



SOS

Office of the Secretary of State

Tim Wyman

2017-2027

Ten Year Capital Plan





2017-2019 CAPITAL BUDGET

September 15, 2016

❖ **TAB A**

- **2017-2027 Ten-Year Plan Summary**
- **2017-2027 Ten-Year Capital Program Summary – CBS Report (CBS001)**

❖ **TAB B – All Preservation Projects**

- **Capital Project Request (CBS002)**
 - **30000038 Minor Works – Replastering of walls in the lobby of the OSOS**

❖ **TAB C – All Programmatic Projects**

- **Capital Project Request (CBS002)**
 - **30000033 Library-Archives Building**
- **Cost Estimate Summary (C-100, 2016)**
- **Expected use of bond funds or certificate of Participation (COP)**



Secretary of State

Tim Wyman

TEN YEAR CAPITAL PLAN 2017 – 2027

September 10, 2016

Table of Contents

STRATEGIC PLAN.....	2
Mission:	2
Goal #1.....	2
Goal #2.....	2
Goal #3.....	2
ORGANIZATIONAL STRUCTURE.....	3
CURRENT FACILITIES AND THEIR CONDITION	4
Administration and Operations.....	4
Archives and Records Management Division.....	4
State Archives.....	4
State Records Center.....	5
Regional Archives Branches	6
Corporations and Charities Division.....	8
Elections Division	9
State Library	9
CHANGES FROM PREVIOUS CAPITAL PLANS	11
RESULTS WASHINGTON	12
DEFERRED MAINTENANCE BACKLOG REDUCTION PLAN	12

Strategic Plan

Mission:

The Office of the Secretary of State promotes public trust by:

- Safeguarding vital government records, documents, publications and process
- Preserving the integrity of elections in Washington State
- Providing the business community and public with easy access to information about corporations and charities
- Performing public outreach to improve civic knowledge and participation
- Leveraging technology to improve efficiency and enhance customer service

Goal #1

Consolidate the Washington State Library, Washington State Archives Olympia facility, the Records Center, Corporations and Charities, Elections, and Operations Divisions into a single Secretary of State-owned facility.

Goal #2

Continue to make non-confidential government records and archival documents held by the agency easily retrievable by the general public.

Goal #3

Maintain and update archives facilities on state university campuses through 2063 in order to maintain their collections and public access.

ORGANIZATIONAL STRUCTURE

The Office of the Secretary of State is organized into six major divisions:

- The **Executive/Operations Division** includes the functions of public information, legislative affairs, policy and planning, human resources, financial and support services, information technology, facility management, and safety.
- The **Archives and Records Management Division** is responsible for legal and historical records preservation and public records management.
- The **Corporations and Charities Division** is responsible for forming and maintaining active registrations for businesses and charitable organizations, trademarks, limited partnerships, and apostilles.
- The **Elections Division** is responsible for ensuring comprehensive, timely, and accurate election-related information and supporting the conduct of elections at the county level.
- The **State Library Division** collects, preserves, and makes accessible to Washingtonians materials on Washington State government, Pacific Northwest history, culture, and natural resources of the state, and provides leadership and coordination of services to all libraries in the state of Washington. The Library also provides statewide library services to the blind, visually impaired, physically or learning disabled, and those who cannot read regular print and services to state prison and mental health institutions. The library is also the regional depository for federal publications.
- **Special Programs** include the following:

Address Confidentiality Program (ACP) assists crime victims (specifically victims of domestic violence, sexual assault, trafficking and stalking, and certain criminal justice employees who have been targets of felony harassment on the job or due to the job) who have relocated to avoid further abuse by providing a substitute address they can use.

Combined Fund Drive (CFD) is Washington State's workplace giving program for active and retired public employees. State and higher education employees may give to the charity of their choice through payroll contribution and CFD fundraising events.

Legacy Washington is an educational program that shares Washington history with schools, universities, and the public at large. The project relies on unique collections held by the Washington State Library and the Washington State Archives. Legacy Washington books, profiles, and exhibits are currently in use in many classrooms around the state and accessible through libraries

across the country. All work published by the project is available and free online.

TVW funding is appropriated in the Secretary of State's budget as pass through via contract to TVW for television coverage of state government and to Humanities Washington for providing community conversation programs statewide.

Current Facilities and Their Condition

Administration and Operations

The Administration and Operations of the Secretary of State's Office is currently located in two different facilities:

- Legislative Building (416 Sid Snyder Avenue, Suite 250, Olympia, WA)
- Point Plaza East Facility (6880 Capitol Boulevard, Tumwater, WA)

The Legislative Building houses the Executive Offices including the Secretary of State, Executive Team, facility manager, the Combined Fund Drive, and Heritage Washington staff. The Legislative Building is part of the Capitol Group constructed between 1923 and 1927. It went through an extensive renovation after the 2001 Nisqually Earthquake. The office is perpetually leased through the Department of Enterprise Services (DES). DES adjusts the rate through central service charges in the operating budget and manages the long-term capital facilities and maintenance needs of the offices.

The Point Plaza East facility houses the Operations Division. This includes financial support services, human resources, mail services, and a major portion of the office's information technology sections. This facility also serves as the Washington State Library (see Library for facility details). The facility, built in 1999, is owned by Vine Street Investors of Bellingham, WA. The lease for this facility is negotiated in five-year increments with the current lease expiring December 31, 2016. The lease renewal process was recently completed by DES.

Archives and Records Management Division

State Archives

- Archives Building (1129 Washington Street, Olympia, Washington)

The main Archives building was constructed in 1962 as an archives and records center. This facility is leased through DES and the rent (including capital facilities surcharge) is adjusted through central service charges in the state operating budget. The current use agreement with DES ends on June 30, 2017. The Archives employs 29 personnel in the east Capitol Campus facility (which includes six temporary interns).

The State Archives preserves important long-term legal and historical records of state government. The records date back to 1853 and include the original territorial and state laws, the 1889 State Constitution, territorial tribal and local census documents, Supreme Court case files, executive-level policy files from state agencies, and legislative records to name a few. These constitute approximately 3% of all records created by state government.

Archival documents are currently stored in a substandard facility. The infrastructure of the Archives building is unable to meet modern conservation and storage standards. The facility is over 50 years old and is in need of extensive updating to the plumbing, HVAC, electrical, and fire systems. Currently the facility's roof is covered with topsoil and trees, a condition not optimal for archival storage. With 49,500 square feet of usable space, the Archives Building reached its maximum capacity for housing important legal and historical state archival documents in 2005, resulting in the need for expensive leased facilities that do not meet environmental and storage standards.

The Archives facility also does not meet modern archives construction standards. Due to concrete flooring throughout the building, water and sewer pipes hang exposed above the collections throughout the secure storage areas. Constant leaks in the plumbing have created an additional risk to personnel and electrical fixtures. Since 1997, three major flood events have occurred inside the Archives building. On an annual basis, water and sewage comes in contact with collections. Fixed metal shelving and eight-foot ceilings contribute substantially to inefficient space use. The current facility design and structure does not allow for substantial upgrades and redesigns.

The Archives contains fire and smoke monitoring equipment but has no fire suppression system for most of the collection. The potential of losing a majority of the state's archival collection to fire has reached a critical stage.

The Secretary of State's office recently completed a predesign of a new combined Washington State Library and Archives Building, which the Legislature authorized in the 2015-17 capital budget. However, since construction and completion is scheduled for 2020, continued use of the facility as an archives will continue until a new facility is completed. At that time the current facility will revert to DES.

State Records Center

- Isabella Bush State Records Center (7590 New Market Street S.W., Tumwater, Washington)
- Records Center Annex (8009 River Drive, Tumwater, Washington)

The Records Center provides off-site storage to state agencies, with the agencies retaining legal custody. The Records Center stores semi-active and inactive records for Washington State agencies, public universities, and community and technical colleges. These records are maintained until the retention period has expired, usually six to sixty years. Some records, which have met agency retention requirements and are

Secretary of State's Office 10-Year Plan 2017-2027

designated "Archival," are transferred from agency ownership to the State Archives for appraisal and possible long-term preservation.

