Memorandum City of Lawrence Department of Public Works

TO:

Mark Thiel

FROM: Date: Steve Bennett

RE:

February 29, 2012

March 13, 2012 Agenda Item

RFP for Riverfront Parking Garage

RFP for New Hampshire Parking Garage

Please include the following item on the City Commission consent agenda for consideration at the March 13, 2012 meeting:

Background. The Parking garages were last evaluated and repairs were performed in 2006. Normal maintenance and repairs have been performed over the years by staff members. Cracks, leaks, and surface deterioration have indicated that professional repairs are needed on both structures. With the New Hampshire parking garage experiencing increased usage the repairs have become more evident.

<u>Project Details</u>. An inspection of each parking facility will be performed. Specifications for repairs will be determined. Quantities will be calculated. Oversight of repairs will be included.

Resolution No. 6937 included \$200,000.00 for repairs to the Riverfront Parking Garage. \$250,000.00 for the New Hampshire Parking Garage.

<u>Action Request</u>. Authorize staff to receive proposals/qualifications for the repairs the Riverfront Parking Garage and the New Hampshire Parking Garage.

Respectfully submitted,

Steve Bennett

Buildings & Structures Manager

RFP GUIDELINES

Chapter 5 of the City of Lawrence Purchasing Procedures deals with contracting for professional services and the RFP process.

The purpose for going out for a Request for Proposal (RFP) is to select the most qualified and cost effective firm or professional service provider. Examples of professional service providers are engineers, architects, financial services, etc. This is not a low bid process, although price should be considered in the evaluation process. RFPs are unlike formal bids or sealed bids in that an RFP is a negotiated contract with two or more firms to obtain a contract most advantageous to the City. An RFP should be used when the important factors in vendor selection are qualitative issues, such as experience, personnel performing the task or there are multiple approaches to providing the service being requested. A sealed bid is for goods or services that is issued through an "Invitation To Bid" that must meet certain specifications that are not negotiable. Bids are used when the cost and quantity are the most important factors. The City of Lawrence requires an RFP or sealed bid if the purchase is estimated to exceed \$15,000, although either one can be used based upon the best interest of the City.

The following checklist is based upon the requirements of chapter 5.

RFP Format

RFP Cover – Contains quick reference to the RFP number, purpose, description, department and department contacts, site visit requirements, copy requirements, due date and submittal address.

Section I - Proposal Information

This section includes where to submit the proposal, site visit requirements, contacts and phone numbers, when they are due, information regarding amendments, basis of award and acceptance time period.

Section II – Minimum Specifications

This section will include project scope, location, performance period and general information.

Section III - Proposal Content

This section includes a list of requirements a potential offeror must address and include in his proposal including page limits and number of copies to submit.

Section IV - Evaluation Criteria

This section includes the evaluation process, the evaluation criteria, and it's order of importance, and how the proposal will be evaluated. The RFP shall clearly define all evaluation factors including price.

Section V – Equal Employment Opportunity Agreement (required to be in the RFP)

The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

Section VI – Attachments

This section includes attachments such as a sample evaluation score sheet, drawings, sketches, general conditions, sample contract, special instructions, insurance requirements, past performance questionnaires, etc.

