



SOS

Office of the Secretary of State

Kim Wyman

2015-2025

Ten Year Capital Plan





2015-2017 CAPITAL BUDGET

September 30, 2014

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Secretary of State

Kim Wyman

TEN YEAR CAPITAL PLAN 2015 – 2025

September 10, 2014

AGENCY STRATEGIC PLAN

The Office of the Secretary of State Mission and Goals for the agency are:

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

Agency Goal #1

Consolidate the Washington State Library and Washington State Archives Olympia facility into a single state-owned facility.

Agency Goal #2

Plan for moving the Washington State Elections Division to state owned facilities at the end of their lease in 2020.

Agency Goal #3

Analyze the long-term operations of the Division of Corporations and whether or not their current facilities meet the needs of staff and public.

Agency Goal #4

Develop long-term plans for the WTBBL facility in Seattle as development, facility updates, financial needs, and technology changes impact their daily operations.

Agency Goal #5

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

Agency Goal #6

Maintain and update archive facilities located on state University campuses through 2025 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/Administrative Division* includes the functions of public information, legislative affairs, policy and planning, international relations, 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 ensuring citizen and government accessibility.
- *The Corporations Division* is responsible for registering charitable organizations, businesses, trademarks, partnerships, and certification authorities.
- *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 the government, 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
- *Special Programs* include the following:

Address Confidentiality Program is responsible for ensuring that alleged perpetrators of domestic violence or sexual assault cannot use state and local governments' public records to locate their victims.

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

Legacy Oral History Project is responsible for recording, transcribing, and publishing the recollections of federal and state officials, and citizens who have been involved with the state's political history.

Productivity Board is responsible for encouraging state employees to identify efficient work processes and to apply those practices thereby creating a more efficient government. Currently Board operations have been suspended for the past two biennia by the legislature for budgetary reasons.

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.

The Combined Washington State Library-Archives facility Project is a legislatively-approved project for the construction of a new State Archives and Library facility. The 2012 and 2013 legislatures also redirected the existing fund balance and 2013-15

anticipated revenues in the Heritage Center account to fund the State Library for the 2013-15 biennium. The dedicated fees to be collected in future years and the fund itself remain in place for the Library-Archives building project.

CURRENT FACILITIES AND THEIR CONDITION

Administration

The Administration of the Secretary of State Office is currently located in two different facilities:

The Legislative Building at 416 Sid Snyder Avenue house the Executive Offices which includes Secretary of State Wyman, Assistant Secretary of State, Deputy Secretary of State and support staff; The Combined Fund Drive, Heritage Washington staff; and the agency web master. The Legislative Building is part of the Capitol Group housing the Governor, Lieutenant Governor, Secretary of State, and Treasurer as well as both houses of the Legislature and support staffs. Constructed between 1923 and 1927, it went through an extensive renovation after the 2001 Nisqually Earthquake. These offices are perpetually leased through DES (including capital facilities surcharge) and DES adjusts the rate through central service charges in the operating budget. They also manage the long-term capital facilities needs and requirements of the legislative building and offices.

The Point Plaza East building located at 6880 Capitol Blvd. in Tumwater houses Financial Support Services, Human Resources, Mail Services and a major portion of the agency 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 two year increments with the latest lease expiring December 31, 2016.

Archives and Records Management Division

- *State Archives*

The main Archives building, located at 1129 Washington Street in Olympia, was constructed in 1963 as an archives and records center, and built with civil defense capabilities in mind. This facility is leased through DES and the rent (including capital facilities surcharge) is adjusted through central service charges in the state operating budget. With 49,500 square feet of usable space, the Archives Building has reached its maximum capacity for housing important legal and historical state archival documents. Over the years, the building has undergone modifications and upgrades to accommodate the collections housed, increased workloads, and new program functions and services.

In 1987, a portion of the top floor of the building was renovated to provide more work and office spaces, an expanded archives research room, and a conference/lunch room. In 1997, additional offices were built out of a storage and receiving area to accommodate enhanced records management needs. This remodel also included the installation of an environmental control system for important legal and historical records

in the Archives collections. Expanded capacity for housing archival collections was created over a three biennia period by the addition of four moveable shelving systems in four of the security vaults. The Archives building will also go through an ESCO project starting in September 2014 in order to upgrade HVAC and lighting systems.

Currently, incoming state government records continue to grow even as projects aimed at improving access, weeding, sampling, and scanning continue. In moving from paper to electronic record keeping in next 20 years, it is anticipated that archival paper records currently held in state agencies will continue to be transferred to the State Archives facility. As a result, it is anticipated that an extra 2,500 cubic feet per year will be needed through 2025.

The agency continues to envision construction of a new combined Washington State Library and Archives Building, which the Legislature authorized in the 2007-09 capital budget. However, since construction and completion may be up to 4 years away, continued use of the facility as an archives will be needed until a new facility is completed. At that time the current facility may revert to DES or be used as a regional archives for Southwest Washington or other Secretary of State agency use.

- *State Records Center Warehouse*

In the 1980's the lack of a dedicated and centralized records storage facility proved to be a logistical challenge 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 adjacent to the Washington State Printer in Tumwater.

The Isabella Bush Records Center, opened in August 1992, contains 34 foot 'high bay' stacking accommodating over 200,000 cubic feet of boxed records. When the Records Center facility was completed, it was projected to hold approximately 40,000 boxes below actual need. To this day, paper still remains a common records media. 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 state agency 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 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. This was obtained to cover the state agency records from the Records Center that is currently at capacity. While the space is adequate, it does not meet archival storage standards for temperature control, poor lighting, and security. Accessibility of archival boxes is difficult and ceiling heights of 12 feet limiting storage space.

During the 2013-15 session, the legislature appropriated funds to expand the records center storage capacity. The Secretary of State approached DES with a proposal to expand into 25,000 square feet of excess space currently used by the state printer to include ceiling heights of 28 feet. Through the process of a revising agency retention

schedules, scanning and removal of old documents, this space should be sufficient to house an expanded records center and consolidate leased facilities currently used by both the Archives on Arab Drive and the Library's Federal Documents located at 7510 New Market in Tumwater into one space and still have room for future growth over the next decade. The Records Center facility recently completed a major upgrading to lighting and HVAC through the ESCO process.

- *Imaging Services and Security Microfilm*

Currently located in the Main Archives facility at 1129 SE Washington Street in Olympia. This program will collocate with a new Archive-Library facility in the event the building is constructed.

- *Regional Archives Branches*

Currently, the Archives Division has five regional Archives branch facilities. The branches provide records management services, legal and historical records preservation 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*

This branch opened in 1998 and serves King, Pierce and Kitsap counties. The two story structure houses Bellevue Community College's "Northwest Center for Emerging Technologies" on the top floor and the Puget Sound Branch on the bottom floor. This building is now 16 years old and there have been ongoing problems with the mechanical system which was recently addressed by the HVAC vendor. Long term HVAC replacement will need to be undertaken in the next 5-10 years.

Day to day facility maintenance is managed by the college through a memorandum of understanding with the Secretary of State's office. The facility, currently owned by the Secretary of State's office, is managed through a 50-year lease with the college. When the lease expires in 2044 the college will assume ownership of the building but lease the main floor of the facility to the Secretary of State's office through 2143.

- *Southwest Washington Branch*

This branch currently operates out of the main Archives building in Olympia. A section of the second floor has been vacated and converted to accommodate historical records for this region. 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 Center. Construction of a new Archives-Library facility will create additional space for these collections to be housed.

Future planning is needed to decide if a stand-alone SW Regional Archives should be maintained in the current Archives, be placed in a building more central to the counties its serves, or be moved, along with the state Archives to a new facility. The current facility is leased from the state on a two-year lease agreement with the current lease expiring on June 30, 2015.