In the 1980's the lack of a centralized records storage facility proved to be a logistical challenge to managing the state's document resources. To alleviate the ongoing need for records storage, the 1991 Legislature approved funding for construction of a stand-alone Records Center warehouse building in Tumwater.

The Isabella Bush Records Center, opened in August 1992, contains 34-foot "high bay" shelving accommodating over 200,000 cubic feet of boxed records. A 15,000-square-foot addition to the Records Center was approved and funded in the Department of General Administration's 2001-2003 capital budget, increasing the Records Center's capacity by 50%. During the 2009-11 biennium, the legislature appropriated funds to temporarily lease 20,956 square feet of privately owned warehouse space at 7821 Arab Drive in Tumwater. During the 2013-15 session, the legislature appropriated funds to further expand the Records Center's storage capacity. A facility on River Drive in Tumwater was renovated and records from the inefficient Arab Drive location were moved to the new 25,000 SF facility.

To this day, paper remains a common records medium. While many paper-intensive processes have been transferred to electronic media, the volume of paper records coming to the Records Center continues unabated. All of this has occurred while the State Records Committee has worked to reduce the legal retention periods for many state agency records.

Through the process of a sped-up agency retention schedule, the River Drive facility should be sufficient to house an expanded Records Center until a new facility is built adjacent to the current Records Center facility and incorporated into the proposed Library-Archives building project. The overflow Records Center space in the new facility will be taken up in the future by the Archives, allowing the Archives to store records without the need for new space for at least 50 years.

Regional Archives Branches

The Archives Division has five regional Archives branch facilities. The branches provide records management services, legal and historical records preservation and access, and research activities that are set up on a geographic basis to better serve local government agencies, regional state agencies, and the general public.

Puget Sound Branch (Pritchard Fleming Building, 3000 Landerholm Circle S.E., Bellevue, Washington)

The facility, owned by the Secretary of State's office, is maintained through a 50-year lease with Bellevue College. When the lease expires in 2044, the college will assume ownership of the building but will lease the main floor to the Secretary of State's office through 2143.

Built in 1998, this branch serves King, Pierce and Kitsap counties. The two-story structure houses Bellevue College classrooms and offices on the top floor and the Puget Sound Branch on the bottom floor. The ongoing problems with the mechanical system has been addressed by the HVAC vendor extending the life of the Kathabar unit for another 40 years.

Southwest Washington Branch (1129 Washington Street, Olympia, Washington)

The branch, co-located with the State Archives, is leased from the state on a two-year lease agreement with the current lease expiring on June 30, 2017.

A section of the second floor has been converted to accommodate historical records for nine southwestern Washington counties. It has been over capacity for several years and its collections have encroached significantly into other areas of the building. The Southwest Branch currently stores overflow records at the State Records Annex in Tumwater. Construction of a new Library-Archives facility will provide long-term space for the collection to be housed.

Northwest Washington Branch (Goltz-Murray Archives Building, 808 25th Street, Bellingham, Washington)

The facility, owned by the Secretary of State's office, is managed through a 99-year lease with Western Washington University. When the lease expires in 2092, the University will assume ownership but can continue to lease the facility to the Secretary of State's office in 99-year increments.

Opened in 1993, this branch serves seven counties in the northwestern part of the state. The facility is 23 years old and has ongoing problems with the building's HVAC system. The 2007-2009 operating budget funded the replacement of one chiller and refurbishment of an existing chiller at this facility. Replacement of the remaining two original chiller units was completed in 2015. Western Washington University's Facilities Management Department is planning to repair an HVAC unit that helps regulate the office environment and to rebalance the air flow throughout the office areas.

A proposal to replace the roof and upgrade ADA access, lighting, and emergency fire and security systems was part of the 2015-17 capital budget. The lighting upgrade was completed in the spring of 2016. The roof replacement is scheduled to take place during August and September 2016. The fire alarm upgrade is scheduled to begin in the fall of 2016 as the roof replacement is being completed. Western Washington University Facilities has also been asked to provide estimates for repairs that, in conjunction with the roof replacement, will prevent building leaks. Planning is underway for ADA access and security system upgrades.

Secretary of State's Office 10-Year Plan 2017-2027

Central Washington Branch (Bledsoe-Washington Archives Building, 215 East 14th Street, Ellensburg, Washington)

The facility, owned by the Secretary of State's office, is managed through a 99-year lease with Central Washington University. When the lease expires in 2093, the University will assume ownership but can continue to lease the facility to the Secretary of State's office in 99-year increments.

This branch opened in October 1994 and serves nine central Washington counties. Funds were received in the 2003-2005 capital budget to address problems with the HVAC system's distribution of cooled and heated air. The cold-water chiller replacement is completed. A proposal to replace the roof was part of the 2015-17 capital budget and planning is underway.

Eastern Washington Branch (960 Washington Street, Cheney, Washington)

Opened in June 2004, this branch serves eleven eastern Washington counties and is co-located with the Digital Archives (see below).

Digital Archives

The facility, owned by the Secretary of State's office, is managed through a 99-year lease with Eastern Washington University. When the lease expires in 2101, the University will assume ownership but can continue to lease the facility to the Secretary of State's office in 99-year increments.

Co-located with the Eastern Washington Branch, this facility serves the digital archiving needs of all local governments and state agencies in Washington State. The building was completed in June 2004. During the 2009-11 biennium, a major roof repair was undertaken. A redundant cooling system in the data center was recently installed.

Corporations and Charities Division

- Dolliver Building (801 Capitol Way, Olympia, Washington)

The Dolliver Building is leased from DES through June 30, 2021. The payments include rent, debt service, capital reserve expenses, utilities, maintenance, insurance, DES management and administrative costs. The division is located in a facility built in 1915 as a Post Office and federal office building. It was acquired by the state and extensively renovated in 2000.

The Corporations and Charities Division employs 57 personnel and is responsible for the following programs: business formation, maintenance, and registration; charitable solicitations, charitable trusts, and commercial fundraisers; apostilles and international certificates; trademarks; domestic partnerships; service of process; business and charities education and outreach, digital signatures/ electronic authentication.

Secretary of State's Office 10-Year Plan 2017-2027

The 17,000 SF building covers four floors but only 9,500 is usable for office and public space. The rest is used for building infrastructure and structural support. Staff is split between all four floors which is not conducive to working in a collaborative and efficient manner. There are significant issues with the building, including inefficient space use, HVAC problems, lack of parking, and exterior sandstone deterioration.

The Corporations and Charities Division will vacate the Dolliver Building at the end of its lease for a more efficient facility, preferably in the new Library-Archives Building.

Elections Division

- 520 Union Avenue, Olympia, Washington

The Elections Division is housed in a privately owned 1960s-era former bank. The division moved into the facility after the 2001 earthquake.

The Elections Division employs 20 full time personnel with an additional 30 non-permanent initiative verification personnel. The division is responsible for the oversight of elections by the counties and provides a clearinghouse for election information. Other duties include: supervising state and local elections, certifying the results of state primaries and general elections, filing and verifying initiatives and referendums, producing and distributing the state's Voters' Pamphlet, and election-based legal advertising.

The 520 Building was built in 1966 as a bank facility. It has inadequate parking for visitors and staff. Most of the mechanical services and facility infrastructure are 50 years old and at the end of their useful lives. The building is substandard and lacks a modern fire suppression system. Approximately 4,000 square feet of space is used twice a year for processing initiatives and referendums. During the other 10 months the area is mostly empty and unused. Co-location with the new Library-Archives Building will help minimize movement of initiatives for scanning by the Archives and provide a more efficient work environment.

State Library

The State Library utilizes three facilities, two in Tumwater and one in Seattle, Washington.