Checklist Tasks

Approval: The City Manager must approve the project before the RFP process is started. A draft of the proposed RFP, along with a list of prospective vendors and the department's plans for financing the project (bond \$, operating budget, non-bonded construction funds, etc.) should be submitted to the City Manager's office for review. At this step, the City Manager may determine that certain projects be placed on the City Commission agenda for approval to solicit RFP's due to the project size and scope. After approval the user department must request an RFP number from Finance.
Initial Screening: The user department may contact prospective vendors requesting expressions of interest and statements of qualifications in providing types of service needed. Factors considered in the initial screening include experience of the firm in the type of service required, number, availability and location of qualified personnel, references on performance.
Mail RFPs: From the initial screening a minimum of three vendors should be invited to submit a detailed proposal. Depending on the size of the project, the RFP should be mailed with enough lead-time for the vendor to complete the RFP. It is not necessary to mail them certified mail; regular mail is sufficient. If a vendor requests the RFP sent by e-mail it should be as an Adobe PDF file.
Advertise on Internet: The day the RFPs are mailed Purchasing should place the RFP on the internet. It should be e-mailed to the purchasing agent as a word document.
Review Proposals and Interviews: Upon receipt of the sealed proposals, a selection committee consisting of three to five people, depending on the value and complexity of the RFP, shall review the proposals. If the committee cannot determine the best proposal they may interview the prospective consultants and rank the firms according to quality of their offers. The determination of ranking shall take into account, in the following order of importance, the professional competence of offerors, the technical merits of offers, and the price for which the services are to be rendered as well as other criteria specific to the scope of services requested.
Negotiations: Negotiation with the highest qualified firm may be undertaken to obtain a contract incorporating the scope of services, method of contracting, price and terms and conditions determined to be fair and reasonable to the City. Negotiations with the second most qualified firm may then be undertaken until a contract is successfully negotiated that is most advantageous to the City.
Contract: A contract incorporating the terms and conditions of the recommended proposal should be drafted and reviewed by Legal Services.
Award: The selection committee shall submit the successfully negotiated contract to the City review with subsequent submission to the City Commission for their approval.
Purchase order and written notice: Produce a purchase order, prepare and mail a letter notifying the vendor the contract has been approved and a PO produced.

RFP CHECKLIST

Project Number	
Project Name	
Department	
Employee Contact	

DATE COMPLETED	TASK
	Approval – approval by City Manager
	Initial Screening – a minimum of 3 firms should be invited to submit RFPs
	Mail RFPs – regular mail
	Advertise on Internet (send by e-mail in word format to purchasing)
	Review & Interview Proposals
	Negotiations – at least two firms
	Contract – preparation of contract & Legal Services review
	Award (City Commission approval)
	PO – prepare a requisition electronically for the Purchasing Agent to produce a PO
	Written notification – mail notification of contract and PO



CITY OF LAWRENCE REQUEST FOR PROPOSAL (RFP)

RFP Number:

R1208

RFP Description:

Inspection, design, construction document preparation, contract administration and construction supervision services for repairs to the City's two parking garages located at 927 New Hampshire and 1 Riverfront.

Department:

The City of Lawrence, Public Works Department

Contacts:

Steve Bennett City Hall, 785.832-3126, <u>sbennett@lawrenceks.org</u>. P.O. Box 708, Lawrence, Kansas 66044

Site Visit Requirements:

On-site inspection/pre-bid meeting is required. 3/19/12 9:00 AM

Copy Requirements:

One original and five (5) copies of the proposal marked "Parking Garage Repair Services"

Due Date & Time:

5:00 pm, on Friday, March 30th, 2012

Submit To Address:

Sealed proposals will be received at Lawrence Kansas, Public Works Department, Ground Floor, City Hall, 6^{th} and Massachusetts Street, Lawrence, Kansas 66044 until 5:00 pm, on Friday, March 16th, 2012 for providing the following services to the City of Lawrence:

REQUEST FOR PARKING GARAGE CONDITION ANALYSIS AND REPAIR DESIGN SERVICES - CITY OF LAWRENCE, KANSAS

Sealed proposals will be received at Lawrence Kansas, Public Works Department, Ground Floor, City Hall, 6th and Massachusetts Street, Lawrence, Kansas 66044 until 5:00 pm, on Friday, March 30th , 2012 for providing the following services to the City of Lawrence:

The City of Lawrence, Public Works Department, is seeking proposals from qualified firms to provide:

Inspection, design, construction document preparation, contract administration and construction supervision services for repairs to the City's two parking garages located at 927 New Hampshire and 1 Riverfront.

Copies of the Request for Proposal may be obtained from the Public Works Department on and after 03/14/12, from 8:00 a.m. to 5:00 p.m. on Monday thru Friday.

This RFP is also available on DEMAND STAR.

Questions concerning the Request for Design Services may be submitted in writing by noon on March 22nd, 2012 to Steve Bennett, at the address above or by fax (785-832-3398).

One original and five (5) copies of the proposal marked "Parking Garage Repair Services" must be received by the Public Works Department, City of Lawrence, P.O. Box 709, Lawrence, Kansas 66044, prior to 5:00 p.m., Friday March 30th, 2012. Any proposals received after such time will not be accepted, unless the date and time has been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph. It is the responsibility of the applicant to assure proper and timely delivery.