- *Northwest Washington Branch*

This branch opened at Western Washington University in June 1993 and serves seven counties in the northwestern part of the state. The building is now 21 years old and there are ongoing problems with the building's heating and ventilating system (HVAC) that a prior biennium capital budget provided funding to address. 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 will be undertaken during late 2014. A proposal to replace the roof on the facility as well as upgrade ADA access, lighting, and emergency fire and security systems is part of the 2015-17 office capital budget request.

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

- *Central Washington Branch*

This branch opened in October 1994 and serves nine county regions of Central Washington. Funds were received in the 2003-2005 capital budget to address problems with the HVAC systems distribution of cooled and heated air. The large cold-water chiller will be replaced in late 2014. A proposal to replace the roof is part of the 2015-17 office capital budget request.

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

- *Eastern Washington Branch*

This branch was opened in June 2004 and serves the eleven most eastern counties of the state and is co-located with the Digital Archives.

- *Digital Archives*

Co-located with the Eastern Washington Branch, this facility serves all state local governments and state agencies digital archiving needs. The building was

completed in June 2004. During the 2009-11 biennium, a major roof repair was completed with the cooperation of the Department of General Administration. A redundant cooling system in the data center is under consideration for the upcoming 2015-17 biennium.

Corporations Division

The Corporations Division is located in the Dolliver Building at 801 Capitol Way in Olympia. The facility was built in 1914 as a Post Office and federal office building. It was acquired by the state and extensively renovated in 2000. The agency leases the facility from the Department of Enterprise Services (DES). The building lease is through June 30, 2021 and includes rent, debt service, capital reserve expenses, utilities, maintenance, insurance, DES management and administrative costs. While there are significant issues with the 23,400 square foot building, to include HVAC, and exterior sandstone deterioration, DES has made a capital budget request to have each of these issues addressed over the next two biennia.

The Secretary of State's office will undertake an analysis of business practices and space needs for the Corporations Division as the end of the lease approaches in 2021. Lack of parking and the age of the facility will be taken into consideration along with building location and public access.

Elections Division

The Elections Division is housed in a 1960s era former bank at the 520 Union Avenue in Olympia. The 520 Building is leased from Sami Company LLC. The lease expires on June 30, 2020. A space and use analysis by the Secretary of State's office will be undertaken to determine the most efficient location to house the elections division. The Office preference is to find a new facility in a state owned building that can accommodate the particular mission of elections. We may be able to accommodate this division in the proposed new Library and Archives building.

State Library

The Washington State Library utilizes three facilities, two in Tumwater and one in Seattle. Primary library operations are located at 6880 Capitol Blvd. in Tumwater (Point Plaza East, Building #1). This 49,500 square foot facility is leased from Vine St. Associates through December 31, 2016. Although the Point Plaza building is very well maintained by the owner, the facility was designed as an office building rather than a library. As such, the configuration of the building limits operational and storage efficiency. Leasing costs for the facility are considerably higher than the former state library facility on the capitol campus. Locating the state Library in a state owned combined Archives-Library facility, designed to national library standards greatly benefit both employees and customers of the facility while saving space and money.

The Library leases a single story 6,382 square foot storage room located at 7510 New Market in Tumwater. This space houses library books, documents, maps and other materials, for which there is no room at the main library. No permanent staff members are located at that facility. This 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, 2015 but can be terminated with 180 days written notice by the tenant. Terminating use of this facility is being considered with the expansion of the Records Center into the Department of Printing facility. Publications may be transferred to that facility once the renovation is completed.

The third facility is the Washington Talking Book & Braille Library (WTBBL) program 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 floor and second floor owned by the Secretary of State's office. The current configuration contains 27,590 square feet of office space with publication stacks on the main floor. The second floor contains 9,677 square feet of office space and publication stacks and 18,350 square feet of parking area and loading dock space. Currently the Seattle Public Library Mobile Services Division leases the second floor office space and 12 parking spaces. The facility has some significant HVAC and energy use issues that will be addressed through an energy audit planned by the Department of Enterprise Services. A request to replace the HVAC system had been forwarded to the state legislature for consideration in the 2015-2017 capital budget. Replacement of inefficient lighting, carpeting, and furniture will also need to be done within the next three to five years.

Special Programs

TVW provides television coverage of state government events and the Secretary of State's budget provides the mechanism for their state funds to pass through. TVW provides public access to state legislative meetings, Supreme Court proceedings and other public events/meetings held at the Capitol by the Governor, other elected officials and executive state agencies. TVW is requesting \$2.84 million to replace the video infrastructure located throughout the State Capitol Campus to include replacement of all cameras, insufficient fiber connections and related production equipment. This will ensure continued and uninterrupted public access to viewing the Legislature, Supreme Court and other public meetings/events held by the Governor, other elected officials and executive state agencies.

The other special programs within the Office of the Secretary of State are small in operation and staff and are co-located in various buildings with other agency functions.

CHANGES FROM PREVIOUS CAPITAL PLANS

A major focus in previous capital plans focused on the approval of a new site and configuration for the proposed Washington State Library-Archives facility. Also underway within the Secretary of State's office is consideration for the citing of the new facility. Currently the legislature authorized construction on the capitol campus. Consideration of alternative sites is underway and will have an impact on the timing and cost of the overall project.

Construction of a combined State Archives and State Library facility will provide efficiencies in staffing and operations. It should also reduce costs by having the facility in state-owned space as opposed to leased facilities. If the facility is not built, there will be additional costs for both

Library and Archives storage, off-site and in non-archival conditions, to accommodate the growth of both collections. Location of other agency administrative operations such as Fiscal, Human resources, and Heritage Washington will also be affected.

LINKAGE TO PRIORITIES OF GOVERNMENT

The agency's capital plan supports the Priorities of Government Results Area #11: "Strengthen government's ability to achieve its results efficiently and effectively."

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.

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

2015-17 Biennium

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Version: CA Capital Budget Agency Request 17

Report Number: CBS001

Date Run: 10/1/2014 1:10PM

Project Class: Preservation

Agency Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2015-17	New Approp 2015-17	Estimated 2017-19	Estimated 2019-21	Estimated 2021-23	Estimated 2023-25
2	30000030 Washington Talking Book & Braille Library (WTBBL) HVAC System									
	057-1 State Bldg	138,000				138,000				
	Constr-State									
3	30000031 Roof Replacement: Northwest and Central Branch Archives									
	057-1 State Bldg	157,000				157,000				
	Constr-State									
4	30000032 Archives Security, Energy and Access Upgrades									
	057-1 State Bldg	712,000				712,000				
	Constr-State									
Total: Preservation		1,007,000				1,007,000				

Project Class: Program

Agency Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2015-17	New Approp 2015-17	Estimated 2017-19	Estimated 2019-21	Estimated 2021-23	Estimated 2023-25
1	30000033 Library-Archives Building predesign and design									
	057-1 State Bldg	56,178,000				750,000	55,428,000			
	Constr-State									

Total Account Summary

Account-Expenditure Authority Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2015-17	New Approp 2015-17	Estimated 2017-19	Estimated 2019-21	Estimated 2021-23	Estimated 2023-25
057-1 State Bldg Constr-State	57,185,000				1,757,000	55,428,000			

Capital Project Request

2015-17 Biennium

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Version: CA Capital Budget Agency Request 17

Report Number: CBS002

Date Run: 9/30/2014 4:04PM

Project Number: 3000030

Project Title: Washington Talking Book & Braille Library (WTBBL) HVAC System

Description

Starting Fiscal Year: 2016

Project Class: Preservation

Agency Priority: 2

Project Summary

The Washington Talking Book & Braille Library (WTBBL) provides comprehensive library services state-wide, at the library and by mail, to any Washington resident unable to read standard print material due to blindness, visual impairment, deaf-blindness, physical disability (cannot hold a book or turn pages), or reading disability. The HVAC system in the Seattle facility is over 30 years old, highly inefficient, and is at the end of its useful life. Constant short term maintenance costs are eating into the service delivery budget of the library. The digital system cannot be upgraded due to outdated hardware. Constant system failures and short term repairs cannot keep up with external temperature fluctuations. Humidity levels in the main braille book storage area are higher than allowed and beginning to damage the collection.

