



**SOS**

Office of the Secretary of State

*Kim Wyman*

**2018**

**SUPPLEMENTAL**

**CAPITAL BUDGET**

**October 6, 2107**



Secretary of State

*Kim Wyman*



## **2018 SUPPLEMENTAL CAPITAL BUDGET**

October 4, 2017

### ❖ TAB A

- Capital Project Request (CBS002)
  - 30000033 – Library Archives Building
  - 30000039 – 2018 Supplemental Minor Works
    - 30000040 – WA Talking Book and Braille Library Minor Works
    - 30000041 – State Archives Minor Works



# Secretary of State

*Kim Wyman*

Legislative Building  
PO Box 40220  
Olympia, WA 98504-0220  
Tel: 360.902.4151  
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October 3, 2017

The Honorable Jay Inslee  
Governor of Washington  
P.O. Box 40002  
Olympia, WA 98504-0002

Dear Governor Inslee:

Enclosed, please find the Secretary of State's 2018 Supplemental Operating Budget request.

My Office has four supplemental operating budget requests, a supplemental capital budget request for minor works, and two requests for increased pass through funds for organizations funded through the Office of the Secretary of State.

My first two supplemental operating budget requests are to increase the carryforward budget for the cost of the general election voters' pamphlet and the odd year election reimbursement to counties. The historical carryforward budget for these functions are consistently inadequate to cover these costs.

I am also requesting funding for a statewide primary voters pamphlet in every even year providing our voters with important information regarding all federal and state candidates for partisan and nonpartisan offices running in even-numbered year primaries.

Our Washington State Library is increasing access to, and awareness of, the State Libraries collections. The operating fund has the existing resources to cover the costs associated with these improvements within existing fund balance.

Minor works projects for our Washington Talking Book and Braille Library as well as regional archives facilities in Bellevue, Bellingham and Cheney are also included within this request to help maintain the facilities that protect our states history and provide access to visually impaired library patrons.

TVW and Humanities Washington are funded with state appropriations that pass through our office and both of these entities are in need of an additional supplemental budget request.

Thank you for giving this proposal your careful and positive consideration.

Sincerely,

(signature omitted for electronic version)

Kim Wyman  
Secretary of State

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

2017-19 Biennium

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**Version:** 18 2018 Supplemental Agency Request

**Report Number:** CBS002

**Date Run:** 10/9/2017 9:29AM

**Project Number:** 30000033

**Project Title:** Library-Archives Building

**Project Class:** Program

## Description

**Starting Fiscal Year:** 2016

**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-2021.

**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, 2019.

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

## Description

occurred inside the Archives building. On an annual basis, water and sewage comes in contact with invaluable historical collections. Ideally HVAC equipment 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. 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 June 30, 2019.

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 2018 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 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.

**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](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](http://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	Reappropriations	New Appropriations
057-1	State Bldg Constr-State	24,300,000		300,000		16,000,000
407-6	Secretary State Rev-Non-Appropriated	5,000,000				
COP-1	Certificate of Part-State	49,795,000				
	<b>Total</b>	<b>79,095,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>16,000,000</b>

		Future Fiscal Periods			
		2019-21	2021-23	2023-25	2025-27
057-1	State Bldg Constr-State	8,000,000			
407-6	Secretary State Rev-Non-Appropriated	5,000,000			
COP-1	Certificate of Part-State	49,795,000			
	<b>Total</b>	<b>62,795,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Schedule and Statistics

	Start Date	End Date
<b>Pre-design</b>	07/01/2015	08/01/2016
<b>Design</b>	7/1/2018	2/1/2019
<b>Construction</b>	3/1/2019	3/1/2021

	<u>Total</u>
Gross Square Feet:	222,347
Usable Square Feet:	153,420
Efficiency:	69.0%
Escalated MACC Cost per Sq. Ft.:	247
Construction Type:	Archive Building
Is this a remodel?	No
A/E Fee Class:	B
A/E Fee Percentage:	6.10%

## Cost Summary

	<u>Escalated Cost</u>	<u>% of Project</u>
<b>Acquisition Costs Total</b>	<b>0</b>	<b>0.0%</b>
<b>Consultant Services</b>		
Pre-Schematic Design Services	0	0.0%
Construction Documents	4,523,126	5.4%
Extra Services	4,243,100	5.0%
Other Services	2,103,628	2.5%
Design Services Contingency	573,227	0.7%
<b>Consultant Services Total</b>	<b>11,691,303</b>	<b>13.9%</b>
<b>Maximum Allowable Construction Cost(MACC)</b>	<b>54,976,344</b>	
Site work	1,756,814	2.1%
Related Project Costs	899,290	1.1%
Facility Construction	52,320,240	62.1%
GCCM Risk Contingency	0	0.0%