CITY OF LAWRENCE REQUEST FOR PARKING GARAGE CONDITION ANALYSIS AND REPAIR DESIGN SERVICES

SECTION I:

SCOPE OF SERVICES

PROJECT BACKGROUND

The City of Lawrence, Kansas, Public Works Department manages two parking garages. The New Hampshire Parking Facility is a four-floor split-level parking facility located at 927 New Hampshire Street. It has a capacity of 493 vehicles. The structure is brick, concrete, precast T's, poured concrete and block. It has 4 levels, 2 elevators, 5 stairwells, and two 1,200 sq. ft. offices on the East side ground level.

1991

Warranty repairs performed

1997

Structural inspection by Finney & Turnipseed

1999

Condition appraisal and maintenance review performed by Walker Parking Consultants 1999-2000

Repairs and maintenance, Walker Parking consultants/Blazer Structures \$151,722.00 2002

Parking garage inspection by Walker Parking Consultants

2005

Condition appraisal report from Walker Parking Consultants

2006

Repairs and maintenance Walker/Western Water Proofing

2007

Installed new precast stairs on east and west ends.

The Riverfront Parking Facility is a two level parking facility located at 1 Riverfront with a capacity of 510 vehicles. The structural framing consists of precast beams and columns supporting precast tees with a cast in place topping slab.

In order ensure that these facilities are safe, structurally sound and that all systems are functioning properly, the City contracted for a Condition Appraisal Report of the garages which was completed in August 2011. Their findings are included.

Prospective offerors must demonstrate the ability to provide the services described in this RFP, must meet all quality requirements, and must submit a complete proposal.

A contract will be awarded within 90 days of the proposal submission date, unless the award date is extended by consent of all parties concerned.

CONSULTANT PROJECT TEAM

The City shall enter into a contract with one prime vendor, which may be a person, a corporation, a partnership, or a joint venture ("Project Team"). The Buildings & Structures Division will manage the contract. The proposal must demonstrate that Project Team member(s) have the specific experience outlined in this request. The selected vendor must be an Equal Opportunity Employer.

The Project Team must designate a Team Leader who will be the contact person with the City of Lawrence. The Team Leader must have demonstrated ability in preparing condition analyses and managing design and contract administration services for parking garages and must be able to provide details about all aspects of the project, including elements being completed by partners or subcontractors.

Each member of the Team must have demonstrated successful experience within his or her discipline. Members of the Project Team who are registered with a professional organization should provide evidence of registration or licensing to practice professionally within the City of Lawrence.

In addition to the Buildings and Structures division, the Project Team will also likely work with the City's Department of Public Works during its work on this project.

SCOPE OF WORK

A report was completed in August 2011. This report will be included. The repairs listed and any other repairs identified should be addressed in this RFP. None of the repairs on the condition analysis have been initiated.

The City requests that the vendor review and update the condition analysis to reflect any additional repairs in the garage. The scheduled vendor should use this report as a reference only. Verification and actual condition should be confirmed by selected vendor.

REGULATIONS

The project design must comply with all applicable federal and state laws and City ordinances and regulations.

PROJECT SCHEDULE

The City plans to begin work on these projects immediately upon award of the design services contract.

EVALUATION OF THE PROPOSALS

- **1. Proposals:** Each offeror must submit a written proposal to this RFP, which includes full and clear descriptions of evaluation criteria. A Selection Committee will evaluate each proposal based on these evaluation criteria.
- **2. Price Proposal:** Price will not be considered when initially evaluating a proposal. Price alone will not be the determining factor.
- 3. References: References will be contacted to determine if the offeror is responsive and

responsible. References will be asked about their overall impression of the offeror, quality of work performed, understanding of factors affecting implementation, and the timeliness of the product.

- **4. Interviews:** The Selection Committee may interview finalists to determine if the offerors are responsive and responsible, and meet the needs of the City. Offerors should therefore be
- prepared to travel to Lawrence for this interview, which should include the Team Leader and any other additional key personnel who will be working on the project on a day-to-day basis. The City will not assume any travel costs related to these interviews.
- **5. Award of Contract:** The City may award a contract to a responsive and responsible offeror. The City reserves the right to reject any and all proposals if it determines that it is in the

best interest of the City to do so. The offerer must submit a project timeline as part of this project.