Project Description**Proposed Project:**HVAC System Repair and Upgrading

WTBBL needs to have their 31 year old environmental systems upgraded to meet current industry and energy efficiency standards. The HVAC system enables the facility to maintain constant temperature and humidity in the facility but is failing. Thousands of braille based books and other service delivery items are close to being irreversibly damaged. Work spaces for volunteers and staff are consistently uncomfortably hot or cold without the ability to make effective adjustments with the current program. The unit at WTBBL has been in operation since 1983 with a technological upgrade in 1997. Upgrading and repairs to the system proposed will provide real-time monitoring of temperature and humidity levels and prevent further deterioration of the libraries paper based and electronic collections while saving significant costs due to energy efficiency.

Strategic Plan Support:

This request is essential to preserve and maintain facilities and equipment necessary to carry out WTBBL's mission to provide comprehensive library and information services to Washingtonians unable to read standard print. Specifically the maintenance of facilities that ensure proper environmental controls for the collections, staff and volunteers, and patrons. These replacements and upgrades will enable the WTBBL to more effectively preserve its valuable collections in an environment that meets national library standards with equipment and systems that are adequate for the purposes of protecting the facility and equipment from damage and the staff, volunteers, and patrons from a difficult environment.

Governor's Results Washington:

This request provides essential support to the Governor's Results Washington Goal of efficient, effective, and accountable government and world class education. WTBBL's facility ensure access to over 500,000 books in audio, braille, and large print, and other information and access resources to any Washington resident unable to read standard print material due to blindness, visual impairment, deaf-blindness, physical disability (cannot hold a book or turn pages), or reading disability. The collection includes, but is not limited to, books for developing literacy in children, books to support children and teens in the classroom and becoming literate adults, non-fiction and historical works, extensive collection of titles about, set in, or written by a Washington author, books on disabilities, books assisting in independent living, a vast collection of classic and current fiction and non-fiction, Washington State historical publications, and material used for academic research. WTBBL also produces the Washington Voters Guide in audio format.

Impacts on Clients and Services:

WTBBL is the only such organization of its kind in the state and has the potential to reach over 300,000 disabled and print-impaired Washingtonians. Stakeholders are strongly supportive of the organization and want its outreach to continue unimpeded with protection and preservation of the collection as well as wellbeing of the staff, volunteers, and patrons as a high priority. Money saved from energy efficiencies can also assist WTBBL in their outreach efforts and technology instruction and training.

Alternatives Explored:

The system has gone through a constant series of patch repairs over the years. The cost of each repair has increased every year as the overall system declines and fails. The current process of constant repairs, energy inefficiency, and outdated

085 - Office of the Secretary of State
Capital Project Request

2015-17 Biennium

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Version: CA Capital Budget Agency Request 17

Report Number: CBS002

Date Run: 9/30/2014 4:04PM

Project Number: 30000030

Project Title: Washington Talking Book & Braille Library (WTBBL) HVAC System

Description

electronic monitoring systems cannot be continued without a major system failure. Outside of system upgrading and repairs, total system replacement is the only alternative. This would be costly and unnecessary since most of the system ductwork is in place and not in need of replacement.

Affects of Non-Funding:

The potential of total system failure, especially due to outdated mechanical and electronic equipment, increases exponentially with every year the current system is allowed to operate. While continued maintenance, patchwork repairs, and small fixes to the computer software can continue, the process is very costly and is taxing the already tight budget of WTBBL. For every dollar spent on emergency repairs to maintain the HVAC system, there is less money available in providing service and programs to our most vulnerable state citizens.

Relationship to Operating:

Beyond reducing energy costs through upgrading and renovating the HVAC system, this package will not significantly affect WTBBL's operating budget. Money that has been earmarked for programs and personnel is currently impacted by emergency fixes to the current system.

Expenditure Assumptions:

One-time FY 2016: \$138,300

Location

City: Seattle

County: King

Legislative District: 043

Project Type

Facility Preservation (Minor Works)

Growth Management impacts

N/A

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2015-17 Fiscal Period	
			Prior Biennium	Current Biennium	Reappropriations	New Appropriations
057-1	State Bldg Constr-State	138,000				138,000
	Total	138,000	0	0	0	138,000
Future Fiscal Periods						
		<u>2017-19</u>	<u>2019-21</u>	<u>2021-23</u>	<u>2023-25</u>	
057-1	State Bldg Constr-State					
	Total	0	0	0	0	

Operating Impacts

No Operating Impact

Narrative

No operating budget is available to upgrade the HVAC system.

Capital Project Request

2015-17 Biennium

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Version: CA Capital Budget Agency Request 17

Report Number: CBS002

Date Run: 9/30/2014 4:08PM

Project Number: 3000031

Project Title: Roof Replacement: Northwest and Central Branch Archives

Description

Starting Fiscal Year: 2016

Project Class: Preservation

Agency Priority: 3

Project Summary

The Office of the Secretary of State, Archives & Records Management Division, maintains five facilities throughout the State to preserve the important legal and historical records of local government agencies. To ensure the long-term preservation of these records, two facilities must replace all or part of their aging roofs. These one-time roof replacement projects should be funded as a Capital Budget Facility Preservation package.

Project Description**Proposed Project:**

The State Archives Northwest Branch facility, located on the campus of Western Washington University in Bellingham, has a 22 year old roof and has endured a number of water leaks over the past several years. The Central Regional Branch, at Central Washington University in Ellensburg, has 7,000 square feet of built-up roofing over its work area and public research spaces that is 20 years old nearing the end of its life, also with a history of leakage. Dry storage environments are critical tools used to secure and preserve the legal and historical records of the state. Leaks in archival storage areas threatens the physical integrity of the documents and the buildings themselves. The archives has incurred extra expense to repeatedly repair these leaks and the damage they have caused to internal building spaces and archival collections.

This preservation package is based on cost estimates received from the facility staff at Western Washington University and Central Washington University. The request funds the one-time replacement of the entire roof at the Northwest Branch Archives and the one-time replacement of the built-up roof that covers the public search room and work spaces at the Central Branch Archives.

The requested roof replacement and repairs should adequately protect the records storage, work and public research spaces that they cover for up to 20 years.

Strategic Plan Support:

This request is essential to collect and preserve the state's important legal and historical records from all state and local government agencies and to maintain the facilities and equipment necessary to carry out the archives' mission. Specifically the maintenance of facilities that ensure security and proper environmental controls for the collections.

The significant outcome for the Archives will be the continuation of its ability to preserve its valuable and irreplaceable archival collections in a dry environment that meets archival standards.

Governor's Results Washington:

This request provides essential support to the Governor's Results Washington Goal of efficient, effective, and accountable government. The archives maintains facilities throughout the state to ensure access to the states important legal and historical records for public researchers and agency employees. This access provides transparency in decisions made by the government.

