and ethnic origin of

applicants for employment and employees as the funding agencies may require.

C. The Contractor agrees to comply with such rules, regulations or guidelines as the funding agencies may issue to implement these requirements.

XIII. INTEREST OF MEMBERS OF PLANNING AGENCY AND OTHERS. No officer, member, or employee of the Planning Agency and no members of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly interested or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

XIV. ASSIGNABILITY. The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Planning Agency thereto: Provided, however, that claims for money due or to become due to the Contractor from the Planning Agency under this Contract may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Planning Agency.

XV. INTEREST OF CONTRACTOR. The Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

XVI. FINDINGS CONFIDENTIAL. Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Contract which the Planning Agency requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the Planning Agency.

XVII. OFFICIALS NOT TO BENEFIT. No members of or Delegate to the Congress of the United States of America, and no Resident Commissioner, shall be admitted to any share or part hereof or to any benefit to arise herefrom.

XVIII. IDENTIFICATION OF DOCUMENTS. All reports, maps, and other documents completed as a part of this Contract, other than documents exclusively for internal use within the Planning Agency, shall carry the following notation on the front cover or a title page, (or in the case of maps, in the same block) containing the name of the Planning Agency:

The preparation of this report, map, document, etc., was financed in part through a Comprehensive Planning Assistance Grant from the Department of Housing and Urban Development, under the provisions of Section 701 of the Housing Act of

1954, as amended; in part through a Technical Studies Grant from the Urban Mass Transportation Administration, under the provisions of Section 9 of the Urban Mass Transportation Act of 1964, as amended; and in part through a contract with the Kansas Highway Commission; together with the date (month and year) the document was prepared and the name of the Planning Agency and Planning Jurisdiction.

XIX. RETENTION OF OWNERSHIP. All data, field data collection and interview forms, a copy of all computer output, computer source programs, full documentation for computer programs, and machine readable source data shall become the property of the Planning Agency at the completion or termination of the Contract.

XX. PUBLICATION, REPRODUCTION AND USE OF MATERIAL. No material produced in whole or in part under this Contract shall be subject to copyright in the United States or in any other country. The Planning Agency HUD, DOT, and the Kansas Highway Department shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract.

XXI. AUDITS AND INSPECTIONS. At any time during normal business hours and as often as the Planning Agency, HUD, DOT, the Kansas Highway Department and/or the Comptroller General of the United States may deem necessary, there shall be made available to said agencies or their authorized representatives for examination all of its records with respect to all matters covered by this Contract and will permit said agencies

or their representatives to audit, examine and make all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

IN WITNESS WHEREOF the Planning Agency and the Contractor have executed this agreement as of the date first above written.

WICHITA-SEDGWICK COUNTY METRO-  
POLITAN AREA PLANNING COMMISSION

By \_\_\_\_\_  
Marjorie L. Taylor  
Chairman

ATTEST:

\_\_\_\_\_  
Robert A. Lakin, Secretary  
(SEAL)

LANGSTON, KITCH AND ASSOCIATES

By \_\_\_\_\_  
Bobby B. Langston

ATTEST:

\_\_\_\_\_

The attached letter was sent to the following on June 14, 1973:

Mr. Fred Sudermann *Personally declined on June 27th.*  
Director of Government Programs and Research  
Wichita State University  
Wichita, Kansas 67208

Dr. Howard Tuttle  
Department of Economics  
Friends University  
2100 University  
Wichita, Kansas 67213

Dr. George R. Hill  
Department of Economics  
Sacred Heart College  
3100 McCormick  
Wichita, Kansas 67213

The Boeing Company  
3801 South Oliver  
Wichita, Kansas 67210  
Attention: Max A. Vogt, Manager  
Organization 3-1130 m/s K11-53

Langston, Kitch and Associates *Replied with STATEMENT of Qualifications*  
First National Bank Building *JUNE 29th.*  
Wichita, Kansas 67202

Mr. Walt Kenney *DECLINED by LETTER JUNE 21st.*  
Elmer Fox and Company  
KSB&T-Vickers Building  
Wichita, Kansas 67202

Foster and Associates  
2818 North Edwards  
Wichita, Kansas 67204

Arthur Young and Company *DECLINED by LETTER JUNE 26th.*  
Sutton Place Building  
Wichita, Kansas 67202

Pete, Marwick, and Mitchell  
345 Park Avenue  
New York, N.Y. 10022

Oblinger-Smith Corporation  
First National Bank Building  
Wichita, Kansas 67202

*WLS*

THE CITY OF WICHITA  
OFFICE OF LAW DEPARTMENT

DATE August 20, 1973



TO Bill Stockwell and Dick Mathews  
Planning Department - Advance Plans Division  
FROM H. R. Kuhn, Assistant City Attorney

SUBJECT Proposed Contract with  
Langston, Kitch & Associates

Your memo of August 16, 1973, directed to John Dekker has been passed on to me for attention and handling.

This is to confirm our telephone conversation of last Friday wherein I pointed out that the contract as to legality and form appears to be all right, except as to the signature page and signatories. You will recall that I suggested including as signatories to the contract both the Board of City Commissioners and the Board of County Commissioners, the format of which I have previously forwarded to your office in connection with other contracts reviewed.

If I can be of further assistance, please advise.

A handwritten signature in dark ink, appearing to read "H. R. Kuhn", written in a cursive style.

H. R. Kuhn

HRK:jae

cc: Mr. John Dekker



**langston  
kitch**  
& ASSOCIATES, INCORPORATED

offices in Wichita and Kansas City, Missouri

PROJECT MANAGEMENT CONSULTANTS  
& SYSTEMS ANALYSTS

760 FARM CREDIT BANK BUILDING  
151 NORTH MAIN  
WICHITA, KANSAS 67202  
TELEPHONE (316) 264-9185

July 20, 1973

Mr. Willard L. Stockwell  
Chief Planner  
Advance Plans Division  
Wichita-Sedgwick County  
Metropolitan Area Planning Department  
City Building Annex  
104 South Main Street  
Wichita, Kansas 67202

Re: County-Wide Employment Survey

Dear Bill:

Enclosed is our proposal for providing consulting services relative to the county-wide employment survey. If you have any questions or require greater detail, please feel free to contact me at any time.