EVALUATION CRITERIA

The purpose of information requested in this section is to assist the City in evaluating the offeror's overall qualifications, including its methodologies and technical abilities, and previous experience.

- 1. Experience demonstrated by the proposed project team in designing similar projects as outlined in the scope of services. The proposal should also include a description of the firm's experience with sustainability and green technology used in parking garage renovations or improvements.
- 2. Quality of work, as determined by information on other projects on which the firm and the personnel has worked. The offeror should provide detailed information about previous projects that are similar to work described in this scope of services.
- 3. Professional qualifications: The Project Team has the requisite knowledge and experience to perform the work described in this RFP. In addition, the relevant personnel on the team have the professional licenses required to execute this project.
- 4. Quality of references: The consultant should provide at least three references that should be able to comment substantively and positively on their experiences with the consultant.

The City reserves the right to use itself as a reference.

5. Capacity and Timeliness: The project team appears to have the capacity to undertake this project in a timely manner and is able to demonstrate the ability to respond quickly in person to any problems at the garages.

6. Responsiveness to Scope of Services. The Project Team has demonstrated that it understands the requirements of the scope and has proposed a strategy for carrying out the work effectively.

DELIVERABLES

The deliverables which the City can expect to receive from the successful offerer include the following:

Initial Design

- Design and specifications for repairs
- A report summarizing the findings and recommendations, that will serve as the basis for repairs selected

Preliminary Review

- Preliminary construction plans
- o Project manual with contracts documents and specifications
- o Estimate of construction/repair costs. Broken down per element/project

Final Review

- o Final construction plans
- o Project manual with contract documents and specifications
- Probable construction costs/Engineer estimate

Bid Letting

- o Bid letting/bid documents
- Approved construction/repair plans
- o Project manual with contract documents and specifications
- o Engineer's estimate of construction/repair costs

Completion

- As-built plans
- Summary report

There are several other coordinated activities and processes that will be mixed into the general sequence of construction document preparation. They include coordination of parking with tenants, permitting, closing of ramps, working around "busy dates", and the closing of ramps.

QUALITY REQUIREMENTS

Please answer the following by checking either YES or NO. Failure to respond to this item will result in rejection of your proposal.

A. The offeror has ten or more years of documented experience in parking garage engineering, design and contract administration services.

YES	NO
Vendor Name:	

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FINNEY & TURNIPSEED P.A.

Consulting Engineers

603 TOPEKA AVENUE ● TOPEKA, KANSAS 66603 ● PHONE (785) 235-2393 FAX (785) 235-1902 ● www.ftstructures.com

CITY OF LAWRENCE PARKING GARAGES CONDITION APPRAISAL REPORT

In accordance with a request by the owner, engineers and technicians from Finney & Turnipseed P. A. provided an evaluation of the condition of the two parking structures in Lawrence, Kansas.

General Characteristics

The Riverfront Parking Garage is a two level structure consisting of a slab on grade lower level and a pre-cast upper level. The upper level is supported by pre-cast columns, beams, walls and double tee floor members. There is a 3" topping slab over the double tees. This garage was constructed in about 1989.

The New Hampshire Parking Garage is a 4 level structure consisting of a slab on grade lower level and 3 pre-cast upper levels. The upper levels are supported by pre-cast columns, beams, walls and double tee floor members. There is a 3" topping slab over the double tees. This garage was constructed in about 2000.

Field Inspection and Testing

Field inspection of the garages included a condition survey and a structural inspection of the load carrying elements of the garage. The survey included a visual inspection of the garage driving surface, pre-cast walls, columns, girders and tees. Also included was the physical sampling of the concrete topping to determine the amount of chloride ion present as a result of penetration of deicing salts and a delamination survey performed with a chain drag on a representative area of the garage.