Impacts on Clients and Services:

The major impact will be in the preservation of archival storage environments in these facilities that other agencies depend up to preserve archival records. The Northwest and Central Branch Archives hold over 44,000 boxes and serve more than 600 separate agencies. If the package is funded, agencies can continue to transfer their important legal and historical documents. Dry storage environments are essential for the long-term preservation of records.

Alternatives Explored:

Over and above the ongoing operating overhead for continued roof repairs, these roofs are currently 22 and 20 years old respectively. They have reached the end of their useful lives and pose an on-going threat to the physical protection of the irreplaceable archival collections preserved in these facilities. Expert facility staff on the campuses of Western Washington and Central Washington University have recommended thorough repair and replacement.

Effects of Non-Funding:

Failure to replace these roofs that have reached the end of their useful lives will place invaluable public records at risk of loss due to direct water damage, mold and humidity. The conditions undermine the most important tool in the long-term preservation of the important legal and historical records in our custody. A large scale roof failure at either of these facilities will place these

**085 - Office of the Secretary of State
Capital Project Request**

2015-17 Biennium

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Version: CA Capital Budget Agency Request 17

Report Number: CBS002

Date Run: 9/30/2014 4:08PM

Project Number: 3000031

Project Title: Roof Replacement: Northwest and Central Branch Archives

Description

collections in the same jeopardy of being damaged as the plumbing failure that took place at the State Government Archives in Olympia in 2014.

Relationship to Operating:

It will not increase operating budget costs and it will enable us to avoid operating costs for the repair of water damage and the replacement of storage boxes and other materials that are purchased to house and protect archival collection.

Expenditures Assumptions:

One-time FY2016: \$124,295

One-time FY2017: \$32,340

Explanation of costs by object:

EE – Repairs and Maintenance for roof replacement and repairs

Location

City: Bellingham

City: Ellensburg

County: Whatcom

County: Kittitas

Legislative District: 040

Legislative District: 013

Project Type

Facility Preservation (Minor Works)

Growth Management impacts

N/A

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2015-17 Fiscal Period	
			Prior Biennium	Current Biennium	Reappropriations	New Appropriations
057-1	State Bldg Constr-State	157,000				157,000
	Total	157,000	0	0	0	157,000
Future Fiscal Periods						
		<u>2017-19</u>	<u>2019-21</u>	<u>2021-23</u>	<u>2023-25</u>	
057-1	State Bldg Constr-State					
	Total	0	0	0	0	

Operating Impacts

No Operating Impact

Capital Project Request

2015-17 Biennium

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Version: CA Capital Budget Agency Request 17

Report Number: CBS002

Date Run: 9/30/2014 3:53PM

Project Number: 3000032

Project Title: Archives Security, Energy and Access Upgrades

Description

Starting Fiscal Year: 2016

Project Class: Preservation

Agency Priority: 4

Project Summary

The Office of the Secretary of State, Archives & Records Management Division, maintains five facilities throughout the State to preserve the important legal and historical records of local and state government agencies. To ensure the long-term preservation, security and accessibility of the records, the safety of clients and staff, and to maintain effective public access, these five facilities need essential upgrades to the security, mechanical, environmental control and public access systems. These one-time projects should be funded as a Capital Budget Infrastructure Preservation and Health, Safety and Code Requirements package.

Project Description**Proposed Project:**

The State Archives Branch facilities in Bellevue, Bellingham, Cheney, Ellensburg and Olympia need to have their security and surveillance systems, environmental controls, lighting, and mechanical and access systems replaced/upgraded to meet current industry standards, energy standards, and Americans with Disabilities Act (ADA) requirements.

Security and Access Control: \$464,860

The Office of the Secretary of State is mandated to secure the legal and historical documents of the state for future generations. The first line of security is monitoring and controlling physical access to the archives collections. Branch Archives in Bellevue, Bellingham and Ellensburg need upgrades to their security/fire alarm and access systems. These systems have been in operation since these facilities were built in 1992, 1994 and 1998. The alarm systems are technologically outmoded and each branch relies on manual keys for entry into secure areas. Conversion to current digital alarm systems and swipe card access will provide more reliable service and bring these three facilities up to the Division standard for keyless access to secure areas.

Video cameras are used to monitor and ensure the safety of researchers, staff and storage areas in Bellevue, Bellingham, Cheney, Ellensburg and Olympia. Branches in Bellevue and Ellensburg have no video surveillance systems, while branches in Bellingham, Cheney and Olympia are operating with outmoded systems and limited areas of coverage. Budget and staff reductions over the past 5 years have reduced the Branches' ability to effectively monitor its access and operations. These upgraded video systems will enable the Branches to more effectively monitor and protect their collections, researchers and staff with fewer financial resources.

Additionally, a broken security gate in Bellevue needs to be replaced.

Environmental System Repair and Monitoring: \$89,338

The State Archives Puget Sound Branch facility in Bellevue has a critical mechanical system capital maintenance need. The temperature control and dehumidification unit that enables the facility to maintain constant temperature and humidity in the archival storage area is failing. Temperature and humidity-controlled storage environments are critical tools used to secure the legal and archival records of the state of Washington and ensure their proper preservation. High temperature and high relative humidity have a substantially negative effect on the Archives collections. In fact, for every 10° increase in temperature, the useful life of paper is cut in half. Conversely, by lowering the temperature by 10° the expected life of paper is doubled. At Bellevue the unit that regulates temperature and humidity control is in need of major repairs and component replacement. This unit has been in operation at Bellevue for 15 years and should provide at least an additional 25 to 30 years of service if these repairs and replacements are made. This project was included in the Governor's FY14 Supplemental Budget.

At Bellevue and Ellensburg, the systems that monitor essential levels of temperature and humidity are technologically outmoded and at the end of their useful lives. These monitoring systems are critical to the Division's efforts to maintain an environment that supports the continuing preservation of archival collections. Without effective monitoring and maintenance of temperature and humidity set points archival collections will deteriorate and be lost to future generations. The electronic monitoring systems proposed herein will provide effective real-time monitoring of temperature and humidity and bring the Branches in Bellevue and Ellensburg up to the standard of the rest of the archival facilities in the State Archives system.

Americans with Disabilities Act (ADA) Compliance: \$34,011

The Branch Archives in Bellingham was recently given an American with Disability Act inspection by staff at Western Washington University. The inspection noted two upgrades that would bring the facility up to modern standards. The upgrades include the replacement of the manual front entry doors and the installation of visual fire alarms in the public restrooms. These

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2015-17 Biennium

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Version: CA Capital Budget Agency Request 17

Report Number: CBS002

Date Run: 9/30/2014 3:53PM

Project Number: 3000032

Project Title: Archives Security, Energy and Access Upgrades

Description

upgrades will enable the Branch to provide accessibility and safety for its users.

Northwest Branch Lighting and Fire/Smoke Upgrades: \$123,724

Western Washington University facility staff have notified us that the lighting fixtures need replacement. They do not currently meet energy efficiency standards and the bulbs are difficult and expensive to replace. The proposal includes installation of motion sensing switches for the lights and ballasts that accommodate energy-efficient bulbs.

University facility staff have also notified us that the fire/smoke detectors are outmoded and need updating to maintain fire safety for the facility.

Strategic Plan Support:

This request is essential to collect and preserve the state's important legal and historical records from all state and local government agencies and to maintain the facilities and equipment necessary to carry out the archives' mission. Specifically the maintenance of facilities that ensure security and proper environmental controls for the collections.

These replacements and upgrades will enable the Archives to preserve its valuable and irreplaceable archival collections in a secure environment that meets archival standards with equipment and systems that are adequate for the purposes of protecting collections from damage and loss, as well as ensuring the physical security of our public research patrons and staff.

ADA upgrades will make the collections held in the Branch Archives safely accessible for all of our researchers, including those with disabilities.