- Main Library Facility (6880 Capitol Boulevard, Tumwater, Washington)
- Federal Publications Annex (7510 New Market Street S.W., Tumwater, Washington)
- Washington Talking Book and Braille Library (2021 9th Avenue, Seattle, Washington)

The main library is located in a privately-owned 49,900 SF four-story office building. The current lease expires in December 2016 and a new five year lease has been completed

Secretary of State's Office 10-Year Plan 2017-2027

and signed. The Federal Publications are stored in a state-owned 6,400 SF warehouse facility built in 1970. The Washington Talking Book and Braille Library (WTBBL) is housed in a renovated 55,180 SF 1940s era former car dealership in the Belltown district of Seattle.

The State Library (chapters 27.04 and 40.06 RCW), the oldest cultural institution in state government, employs 39 personnel (including 4 interns) at its Tumwater location. The Library coordinates services to all libraries in the state, including public libraries, community college libraries, higher education academic libraries, and libraries in state correctional facilities. Many services and subscriptions that are made available to the public at regional and community college libraries are coordinated and funded by the State Library.

The State Library also collects, preserves, and makes accessible to Washingtonians a research collection focused on Washington State and Pacific Northwest history, culture, natural resources, and government, as well as published information from the federal government, which it receives in its role as a regional repository library. The library provides leadership and coordination of services to all libraries in the state of Washington; supports the informational needs of state residents who are unable to read standard print; and provides materials and library services to residents of state institutions.

The main Library is housed in an office building that was not designed or built as a library. The current facility was intended as a temporary solution to house the Library while the Capitol Campus was repaired following the 2001 Nisqually earthquake. The Library is utilized by individuals who also tend to perform research at the State Archives. The Archives and Library are located seven miles apart, forcing researchers and the public to travel between the buildings.

The current structure barely meets gravity loads needed for a functional library. While the first floor allows for the required 300 pounds per square foot (PSF) floor load for compact shelving, the upper floors do not. As a result, much of the collection is separated from the library user on the ground floor, not directly accessible to the public. The public must access the main reading room using a single elevator. Due to security concerns, they cannot use the stairs to enter or leave the Library's public areas. The library is also the home to the Governor Steven's collection. This rare group of books is the foundation for the library when it was founded in 1853 and is currently stored in a secure room with environmental controls that meet the minimum requirements for such a rare collection. Continued storage in this type of environment risk severe damage to this rare collection.

The Federal Publications annex is a single-story 6,382-square-foot storage room located at 7510 New Market Street S.W. in Tumwater. This space houses library books, documents, maps, and other materials for which there is no room at the main library. No staff members are located at that facility. The storage room is leased through DES

(including capital facilities surcharge) and DES adjusts the rate through central service charges in the operating budget. The current lease runs through October 1, 2017. The facility is inadequate for the management of federal publications and library materials. Under federal law, federal publications must be retrievable when requested by the public and are not in their current location without a great deal of extra staff time and effort. The publications stored at this location require staff resources to manage two separate locations. The facility has substandard HVAC and lighting. Both the distance and inefficient facility infrastructure lead to greater reliance on fossil fuels to support movement between the main facility and the storage building, as well as power an inefficient mechanical and electrical system.

Locating the State Library and Federal Publications storage in a state-owned combined Library-Archives facility, designed to national library standards, greatly benefits both employees and customers of the facility by lowering greenhouse gases, providing a more efficient use of workspace and storage, and co-locating two major research and historical institutions of the state in the same facility.

The Washington Talking Book & Braille Library (WTBBL) program is located in Seattle at 2021 9th Avenue. The facility, a commercial condominium, is four stories with the basement and top floor owned by the City of Seattle and the main and second floors owned by the Secretary of State's office. The current configuration contains 27,590 square feet of office space and stacks on the main floor. The second floor contains 9,677 square feet of office space and stacks and 18,350 square feet of parking area and loading dock. Currently the Seattle Public Library Mobile Services Division has a lease for the second-floor office space and 12 parking spaces. The facility had significant HVAC issues that were mitigated by a \$600,000 ESCO project upgrade of the facility which was recently completed. Lighting was also upgraded as part of the ESCO process. Replacement of carpeting and painting of the interior will need to be done within the next three to five years.

Changes from Previous Capital Plans

The 2015 Capital Budget, (2EHB 1115, section 1002) directed the Secretary of State's office to undertake a predesign for a new Library-Archives facility. The Secretary of State's office, working with SRG Partnership consultants, Department of Enterprise Services, and the Office of Financial Management, completed the study and called for a new facility to house not only the Library and Archives, but following RCW 43.82.10(6), to also consolidate the Corporations and Charities, Elections, and Operations divisions into the new facility.

This study, while reflecting previous capital plans for the Washington State Heritage Center project, is a departure from those plans in both overall layout and siting of the proposed facility. While previous predesigns focused on a Capitol Campus-based Library-Archives-Museum facility as well as an Executive Office Building for the Washington State Insurance Commissioner and State Treasurer, this predesign focuses only on replacing the Washington State Library and Archives and co-locating elements

Secretary of State's Office 10-Year Plan 2017-2027

of the Secretary of State's office that are currently in seven facilities. This predesign is also a departure from previous studies in its recommendation of a site in Tumwater, Washington, rather than the General Administration (GA) Building on the Capitol Campus. Tumwater offers several advantages over the GA site, including lower development costs, a potential for future growth, and none of the issues that had become obstacles to constructing the proposed facility on the Capitol Campus.

Results Washington

The Secretary of State's capital plan supports Results Washington Goals #1 "World Class Education" and #5: "Efficient, Effective, and Accountable Government." The targeted programs maintain multiple facilities to ensure access to the state's important legal and historical records for review, inspection, and education, including access to the electoral and initiative process, by individuals spanning many walks of life.

These individuals include legislative staff, historians, educators, students, local and state employees, Washington State residents, and visitors. Easy access to these public records promotes transparency in the governmental decision-making process, opportunity for education, transparency, and better access to, and facilitates the delivery of government services.

Deferred Maintenance Backlog Reduction Plan

All identified deferred maintenance has been completed and it is anticipated no future backlog of maintenance will occur if those are approved in allotment or operating budget requests.

OFM

085 - Office of the Secretary of State
Ten Year Capital Plan by Project Class

2017-19 Biennium

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Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST

Report Number: CBS001

Date Run: 9/14/2016 4:15PM

Project Class: Preservation

Agency Priority	Project by Account-EA Type	Estimated Total	Prior	Current	Reapprop 2017-19	New Approp 2017-19	Estimated 2019-21	Estimated 2021-23	Estimated 2023-25	Estimated 2025-27
			Expenditures	Expenditures		Approp 2017-19				
2	30000038 Minor Works - Replastering of walls in the lobby of the OSOS.									
	057-1 State Bldg Constr-State	19,000				19,000				

Project Class: Program

Agency Priority	Project by Account-EA Type	Estimated Total	Prior	Current	Reapprop 2017-19	New Approp 2017-19	Estimated 2019-21	Estimated 2021-23	Estimated 2023-25	Estimated 2025-27
			Expenditures	Expenditures		Approp 2017-19				
1	30000033 Library-Archives Building									
	057-1 State Bldg Constr-State	24,400,000		400,000		24,000,000				
	407-6 Secretary State Rev-Non-Appropriated	5,000,000					5,000,000			
	996-Z Estimated All Other-Other									
	COP-1 Certificate of Part-State	49,795,000				7,518,000	42,277,000			
	Project Total:	79,195,000		400,000		31,518,000	47,277,000			