Inspection Summary

In general the structure of the Riverfront Parking Garage is in fair condition for its age. There is no water proof membrane on the framed upper level. It is exposed to the weather and we were informed that the city plows when it snows. We are unsure if the city uses a rubber tipped blade when plowing or applies deicing salts. The topping slab has some cracking and delaminated concreted. Some of the cracks have been repaired (picture #1). The chloride ion content of the topping slab is very high, 2,675 to 2,790 ppm. The typical chloride level for corrosion to initiate is 275 to 400 ppm. Most of the traffic sealant in the concrete topping slab joints needs to be removed and replaced (picture #2). We can see daylight at several locations through the north-south expansion joint. The pre-molded joint cover is no longer sealed down or has been damaged (pictures #3 and #4). Quite a few pre-cast spandrel panels have hairline cracks on the outside face (picture #5) and at the tee bearing (picture #6). There is rust at several locations at the stair openings (picture #7). We found cracks in the pre-cast girder end bearing at the pre-cast column (picture #8 and #9). At a few locations we found cracks in the pre-cast double tee slab (picture #10). There are several locations we found spalled concrete and rust at tee to tee connections (picture #11).

In general the structure of the New Hampshire Parking Garage is in good condition for its age. The topping slab has some cracking and a small amount of delaminated concreted (picture #1). Some of the cracks have been repaired (picture #2). The chloride ion content of the topping slab ranges from low to moderately high, 72 to 810 ppm. The typical chloride level for corrosion to initiate is 275 to 400 ppm. Some of the traffic sealant in the concrete topping slab joints needs to be removed and replaced (picture #3). Some of the sealant at the pre-cast spandrel panels needs to be removed and replaced. We found a few locations that the concrete has cracked at the pre-cast wall to wall connection (picture #4). At one location we found a crack at the bearing of a pre-cast wall panel (picture #5). At a few locations we found cracks in the pre-cast double tee slab (picture #6 and #7). There is rust at several locations at the stair handrails (picture #8). We found one location that a weld had failed at a pre-cast wall to wall connection (picture #9). There was a crack at the top of the masonry wall on the west side first level (picture #10). At one location a masonry wall had been removed but they left the top block in place (picture #11).

Condition Evaluation and Recommendations

The Riverfront Parking Garage is in need of immediate repair. We see evidence of water infiltration and rusting of the pre-cast connections. We believe that the causes are the pre-molded joint cover is no longer sealed down or has been damaged, failed sealant, failed north-south expansion joint and the very high chloride ion content of the topping slab. The upper level deck surface is in poor condition with cracks, delaminated concrete and pitting. We have noted that quite a few pre-cast spandrel panels have hairline cracks on the outside face and at the tee bearing. At this time we do not believe these cracks are of structural concern, however they should be monitored yearly. We recommend the following repairs be made:

- 1. Remove and replace all traffic sealant in the concrete topping slab joints.
- 2. Remove and replace failed vertical sealant on spandrels.
- 3. Reseal existing pre-molded joint cover to concrete and replace damaged areas.
- 4. Replace the existing north-south expansion joint.
- 5. Seal cracks and repair delaminated concrete topping on the upper level deck.
- 6. Shot blast deck and apply new traffic membrane.
- 7. Restripe parking stalls after placement of traffic membrane.
- 8. Provide miscellaneous pre-cast concrete repairs.
- 9. Sandblast and repaint stairs and handrails as needed.

The New Hampshire Parking Garage is in need of some routine maintenance. With the immediate need of repairs to the Riverfront Garage, the repairs to this garage could be done next year. The amount of failed sealant and delaminated concrete is minor. The biggest issue is the rust on the stairs and handrails. This rust issue will only get worse with the passing of time. We recommend the following repairs be made:

- 1. Remove and replace failed traffic sealant in the concrete topping slab joints.
- 2. Remove and replace failed vertical sealant on spandrels.
- 3. Seal cracks and repair delaminated concrete topping on all framed levels.
- 4. Apply a high solids silane sealer on all framed levels.
- 5. Provide miscellaneous pre-cast concrete repairs.
- 6. Remove the block that was left in place.
- 7. Sandblast and repaint stairs and handrails as needed.