Sincerely,

*Bob Langston*  
Bob Langston  
President

BL:ckg

Enclosure

WICHITA-SEDGWICK COUNTY METROPOLITAN AREA PLANNING DEPARTMENT

PROPOSAL FOR

COUNTY-WIDE EMPLOYMENT SURVEY

Submitted July 20, 1973

LANGSTON, KITCH AND ASSOCIATES, INC.

LKA 73-001

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>
I	Introduction
II	Objectives
III	Scope of Services
IV	Time, Cost and Administration

I. INTRODUCTION

In conjunction with its other activities which relate to the updating of the Land Use and Transportation elements of the Comprehensive Plan, the Wichita-Sedgwick County Metropolitan Area Planning Department intends to survey all employers, public and private, in Sedgwick County. Aimed at the development of a data base composed of basic employment information, the survey will provide the department with current economic data and enhance its capability for ongoing planning analysis.

Pursuant to an announcement of interest in the procurement of consulting assistance in the design and conduct of the survey, Langston, Kitch and Associates, Inc. is pleased to present this proposal for professional services.

II. OBJECTIVES

The primary objective of the Sedgwick County employment survey is ...

... the creation of a data base and development of a system/  
methodology which will facilitate the current and future analysis  
of employment related information.

Consistent with this objective, data will be collected from each  
employer in the county, recorded in a machine readable form and stored  
on a media that will permit processing, retrieval and maintenance  
through the use of a computer.

### III. SCOPE OF SERVICES

The professional services of Langston, Kitch and Associates, Inc. will be directed at the eleven categories of work specified in the survey announcement. They will consist primarily of technical advice, project direction or general assistance in the following areas:

#### - Survey/System Methodology

Specific survey and system objectives will be identified and documented and the tasks required for their attainment will be defined and scheduled. The status of current, related work efforts will be reviewed and taken into consideration as will the availability of data from systems or procedures employed by other public agencies.

#### - Data Collection Maintenance

A record of employment locations will be prepared, forms will be designed or modified as necessary and temporary staff will be hired and trained to perform required field and/or clerical tasks. In addition, procedures/routines will be defined for the maintenance of the data base and various techniques reviewed for ongoing data collection.

#### - Data Coding Analysis

The input requirements for planning will be documented and analyzed and procedures will be developed and implemented for the coding or conversion of data into a format suited to computer processing. Quality control routines will also be outlined to optimize data base accuracy.

- Public Relations/Coordination

Materials will be prepared and personal contacts made as necessary to explain the methods and purpose of the survey to the public or to employers and insure the attainment of the defined objectives. Contacts will also be made with other public agencies, staff and/or consultants relative to the acquisition of data, coordination of work related efforts, etc.

- Documentation

A methodology will be adopted whereby the pertinent documentation will be developed as the work effort progresses and will be at a stage of completion approximating that of the overall project.

IV. TIME, COST AND ADMINISTRATION

Langston, Kitch and Associates, Inc. will start work upon receipt from the Metropolitan Area Planning Department of a written notice to proceed. The total charge for services performed from the data work is started through May 31, 1974 and will not exceed a total of eight thousand dollars (\$8,000.00). Billings will be based upon a rate of one hundred dollars (\$100) per man day and will reflect increments of no less than one half man day.

The Metropolitan Area Planning Department will be invoiced each month for services provided during the preceding month. The invoices will be payable upon receipt by the Department and will be accompanied by a detailed statement of the time expended and services rendered.

**Elmer  
Fox  
&  
Company**

Certified Public Accountants  
900 Vickers-KSB&T Building/Wichita, Kansas 67202/(316) 265-3231

June 21, 1973

Mr. Willard L. Stockwell  
Chief Planner  
Metropolitan Area Planning Department  
City Annex Building  
104 South Main  
Wichita, Kansas 67202

Re: RFP dated June 14, 1973 for  
a County-wide Employment  
Survey

Dear Bill:

We thank you for the opportunity to respond to the above RFP.  
However, we regret that we are not able to submit a proposal in response  
to your RFP.

Yours very truly,

*Walter Kenney*  
Of Elmer Fox & Company

WKenney:ge



ARTHUR YOUNG & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

SUTTON PLACE BUILDING  
WICHITA, KANSAS 67202

June 26, 1973

Wichita-Sedgwick County Metropolitan Area  
Planning Department  
City Building Annex  
104 South Main Street  
Wichita, Kansas 67202

Gentlemen:

We appreciated receiving your request for proposal to perform a county-wide employment survey. But, we regret to inform you that our current commitments preclude performance as stipulated in the request. Therefore, we are declining this opportunity to propose.

Please continue to consider us for future work of this type.

Very truly yours,

ARTHUR YOUNG & COMPANY

By Robert E. Healy  
Robert E. Healy

REH:hh



WICHITA-SEDGWICK COUNTY

DATE

July 17, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** Wichita-Sedgwick County Metropolitan Area Planning Commission  
**FROM** Willard L. Stockwell, <sup>WLS</sup> Chief Planner, Advance Plans Division  
**SUBJECT** Selection of a consultant and authorization for Chairman and Secretary to negotiate contract.

The Wichita-Sedgwick County Metropolitan Area Planning Department will undertake a survey of all employers, public and private, in conjunction with updating the Land Use and Transportation Elements of the Comprehensive Plan. The purpose of this survey is to create a data base consisting of basic employment information for use in planning analysis.

On June 14, 1973, the MAPC authorized staff to solicit consultant interest for the County-Wide Employment Survey. Nine other firms listed on the attached page were contacted. One firm, that of Langston, Kitch and Associates, of Wichita, Kansas, returned a statement of qualifications for the County-Wide Employment Survey. Their statement of qualifications is enclosed for your review. The MAPD has reviewed the Langston, Kitch and Associates statement and feel their firm is qualified to carry out the contract to MAPD's satisfaction.

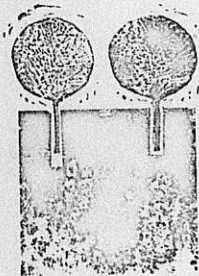
It is recommended that the MAPC authorize the Chairman and Secretary to negotiate and execute a contract between Langston, Kitch and Associates and MAPC for a County-Wide Employment Survey.