Governor's Results Washington:

This request provides essential support to the Governor's Results Washington Goal of efficient, effective, and accountable government. The archives maintains facilities throughout the state to ensure access to the state's important legal and historical records for public researchers and agency employees. This access provides transparency in decisions made by the government.

Impacts on Clients and Services:

The five Branch Archives hold over 189,865 cubic feet of irreplaceable Archival records from state and local government and they serve 150 state agencies and more than 2,400 units of local government. If the request is funded, the State Archives can ensure that these records are adequately preserved and protected from physical damage and theft. We will also improve our ability to protect researchers and the staff providing access to the records.

Impact on other state programs or other units of government:

There will be no fiscal impact on other units of government, but the State Archives Branches will be able to adequately preserve, protect and provide access to the archival records of state and local government agencies.

Alternatives Explored:

The basic alternatives to each of these projects is to not select them for funding.

Not installing improved security and access control systems will continue to put the collections and staff at risk. In some instances we only have one staff member in a facility. When this occurs, staff are particularly vulnerable and when they need to leave to retrieve more records, the collections in use by researchers are not watched. This will eventually lead to the unauthorized access, damage and loss of archival records.

Next to collecting the records, the simplest preservation method the archives employs is to ensure environmental conditions that stabilize and increase the life of the records in our custody. Maintaining the equipment and staying on top of monitoring temperature and humidity is essential to that success. If the equipment is not repaired and kept in working order the lifespan of the records in our care will shorten. As noted, an increase of 10° will cut the life span of paper in half.

One of the main missions of the archives is to provide access to its collections. The location of our facilities was decided to ensure easy access to the records. By dividing the state into 5 regions we were able to keep the records closer to the area of creation. For instance, the records from Yakima are stored in Ellensburg. The next level of access is to ensure physical access into the facility. All of our facilities, with the exception of Bellingham, have Americans with Disabilities door operators. This request is submitted at the request of the Western Washington University Disability Resources Office. By not approving this request, disabled visitors to the facility will need assistance to enter.

The lighting and fire/smoke alarm upgrades for the Bellingham facility are highly recommended by Western Washington University facility. The fire/smoke alarms, speakers, strobes, and pull stations are outmoded and need to be replaced to meet current standards. Not funding this request continues to put the collections, staff, and visitors at risk. We have been notified by University staff that they will no longer be supplying bulbs for the archives facility in Bellingham as they have become too

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Project Number: 3000032

Project Title: Archives Security, Energy and Access Upgrades

Description

expensive to acquire and stock. Instead they will require us to purchase and stock bulbs. By not replacing these fixtures that are over 20 years old, higher energy costs will continue until replacement bulbs will no longer be available.

Effects of Non-Funding:

See Alternatives explored by agency.

The five Archives Branches, operating with reduced staff, will continue be vulnerable to unauthorized access, damage and loss of archival records. The Northwest Branch will not have ADA door operators on the front doors, and the Puget Sound Branch climate control system will continue to be at risk.

Relationship to Operating:

Beyond reducing energy costs through the installation of more efficient light fixtures and enabling reduced staff to more efficiently protect and monitor Archives Branch facilities, this package will not significantly affect the State Archives operating budget.

Expenditures Assumptions:

One-time FY2016: \$384,252

One-time FY2017: \$327,681

Explanation of costs by object:

ER – All Improvements Repairs and Maintenance will be through interagency agreements with the host university.

Location

City: Olympia

County: Thurston

Legislative District: 022

Project Type

Facility Preservation (Minor Works)

Growth Management impacts

N/A

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2015-17 Fiscal Period	
			Prior Biennium	Current Biennium	Reappropriations	New Appropriations
057-1	State Bldg Constr-State	712,000				712,000
	Total	712,000	0	0	0	712,000
Future Fiscal Periods						
		<u>2017-19</u>	<u>2019-21</u>	<u>2021-23</u>	<u>2023-25</u>	
057-1	State Bldg Constr-State					
	Total	0	0	0	0	

Operating Impacts

No Operating Impact

SubProjects

SubProject Number: 3000034

SubProject Title: Puget Sound Branch Environmental System Repair and Monitoring

Capital Project Request

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Version: CA Capital Budget Agency Request 17

Report Number: CBS002

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Project Number: 3000032

Project Title: Archives Security, Energy and Access Upgrades

SubProjects

SubProject Number: 3000034

SubProject Title: Puget Sound Branch Environmental System Repair and Monitoring

Starting Fiscal Year: 2016

Project Class: Preservation

Agency Priority: 4

Project Summary

The State Archives Puget Sound Branch facility in Bellevue has a critical mechanical system capital maintenance need.

Project Description

The temperature control and dehumidification unit that enables the facility to maintain constant temperature and humidity in the archival storage area is failing. Temperature and humidity-controlled storage environments are critical tools used to secure the legal and archival records of the state of Washington and ensure their proper preservation. High temperature and high relative humidity have a substantially negative effect on the Archives collections. In fact, for every 10° increase in temperature, the useful life of paper is cut in half. Conversely, by lowering the temperature by 10° the expected life of paper is doubled. At Bellevue the unit that regulates temperature and humidity control is in need of major repairs and component replacement. This unit has been in operation at Bellevue for 15 years and should provide at least an additional 25 to 30 years of service if these repairs and replacements are made. This project was included in the Governor's FY14 Supplemental Budget.

At Bellevue and Ellensburg, the systems that monitor essential levels of temperature and humidity are technologically outmoded and at the end of their useful lives. These monitoring systems are critical to the Division's efforts to maintain an environment that supports the continuing preservation of archival collections. Without effective monitoring and maintenance of temperature and humidity set points archival collections will deteriorate and be lost to future generations. The electronic monitoring systems proposed herein will provide effective real-time monitoring of temperature and humidity and bring the Branches in Bellevue and Ellensburg up to the standard of the rest of the archival facilities in the State Archives system.

Starting Fiscal Year: 2016

Project Class: Preservation

Agency Priority: 4

Project Summary

The Branch Archives in Bellingham was recently given an American with Disability Act inspection by staff at Western Washington University. The inspection noted two upgrades that would bring the facility up to modern standards.

Project Description

The upgrades include the replacement of the manual front entry doors and the installation of visual fire alarms in the public restrooms. These upgrades will enable the Branch to provide accessibility and safety for its users.

Starting Fiscal Year: 2016

Project Class: Preservation

Agency Priority: 4

Project Summary

Western Washington University facility staff have notified us that the lighting fixtures and fire/smoke detectors need replacement.

Project Description

The fixtures do not currently meet energy efficiency standards and the bulbs are difficult and expensive to replace. The proposal includes installation of motion sensing switches for the lights and ballasts that accommodate energy-efficient bulbs. University facility staff have also notified us that the fire/smoke detectors are outmoded and need updating to maintain fire safety for the facility.

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Project Number: 3000032

Project Title: Archives Security, Energy and Access Upgrades

SubProjects

SubProject Number: 3000037

SubProject Title: Security and Access Control

Starting Fiscal Year: 2016

Project Class: Preservation

Agency Priority: 4

Project Summary

The Office of the Secretary of State is mandated to secure the legal and historical documents of the state for future generations. The first line of security is monitoring and controlling physical access to the archives collections. Branch Archives in Bellevue, Bellingham and Ellensburg need upgrades to their security/fire alarm and access systems. These systems have been in operation since these facilities were built in 1992, 1994 and 1998. The alarm systems are technologically outmoded and each branch relies on manual keys for entry into secure areas. Conversion to current digital alarm systems and swipe card access will provide more reliable service and bring these three facilities up to the Division standard for keyless access to secure areas.