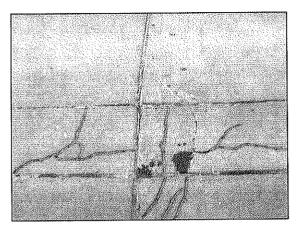
Summary of Estimated Costs

Riverfront Parking Garage

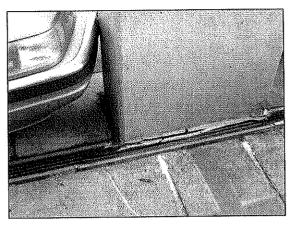
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Traffic and vertical sealant		44,560
Pre-molded joint cover	\$	17,160
Expansion joint	\$	18,300
Concrete topping repair	\$	17,100
Traffic membrane	\$	273,580
Restripe parking stalls	\$	2,500
Miscellaneous pre-cast concrete repairs		15,000
Sandblast and repaint stairs and handrails	\$	5,000
Subtotal		393,200
Contingency	<u>\$</u>	36,700
TOTAL	\$	429,900
New Hampshire Parking Garage Traffic and vertical sealant Concrete topping repair Traffic sealer Miscellaneous pre-cast concrete repairs Sandblast and repaint stairs and handrails Subtotal Contingency	\$ \$ \$ \$ \$ \$	5,460 121,800
TOTAL	\$	180,200