WLS:jl

Enclosures

Langston/Kitch & Associates, Incorporated /515 First Nat'l Bldg. / Wichita, Kansas 67202

STATEMENT OF QUALIFICATIONS FOR THE COUNTY-WIDE EMPLOYMENT SURVEY



**langston  
kitch**  
• ASSOCIATES, INCORPORATED

offices in Wichita and Kansas City, Missouri

PROJECT MANAGEMENT CONSULTANTS  
& SYSTEMS ANALYSTS

515 FIRST NATIONAL BANK BUILDING  
WICHITA, KANSAS 67202  
TELEPHONE (316) 264-9185

June 28, 1973

Mr. Willard L. Stockwell  
Chief Planner  
Advance Plans Division  
City Annex Building  
104 South Main  
Wichita, Kansas 67202

Re: County-Wide Employment Survey

Dear Bill:

Thank you for the opportunity to present our qualifications relative to the provision of consulting services on the county-wide employment survey. In view of our familiarity with the Wichita-Sedgwick County area and our experience with projects of this type, I feel that Langston, Kitch & Associates, Inc. is uniquely equipped to assist you.

The attached material addresses the services outlined in your announcement and briefly discusses our history and experience. While you may be assured that our total resources will be available for project support, as needed, it is anticipated that Mr. Arthur D. Larsen will have direct responsibility for this work effort.

If you have questions or require additional information, please do not hesitate to call me.

Sincerely,

*Bob Langston*  
Bob Langston  
President

BL:bf  
Enclosure

STATEMENT OF QUALIFICATIONS  
FOR THE  
COUNTY-WIDE EMPLOYMENT SURVEY

Submitted to the Wichita-Sedgwick  
County Metropolitan Area Planning  
Commission by Langston, Kitch &  
Associates, Inc.

June 27, 1973

TABLE OF CONTENTS

I	Consulting Services
II	History and Experience of the Firm
III	Staff Biographies
IV	Appendicies

PART I  
CONSULTING SERVICES

The consulting services of Langston, Kitch & Associates, Inc. are tailored to the specific needs of each client. They include activities such as project management, systems design, data collection, etc. and often require that the special expertise of our staff be combined with that of other professionals or with the latest in data processing technology to obtain meaningful results.

The history and experience of Langston, Kitch & Associates, Inc. and its individual staff members, as outlined in Parts II and III, is evidence of a general ability to perform a wide variety of services. When the practical experience gained within Sedgwick County on the annual intergovernmental enumeration (Appendix) is added to this capability, there can be little doubt relative to qualifications to perform the services outlined in the announcement of the county-wide employment survey.

Langston, Kitch & Associates, Inc. is prepared to assist and direct the MAPD staff in the development of an overall survey methodology, design an appropriate data collection media and address all other specified tasks within the defined time and cost constraints. Consistent with normal practices, these services and their delivery will be tailored to the needs of the Wichita-Sedgwick County Metropolitan Area Planning Department.

PART II  
HISTORY AND EXPERIENCE OF THE FIRM

Langston, Kitch & Associates, Inc. provides a broad range of Systems Analysis and Management Consulting services. The firm's clients include local and state government, business, institutions and quasi public organizations.

Since its founding in 1968 the firm has provided services for the State of Kansas and several counties and cities in Kansas and Missouri. In addition, systems studies have been conducted for the Ozarks Regional Commission, Mental Health Centers of Kansas and various private business enterprises. The firm now employees twelve (12) full time and several part time people.

The services provided by LKA are primarily in the areas of management consulting and data processing, specifically:

- Data Systems Development
- Quantitative Analysis/Modeling
- Project Management Consulting
- Systems Design Studies
- Computing Services

Considerable experience has been acquired in the area of information systems for State and Local government. Following is a list of pertinent applications either accomplished or in process at this time. Where pertinent, client name and phone number is referenced.

- (1) Design of a Land Use Information and Tax Billing System. This work consisted of development of sources and uses of land information, the determination of procedures for obtaining data and the systems level design of the total system. The work was accomplished for the Wichita-Sedgwick County Metropolitan Area Planning Department. Mr. Robert Lakin, telephone - Area Code 316-262-0611, may be contacted.
- (2) Design, implementation and operation of a Research and Evaluation Information System. This work is being accomplished for the Director's Association of Mental Health Centers of Kansas. The system consists of designing methods of capturing patient demographic information and staff transaction information. Files are being designed to integrate the two types of information. A file creation and maintenance program and a search, retrieval and report writing program is being developed. Mr. Harold Boyts, Johnson County Mental Health Center, telephone - Area Code 913-642-7600 or Mr. Dean Kliewer of Prairie View Mental Health Center in Newton, Kansas, telephone - Area Code 316-283-2400, can be contacted.
- (3) A design study for Statewide Planning Information Systems. This work was accomplished for the planning division of the Department of Economic Development, State of Kansas. The project consisted of defining data requirements and sources plus a general approach to the implementation of such a system. Mr. Dennis McCartney, State Office Building, Topeka, Kansas, telephone - Area Code 913-296-3481, can be contacted.
- (4) Statewide Housing Information Requirements study. This work is being accomplished for the planning division of the Department of Economic Development, State of Kansas. The work consists of identifying the data requirements for sound housing decisions, plus the design of a computerized methodology to analyze and report the data. Mr. Dennis McCartney, State Office Building, Topeka, Kansas, telephone - Area Code - 913-296-3481, may be contacted.
- (5) Design and implementation of an Economic Information System. This work consisted of designing files, writing computer programs to maintain files and writing software to handle all the matrix manipulation for an input-output model. Dr. Jarvin Emerson, Waters Hall, Kansas State University, Manhattan, Kansas, telephone - Area Code 913-532-6935, may be contacted.
- (6) Design, implementation, and operation of a Recreation Information System. This work is being accomplished for the Park and Resources Authority, State of Kansas. The project consists of developing inventory forms for recreation facilities, resources, and user information,

training field employees, designing files, and writing software to maintain and run statistical routines on the data. Mr. Gary Haller, Park and Resources Authority Topeka, Kansas, telephone - Area Code 913-296-2285, may be contacted.