Total Account Summary

<u>Account-Expenditure Authority Type</u>	<u>Estimated Total</u>	Prior	Current	<u>Reapprop 2017-19</u>	New	<u>Estimated 2019-21</u>	<u>Estimated 2021-23</u>	<u>Estimated 2023-25</u>	<u>Estimated 2025-27</u>
		<u>Expenditures</u>	<u>Expenditures</u>		<u>Approp 2017-19</u>				
057-1 State Bldg Constr-State	24,419,000		400,000		24,019,000				
407-6 Secretary State Rev-Non-Appropriated	5,000,000					5,000,000			
996-Z Estimated All Other-Other									
COP-1 Certificate of Part-State	49,795,000				7,518,000	42,277,000			
Total	79,214,000		400,000		31,537,000	47,277,000			



Allyson Brooks Ph.D., Director
State Historic Preservation Officer

November 10, 2015

Mr. Patrick McDonald, Ph.D.
Facility Manager
Office of the Secretary of the State
P.O. Box 40220
Olympia, Washington 98504-0220

In future correspondence please refer to:

Log: 111015-25-DES
Re: Proposed New Library-Archives

Dear Mr. McDonald:

Thank you for your letter of October 12, 2015 to State Historic Preservation Officer (SHPO) Allyson Brooks regarding the above reference proposal. From your letter, we understand that the Secretary of State is working through a predesign for a new State Library-Archives facility. Two sites are being considered for the new building: the legislatively directed site at the General Administration Building or the preferred site on Tumwater Boulevard near New Market where the State Printer is currently located (State Modular Building). In response and on behalf of the SHPO we are providing the following comments and recommendations:

- 1) The General Administration (GA) Building was listed in the National Register of Historic Places on 3/8/2007. Also, as you are aware, the GA Building adjoins the boundary of the Capitol Campus Historic District, listed in the National Register in 1979.
- 2) The Tumwater location site is not listed in, nor eligible for listing in the National Register of Historic Places. DAHP's Statewide Predictive Model for archaeological resources indicates that a survey for archaeological resources is recommended with a moderate risk of encountering such resources with ground-disturbing activities.
- 3) In view of the National Register listing of the GA Building, demolition of the building to accommodate excavation for a new State Library-Archives facility would have an adverse effect. We recommend exploring alternatives that would retain the building while accommodating the new Library and Archives.
- 4) Should the GA Building site be selected and demolition cannot be avoided, we recommend identifying and implementing specific measures serving to mitigate the loss of this historic property. In addition, given adjacency to the Capitol Campus, a new structure on the site of the GA Building should be thoughtfully and carefully designed to be compatible with the historic character of the Capitol Campus Historic District.
- 5) In view of the above findings and comments, we recommend selection of the Tumwater site for the new Library-Archives in order to avoid adverse effects resulting from demolition of the GA Building.



Mr. Patrick McDonald
November 10, 2015
Page Two

Thank you for the opportunity to review and comment. Should you have any questions, please feel free to contact me at 360-586-3073 or greg.griffith@dahp.wa.gov.

Sincerely,



Gregory Griffith
Deputy State Historic Preservation Officer

C: Mary Grace Jennings, DES



Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST**Report Number:** CBS002**Date Run:** 9/14/2016 4:12PM**Project Number:** 30000038**Project Title:** Minor Works - Replastering of walls in the lobby of the OSOS.

Description

Starting Fiscal Year: 2018**Project Class:** Preservation**Agency Priority:** 2

Project Summary

The legislative building went through an extensive renovation from 2001 – 2004. To save on renovation funds, minor plaster repairs were undertaken in the Secretary of State's lobby with the plan to do a full replastering at a future date. Large holes, uneven plaster finish, gouges, and loose plaster are taking away from the historic and aesthetic look of the walls. The lobby is used for rotating historic displays and display lighting brings out the severe blemishes on the wall surfaces. The request is to replaster all the lobby walls, permanently fix any large holes and temporary repairs, and paint the lobby. Displays are hung from the picture rail and are no longer attached to the walls.

Project Description

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

The Department of Enterprise Services worked with a historic preservationist and a professional plaster contractor to prepare the bid for this project in late 2015. The total cost of the project is \$18,323.36 which includes \$14,793.45 for a plaster contractor and the balance for painting. Fund 057, GFS-State

Identify the problem or opportunity addressed. Why is this request a priority? (Numbers not served, students without classrooms, budget savings, safety improvements, history, and other backup necessary to understand the need for the request.) The project will complete the work started in the 2001-2004 renovation and extend the life of the existing walls another 50 years.

What will the request produce or construct (i.e., design of a building, construction of additional space, etc.)? When will the project start and complete? Identify whether the project can be phased, and if so, which phase is included in the request. Project will commence in the fall of 2017 and be completed in 10 days.

How would the request address the problem or opportunity identified in question #1? What would be the result of not taking action? The walls are in poor shape with numerous minor repairs, but no major complete replastering was done. The space is a major part of the Capitol Experience for visitors with a different display on Washington state history and historical figures put up every 10 months.

Which clientele would be impacted by the budget request? Where and how many units would be added, people or communities served, etc. Be prepared to provide detailed cost backup. Thousands of visitors pass through the Capitol and the Office of the Secretary of State lobby exhibits yearly.

Does the request include IT-Related costs? (See the IT Appendix for guidance below, and follow directions to meet the OCIO review requirement.) What alternatives were explored? Why was this recommended alternative chosen? None

Will non-state funds be used to complete the project? How much, what fund source, and could the request result in matching federal, state, local, or private funds? None

Describe how the project supports the agency's strategic/master plans, contributes to statewide goal, or enables the agency to perform better. Reference feasibility studies, master plans, space programming, and other analyses as appropriate. Completes much needed replastering of walls started in 2001-2004 to the level required of an historic building and space visited by thousands of individuals yearly.

For projects linked to Puget Sound Action Agenda, describe the impacts on the Action Agenda. See Chapter 14.4 in the 2017-2019 Operating Budget Instructions. N/A

085 - Office of the Secretary of State

Capital Project Request

2017-19 Biennium

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Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST

Report Number: CBS002

Date Run: 9/14/2016 4:12PM

Project Number: 30000038

Project Title: Minor Works - Replastering of walls in the lobby of the OSOS.

Description

Is there additional information you would like decision makers to know when evaluation this request?

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

The Department of Enterprise Services worked with a historic preservationist and a professional plaster contractor to prepare the bid for this project in late 2015.

Effects on the Operating Budget: None.

Location

City: Olympia

County: Thurston

Legislative District: 022

Project Type

Facility Preservation (Minor Works)

Growth Management impacts

N/A The work described in this project is repairs on an existing facility and therefore does not have Growth Management Impacts.

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2017-19 Fiscal Period	
			Prior Biennium	Current Biennium	Reapprobs	New Approps
057-1	State Bldg Constr-State	19,000				19,000
	Total	19,000	0	0	0	19,000

		Future Fiscal Periods			
		2019-21	2021-23	2023-25	2025-27
057-1	State Bldg Constr-State	0	0	0	0
	Total	0	0	0	0

Operating Impacts

No Operating Impact

**Estimate**

Project:	Replaster Walls	Date:	9/18/2015
Building:	Leg. Bldg - SOS office	TIS Lead:	US
Agency:		Estimator:	SD
Contact:	Patrick McDonald	WO#:	W160681
		Proposal:	1

Materials	\$185.00
Tax .08	\$14.80
Contractor	Plaster contractor
Labor	\$14,089.00
	\$1,575.00
Sub-total	\$15,863.80
Contingency	\$1,586.38

Total Quote **\$17,450.18**

Exclusive Fees, Code Required Revisions, Additional Work due to Unknown or Unforeseen Conditions, Removal and replacement of furnishings or wall mounted items.

Unless extended by B & G personnel, this quote is valid for 30 days.

I have reviewed this proposal and accept it as presented

NTE \$17,450.18

Not to exceed this price. For original bid. Cost could change based on scope creep and changes to project from original scope. Change orders will be put in and followed per each change that happens to projects

Signed: _____ **Date:** _____

Project Narrative:

Project will include replastering lobby walls in the Secretary of State office. This work will be completed by a contractor. After replaster work is complete the walls will be painted to match by our DES staff.