Project Description

Video cameras are used to monitor and ensure the safety of researchers, staff and storage areas in Bellevue, Bellingham, Cheney, Ellensburg and Olympia. Branches in Bellevue and Ellensburg have no video surveillance systems, while branches in Bellingham, Cheney and Olympia are operating with outmoded systems and limited areas of coverage. Budget and staff reductions over the past 5 years have reduced the Branches' ability to effectively monitor its access and operations. These upgraded video systems will enable the Branches to more effectively monitor and protect their collections, researchers and staff with fewer financial resources. Additionally, a broken security gate in Bellevue needs to be replaced.

Location

City: Bellevue	County: King	Legislative District: 041
City: Bellevue	County: King	Legislative District: 041
City: Bellingham	County: Whatcom	Legislative District: 040
City: Bellingham	County: Whatcom	Legislative District: 040
City: Bellingham	County: Whatcom	Legislative District: 040
City: Cheney	County: Spokane	Legislative District: 006
City: Ellensburg	County: Kittitas	Legislative District: 013
City: Olympia	County: Thurston	Legislative District: 022

Project Type

- Facility Preservation (Minor Works)
- Facility Preservation (Minor Works)
- Facility Preservation (Minor Works)
- Facility Preservation (Minor Works)

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Project Number: 3000032

Project Title: Archives Security, Energy and Access Upgrades

SubProjects

SubProject Number: 3000034

SubProject Title: Puget Sound Branch Environmental System Repair and Monitoring

Growth Management impacts

N/A

Growth Management impacts

N/A

Growth Management impacts

N/A

Growth Management impacts

N/A

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2015-17 Fiscal Period	
			Prior Biennium	Current Biennium	Reapprops	New Approps
057-1	State Bldg Constr-State	89,000				89,000
057-1	State Bldg Constr-State	34,000				34,000
057-1	State Bldg Constr-State	124,000				124,000
057-1	State Bldg Constr-State	465,000				465,000
	Total	712,000	0	0	0	712,000
Future Fiscal Periods						
		<u>2017-19</u>	<u>2019-21</u>	<u>2021-23</u>	<u>2023-25</u>	
057-1	State Bldg Constr-State					
057-1	State Bldg Constr-State					
057-1	State Bldg Constr-State					
057-1	State Bldg Constr-State					
	Total	0	0	0	0	

Operating Impacts

No Operating Impact

No Operating Impact

No Operating Impact

No Operating Impact



2015-2017 CAPITAL BUDGET MINOR WORKS LIST

30000032 Archives Security, Energy and Access Upgrades (Minor Works)

- **30000034 Puget Sound Branch Environmental System Repair and Monitoring**
- **30000035 Americans with Disabilities Act Compliance**
- **30000036 Northwest Branch Lighting and Fire/Smoke Upgrades**
- **30000037 Security and Access Control**

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Report Number: CBS002

Date Run: 9/30/2014 6:49PM

Project Number: 3000033

Project Title: Library-Archives Building predesign and design

Description

Starting Fiscal Year: 2016

Project Class: Program

Agency Priority: 1

Project Summary

The State Archives has been full since 2005. The State Records Center and leased overflow space from the private sector for the Records Center are quickly approaching full capacity. The State Library does not have sufficient space and has been leasing both its primary space and overflow space for over 10 years. The current library facility is located in a privately owned office building not designed or built for library operations. The Secretary of State's Office requests funds to develop a predesign and design for an adequate and functional Library-Archives Building. Heritage Center predesign materials for Library and Archives can be utilized for this project hence design and siting cost analysis can commence quickly.

Project Description**Proposed Project:**The State Archives:

The Archives & Records Management Division of the Office of the Secretary of State maintains two categories of records: long-term archival-quality documents and short-term records.

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 3% of all records created by state government. Temperature and humidity-controlled storage environments are critical to maintain archival records and ensure proper preservation. Fluctuating and unstable temperature and humidity levels have a substantially negative effect on the Archives collections.

The Records Center stores short-term records of state government for fiscal, legal, and administrative needs. These records include inmate files, DSHS/DOH customer files, personnel files, purchasing contracts, payroll records, and other routine administrative records. Such documents constitute the remaining 97% of state government records. These records are maintained until the retention period has expired, usually six to sixty years, and then are shredded and destroyed.

Together, the Archives and the Records Center store over 910 million state government documents.

The State Archives receives an average of 2,500 boxes of archival-quality records each year from state agencies. The State Archives facility on the capital campus, located between Capitol Way and the Highways-Licensing Building, is an underground facility built in 1962 and has been full since 2005. Since then the Archives has been forced to store important archival records at the State Records Center in Tumwater. While the Records Center is secure, it does not have sufficient temperature and humidity controls for long-term preservation of archival records. The building does not meet modern energy efficiency standards.

Over the past 25 years, the Secretary of State's Office anticipated a shortage of archival storage and studied alternatives for additional storage. In 2007, SSB 5882 authorized filing fee surcharges to fund the development, construction and operation of the Washington State Heritage Center. The Heritage Center was intended to co-locate the State Archives and the State Library on the capital campus. Extensive preliminary design, design, and siting studies were completed for the Heritage Center building investing close to \$10 million dollars in this project. Authorization to construct the Heritage Center on the capital campus was never approved.

The Archives division currently leads the Paper Records Reduction Workgroup involving eight of the largest customers (state agencies) to seek alternative storage and retainage options. Although this workgroup has made significant positive impacts, the Records Center and leased storage space are approaching maximum capacity. The records center is working with the Department of Enterprise Services to expand into underutilized state owned space currently occupied by the State Printer adjacent to the records center.

The records center is currently paying approximately \$120,000 a year for leased space in a non-state facility to house the overflow due to the lack of space in the current archives. This space does not meet national archival standards for temperature and storage.

The State Library:

The State Library coordinates services to all libraries in the state, such as regional libraries, community college libraries, higher education academic libraries and libraries in state correctional facilities. Many 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 maintains a collection of research materials focused on Washington state history, natural resources, and government.

Capital Project Request

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Project Number: 3000033

Project Title: Library-Archives Building predesign and design

Description

Until 2001, the State Library was located in the Prichard Building on the capital campus. Following the 2001 earthquake, the Library was moved to a temporary leased location in a privately owned office park in Tumwater. The temporary location is not adequate in size or layout for making the collection available to the public. The square footage of the space is also inadequate forcing the library to lease overflow space for additional storage. Together, the two leases cost over \$1.2 million per year.. The current facility was built as an office building, not a library. Weight restrictions require that most of the collection be placed on the ground floor which is not accessible to the public.

Future Biennia impacts would be for COP payments, moving expenses and operating costs that would be included in a future operating budget request upon completion of the project. The funding sources will be identified in that operating package.

Strategic Plan Support:Co-Location Results in Better Service and Space Usage:

In addition to providing additional space, a new building will allow the State Archives and the State Library to strategically locate together. Co-location will allow the archival and library collections to be maintained at the same location, achieving economies of scale for storage capacity, personnel resources, and preservation technology. Co-location of the collections provides better service to researchers and the public, many of whom currently use both facilities but are forced to shuffle back and forth between locations.

A single facility will allow the two divisions to eliminate redundancies and share resources, such as research and storage space, expert personnel, and collecting and maintaining materials in digital formats. For example, the State Library maintains a collection of rare books and maps from the Territorial era that must be stored in secure temperature and humidity-controlled atmosphere provided for archival documents. Co-locating the resources will be more efficient and more effective for customers as well as the divisions.