- (7) Design, implementation and operation of Architectural Specification Information System. This work consisted in designing files, writing programs to maintain files, and writing programs to retrieve and write actual construction specifications. This work was accomplished for the state architect, State of Kansas, and Schaefer, Schirmer and Associates, Wichita, Kansas. Mr. Bob Schaefer, Wichita, Kansas, telephone - Area Code 316-684-0171, may be contacted.
- (8) Conduct a survey to determine the feasibility of developing an information system to better provide services to the physically handicapped in the State of Kansas. This effort includes the identification of data requirements a conceptual system design and cost requirements for the total system, along with recommendations for implementation.
- (9) Survey, analysis and development plan for Sedgwick County, City of Wichita, Unified School Districts 259 and 261, under auspices of Kansas Legislative Committee for economy and efficiency.
- (10) Under contract with the Kansas Department of Economic Development, LKA conducted the data search and analysis for industrial development for the Ozarks Regional Commission. Various data items relating to the industrial development capabilities of a community have been developed for every city in the State of Kansas with a population over One Thousand. These data are being utilized to analyze and rank cities that meet pre-defined industrial location criteria.
- (11) Design, implementation and operation of a complete administrative and accounting system for a large design/build construction Contractor. The system includes over 100 programs and took approximately three years to develop.
- (12) Supervised the accomplishment of an Airport Systems Study for Butler, Harvey and Sedgwick Counties in Kansas. The systems study includes projections for both commercial and general aviation to the year 2000 and a recommended system of airports to meet these needs.

PART III  
STAFF BIOGRAPHIES

BOBBY B. LANGSTON

SENIOR SYSTEMS ANALYST

Bachelor of Science, Business Administration  
Wichita State University  
Industrial Engineering Training, 1360 hours  
Boeing Company, Wichita, Kansas  
Computer Programming  
IBM 305  
IBM 705  
IBM Sponsored by Boeing Company

1950 - 1954	Military Service USAF
1954 - 1962	Boeing Company Wichita, Kansas Seattle, Washington
1962 - 1966	Automated Instant Data, Inc. Wichita, Kansas
1966 - 1967	Metropolitan Planning Commission Kansas City Region
1967 - 1968	United Systems of America, Inc. Wichita, Kansas
1968 -	Langston, Kitch & Associates, Inc. Wichita, Kansas

PERTINENT WORK EXPERIENCE:

- Four years in parts inventory control - two spent designing systems for application to IBM 305 computer.
- Four years as procedures and systems analyst. Primary duties were developing manufacturing systems for application to electronic computers.
- Implemented network analysis systems for more than Two Hundred Million Dollars worth of construction projects.
- Applied network analysis systems to Urban Renewal and planning projects.
- Consulted with the City of Wichita on the Metropolitan Data Center Project. This was a research project sponsored by Housing and Urban Development and five Midwestern Cities to study the feasibility of using computers to store and manipulate land use information. Project began in 1962 and was the first attempt by local governments to establish an information system.
- In association with Oblinger & Smith, Planning Consultants, designed and wrote computer programs for capital improvement for City of Wichita.
- Analyzed the 1960 Land Use Study conducted by the City of Wichita and accomplished various computer runs for the Metropolitan Planning Department.
- Designed a Land Use Information System for Howard, Needles, Tammer and Bergendoff, Kansas City, Missouri.
- Did initial planning to combine Land Use files of Kansas City, Missouri, Independence, Missouri, Johnson County, Kansas and Wyandotte County, Kansas. Total file consists of approximately 400,000 parcels of information.
- Supervised the design and programming of economic input-output model for State of Kansas.
- Currently supervising use and source survey for planning information for the Kansas Department of Economic Development. Will also design a computer system to store and retrieve this information.
- In cooperation with Oblinger & Smith, Planning Consultants, designed user monitoring system for recreation information for State of Kansas. This project also includes the design of forms and training manuals and training field interviews for recreation facilities inventory.

- Supervised the design of a Land Use Information and Real Property Taxing System in Sedgwick County Kansas. Edited the final report.
- Completed a five year data processing plan for the Wichita Eagle and Beacon Publishing Company, Wichita, Kansas.
- Supervising the accomplishment of an information requirements definition study for a statewide Housing Information System.
- Supervising the development and implementation of a Research and Evaluation Information System for Kansas Association of Mental Health Centers.

PAUL R. KITCH, JR.

SYSTEMS ANALYST

Bachelor of Science, Engineering (Honors)  
Princeton University, 1964  
Masters, Business Administration  
Stanford University, 1966

1966 - 1967	Boeing Company Wichita, Kansas
1967 - 1968	United Systems of America, Inc. Wichita, Kansas
1968 -	Langston, Kitch & Associates, Inc. Wichita, Kansas

PERTINENT WORK EXPERIENCE:

- Systems Analyst involved in linear programming and analysis models on classified Boeing Company projects.
- Developed and analyzed regression model of socio-economic variables for Wichita Model Cities Project.
- Developed and implemented management information system for Gateway Army Ammunition Plant, St. Louis, Missouri.
- Developed and implemented management information system for Kansas Army Ammunition Plant, Parsons, Kansas.
- Assist in design of Economic Information System for Kansas Office of Economic Analysis.
- Applied network analysis technique to various construction projects in Kansas and Missouri.
- Assist in study and recommendation for ADP uses in Sedgwick County, Kansas.
- Assist in developing a five year data plan for the Wichita Eagle and Beacon Publishing Company, Wichita, Kansas.
- Assist in design of Land Use Information System for Wichita-Sedgwick County.
- Assist in design and implementation of user monitoring system for State of Kansas Park and Resources Authority.
- Project leader for information requirements study for Housing Information System for planning division, Department of Economic Development, State of Kansas. Project consists of defining data requirements for housing decisions, locating sources for data and establishing procedures for obtaining the data items.