GCCM or Design Build Costs	0	0.0%
Construction Contingencies	2,822,070	3.4%
Non Taxable Items	0	0.0%
Sales Tax	5,208,517	6.2%
<b>Construction Contracts Total</b>	<b>64,396,220</b>	<b>76.5%</b>
<b>Equipment</b>		
Equipment	5,626,555	6.7%

## Cost Summary

	<u>Escalated Cost</u>	<u>% of Project</u>
<b>Equipment</b>		
Non Taxable Items	0	0.0%
Sales Tax	507,816	0.6%
<b>Equipment Total</b>	<b>6,278,453</b>	<b>7.5%</b>
<b>Art Work Total</b>	<b>274,882</b>	<b>0.3%</b>
<b>Other Costs Total</b>	<b>214,280</b>	<b>0.3%</b>
<b>Project Management Total</b>	<b>1,377,281</b>	<b>1.6%</b>
<b>Grand Total Escalated Costs</b>	<b>84,232,419</b>	
<b>Rounded Grand Total Escalated Costs</b>	<b>84,232,000</b>	

## Operating Impacts

No Operating Impact

**C-100(2016)**  
Version B  
**Quick Start Guide**

**GENERAL INFORMATION**

- 1) The C-100(2016) tool was created to align with the estimating application in the Capital Budgeting System (CBS). The intended use is to enable project managers to communicate their project cost estimates to budget officers in the standard format required for capital project budget requests/submittals to OFM.
- 2) This workbook is protected so that the worksheets within it cannot be moved or deleted in the usual manner. This protection is necessary to ensure that the cost estimate details and formulas align with the estimating application in the Capital Budgeting System.
- 3) The estimating format to develop the maximum allowable construction cost (MACC) is presented in Uniformat II.
- 4) Form-calculated costs such as A/E Basic Design Service fees and Agency Project Management costs are dependent on other estimated project costs such as Acquisition, MACC, Equipment, etc.
- 5) Project estimates generated with this tool are not sufficient for budget request submittals to OFM. Use the Capital Budgeting System to submit capital project budget requests.
- 6) Contact your assigned OFM Capital Budget Analyst for questions regarding the C-100(2016).

[OFM Capital Budget Analyst](#)

**INSTRUCTIONS**

- 1) Only green cells are available for data entry.
- 2) Fill in all known cells in the 'Summary' tab prior to moving on to the cost entry tabs A-G.
- 3) It is recommended, but not required, to fill out cost entry tabs in the following order:  
A. Acquisition, C. Construction Contracts, D. Equipment, G. Other Costs, B. Consultant Services, F. Project Management, then E. Artwork.
- 4) If additional rows are inserted to capture additional project costs, a description must be provided in the Notes column or within Tab H. Additional Notes. Be particularly detailed for additional costs estimated for contingencies and project management.

**FORM-CALCULATED COSTS (FEE CALCULATIONS)**

- 1) A/E Basic Design Services:  $AE\ Fee\ \% \times (MACC + Contingency)$
- 2) Design Services Contingency:  $Contingency\ \% \times Consultant\ Services\ Subtotal$
- 3) Construction Contingency:  $Contingency\ \% \times MACC$
- 4) Artwork:  $0.5\% \times MACC\ Escalated$
- 5) Agency Project Management (Greater than \$1million):  $(AE\ Fee\ \% - 4\%) \times (Acquisition\ Total + Consultant\ Services\ Total + MACC + Construction\ Contingency + Other\ Costs)$

**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	<a href="mailto:Mark.Neary@sos.wa.gov">Mark.Neary@sos.wa.gov</a>	

**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
<a href="#">Sales Tax Rate %</a>	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		

Green cells must be filled in by user

**Project Cost Estimate**

Total Project	<b>\$73,232,020</b>	Total Project Escalated	<b>\$78,794,722</b>
		Rounded Escalated Total	<b>\$78,795,000</b>