085 - Office of the Secretary of State

Capital Project Request

2017-19 Biennium

*

Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST

Report Number: CBS002

Date Run: 9/14/2016 4:10PM

Project Number: 30000033

Project Title: Library-Archives Building

Description

Starting Fiscal Year: 2016

Project Class: Program

Agency Priority: 1

Project Summary

It is the goal of the Secretary of State's Office (OSOS) to meet the intent of RCW 43.82.10(6) by co-locating and consolidating services into a single facility. The need for a new facility has been critical for the past decade. While our operational needs have not changed, the need for additional specialized infrastructure is necessary to attain lean operations and to protect our important history. While the Secretary of State's office does not anticipate a negative impact on its budget if the new facility is funded as planned. If anything, efficiencies in space use, collocation of staff, and consolidation of employee support facilities such as break rooms and restrooms are anticipated to bring about efficiencies which may save funds, lower energy use, and provide a positive facility for both the public and staff to work in. The Library-Archives building will bring together the unique collections of the State Library and State Archives along with other divisions of my office currently dispersed across seven locations in Thurston County. Consolidation of these services in a LEED® designed state-of-the-art facility will:

- Restore the preservation of our state's historical documents to modern archival standards;
- Provide flexibility to adapt our storage needs as agencies progress with electronic records storage;
- Result in a more energy efficient facility; and
- Significantly improves public access to historical documents, records and government publications managed by our office.

Project Description

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Currently, divisions within the Office of the Secretary of State (OSOS) are located in separate leased facilities throughout Olympia and Tumwater. Consolidating all seven of our facilities into a new Library/Archives Building creates the opportunity to reallocate the current annual rent payments of \$2,885,112 into one facility financed in part through the use of a Certificate of Participation (COP \$49,795,000) and General Obligation (GO \$24,000,000) debt issued by the State Treasurer. The digital archives facility in Cheney Washington was funded through a COP with a dedicated revenue source attached to the recording fees on documents filed at the County Auditors' Office. The Digital Archives debt will be paid off in FY 2018 and the proceeds from these recording fees will be used to fund the COP on the new Library Archives Building. Our corporations division has a building improvement COP, and the COP related to expansion of the record center is paid off in 2022 and 2023 respectively adding an additional annual \$531,000 available to fund the new Library/Archives building COP.

The total cost of the project is \$78,795,000 which is escalated over four years for a completion date of mid-2020.

Project Description: (Answer the following questions)

Identify the problem or opportunity addressed. Why is this request a priority? (Numbers not served, students without classrooms, budget savings, safety improvements, history, and other backup necessary to understand the need for the request.)

Each of the seven facilities to be consolidated have their own unique infrastructure and sustainability challenges as follows:

The Archives Building (1129 Washington Street, Olympia, Washington) was constructed in 1962 as an archives and records center. This facility, which has 29 employees, is leased through DES and the rent (including capital facilities surcharge) is adjusted through central service charges in the state operating budget. The current use agreement with DES ends on June 30, 2017.

The primary function of the State Archives is to preserve the long-term legal and historical records of state government. These records date back to 1853 and include the original territorial and state laws, the 1889 State Constitution, territorial tribal and local census documents, Supreme Court case files, executive-level policy files from state agencies, and legislative records and constitute only about 3% of all records created by state government.

Archival documents are currently stored in a sub-standard facility that is unable to meet modern conservation and storage standards. The Archives Building, located on the east Capitol Campus, is over 50 years old. Due to concrete flooring throughout the building, water and sewer pipes hang from the ceiling throughout the storage areas. Constant leaks have created an additional risk to personnel and electrical fixtures. Since 1997, three major flood events have occurred inside the Archives building. On an annual basis, water and sewage comes in contact with invaluable historical collections. Ideally HVAC equipment

085 - Office of the Secretary of State

Capital Project Request

2017-19 Biennium

*

Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST

Report Number: CBS002

Date Run: 9/14/2016 4:10PM

Project Number: 30000033

Project Title: Library-Archives Building

Description

and piping should be located outside the facility to lower the risk of exposing the archival records to moisture. Fixed metal shelving and eight foot ceilings contribute substantially to inefficient space use. The current building and location does not allow for the extensive plumbing, HVAC, electrical, and fire systems upgrades and required re-design. The Archives building contains fire and smoke monitoring equipment, but has no fire suppression system for most of the collections. The potential for losing a majority of the state's archival collection to fire has reached a critical stage. In addition, the building has reached its 49,500 square foot maximum storage capacity resulting in the need OSOS to lease expensive facilities that do not meet environmental and storage standards.

The State Records Center is located in two facilities in Tumwater, the Isabella Bush State Records Center (7590 New Market Street S.W., Tumwater, Washington) and the Records Center Annex (8009 River Drive, Tumwater, Washington).

The Records Center stores semi-active and inactive records for state agencies, public universities and community/technical colleges with the agencies retaining legal custody. These records are maintained until the retention period has expired (generally three to sixty years) at which point some are designated "Archival" and transfer from agency ownership to the State Archives for appraisal and possible long-term preservation.

In the 1980's the lack of a dedicated and centralized records storage facility proved to be a logistical challenge for managing the state's document resources. To alleviate the on-going need for records storage, the 1991 Legislature approved funding for construction of a stand-alone Records Center building located adjacent to the Washington State Printer in Tumwater.

The Isabella Bush Records Center opened in August 1992, and contained 34 foot 'high bay' stacking to accommodate over 200,000 cubic feet of boxed records. A 15,000 square foot addition was approved and funded in the Department of General Administration's 2001-2003 capital budget increasing the Records Center capacity by 50%. During the 2009-11 biennium the legislature appropriated funds to temporarily lease 20,956 square feet of privately owned warehouse space at 7821 Arab Drive in to cover the state agency records from the Records Center that is currently at capacity. During the 2013-15 session, the legislature appropriated funds to expand the records center storage capacity. A facility on River Drive in Tumwater was renovated and records from the inefficient Arab Drive location were moved to the new 25,000 sq. ft. facility.

The River Drive facility should be sufficient to house an expanded records center until a new facility is built adjacent to the current Records Center facility and incorporated into the recommended Library Archives building project. The overflow Records Center space will be taken up by Archival documents allowing the Archives to store items without the need for new space for at least 50 years using the expanded space as it is vacated following an expected decrease in paper records.

While some state agencies have migrated their paper intensive processes to electronic media, the volume of paper records coming into the Records Center continues to grow but at a slower pace. It is important to note that all of this increased storage occurred during a time when the State Records Committee was working to reduce the legal retention periods for state agency records.

The Corporations and Nonprofits Division is located in the Dolliver Building (801 Capitol Way, Olympia, Washington) built in 1915 as a Post Office and federal office building. It was acquired by the state and extensively renovated in 2000. The building is leased from DES through June 30, 2021 and payments include rent, debt service, capital reserve expenses, utilities, maintenance, insurance, DES management and administrative costs.

The four-story building is 17,000 square feet, but only 9,500 is usable operational and public space. In addition to inadequate space usage, there are significant interior and exterior issues that would require millions of dollars to repair such as the HVAC system, lack of parking, water infiltration and external sandstone.

The Corporations and Charities Division employs 54 people and is responsible for the following programs: business registration, charities program, apostilles and international certificates, trademarks, domestic partnerships, process service, digital signature and electronic authentication to name a few. With the advent of internet filings for corporations and charities, customers seeking to file in-person has dropped dramatically while staff needed to support on-line and telephone support operations has increased. The facility is no longer adequate to support the operations with staff spread throughout four floors and the large lobby empty most of the time. The Corporations Division would move into more efficient space in the new Library-Archives Building.