ARTHUR D. LARSEN

SYSTEMS ENGINEER

Bachelor of Science, Industrial Engineering  
Wichita State University, 1962

1962 - 1964	United States Steel Corporation Gary, Indiana
1964 - 1966	Union Tank Car Company Chicago, Illinois
1966 - 1968	Outboard Marine Corporation Waukegan, Illinois
1968 - 1970	Daniel D. Howard Associates, Inc. Chicago, Illinois
1970 - 1973	City of Chicago Chicago, Illinois
1973 -	Langston, Kitch & Associates, Inc. Wichita, Kansas

PERTINENT WORK EXPERIENCE:

- Developed and maintained labor performance standards in the Open Hearth Division of Gary Steel Works.
- Designed, developed and implemented an on-line computer application which monitored and reported on the location, physical condition and leasing status of a fleet of approximately fifty thousand railroad cars.
- Designed and developed a computer based purchasing application which, as a component of a central manufacturing control system, supported the operations of the U.S. and Canadian divisions of the Outboard Marine Corporation.
- Performed systems studies and recommended solutions to problems related to order entry, production control, market research, sales statistics, etc.
- Reviewed the existing computer applications and developed a long range financial systems development plan for the City of Chicago Department of Finance.
- Audited and reworked the design of a computer application supporting the delivery of services to residents of Chicago Model Cities areas.
- Reviewed and made recommendations relative to improving the business office functions of the Chicago local of a national labor union.
- Assisted in the re-organization and training of the management staff of the Sales/Marketing Department of a large manufacturer in Monterrey, Mexico.
- Directed a team of information systems professionals in a number of requirements studies and information systems planning, design and development projects in municipal government and private industry.
- Developed and conducted a systems training course for individuals selected from the staff of the agency administering OEO funded programs for the City of Chicago.
- Managed the Systems and Programming Division of the City of Chicago's central data processing facility administering an annual budget in excess of One Million Dollars.
- Directed a large staff of systems and programming specialists in the planning, design, development, implementation and maintenance of computer applications supporting most City of Chicago government functions.
- Provided project management, staff training and systems analysis services to a large Chicago based insurance company relative to the definition of requirements for an

integrated, on-line computer application to support the  
Underwriting, Claims and Field Accounting functions.

FRANK X. CREMER

SYSTEMS ANALYST

Associate Degree, Science and Math  
Cameron State College, Oklahoma, 1939  
Certificate in Business Administration  
University of California at Los Angeles  
Corporation Accounting Tax and Business Law  
Santa Barbara Business College

Applied Statistics  
Boeing Training Center

Boeing Company, Wichita, Kansas

Computer Programming

Computer Models IBM 705,

1401, 7080, 360-30,40, 65,

360 COBOL, 2260 Terminals

Direct Access, Data Based Total  
System, Computer-Microfilm Tie-in

IBM Training Sponsored by Boeing Company, Wichita, Kansas

1940 - 1942	Douglas Aircraft Company Santa Monica, California
1942 - 1946	Department of Commerce Civil Aeronautics Administration Santa Monica, California
1946 - 1947	Johns Manville Corporation Lompoc, California
1947 - 1948	Western Mills Corporation Santa Barbara, California
1948 - 1952	Peda Spray Corporation Seattle, Washington
1952 - 1968	Boeing Company Wichita, Kansas
1968 -	Langston, Kitch & Associates, Inc. Wichita, Kansas

PERTINENT WORK EXPERIENCE:

- Participated in systems updating and documentation of Civil Air Regulations, CAR-60, Department of Commerce.
- Participated in procedure establishment for airway range approach, holding and instrument landings, 6th region, Department of Commerce.
- Assisted in air traffic projections and airport usages and needs, 6th region, Department of Commerce.
- As the Western Mills representative, participated in the collecting and analysis of quality/quantity of virgin and second growth timber in the Northern California and Oregon U.S. Forestry survey.
- Participated, in a responsible capacity, in the origination of a data based total integrated system, Boeing Company.
- Assisted in the establishment of aeronautical change control systems for engineering, planning and material procurement at Douglas Company, Santa Monica, California, and Boeing Company, Wichita, Kansas.
- Documented the mechanized system complex of all mechanized program relationships, Boeing Company.
- Conducted Industrial Market Surveys and products growth for Western Mills, California, Peda Spray Corporation, Michigan and Washington.
- As an elected member to the International Micrographics Congress, actively participated in the development of standard techniques for universally updating and handling data systems through electronic data processing with computer tie-in to microform records.
- Participated, by field representation, with the Bureau of Land Management & U.S. Geological Survey, Colorado, in the sections/tracts delineation in the Mount Jackson, Holy Cross and Snowmass Mountain quadrants of Colorado.
- Participated with the Department of Mines, Denver Federal Center, in the preparation of a prospective for mining safely and abandoned mines regulations, State of Colorado.
- Participated with the U.S. Navy Department and Coast Guard in research, statistics and corrective measures against fungus infection in military personnel.
- Assisted in the preparation of survey and inventory forms and training instructions for a Kansas State Recreation Facilities Inventory.

Assisted in the preparation, analysis and compiled results of Planning Information uses and sources in Kansas State Government agencies.

Assisted in the survey and analysis of automated data processing uses in Sedgwick County schools, city and county offices. This study under the auspices of the 1968 Kansas Temporary Legislative Committee.

Assisted in the development of the proposed mechanized "Land Use" system for Sedgwick County. The data to be for common usage of state, county and city agencies and the proposed basis for guided growth through Metropolitan Planning auspices. Also, the basis of the potential mechanization of county tax rolls and statements.

Specified the framework, programming specifications and data segmentation for a state planning information system, based on interfaced satellite data files in lieu of a single, massive on-line total system.

Coordinated and worked in conjunction with Kansas State University professors to include a demographic model in the state planning information system.

Prepared the specifications and input-output forms and formats for state outdoor recreation facilities user surveys in regions 01 and 11 in Kansas and in Jackson County, Missouri.

Developed a proposed tax record mechanized system for Sedgwick County, as a basis of a general land use system and tax statements, tax receipts, tax distribution record system for the county. This is to replace a proposed land use system for Metropolitan Area Planning and general agency use. The land use/tax billing system included all input forms, output formats, hardware and software requirements and potential costs, the personnel to establish the data processing center, the framework, master record layout and all specifications for the multi-system.

Detailed analysis of all Sedgwick County offices paper flow and potential applications for mechanization. This included court records, county auditing, county administration of Social Welfare, county personnel, purchasing, and the facets of deed records, lien records, land foreclosures and budgetary controls.