**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			
<b>Acquisition Subtotal</b>	<b>\$0</b>	<b>Acquisition Subtotal Escalated</b>	<b>\$0</b>

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		
<b>Consultant Services Subtotal</b>	<b>\$7,483,144</b>	<b>Consultant Services Subtotal Escalated</b>	<b>\$7,936,999</b>

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

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

Artwork			
<b>Artwork Subtotal</b>	<b>\$250,971</b>	<b>Artwork Subtotal Escalated</b>	<b>\$250,971</b>

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

Other Costs			
<b>Other Costs Subtotal</b>	<b>\$200,000</b>	<b>Other Costs Subtotal Escalated</b>	<b>\$211,360</b>

**Project Cost Estimate**

Total Project	<b>\$73,232,020</b>	Total Project Escalated	<b>\$78,794,722</b>
		Rounded Escalated Total	<b>\$78,795,000</b>

## Cost Estimate Details

Acquisition Costs					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Purchase/Lease					
Appraisal and Closing					
Right of Way					
Demolition					
Pre-Site Development					
Other					
Insert Row Here					
<b>ACQUISITION TOTAL</b>	<b>\$0</b>		NA	<b>\$0</b>	

Green cells must be filled in by user

## Cost Estimate Details

Consultant Services					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Pre-Schematic Design Services</b>					
Programming/Site Analysis					
Environmental Analysis					
Predesign Study					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$0</b>		<b>1.0280</b>	<b>\$0</b>	Escalated to Design Start
<b>2) Construction Documents</b>					
A/E Basic Design Services	\$2,095,306				69% of A/E Basic Services
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$2,095,306</b>		<b>1.0568</b>	<b>\$2,214,320</b>	Escalated to Mid-Design
<b>3) Extra Services</b>					
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				
<b>Sub TOTAL</b>	<b>\$4,090,129</b>		<b>1.0568</b>	<b>\$4,322,449</b>	Escalated to Mid-Design
<b>4) Other Services</b>					
Bid/Construction/Closeout	\$941,369				31% of A/E Basic Services
HVAC Balancing					
Staffing					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$941,369</b>		<b>1.0790</b>	<b>\$1,015,738</b>	Escalated to Mid-Const.
<b>5) Design Services Contingency</b>					
Design Services Contingency	\$356,340				
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$356,340</b>		<b>1.0790</b>	<b>\$384,492</b>	Escalated to Mid-Const.
<b>CONSULTANT SERVICES TOTAL</b>					
	<b>\$7,483,144</b>			<b>\$7,936,999</b>	

Green cells must be filled in by user

## Cost Estimate Details

Construction Contracts					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Site Work</b>					
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					
<b>Sub TOTAL</b>	<b>\$1,670,292</b>		<b>1.0568</b>	<b>\$1,765,165</b>	
<b>2) Related Project Costs</b>					
Offsite Improvements					
City Utilities Relocation					
Parking Mitigation					
Stormwater Retention/Detention	\$855,000				
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$855,000</b>		<b>1.0568</b>	<b>\$903,564</b>	
<b>3) Facility Construction</b>					
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					
<b>Sub TOTAL</b>	<b>\$44,045,907</b>		<b>1.0790</b>	<b>\$47,525,534</b>	
<b>4) Maximum Allowable Construction Cost</b>					
<b>MACC Sub TOTAL</b>	<b>\$46,571,199</b>			<b>\$50,194,263</b>	

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

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					
<b>Sub TOTAL</b>	<b>\$5,239,365</b>		<b>1.0790</b>	<b>\$5,653,275</b>	
<b>1) Non Taxable Items</b>					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$0</b>		<b>1.0790</b>	<b>\$0</b>	
<b>Sales Tax</b>					
<b>Sub TOTAL</b>	<b>\$466,303</b>			<b>\$503,142</b>	
<b>EQUIPMENT TOTAL</b>					
<b>EQUIPMENT TOTAL</b>	<b>\$5,705,668</b>			<b>\$6,156,417</b>	

Green cells must be filled in by user

## Cost Estimate Details

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

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					
<b>PROJECT MANAGEMENT TOTAL</b>	<b>\$1,250,482</b>		<b>1.0790</b>	<b>\$1,349,271</b>	

Green cells must be filled in by user

## 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					
<b>OTHER COSTS TOTAL</b>	<b>\$200,000</b>		<b>1.0568</b>	<b>\$211,360</b>	

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**C-100(2016)**  
**Additional Notes**