CITY OF LAWRENCE PARKING GARAGES

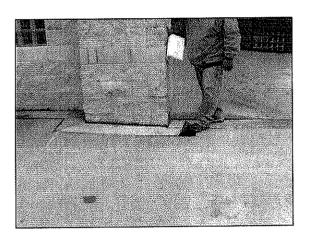
Riverfront Garage Pictures



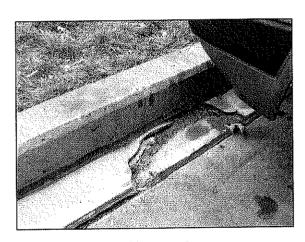
Picture 1



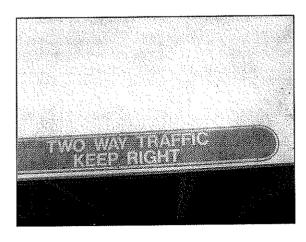
Picture 2



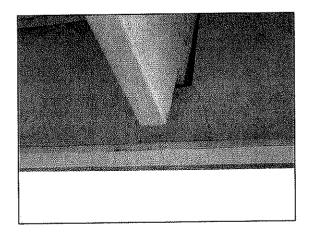
Picture 3



Picture 4

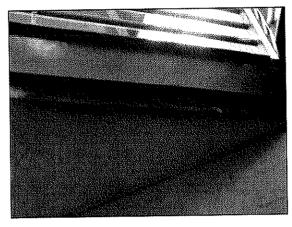


Picture 5

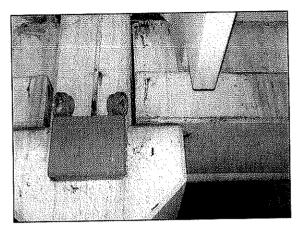


Picture 6

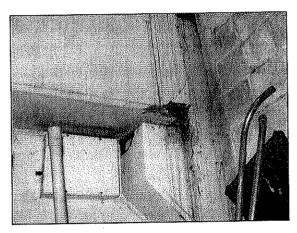
Riverfront Garage Pictures



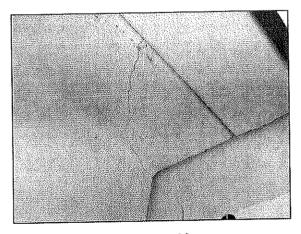
Picture 7



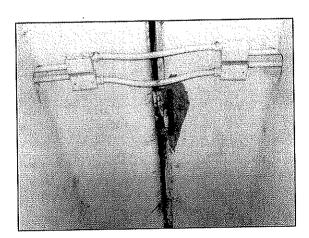
Picture 8



Picture 9

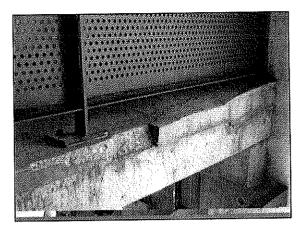


Picture 10

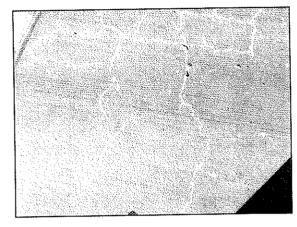


Picture 11

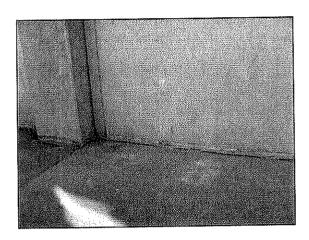
New Hampshire Garage Pictures



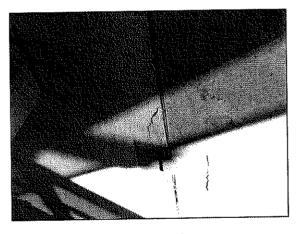
Picture 1



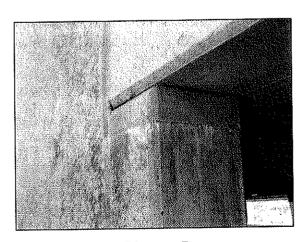
Picture 2



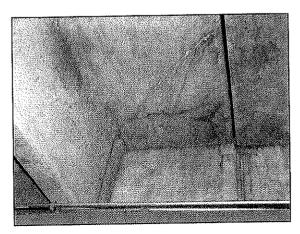
Picture 3



Picture 4

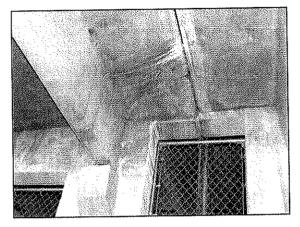


Picture 5

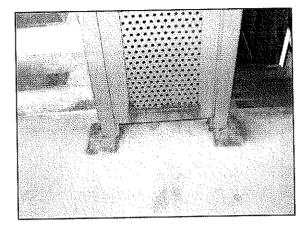


Picture 6

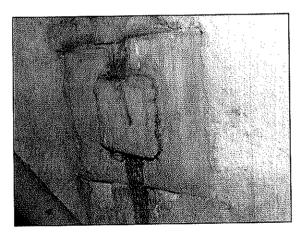
New Hampshire Garage Pictures



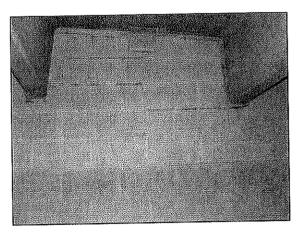
Picture 7



Picture 8



Picture 9



Picture 10



Picture 11



June 8, 2011

Mr. Keith Finney Finney and Turnipseed 603 S.W. Topeka Blvd. 66603-3297 Topeka, Kansas 66603-3297

RE: Construction and Testing Services
Lawrence Parking Garages
Lawrence, Kansas
Project No. D11T0543

Dear Mr. Finney:

In accordance with your request, GeoSource personnel obtained core samples of the in-place concrete deck of two parking garages in Lawrence, Kansas. The referenced parking garages are identified as North Parking Garage and South Parking Garage. These samples were analyzed for the presence of chloride ions within the top inch of the center and the bottom inch.

The results of the chemical analysis provided by Pace Analytical Services, Inc. are summarized below.

North Parking Garage

Location

Chloride Content (ppm)

Sample 1 Eastbound drive lane 58' West from South entry expansion joint and 24' North from South curb face
a. Top 2 inches

2675 ppm

Sample 2 52' North from South wall and 26.5' West from the East wall
a. Top 2 inches

2790 ppm



RE: Construction and Testing Services Lawrence Parking Garages Lawrence, Kansas Project No. D11T0543

South Parking Garage

Location

Chloride Content (ppm)

- 1) Sample 1 3rd floor Northbound drive lane 71' South from elevator South wall and 26' West of East wall
 - a. Top 1 inch

810 ppm

- 2) Sample 2 2nd floor Southbound drive lane 90' South from elevator south wall and 31' West from East wall
 - a. Top I inch

86 ppm

- Sample 3 1st floor North driving lane 104' North from South wall and 29.5' East from West wall
 a. Top 1 inch
 72 ppm
- 4) Sample 4 1st floor South driving lane 21' North from elevator North wall and 32.5' West from East wall
 - a. Top 1 inch

493 ppm

If you have any questions regarding this letter or if we can be of further service in any way, please contact us at your convenience.

Respectfully submitted,

GeoSource, LLC

Jimmy L. Adams

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