Assisted in a detailed analysis of a newspaper firm with a daily circulation of approximately 200,000. Included all facets of city, rural carrier, state and out-of-state circulation; by carrier, mail-out and news stands; by paid-in-advance and weekly/monthly collect. Applications and hardware requirements for the potential applications outlined, costed and time-phased for implementation. In addition to circulation, advertising, press room, supply, personnel records and general accounting were part of the study and report.

- Assisted in the accomplishment of information requirements study for a statewide housing information system. Responsible for all data surveys and analysis.
- Accomplished detailed analysis of large mental health center, developed requirements for all applications, including information system for research and evaluation.

R I C H A R D D . Y O U N G

S Y S T E M S A N A L Y S T / P R O G R A M M E R

Kapaun High School  
Central Business College - Data Processing  
Systems and Programming Courses

IBM 360 COBOL  
IBM 360 Job Control Language  
IBM 360 RPG  
IBM 360 BTAM  
IBM 360 Basic Assembler Language  
IBM 360 Model 20 RPG  
CDC 915 Optical Scanner

1964 - 1968

Beech Aircraft Corporation  
Wichita, Kansas

1968 - 1970

Central Computing, Inc.  
Wichita, Kansas

1970 -

Langston Kitch & Associates, Inc.  
Wichita, Kansas

PERTINENT WORK EXPERIENCE:

- Designed, programmed and implemented an inquiry system using BTAM on the IBM 360-40 Computer involving remote terminals for access to spare parts and order control files.
- Assist in design and programming inventory, cost accounting, spare parts, and order control systems.
- Designed, programmed and implemented tax billing system for both personal and real property. System designed to accommodate counties from 25,000 to 300,000 population.
- Assisting in the design and programming of a Research and Evaluation Information System for Kansas Association of Mental Health Centers. System will be transferable among the 26 mental health centers in Kansas.
- Accomplished detail design, programmed and implemented complete functional management system for large Design/Build contractor.

MORRIS L. NELSON  
SYSTEMS ANALYST/PROGRAMMER

Derby High School  
Kansas City Technical College - Data Processing  
Systems and Programming Courses

IBM 360 COBOL  
IBM 360 Job Control Language  
IBM 360 BTAM  
IBM 360 Basic Assembler Language

1961 -	Maurer-Neurer Meat Packers Arkansas City, Kansas
1961 - 1962	Derby Service Station Hutchinson, Kansas
1962 - 1968	Beech Aircraft Corporation Wichita, Kansas
1968 - 1970	Central Computing, Inc. Wichita, Kansas
1970 - Present	Langston, Kitch & Associates, Inc. Wichita, Kansas

PERTINENT WORK EXPERIENCE:

- Designed, programmed and implemented inventory control systems for both large and small manufacturing company.
- Designed, programmed and implemented research and evaluation system for Mental Health Centers. System is transferable among the 26 Mental Health Centers of Kansas.
- Assisted in design and programming of tax billing for both personal and real property. System accommodates counties with population of 25,000 to 300,000.
- Assisted in design and wrote programs for editing, tabulating and reporting demographic information from the Sedgwick County Annual Enumeration.

APPENDICES



N & A TYPES ONLY

IF LAST PREVIOUS RESIDENCE WAS WITHIN THIS CITY, FILL IN LOCATION

HOUSE NUMBER	DIR	STREET NAME	TYPE	2ND DIR	APT. OR FLR NUMBER

IF LAST PREVIOUS RESIDENCE WAS NOT WITHIN THIS CITY:

A. WITHIN SEDGWICK COUNTY .....	Y	N
B. WITHIN KANSAS .....	Y	N
C. OUTSIDE KANSAS .....	Y	N
D. OUTSIDE U.S.A. ....	Y	N

COMPLETE THIS FOR A, B, C, OR D

CITY	STATE

EXTERIOR BUILDING CONDITION

1	2	3	4	5	6	7	8	9	10

OWN / RENT

NO. OF BEDROOMS

HOUSING INFORMATION

OWN	VALUE OF HOME (IN DOLLARS)					
	0 - 4,999	5,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 24,999	25,000 & OVER
1	1	2	3	4	5	6

RENT	AMOUNT OF RENT (IN DOLLARS)					UTILITIES INCLUDED IN RENT							
	0 - 49	50 - 99	100 - 149	150 - 199	200 & OVER	WATER	GAS	ELECTRIC	REFUSE				
2	1	2	3	4	5	Y	N	Y	N	Y	N	Y	N

ANIMALS AT THIS ADDRESS

NO ANIMALS	
NUMBER OF DOGS	
NUMBER OF CATS	
NUMBER OF HORSES, COWS AND GOATS	
NUMBER OF FOWL	
NUMBER OF OTHER ANIMALS	
DOES THIS HOUSEHOLD HAVE AN ENCLOSED AREA OTHER THAN WITHIN THE HOUSE TO CONTAIN OWNED DOGS?	YES NO

SOLID WASTE INFORMATION

DOES THIS HOUSEHOLD HAVE WEEKLY TRASH COLLECTION?		
YES	NO	UNKNOWN

VEHICLE INFORMATION

HOW MANY OF THE FOLLOWING VEHICLES ARE OWNED OR REGULARLY USED BY MEMBERS OF THIS HOUSEHOLD	CARS AND TRUCKS	BICYCLES	MOTORCYCLES

FAMILY INCOME INFORMATION

WHICH INCOME GROUP BEST REPRESENTS THE TOTAL FAMILY INCOME OF THIS HOUSEHOLD FROM ALL INCOME SOURCES DURING 1972?						
0 - 1999	2000 - 3999	4000 - 6999	7000 - 9999	10,000 - 14,999	15,000 - ABOVE	NO RESPONSE
1	2	3	4	5	6	9

FIXED INCOME INFORMATION

DOES THIS HOUSEHOLD RECEIVE ANY OF THE FOLLOWING ?				
SOCIAL SECURITY	WELFARE PUBLIC ASSISTANCE	RETIREMENT, ETC.	NONE	UNKNOWN

OCCUPATION OF HEAD OF HOUSEHOLD

HOUSEHOLD TELEPHONE NUMBER

INTERVIEWER

**1973 WICHITA-SEDGWICK COUNTY INTERGOVERNMENTAL GROUP QUARTERS ENUMERATION FORM**  
**SEDGWICK COUNTY ASSESSOR**

(CONFIDENTIAL)