**Tab A. Acquisition**

<i>Insert Row Here</i>

**Tab B. Consultant Services**

<i>Insert Row Here</i>

**Tab C. Construction Contracts**

<i>Insert Row Here</i>

**Tab D. Equipment**

<i>Insert Row Here</i>

**Tab E. Artwork**

<i>Insert Row Here</i>

**Tab F. Project Management**

<i>Insert Row Here</i>

**Tab G. Other Costs**

<i>Insert Row Here</i>

**C-100(2016)**  
Version B  
**Quick Start Guide**

**GENERAL INFORMATION**

- 1) The C-100(2016) tool was created to align with the estimating application in the Capital Budgeting System (CBS). The intended use is to enable project managers to communicate their project cost estimates to budget officers in the standard format required for capital project budget requests/submittals to OFM.
- 2) This workbook is protected so that the worksheets within it cannot be moved or deleted in the usual manner. This protection is necessary to ensure that the cost estimate details and formulas align with the estimating application in the Capital Budgeting System.
- 3) The estimating format to develop the maximum allowable construction cost (MACC) is presented in Uniformat II.
- 4) Form-calculated costs such as A/E Basic Design Service fees and Agency Project Management costs are dependent on other estimated project costs such as Acquisition, MACC, Equipment, etc.
- 5) Project estimates generated with this tool are not sufficient for budget request submittals to OFM. Use the Capital Budgeting System to submit capital project budget requests.
- 6) Contact your assigned OFM Capital Budget Analyst for questions regarding the C-100(2016).

[OFM Capital Budget Analyst](#)

**INSTRUCTIONS**

- 1) Only green cells are available for data entry.
- 2) Fill in all known cells in the 'Summary' tab prior to moving on to the cost entry tabs A-G.
- 3) It is recommended, but not required, to fill out cost entry tabs in the following order:  
A. Acquisition, C. Construction Contracts, D. Equipment, G. Other Costs, B. Consultant Services, F. Project Management, then E. Artwork.
- 4) If additional rows are inserted to capture additional project costs, a description must be provided in the Notes column or within Tab H. Additional Notes. Be particularly detailed for additional costs estimated for contingencies and project management.

**FORM-CALCULATED COSTS (FEE CALCULATIONS)**

- 1) A/E Basic Design Services:  $AE\ Fee\ \% \times (MACC + Contingency)$
- 2) Design Services Contingency:  $Contingency\ \% \times Consultant\ Services\ Subtotal$
- 3) Construction Contingency:  $Contingency\ \% \times MACC$
- 4) Artwork:  $0.5\% \times MACC\ Escalated$
- 5) Agency Project Management (Greater than \$1million):  $(AE\ Fee\ \% - 4\%) \times (Acquisition\ Total + Consultant\ Services\ Total + MACC + Construction\ Contingency + Other\ Costs)$

**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	<a href="mailto:Mark.Neary@sos.wa.gov">Mark.Neary@sos.wa.gov</a>	

**Statistics**

Gross Square Feet	222,347	MACC per Square Foot	\$209
Usable Square Feet	153,420	Escalated MACC per Square Foot	\$231
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
<a href="#">Sales Tax Rate %</a>	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-18	Design End	July-19
Construction Start	March-19	Construction End	March-21
Construction Duration	24 Months		

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**Project Cost Estimate**

Total Project	<b>\$73,238,346</b>	Total Project Escalated	<b>\$80,711,933</b>
		Rounded Escalated Total	<b>\$80,712,000</b>

**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			
<b>Acquisition Subtotal</b>	<b>\$0</b>	<b>Acquisition Subtotal Escalated</b>	<b>\$0</b>

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		
<b>Consultant Services Subtotal</b>	<b>\$7,483,144</b>	<b>Consultant Services Subtotal Escalated</b>	<b>\$8,063,742</b>

Construction			
GC/CM Risk Contingency	\$0		
GC/CM or D/B Costs	\$4,673,936		
Construction Contingencies	\$2,328,560	Construction Contingencies Escalated	\$2,576,785
Maximum Allowable Construction Cost (MACC)	\$46,571,199	Maximum Allowable Construction Cost (MACC) Escalated	\$51,459,426
Sales Tax	\$4,768,059	Sales Tax Escalated	\$5,269,547
<b>Construction Subtotal</b>	<b>\$58,341,754</b>	<b>Construction Subtotal Escalated</b>	<b>\$64,477,936</b>