The Elections Division is located at 520 Union Avenue in Olympia in a privately owned 1960s-era former bank. The division, which moved into the facility after the 2001 earthquake, employs 20 full time personnel with an additional 30 non-permanent initiative verification employees. The division is responsible for the oversight of county elections, providing a clearinghouse for election information, and advocating for election reform and voter access to the legislature

085 - Office of the Secretary of State

Capital Project Request

2017-19 Biennium

*

Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST

Report Number: CBS002

Date Run: 9/14/2016 4:10PM

Project Number: 30000033

Project Title: Library-Archives Building

Description

Other duties include: supervising state and local elections, certifying the results of state primaries and general elections, filing and verifying initiatives and referendums, producing and distributing the state's Voters' Pamphlet and election-based legal advertising.

The building has inadequate parking for visitors and staff. Most of the mechanical services and facility infrastructure are 50 years old and at the end of their useful lives. The building is substandard and lacks a modern fire suppression system. Approximately 4,000 sq. ft. of space is used twice a year for processing initiatives and referendums. During the other 10 months the area is mostly unused. Consolidation into the new Library-Archives Building will help minimize movement of initiatives for scanning by the archives and create a more efficient workspace for this division.

The State Library utilizes two facilities in Tumwater which would be part of the consolidation plan. The main library (6880 Capitol Boulevard, Tumwater, Washington) and the Federal Documents Annex (7510 New Market, Tumwater, Washington).

The library is located in a privately-owned four story 49,900 sq. ft. office building that was not designed or built as a library. The current location was intended to be temporary while the Capitol Campus was repaired following the 2001 Nisqually earthquake. The current lease expires in December 2016 and a new five year lease has been completed and signed. The new lease has a contingency clause to end early upon completion of the new Library-Archives building.

The State Library is the oldest agency in state government and employs 39 people. The library provides leadership and coordinates services for all libraries in the state which include regional, community college, higher education and in-state correctional facility. Many of the services and subscriptions made available to the public at regional and community college libraries are coordinated and funded by the State Library.

The State Library also collects, preserves, and makes accessible a research collection focused on Washington State and Pacific Northwest history, culture, natural resources, and government, and published information from the federal government, which it receives in its role as a regional repository library. Many private citizens and employees of state agencies visit the State Library to perform research. These same individuals then perform additional research at the State Archives. The Archives and Library are located seven miles apart, forcing researchers to travel between the buildings.

The current structure barely meets gravity loads needed for a functional library. While the first floor allows for the required 300 pounds per square foot (PSF) floor load utilizing compact shelving, the upper floors do not. As a result, much of the collection is separated from the library user on the ground floor, inaccessible to the public. The public must access the main reading room using a single elevator but due to security concerns, cannot use the stairs to enter or leave the Library's public areas.

The Federal Documents Annex is located at 7510 New Market in Tumwater. The Federal Documents are stored in a 6,382 sq. ft. warehouse built in 1970 that is leased through DES (including capital facilities surcharge) and DES adjusts the rate through central service charges in the operating budget. The current lease runs through October 1, 2017.

In addition to federal documents, this space houses library books, documents, maps and other materials, for which there is no room at the main library. The facility is inadequate for the management of federal documents, which by federal law, must be retrievable when requested by the public. The documents stored at this location require staff resources to manage two separate locations as there are no permanent staff members located in this facility.

The Federal Documents Annex facility has a substandard HVAC system and lighting. Both the distance and inefficient facility infrastructure lead to greater reliance on fossil fuels to support movement between the main facility and the storage building.

Locating the State Library and Federal Documents storage in a state owned combined Archives-Library facility, designed to national library standards greatly benefits both employees and customers of the facility by lowering greenhouse gasses, providing a more efficient use of workspace and storage, and collocating two major state research and historical institutions in the same facility.

What will the request produce or construct (i.e., design of a building, construction of additional space, etc.)? When will the project start and complete? Identify whether the project can be phased, and if so, which phase is included in the request. Project will commence with design in the fall of 2017 and take 30 months to complete construction. The project cannot be phased in mostly due to the highly specialized nature of the Archival storage and the need to replace the other facilities in order to use current lease expenses to pay the certificate of participation (COP) required to complete this project.

How would the request address the problem or opportunity identified in question #1? What would be the result of not taking action? The State

Capital Project Request

2017-19 Biennium

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Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST**Report Number:** CBS002**Date Run:** 9/14/2016 4:10PM**Project Number:** 30000033**Project Title:** Library-Archives Building**Description**

Library and Elections are currently in a privately leased facility. The Library building, which also houses Special Programs and office operations, was intended to be a "temporary" location but the Library has now been there for over ten years. The location does not allow the public to access as many resources as are available due to space, layout, and security constraints. The Library has to lease additional overflow space to store the collection. The two leases cost over \$1.2 million per year. The Secretary of State's Office (OSOS) believes that those funds are better spent on the operating costs of a state-owned building built to house the State Library rather than continue the lease of a private office building where most of the collection is inaccessible to the public.

The Archives has reached capacity resulting in the need to store archival documents in a separate storage facility that does not meet environmental and storage standards. The division can also refuse to accept archival records from state agencies but this will result in the loss of the state's most important historical and legal documents, such as the original signed versions of bills, Supreme Court and Court of Appeals opinions, and gubernatorial proclamations.

The inability to store additional short-term records of state agencies will negatively impact each agencies' current operating space needs. State agencies adhering to the records retentions schedules would have to store these records in high dollar per square foot office space as opposed to the Records Center warehouse. Off-site storage for the Records Center and Library create a burden on employees, state agencies, and the public who must endure longer wait times while items are retrieved from off-site locations. Rent on both these facilities costs \$185,000 a year and could be better spent on retrievable storage in a new facility. Both storage facilities are not, nor were they meant to be, designed for temperature-controlled long-term records and document storage.

Which clientele would be impacted by the budget request? Where and how many units would be added, people or communities served, etc. Be prepared to provide detailed cost backup.

Legislators, Historians, Washingtonians, state employees, as well as out of state visitors would receive great benefit from the completion of this project. They would have a customer-friendly Library-Archives location to complete their work, providing a centralized location for research

Does the request include IT-Related costs? (See the IT Appendix for guidance-below, and follow directions to meet the OCIO review requirement.) What alternatives were explored? Why was this recommended alternative chosen? Not applicable.

Will non-state funds be used to complete the project? How much, what fund source, and could the request result in matching federal, state, local, or private funds? Fund sources would include a COP for \$50 million and, G.O. debt of \$24 million. The OSOS would apply for private funding from grants and corporate sponsorship opportunities raising between \$5-7 million. A major element in being able to build and operate this facility is ownership. Just as the Secretary of State's office owns the four regional archives facilities and the Talking Book and Braille Library in Seattle, the plan would be that this new facility would be owned directly by the Secretary of State's office thus forgoing an average 31% rent markup if owned by the Department of Enterprise Services. The very specific type of facility and unusual storage standards and needs also make owning the facility by OSOS imperative to optimal long-term management and oversight.

Describe how the project supports the agency's strategic/master plans, contributes to statewide goal, or enables the agency to perform better. Reference feasibility studies, master plans, space programming, and other analyses as appropriate. This project ties in closely with the six-year FIS analysis and 10-year Capital Plan (2017-2027) as well as previous capital plans produced by the OSOS since 2005.

The 2015 Capital Budget, (2EHB 1115, section 1002) directed the Secretary of State's office to undertake a predesign for a new Library-Archives facility. OSOS, working with SRG Partnership consultants, Department of Enterprise Services, and the Office of Financial Management, completed the study and called for a new facility to house not only the Library and Archives, but following RCW 43.82.10(6), to also consolidate the Corporations and Charities, Elections, and Operations divisions into the new facility.