**LOCATIONAL INFORMATION**

WARD	PREFINCT	SCHOOL DISTRICT	CITY	TOWNSHIP

**ADDRESS INFORMATION**

HOUSE NUMBER	DIR	STREET NAME	TYPE	SQ FT OR TLR. DIM	THIS IS AN ADDITIONAL FORM
					9

**TYPE OF GROUP QUARTERS**

HOSPITAL	NURSING	DOBH	FHA./SQR.	MILITARY	OTHER (SPECIFY)	TOTAL PLUNCS AT THIS LOCATION
1	2	3	4	5	6	

**PERSONAL INFORMATION**

HOH	LAST NAME	FIRST NAME	IRTH	AGE	SEX	C O L O R	Military Service: Extended Active Duty After January 31, 1955		REMARKS
							Y	N	
1							Y	N	
2							Y	N	
3							Y	N	
4							Y	N	
5							Y	N	
6							Y	N	
7							Y	N	
8							Y	N	
9							Y	N	
10							Y	N	
11							Y	N	
12							Y	N	

**ANIMALS AT THIS ADDRESS**

NO ANIMALS	
NUMBER OF DOGS	
NUMBER OF CATS	
NUMBER OF HORSES, COWS, AND GOATS	
NUMBER OF FOWL	
NUMBER OF OTHER ANIMALS	
DOES THIS HOUSEHOLD HAVE AN ENCLOSED AREA OTHER THAN WITHIN THE HOUSE TO CONTAIN OWNED DOGS?	YES
	NO

CONTACT NAME
CONTACT TELEPHONE NUMBER
INTERVIEWER

**Elmer  
Fox  
&  
Company**

**Certified Public Accountants**  
900 Vickers-KSB&T Building/Wichita, Kansas 67202 / (316) 265-3231

June 21, 1973

Mr. Willard L. Stockwell  
Chief Planner  
Metropolitan Area Planning Department  
City Annex Building  
104 South Main  
Wichita, Kansas 67202

Re: RFP dated June 14, 1973 for  
a County-wide Employment  
Survey

Dear Bill:

We thank you for the opportunity to respond to the above RFP.  
However, we regret that we are not able to submit a proposal in response  
to your RFP.

Yours very truly,

*Walter Kenney*

Of Elmer Fox & Company

WKenney:ge



ARTHUR YOUNG & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

SUTTON PLACE BUILDING  
WICHITA, KANSAS 67202

June 26, 1973

Wichita-Sedgwick County Metropolitan Area  
Planning Department  
City Building Annex  
104 South Main Street  
Wichita, Kansas 67202

Gentlemen:

We appreciated receiving your request for proposal to perform a county-wide employment survey. But, we regret to inform you that our current commitments preclude performance as stipulated in the request. Therefore, we are declining this opportunity to propose.

Please continue to consider us for future work of this type.

Very truly yours,

ARTHUR YOUNG & COMPANY

By

*Robert E. Healy*  
Robert E. Healy

REH:hh



The attached letter was sent to the following on June 14, 1973:

Mr. Fred Sudermann  
Director of Government Programs and Research  
Wichita State University  
Wichita, Kansas 67208

Dr. Howard Tuttle  
Department of Economics  
Friends University  
2100 University  
Wichita, Kansas 67213

Dr. George R. Hill  
Department of Economics  
Sacred Heart College  
3100 McCormick  
Wichita, Kansas 67213

The Boeing Company  
3801 South Oliver  
Wichita, Kansas 67210  
Attention: Max A. Vogt, Manager  
Organization 3-1130 m/s K11-53

Langston, Kitch and Associates  
First National Bank Building  
Wichita, Kansas 67202

Mr. Walt Kenney  
Elmer Fox and Company  
KSB&T-Vickers Building  
Wichita, Kansas 67202

Foster and Associates  
2818 North Edwards  
Wichita, Kansas 67204

Arthur Young and Company  
Sutton Place Building  
Wichita, Kansas 67202

Pete, Marwick, and Mitchell  
345 Park Avenue  
New York, N.Y. 10022

Oblinger-Smith Corporation  
First National Bank Building  
Wichita, Kansas 67202

ANNOUNCEMENT OF CONSULTING WORK  
FOR  
A COUNTY-WIDE EMPLOYMENT SURVEY

1. Introduction. As a part of its activities in updating the Land Use and Transportation Elements of the Comprehensive Plan, the Wichita-Sedgwick County Metropolitan Area Planning Department (MAPD) will undertake a survey of all employers, public and private, in Sedgwick County. The purpose of the survey is to create a data base consisting of basic employment information for use in planning analysis. Most of the work in the design and execution of the survey will be performed by or under the direct supervision of the Advance Plans Division of MAPD. The department wishes to procure the services of a qualified consultant to advise and assist in the design and conduct of this survey.
2. Objectives. The major objective of this survey to create a computer-processable data file to reflect several qualities of the employment market in Sedgwick County. Data is to be collected for each employment location of each employer in the County.
  - 2.1 Data to be Collected. For each employer in the County, the following data items will be gathered:
    - 2.1.1 Employer Name.
    - 2.1.2 Employer Location.
      - 2.1.2.1 Street Address.
      - 2.1.2.2 Census Tract and Block.
      - 2.1.2.3 Origin-Destination Zone.
    - 2.1.3 Contact Person and Address. This may be different than the actual employment location.