Equipment			
Equipment	\$5,239,365		
Sales Tax	\$466,303		
Non-Taxable Items	\$0		
<b>Equipment Subtotal</b>	<b>\$5,705,668</b>	<b>Equipment Subtotal Escalated</b>	<b>\$6,313,894</b>

Artwork			
<b>Artwork Subtotal</b>	<b>\$257,297</b>	<b>Artwork Subtotal Escalated</b>	<b>\$257,297</b>

Agency Project Administration			
Agency Project Administration Subtotal	\$1,250,482		
DES Additional Services Subtotal	\$0		
Other Project Admin Costs	\$0		
<b>Project Administration Subtotal</b>	<b>\$1,250,482</b>	<b>Project Administration Subtotal Escalated</b>	<b>\$1,383,784</b>

Other Costs			
<b>Other Costs Subtotal</b>	<b>\$200,000</b>	<b>Other Costs Subtotal Escalated</b>	<b>\$215,280</b>

Project Cost Estimate			
Total Project	<b>\$73,238,346</b>	Total Project Escalated	<b>\$80,711,933</b>
		Rounded Escalated Total	<b>\$80,712,000</b>

## Cost Estimate Details

Acquisition Costs					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Purchase/Lease					
Appraisal and Closing					
Right of Way					
Demolition					
Pre-Site Development					
Other					
Insert Row Here					
<b>ACQUISITION TOTAL</b>	<b>\$0</b>		NA	<b>\$0</b>	

Green cells must be filled in by user

## Cost Estimate Details

Consultant Services					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Pre-Schematic Design Services</b>					
Programming/Site Analysis					
Environmental Analysis					
Predesign Study					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$0</b>		<b>1.0568</b>	<b>\$0</b>	Escalated to Design Start
<b>2) Construction Documents</b>					
A/E Basic Design Services	\$2,095,306				69% of A/E Basic Services
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$2,095,306</b>		<b>1.0715</b>	<b>\$2,245,121</b>	Escalated to Mid-Design
<b>3) Extra Services</b>					
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				
<b>Sub TOTAL</b>	<b>\$4,090,129</b>		<b>1.0715</b>	<b>\$4,382,574</b>	Escalated to Mid-Design
<b>4) Other Services</b>					
Bid/Construction/Closeout	\$941,369				31% of A/E Basic Services
HVAC Balancing					
Staffing					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$941,369</b>		<b>1.1066</b>	<b>\$1,041,720</b>	Escalated to Mid-Const.
<b>5) Design Services Contingency</b>					
Design Services Contingency	\$356,340				
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$356,340</b>		<b>1.1066</b>	<b>\$394,327</b>	Escalated to Mid-Const.
<b>CONSULTANT SERVICES TOTAL</b>					
	<b>\$7,483,144</b>			<b>\$8,063,742</b>	

Green cells must be filled in by user

## Cost Estimate Details

Construction Contracts					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Site Work</b>					
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					
<b>Sub TOTAL</b>	<b>\$1,670,292</b>		<b>1.0764</b>	<b>\$1,797,903</b>	
<b>2) Related Project Costs</b>					
Offsite Improvements					
City Utilities Relocation					
Parking Mitigation					
Stormwater Retention/Detention	\$855,000				
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$855,000</b>		<b>1.0764</b>	<b>\$920,322</b>	
<b>3) Facility Construction</b>					
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					
<b>Sub TOTAL</b>	<b>\$44,045,907</b>		<b>1.1066</b>	<b>\$48,741,201</b>	
<b>4) Maximum Allowable Construction Cost</b>					
<b>MACC Sub TOTAL</b>	<b>\$46,571,199</b>			<b>\$51,459,426</b>	