This study, while reflecting previous capital plans for the Washington State Heritage Center project, is a departure from those plans in both overall layout and siting of the proposed facility. While previous predesigns focused on a Capitol Campus-based Library-Archives-Museum facility as well as an Executive Office Building for the Washington State Insurance Commissioner and State Treasurer, this predesign focuses only on replacing the Washington State Library and Archives and collocating elements of OSOS that are currently in seven facilities. This predesign is also a departure from previous studies in its recommendation of a site in Tumwater, Washington, rather than the General Administration (GA) Building on the Capitol Campus. Tumwater offers several advantages over the GA site, including lower development costs, a potential for future growth, and none of the issues that had become obstacles to constructing the proposed facility on the Capitol Campus.

085 - Office of the Secretary of State

Capital Project Request

2017-19 Biennium

*

Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST

Report Number: CBS002

Date Run: 9/14/2016 4:10PM

Project Number: 30000033

Project Title: Library-Archives Building

Description

For projects linked to Puget Sound Action Agenda, describe the impacts on the Action Agenda. See Chapter 14.4 in the [2017-2019 Operating Budget Instructions](#).

Is there additional information you would like decision makers to know when evaluation this request?

Please review the completed predesign at:

https://dl.dropboxusercontent.com/u/1114009/2016-08-15_WA-Library-Archives_Predesign-Report.pdf

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

The cost assumptions and analysis were developed by SRC in consultation with OSOS. The Conceptual Cost Plan by Rider, Levett, and Bucknall is attached. The project predesign is available at www.sos.wa.gov.

Effects on the Operating Budget: It is expected that the COP payment will be slightly higher than the current leased facilities. Positive effects on the operating budget will not be realized until at least 2024.

Location

City: Tumwater

County: Thurston

Legislative District: 022

Project Type

New Facilities/Additions (Major Projects)

Growth Management impacts

Tumwater's Comprehensive Plan also calls for a new town center. The plan identifies the same 190 acres of land, located between Tumwater Boulevard, Israel Road, Nicholas Street, and Interstate 5, as the preferred area for developing the Tumwater Town Center. The Comprehensive Plan seeks to create an environment that encourages pedestrian activity and interest along the streets. Land uses envisioned for the area include mixed use commercial and residential, high-density residential, retail, educational, and civic services, parks, pedestrian plazas, and other open space areas. In addition to the major goal of replacing the town center lost by the construction of Interstate 5, other goals of this Tumwater Town Center plan are to: 1. Create a mixed-use Town Center consisting of commercial developments of office, retail, and service businesses; residential, educational, civic services; support facilities; and public assembly facilities. 2. Site and develop new professional office facilities to build a "critical mass" of employment sufficient to encourage high-capacity public transit and discourage the use of single-occupant vehicles. 3. Create open space and park areas to preserve the area's natural resources and beauty. Both the City of Tumwater and Port of Olympia, in accordance with planning done by the Thurston County Regional Planning Council have all recommended moving industrial zoning further south and away from the gateway corridor of the intersection of New Market and Tumwater Boulevard. The construction and operations of the new Library Archives facility would fit in with the new vision for Tumwater City Center providing a long-term public-oriented facility at the gateway to the newly-revitalized yet historic city of Tumwater. The Library-Archives Building at either the Tumwater, Lacey, or GA site meets the county compliance planning requirements of RCW 36.71A.040 and is consistent with the comprehensive plans of Thurston County, the cities of Lacey, Olympia, and Tumwater, and the Port of Olympia. Bringing together seven different programs from seven locations into one central building brings the new facility into strict compliance with the goals of the growth management acting to centralize and collocate organizations of similar function into a single area or facility.

New Facility: No

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2017-19 Fiscal Period	
			Prior Biennium	Current Biennium	Reaprops	New Approps

085 - Office of the Secretary of State
Capital Project Request

2017-19 Biennium

*

Version: CA 17-19 OSOS CAPTIAL BUDGET REQUEST

Report Number: CBS002

Date Run: 9/14/2016 4:10PM

Project Number: 30000033

Project Title: Library-Archives Building

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2017-19 Fiscal Period	
			Prior Biennium	Current Biennium	Reapprops	New Approps
057-1	State Bldg Constr-State	24,400,000		400,000		24,000,000
407-6	Secretary State Rev-Non-Appropriat	5,000,000				
996-Z	Estimated All Other-Other					
COP-1	Certificate of Part-State	49,795,000				7,518,000
	Total	79,195,000	0	400,000	0	31,518,000

		Future Fiscal Periods			
		2019-21	2021-23	2023-25	2025-27
057-1	State Bldg Constr-State				
407-6	Secretary State Rev-Non-Appropriat	5,000,000			
996-Z	Estimated All Other-Other				
COP-1	Certificate of Part-State	42,277,000			
	Total	47,277,000	0	0	0

Operating Impacts

No Operating Impact

STATE OF WASHINGTON
AGENCY / INSTITUTION PROJECT COST SUMMARY

Agency	085 Office of the Secretary of State	
Project Name	Library-Archives Building	
OFM Project Number	30000033	

Contact Information		
Name	Mark Neary	
Phone Number	(360) 902-4186	
Email	Mark.Neary@sos.wa.gov	

Statistics			
Gross Square Feet	222,347	MACC per Square Foot	\$209
Usable Square Feet	153,420	Escalated MACC per Square Foot	\$226
Space Efficiency	69.0%	A/E Fee Class	B
Construction Type	archive building	A/E Fee Percentage	6.21%
Remodel	no	Projected Life of Asset (Years)	75
Additional Project Details			
Alternative Public Works Project	yes	Art Requirement Applies	yes
Inflation Rate	2.80%	Higher Ed Institution	no
<u>Sales Tax Rate %</u>	8.90%	Location Used for Tax Rate	Tumwater
Contingency Rate	5%		
Base Month	July-16		
Project Administered By	Agency		

Schedule			
Predesign Start	July-15	Predesign End	August-16
Design Start	July-17	Design End	July-19
Construction Start	July-18	Construction End	January-20
Construction Duration	18 Months		

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Project Cost Estimate			
Total Project	\$73,232,020	Total Project Escalated	\$78,794,722
		Rounded Escalated Total	\$78,795,000

STATE OF WASHINGTON
AGENCY / INSTITUTION PROJECT COST SUMMARY

Agency	085 Office of the Secretary of State	
Project Name	Library-Archives Building	
OFM Project Number	30000033	

Cost Estimate Summary

Acquisition	
Acquisition Subtotal	\$0
Acquisition Subtotal Escalated	\$0

Consultant Services	
Predesign Services	\$0
A/E Basic Design Services	\$2,095,306
Extra Services	\$4,090,129
Other Services	\$941,369
Design Services Contingency	\$356,340
Consultant Services Subtotal	\$7,483,144
	Consultant Services Subtotal Escalated
	\$7,936,999

Construction	
GC/CM Risk Contingency	\$0
GC/CM or D/B Costs	\$4,673,936
Construction Contingencies	\$2,328,560
Maximum Allowable Construction Cost (MACC)	\$46,571,199
Sales Tax	\$4,768,059
Construction Subtotal	\$58,341,754
	Construction Contingencies Escalated
	\$2,512,517
	Maximum Allowable Construction Cost (MACC) Escalated
	\$50,194,263
	Sales Tax Escalated
	\$5,139,747
	Construction Subtotal Escalated
	\$62,889,704

Equipment	
Equipment	\$5,239,365
Sales Tax	\$466,303
Non-Taxable Items	\$0
Equipment Subtotal	\$5,705,668
	Equipment Subtotal Escalated
	\$6,156,417

Artwork	
Artwork Subtotal	\$250,971
Artwork Subtotal Escalated	\$250,971

Agency Project Administration	
Agency Project Administration Subtotal	\$1,250,482
DES Additional Services Subtotal	\$0
Other Project Admin Costs	\$0
Project Administration Subtotal	\$1,250,482
	Project Administation Subtotal Escalated
	\$1,349,271

Other Costs	
Other Costs Subtotal	\$200,000
Other Costs Subtotal Escalated	\$211,360