- 2.1.4 Standard Industrial Classification. This standard code will be coded to the three or four-digit level.
- 2.1.5 Number of Employees.
- 2.1.6 Other Data. Additional data requirements may be developed during the designs of the study.
- 2.2 Processing Form. Data must be gathered in a manner which will allow extremely flexible processing.
  - 2.2.1 Retrieval. The data must be structured to allow retrieval of individual firm and location records.
  - 2.2.2 Aggregation. The configuration of the data base must allow the aggregation and summarization of records by SIC and/or geographic area.
- 2.3 File Maintenance. A methodology will be developed for the continuous or periodic update of the data file for future studies.
- 3. Consultant Services. The consultant selected will be expected to provide the following services to MAPD:
  - 3.1 Methodology. The consultant will assist and direct the MAPD staff in the preparation of an overall methodology for the conduct of the survey.
  - 3.2 Forms Design. The consultant will assist the MAPD staff in the design of field forms for the collection and computer capture of data.
  - 3.3 Survey List. The consultant will assist the MAPD staff in the preparation of a complete list of employment locations.
  - 3.4 Hiring. The consultant will assist the MAPD staff in the hiring of temporary staff who will perform the field data collection.
    - 3.4.1 Training. The consultant will assist in the preparation of training materials and in the training of the temporary field data collection staff.
  - 3.5 Public Relations. The consultant will prepare any materials required by MAPD to explain the purpose and methods of the study to employers to be surveyed and to the public.
  - 3.6 Data Collection. The consultant will monitor and provide supervisory support to the field data collection staff during the data collection phase.
  - 3.7 Data Coding. The consultant will assist the MAPD staff in developing and implementing data coding procedures for computer processing. The consultant will develop and implement quality control procedures to assure an accurate and complete data base.

- 3.8 Data Analysis. The consultant will assist the MAPD staff in the analysis of the data for input to planning decisions.
- 3.9 Coordination. The consultant will be primarily responsible for coordinating the data collection efforts of this study with other consultants and staff involved with the Comprehensive Plan update and with other public agencies with similar data needs.
- 3.10 Data Maintenance. The consultant will assist the MAPD staff in the development of a methodology for continuous or periodic data gathering for the maintenance of the file including:
  - 3.10.1 Changes in employment level of existing Employers.
  - 3.10.2 Deletion of Employers ceasing operation.
  - 3.10.3 Addition of New Employers or new locations of existing employers.
- 3.11 Documentation. The consultant will, with the assistance of the MAPD staff, provide complete documentation of the entire study.
4. Responsibility of MAPD. In support of the employment study, the MAPD will provide the following services:
  - 4.1 Office Space. MAPD will provide office space in the MAPD Offices for the use of the consultant during the conduct of the study. All necessary office equipment and supplies will be provided by MAPD.
  - 4.2 Staff Coordinator. MAPD will provide a full-time staff coordinator to handle the day-to-day activities of the study and to act as liaison between the consultant and the Planning Department.
  - 4.3 Field Personnel. MAPD will be responsible for coordinating the hiring of all temporary field data collection and data coding personnel.
  - 4.4 Data Processing. MAPD will be responsible for providing all data processing, programming, keypunching, data storage, and report generation required during the study.
  - 4.5 Office Support. MAPD will provide sufficient clerical support for filing and typing required by the consultant.
  - 4.6 Supplies, Printing, and Reproduction. MAPD will be responsible for making available all supplies required by the consultant in the conduct of the study. MAPD will arrange for the design of and pay for the printing of all forms and reports required by the study.

5. Time of Service. The consultant must be available for one month during the summer on a full-time basis, and for two and one-half months on a part-time basis until June 1, 1974.
6. Compensation. The consultant will be compensated in an amount not to exceed one hundred dollars (\$100) per day. The total cost of consultant services shall not exceed eight thousand (\$8,000) for the entire period of the study, including travel, fringe benefits, and institutional overhead.
7. Consultant Qualifications. MAPD, in pursuit of a highly reliable data base, will require a high standard of performance for consultants who wish to be considered for this appointment.
  - 7.1 Education. The consultant selected will preferably have obtained a degree in Economics, with particular emphasis in areas of urban economics.
  - 7.2 Employment Experience. Consultants who wish to be considered for this appointment must demonstrate experience in dealing with employment data and concepts.
  - 7.3 Data Handling and Analysis Experience. Potential consultants to this study must demonstrate experience in collecting, coding, processing, and analyzing the type of information generated by this study.
  - 7.4 Institutional Support. Potential consultants must demonstrate the availability of support from a recognized institution or consulting firm from which additional expertise in any required area may be obtained.
8. Submission Requirements. Consultants who wish to be considered for appointment must submit, in writing, by 4:00 p.m. on Thursday, June 29, 1973, detailed statements concerning their ability to perform the work described in Section 3, and their qualifications as described in Section 7, above.
  - 8.1 Consideration for Selection. Applications for appointment will be evaluated by the MAPD staff. Their recommendations will be forwarded to the Metropolitan Area Planning Commission.
  - 8.2 Interviews. The MAPD may require applicants to interview in person at a time mutually agreeable to both the MAPC and the applicant.
  - 8.3 Selection. Final selection of the consultant for this study will be made by the Metropolitan Area Planning Commission.
9. Contract. The consultant selected to assist MAPD in the performance of this study must submit the Scope of Services portion of the contract by 4:00 p.m., Monday, July 9, 1973.

10. Contact Person. All proposals prepared by consultants should be sent to, and all inquires regarding this announcement should be addressed to:

Willard L. Stockwell  
Chief Planner  
Advance Plans Division  
City Annex Building  
104 South Main  
Wichita, Kansas 67202

WICHITA-SEDGWICK COUNTY

DATE June 6, 1973

**METROPOLITAN AREA PLANNING DEPARTMENT**

TO Wichita-Sedgwick County Metropolitan Area Planning Commission  
FROM Willard L. Stockwell, <sup>WLS</sup> Chief Planner, Advance Plans Division  
SUBJECT Selection of Consultant for Employment Survey

During the next MAPC luncheon, on June 14, 1973, I would like to speak to you regarding the selection of a consultant for the county-wide employment survey scheduled to begin in August. As you recall, the Fiscal Year 1974 Unified Work Program specifies that such a survey will be conducted in support of the Transportation Plan update. MAPD has begun the system design and implementation plan for conducting this study, and has received notification of the availability of federal funding to cover all costs.

Our preliminary plans call for all work to be performed by the MAPD. We would like to engage the services of a consultant to aid in the technical design of the study to assure the highest possible quality of the data. The role of the consultant will be simply to advise the MAPD staff.

Since the work program is nearly finalized, we would like to select a consultant on the basis of qualifications. MAPD will notify several local consulting firms and ask them to submit evidence of expertise in the particular areas required for this survey. The MAPD staff will examine the credentials submitted and make their recommendation to the MAPC for final selection.

We would like to begin the process of selecting a consultant so that work may begin in early August. I therefore request your permission to announce the study and begin the consultant selection process.

WLS:BH:rw

Approved June 14 at luncheon /CRH