Currently the Library and Archives use 115,000 SF of space without room to grow. Consolidation of operations would result in a facility of about 100,000 SF with the ability to grow for the next 20 years based on current use. It would also cut greenhouse gasses by eliminating the eight mile trip between the Library and State Archives for those utilizing both facilities as well as library and archive personnel needing to go to off-site storage facilities.

Facility Needs:

The facility needs for a Library-Archives Building are unusual:

- Storage of boxes is most efficient with either 36' high bay storage, which requires motorized stockpickers for access. Library material can be placed in 10' rolling compact storage. The Records Center in Tumwater currently uses 36' high bay storage with stockpickers.
- Both high bay shelving and compact shelving require particular reinforced floors that can withstand high floor loads. Only the first floor of the current library facility can meet these requirements and is inadequate in both accessibility and space to meet these needs.
- Preservation of archival-quality documents require specific temperature and humidity controls. Fluctuating and unstable temperature and humidity negatively affect the Archives collections. For every 10° increase in temperature, the useful life of paper is cut in half. Conversely, by lowering the temperature by 10°, the expected life of paper is doubled.
- The life span of the building will be indefinite. Archival documents are retained *forever*. So there will be no expectation that, at the end of 20 or 30 years, the building would no longer be needed or in use.

The unique temperature and humidity requirements for a Library-Archives Building, and the indefinite life span of the building, require operating costs and life-cycle costs to be a priority consideration during design and construction. Proper planning, design, and construction that include life-cycle cost analysis and energy efficiency measures will keep the operating costs of the building, and the climate control system in particular, manageable.

The Secretary of State's Office requests funding to develop a predesign, design, and citing option for a Library-Archives Building. The estimated cost is \$750,000. A predesign and design will outline options for location, construction, and financing of a facility that meets the long-term storage, customer-service, and operational needs of the State Archives and State Library.

Governor's Results Washington:

This request provides essential support to the Governor's Results Washington Goal of efficient, effective, and accountable government. The Archives and Library programs maintain multiple facilities throughout the state to ensure access to the State's important legal and historical records for review, inspection and education by individuals spanning many walks of life. These individuals might include, Legislative staff, historians, educators, students, local and state employees, as well as various other Washington residents and visitors. This access provides transparency in decision made by the government as well as providing an opportunity for education.

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Project Title: Library-Archives Building predesign and design

Description

Impact on clients and services:

Co-locating the State Archives and State Library will improve services to researchers and other customers from the general public. For example, researching state government, legislative, or local history, family legacy, and genealogy utilize resources from both divisions. Providing researchers in one location will better serve the public and state government. Co-location will also reduce redundancies for state agencies that submit materials to both divisions.

Alternatives Explored:

The Legislature and Secretary of State's Office planned to construct the Washington State Heritage Center on the capital campus for the State Archives and State Library, but construction was not approved. The only other alternative is to continue to lease costly and insufficient storage space elsewhere in Thurston County.

Effects of Non-Funding:

The State Library is currently in a leased facility. This 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 and layout 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 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 making most of the collection inaccessible to the public without needing staff retrieval.

The Archives center is full resulting in the need to store archival documents in a 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. This is the most significant 1% – 3% of state records. 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.

Relationship to Operating:

This package will allow program efficiencies and lease cost reductions overall for the Library and Archives division of the Secretary of State's Office. Due to the magnitude of the build and potential move of several offices, the Operating impact will likely not be realized until the 19-21 Biennium.

Location

City: Tumwater

County: Thurston

Legislative District: 022

Project Type

New Facilities/Additions (Major Projects)

Growth Management impacts

N/A

New Facility: No

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2015-17 Fiscal Period	
			Prior Biennium	Current Biennium	Reapprops	New Approps
057-1	State Bldg Constr-State	56,178,000				750,000
	Total	56,178,000	0	0	0	750,000
			Future Fiscal Periods			
		<u>2017-19</u>	<u>2019-21</u>	<u>2021-23</u>	<u>2023-25</u>	
057-1	State Bldg Constr-State	55,428,000				

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Report Number: CBS002

Date Run: 9/30/2014 6:49PM

Project Number: 30000033

Project Title: Library-Archives Building predesign and design

Funding				
Total				
	55,428,000	0	0	0

Schedule and Statistics

	<u>Start Date</u>	<u>End Date</u>
Pre-design	07/01/2015	12/01/2015
Design	2/1/2016	10/1/2016
Construction	1/1/2017	6/1/2018

	<u>Total</u>
Gross Square Feet:	159,000
Usable Square Feet:	130,000
Efficiency:	81.8%
Escalated MACC Cost per Sq. Ft.:	190
Construction Type:	Archive Building
Is this a remodel?	Yes
A/E Fee Class:	B
A/E Fee Percentage:	9.77%

Cost Summary

	<u>Escalated Cost</u>	<u>% of Project</u>
Acquisition Costs Total	800,000	1.4%
Consultant Services		
Pre-Schematic Design Services	511,560	0.9%
Construction Documents	0	0.0%
Extra Services	1,665,741	3.0%
Other Services	307,076	0.6%
Design Services Contingency	582,669	1.0%
Consultant Services Total	6,230,951	11.1%
Maximum Allowable Construction Cost(MACC)	30,135,926	
Site work	3,945,113	7.0%
Related Project Costs	912,475	1.6%
Facility Construction	25,278,338	45.0%
GCCM Risk Contingency	0	0.0%
GCCM or Design Build Costs	0	0.0%
Construction Contingencies	3,024,091	5.4%
Non Taxable Items	0	0.0%
Sales Tax	2,884,921	5.1%
Construction Contracts Total	36,044,937	64.2%

Equipment

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Project Number: 30000033

Project Title: Library-Archives Building predesign and design

Cost Summary

	<u>Escalated Cost</u>	<u>% of Project</u>
Equipment		
Equipment	10,248,662	18.2%
Non Taxable Items	0	0.0%
Sales Tax	891,634	1.6%
Equipment Total	11,140,296	19.8%
Art Work Total	75,000	0.1%
Other Costs Total	144,923	0.3%
Project Management Total	1,741,535	3.1%
Grand Total Escalated Costs	56,177,642	
Rounded Grand Total Escalated Costs	56,178,000	

Operating Impacts

No Operating Impact

Cost Estimate Summary

2015-17 Biennium

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Cost Estimate Number: 2
Cost Estimate Title: Library-Archives Building predesign and design
Version: CA Capital Budget Agency Request 17
Project Number: 30000033
Project Title: Library-Archives Building predesign and design
Project Phase Title:

Report Number: CBS003
Date Run: 10/1/2014 2:03PM

Agency Preferred: Yes

Contact Info **Contact Name:** Mark Neary **Contact Number:** 360.902.4186

Statistics

Gross Sq. Ft.: 159,000
 Usable Sq. Ft.: 130,000
 Space Efficiency: 82%
 MACC Cost per Sq. Ft.: 173
 Escalated MACC Cost per Sq. Ft.: 190
 Remodel? Yes
 Construction Type: Archive Building
 A/E Fee Class: B
 A/E Fee Percentage: 9.77%

Schedule **Start Date** **End Date**

Predesign: 07-2015 12-2015
 Design: 02-2016 10-2016
 Construction: 01-2017 06-2018
 Duration of Construction (Months): 17

Cost Summary Escalated

Acquisition Costs Total		800,000
Pre-Schematic Design Services		511,560
Construction Documents		0
Extra Services		1,665,741
Other Services		307,076
Design Services Contingency		582,669
Consultant Services Total		6,230,951
Site work		3,945,113
Related Project Costs		912,475
Facility Construction		25,278,338
Construction Contingencies		3,024,091
Non Taxable Items		0
Sales Tax		2,884,921
Construction Contracts Total		36,044,937
Maximum Allowable Construction Cost(MACC)	30,135,926	
Equipment		10,248,662
Non Taxable Items		0
Sales Tax		891,634
Equipment Total		11,140,296
Art Work Total		75,000
Other Costs Total		144,923
Project Management Total		1,741,535
Grand Total Escalated Costs		56,177,642
Rounded Grand Total Escalated Costs		56,178,000