Project Cost Estimate	
Total Project	\$73,232,020
Total Project Escalated	\$78,794,722
Rounded Escalated Total	\$78,795,000

Cost Estimate Details

Consultant Services				
Item	Base Amount	Escalation Factor	Escalated Cost	Notes
1) Pre-Schematic Design Services				
Programming/Site Analysis				
Environmental Analysis				
Predesign Study				
Other				
Insert Row Here				
Sub TOTAL	\$0	1.0280	\$0	Escalated to Design Start
2) Construction Documents				
A/E Basic Design Services	\$2,095,306			69% of A/E Basic Services
Other				
Insert Row Here				
Sub TOTAL	\$2,095,306	1.0568	\$2,214,320	Escalated to Mid-Design
3) Extra Services				
Civil Design (Above Basic Svcs)	\$65,000			
Geotechnical Investigation	\$25,500			
Commissioning	\$75,000			
Site Survey	\$21,000			
Testing	\$18,000			
LEED Services	\$75,000			
Voice/Data Consultant	\$0			
Value Engineering	\$22,000			
Constructability Review	\$32,500			
Environmental Mitigation (EIS)	\$65,000			
Landscape Consultant	\$22,500			
Other	\$40,000			
Insert Row Here	\$3,628,629			
Sub TOTAL	\$4,090,129	1.0568	\$4,322,449	Escalated to Mid-Design
4) Other Services				
Bid/Construction/Closeout	\$941,369			31% of A/E Basic Services
HVAC Balancing				
Staffing				
Other				
Insert Row Here				
Sub TOTAL	\$941,369	1.0790	\$1,015,738	Escalated to Mid-Const.
5) Design Services Contingency				
Design Services Contingency	\$356,340			
Other				
Insert Row Here				
Sub TOTAL	\$356,340	1.0790	\$384,492	Escalated to Mid-Const.
CONSULTANT SERVICES TOTAL	\$7,483,144		\$7,936,999	

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Cost Estimate Details

Construction Contracts				
Item	Base Amount	Escalation Factor	Escalated Cost	Notes
1) Site Work				
G10 - Site Preparation	\$663,778			
G20 - Site Improvements	\$916,334			
G30 - Site Mechanical Utilities	\$61,680			
G40 - Site Electrical Utilities	\$28,500			
G60 - Other Site Construction				
Other				
Insert Row Here				
Sub TOTAL	\$1,670,292	1.0568	\$1,765,165	
2) Related Project Costs				
Offsite Improvements				
City Utilities Relocation				
Parking Mitigation				
Stormwater Retention/Detention	\$855,000			
Other				
Insert Row Here				
Sub TOTAL	\$855,000	1.0568	\$903,564	
3) Facility Construction				
A10 - Foundations	\$1,551,727			
A20 - Basement Construction	\$0			
B10 - Superstructure	\$10,120,048			
B20 - Exterior Closure	\$3,038,281			
B30 - Roofing	\$2,172,606			
C10 - Interior Construction	\$6,152,902			
C20 - Stairs	\$50,000			
C30 - Interior Finishes	\$3,228,204			
D10 - Conveying	\$400,000			
D20 - Plumbing Systems	\$2,032,144			
D30 - HVAC Systems	\$6,590,841			
D40 - Fire Protection Systems	\$727,678			
D50 - Electrical Systems	\$7,509,256			
F10 - Special Construction	\$100,000			
F20 - Selective Demolition	\$372,220			
General Conditions				
Other				
Insert Row Here				
Sub TOTAL	\$44,045,907	1.0790	\$47,525,534	
4) Maximum Allowable Construction Cost				
MACC Sub TOTAL	\$46,571,199			
			\$50,194,263	

5) GCCM Risk Contingency	GCCM Risk Contingency		
	Other		
	Insert Row Here		
	Sub TOTAL	\$0	
		1.0790	\$0
6) GCCM or Design Build Costs			
	GCCM Fee	\$1,962,633	
	Bid General Conditions	\$2,000,000	
	GCCM Preconstruction Services	\$711,303	
	Other		
	Insert Row Here		
	Sub TOTAL	\$4,673,936	
		1.0790	\$5,043,177
7) Construction Contingency			
	Allowance for Change Orders	\$2,328,560	
	Other		
	Insert Row Here		
	Sub TOTAL	\$2,328,560	
		1.0790	\$2,512,517
8) Non-Taxable Items			
	Other		
	Insert Row Here		
	Sub TOTAL	\$0	
		1.0790	\$0
Sales Tax			
	Sub TOTAL	\$4,768,059	\$5,139,747
CONSTRUCTION CONTRACTS TOTAL	\$58,341,754		\$62,889,704

Green cells must be filled in by user

Cost Estimate Details

Equipment				
Item	Base Amount	Escalation Factor	Escalated Cost	Notes
E10 - Equipment	\$4,000,000			
E20 - Furnishings	\$353,365			
F10 - Special Construction	\$0			
Additional Furniture and Cubicles	\$886,000			
Insert Row Here				
Sub TOTAL	\$5,239,365	1.0790	\$5,653,275	
1) Non Taxable Items				
Other				
Insert Row Here				
Sub TOTAL	\$0	1.0790	\$0	
Sales Tax				
Sub TOTAL	\$466,303		\$503,142	
EQUIPMENT TOTAL	\$5,705,668		\$6,156,417	

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Cost Estimate Details

Artwork				
Item	Base Amount	Escalation Factor	Escalated Cost	Notes
Project Artwork	\$250,971	0.5% of Escalated MACC for new construction 0.5% of Escalated MACC for new and renewal construction	\$250,971	
Higher Ed Artwork	\$0			
Other				
Insert Row Here				
ARTWORK TOTAL	\$250,971	NA	\$250,971	

Green cells must be filled in by user

Cost Estimate Details

Project Management				
Item	Base Amount	Escalation Factor	Escalated Cost	Notes
Agency Project Management	\$1,250,482			
Additional Services				
Other				
Insert Row Here				
PROJECT MANAGEMENT TOTAL	\$1,250,482	1.0790	\$1,349,271	

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Cost Estimate Details

Other Costs				
Item	Base Amount	Escalation Factor	Escalated Cost	Notes
Mitigation Costs				
Hazardous Material Remediation/Removal	\$200,000			
Historic and Archeological Mitigation				
Other				
Insert Row Here				
OTHER COSTS TOTAL	\$200,000	1.0568	\$211,360	

Green cells must be filled in by user

Expected Use of Bond/COP Proceeds

Agency No.	085	Agency Name	Secretary of State
Contact Name:	Patrick McDonald		
Phone:	360-902-4148	Fax:	360-586-5629
Fund(s) Number:	Fund Name:		
Project Number:	2016-175	Project Title:	Library-Archives Building

1. Will any portion of the project or asset ever be owned by any entity other than the state or one of its agencies or departments? Yes No
2. Will any portion of the project or asset ever be leased to any entity other than the state or one of its agencies or departments? Yes No
3. Will any portion of the project or asset ever be managed or operated by any entity other than the state or one of its agencies or departments? Yes No
4. Does the project involve a public/private venture, or will any entity other than the state or one of its agencies or departments ever have a special priority or other right to use any portion of the project or asset to purchase or otherwise acquire any output of the project or asset such as electric power or water supply? Yes No
5. Will any portion of the Bond/COP proceeds be granted or transferred to nongovernmental entities (private or non-profit companies or the federal government) or granted or transferred to other governmental entities which will use the grant for nongovernmental purposes? Yes No
6. Is any portion of the project or asset, or rights to any portion of the project or asset, expected to be sold to any entity other than the state or one of its agencies or departments? Yes No
7. Will any portion of the Bond/COP proceeds be loaned to nongovernmental entities or loaned to other governmental entities that will use the loan for nongovernmental purposes? Yes No

If all of the answers are no, request tax-exempt funding. If the answer to any of the questions is yes, contact your OFM capital analyst for further review.