Additional Details

Alternative Public Works Project: No

Cost Estimate Summary

2015-17 Biennium

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Cost Estimate Number: 2

Report Number: CBS003

Cost Estimate Title: Library-Archives Building predesign and design

Date Run: 10/1/2014 2:03PM

Version: CA Capital Budget Agency Request 17

Agency Preferred: Yes

Project Number: 30000033

Project Title: Library-Archives Building predesign and design

Project Phase Title:

Contact Info

Contact Name: Mark Neary

Contact Number: 360.902.4186

Additional Details

State Construction Inflation Rate:	3.08%
Base Month and Year:	09-2014
Project Administration By:	AGY
Project Admin Impact to DES that is NOT Included in Project Total:	\$0

Cost Estimate Detail

2015-17 Biennium

*

Cost Estimate Number: 2
Cost Estimate Title: Library-Archives Building predesign and design
Detail Title: Library Archives Building
Project Number: 30000033
Project Title: Library-Archives Building predesign and design
Project Phase Title:
Location: Tumwater
Contact Info **Contact Name:** Mark Neary

Analysis Date: September 30, 2014

Contact Number: 360.902.4186

Statistics

Gross Sq. Ft.: 159,000
 Usable Sq. Ft.: 130,000
 Rentable Sq. Ft.: 0
 Space Efficiency: 82%
 Escalated MACC Cost per Sq. Ft.: 190
 Escalated Cost per S. F. Explanation
 Archival and Library space with specialized storage

Construction Type: Archive Building
 Remodel? Yes
 A/E Fee Class: B
 A/E Fee Percentage: 9.77%
 Contingency Rate: 10.00%
 Contingency Explanation

Projected Life of Asset (Years): 75
 Location Used for Tax Rate: Tumwater
 Tax Rate: 8.70%
 Art Requirement Applies: Yes
 Project Administration by: AGY
 Higher Education Institution?: No
 Alternative Public Works?: No

Project Schedule **Start Date** **End Date**

Predesign: 07-2015 12-2015
 Design: 02-2016 10-2016
 Construction: 01-2017 06-2018
 Duration of Construction (Months): 17
 State Construction Inflation Rate: 3.08%
 Base Month and Year: 9-2014

Project Cost Summary

MACC: \$ 27,574,455
 MACC (Escalated): \$ 30,135,926
 Current Project Total: \$ 51,570,989
 Rounded Current Project Total: \$ 51,571,000
 Escalated Project Total: \$ 56,177,642
 Rounded Escalated Project Total: \$ 56,178,000

<u>ITEM</u>	<u>Base Amount</u>	<u>Sub Total</u>	<u>Escalation Factor</u>	<u>Escalated Cost</u>
ACQUISITION COSTS				
Demolition Cost	450,000			
Pre-Site Development	350,000			
Total: Acquisition Costs		800,000	1.0000	800,000
CONSULTANT SERVICES				
<u>Pre-Schematic Design Services</u>				
Programming/Site Analysis	130,000			
Environment Analysis	110,000			
Predesign Study	250,000			
SubTotal: Pre-Schematic Design Services		490,000	1.0440	511,560
<u>Construction Documents</u>				
A/E Basic Design Services				2,044,764
SubTotal: Construction Documents				0
<u>Extra Services</u>				
Civil Design (Above Basic Services)	85,000			
Geotechnical Investigation	45,000			
Commissioning (Systems Check)	85,000			
Site Survey	32,000			
Testing	22,000			
Leadership Energy & Environment Design List(LEED)	145,000			
Voice/Data Consultant	110,000			
Value Engineering Participation & Implementation	22,000			
Constructability Review Participation	18,500			
Environmental Mitigation Services (EIS)	65,000			
Landscape Consultant	85,000			
Arch/Lib Consultant	375,000			
Interior Design Consultant	85,000			
Lighting Consultant	65,000			
Security and Access Control	85,000			
HVAC Consult	125,000			
Exterior Design Consult	45,000			
Public Meetings	20,000			
Models/Renderings	65,000			
SubTotal: Extra Services		1,579,500	1.0546	1,665,741
<u>Other Services</u>				
Bid/Construction/Closeout				918,662
HVAC Balancing	75,000			
Staffing	175,000			
As Builts	30,000			
SubTotal: Other Services		1,198,662	1.0967	307,076
<u>Design Services Contingency</u>				
Design Services Contingency	531,293			
SubTotal: Design Services Contingency		531,293	1.0967	582,669
Total: Consultant Services		5,844,219	1.0662	6,230,951

CONSTRUCTION CONTRACTS

Site work

<u>ITEM</u>	<u>Base Amount</u>	<u>Sub Total</u>	<u>Escalation Factor</u>	<u>Escalated Cost</u>
CONSTRUCTION CONTRACTS				
G10 - Site Preparation	450,000			
G20 - Site Improvements	1,850,000			
G30 - Site Mechanical Utilities	750,000			
G40 - Site Electrical Utilities	625,000			
SubTotal: Site work		3,675,000	1.0735	3,945,113
<u>Related Project Costs</u>				
Offsite Improvements	350,000			
City Utilities Relocation	150,000			
Stormwater Retention/Detention	350,000			
SubTotal: Related Project Costs		850,000	1.0735	912,475
<u>Facility Construction</u>				
A10 - Foundations	750,000			
B10 - Superstructure	3,500,000			
B20 - Exterior Closure	945,000			
B30 - Roofing	740,000			
C10 - Interior Construction	2,850,000			
C20 - Stairs	175,000			
C30 - Interior Finishes	1,750,000			
D10 - Conveying	850,000			
D20 - Plumbing Systems	758,900			
D30 - HVAC Systems	5,555,000			
D40 - Fire Protection Systems	890,555			
D50 - Electrical Systems	2,500,000			
F10 - Special Construction	750,000			
F20 - Selective Demolition	450,000			
General Conditions	135,000			
Other - Archive Vault	450,000			
SubTotal: Facility Construction		23,049,455	1.0967	25,278,338
Maximum Allowable Construction Cost (MACC)		27,574,455	1.0900	30,135,926
<u>Construction Contingencies</u>				
Allowance for Change Orders	2,757,446			
SubTotal: Construction Contingencies		2,757,446	1.0967	3,024,091
Sales Tax		2,638,876	1.0932	2,884,921
Total: Construction Contracts		32,970,777	1.0932	36,044,937
EQUIPMENT				
E10 - Equipment	8,500,000			
E20 - Furnishings	845,000			
SubTotal:		9,345,000	1.0967	10,248,662
Sales Tax		813,015	1.0967	891,634
Total: Equipment		10,158,015	1.0967	11,140,296
ART WORK				
Other - Historical Items	75,000			

<u>ITEM</u>	<u>Base Amount</u>	<u>Sub Total</u>	<u>Escalation Factor</u>	<u>Escalated Cost</u>
ART WORK				
Total: Art Work		75,000	1.0000	75,000
OTHER COSTS				
Hazardous Material Remediation/Removal	135,000			
Total: Other Costs		135,000	1.0735	144,923
PROJECT MANAGEMENT				
Agency Project Management	1,027,978			
Additional Services	110,000			
Eng/Arch Svs	450,000			
Total: Project Management		1,587,978	1.0967	1,741,535