<b>5) GCCM Risk Contingency</b>			
GCCM Risk Contingency			
Other			
Insert Row Here			
<b>Sub TOTAL</b>	<b>\$0</b>	<b>1.1066</b>	<b>\$0</b>
<b>6) GCCM or Design Build Costs</b>			
GCCM Fee	\$1,962,633		
Bid General Conditions	\$2,000,000		
GCCM Preconstruction Services	\$711,303		
Other			
Insert Row Here			
<b>Sub TOTAL</b>	<b>\$4,673,936</b>	<b>1.1066</b>	<b>\$5,172,178</b>
<b>7) Construction Contingency</b>			
Allowance for Change Orders	\$2,328,560		
Other			
Insert Row Here			
<b>Sub TOTAL</b>	<b>\$2,328,560</b>	<b>1.1066</b>	<b>\$2,576,785</b>
<b>8) Non-Taxable Items</b>			
Other			
Insert Row Here			
<b>Sub TOTAL</b>	<b>\$0</b>	<b>1.1066</b>	<b>\$0</b>
<b>Sales Tax</b>			
<b>Sub TOTAL</b>	<b>\$4,768,059</b>		<b>\$5,269,547</b>
<b>CONSTRUCTION CONTRACTS TOTAL</b>	<b>\$58,341,754</b>		<b>\$64,477,936</b>

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					
<b>Sub TOTAL</b>	<b>\$5,239,365</b>		<b>1.1066</b>	<b>\$5,797,882</b>	
<b>1) Non Taxable Items</b>					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$0</b>		<b>1.1066</b>	<b>\$0</b>	
<b>Sales Tax</b>					
<b>Sub TOTAL</b>	<b>\$466,303</b>			<b>\$516,012</b>	
<b>EQUIPMENT TOTAL</b>					
<b>EQUIPMENT TOTAL</b>	<b>\$5,705,668</b>			<b>\$6,313,894</b>	

Green cells must be filled in by user

## Cost Estimate Details

Artwork					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Project Artwork	\$257,297				0.5% of Escalated MACC for new construction
Higher Ed Artwork	\$0				0.5% of Escalated MACC for new and renewal construction
Other					
Insert Row Here					
<b>ARTWORK TOTAL</b>	<b>\$257,297</b>		<b>NA</b>	<b>\$257,297</b>	

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					
<b>PROJECT MANAGEMENT TOTAL</b>	<b>\$1,250,482</b>		<b>1.1066</b>	<b>\$1,383,784</b>	

Green cells must be filled in by user

## 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					
<b>OTHER COSTS TOTAL</b>	<b>\$200,000</b>		<b>1.0764</b>	<b>\$215,280</b>	

Green cells must be filled in by user

**C-100(2016)**  
**Additional Notes**

**Tab A. Acquisition**

*Insert Row Here*

**Tab B. Consultant Services**

*Insert Row Here*

**Tab C. Construction Contracts**

*Insert Row Here*

**Tab D. Equipment**

*Insert Row Here*

**Tab E. Artwork**

*Insert Row Here*

**Tab F. Project Management**

*Insert Row Here*

**Tab G. Other Costs**

*Insert Row Here*



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](mailto:greg.griffith@dahp.wa.gov).

Sincerely,

A handwritten signature in blue ink that reads "Greg Griffith". The signature is written in a cursive style with a large, sweeping "G" and "G".

Gregory Griffith  
Deputy State Historic Preservation Officer

C: Mary Grace Jennings, DES



## Expected Use of Bond/COP Proceeds

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

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.

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

2017-19 Biennium

\*

Version: 18 2018 Supplemental Agency Request

Report Number: CBS002

Date Run: 10/9/2017 9:29AM

Project Number: 30000039

Project Title: 2018 Supplemental Minor Works

Project Class: Preservation

**Description**

Starting Fiscal Year: 2019

Agency Priority: 2

**Project Summary**

Request for minor works funding for two (2) divisions of the Office of the Secretary of State. Those divisions are the State Library, specifically the Washington Talking Book and Braille Library (WTBBL), and the Archives division.

**Project Description**

The Office of the Secretary of State (OSOS) is requesting funds to complete, and/or repair three (3) pressing capital projects at regional archival storage facilities located in Bellevue, Bellingham and Cheney.

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 facility housing WTBBL is located in the Denny Triangle/South Lake Union neighborhood of Seattle and contains both the library and distribution facilities serving a statewide population.

**Project Type**

Facility Preservation (Minor Works)

**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	446,269				446,269
	<b>Total</b>	<b>446,269</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>446,269</b>
		<b>Future Fiscal Periods</b>				
		<b>2019-21</b>	<b>2021-23</b>	<b>2023-25</b>	<b>2025-27</b>	
057-1	State Bldg Constr-State					
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Operating Impacts**

Total one time start up and ongoing operating costs

**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 facility housing WTBBL is located in the Denny Triangle/South Lake Union neighborhood of Seattle and contains both the library and distribution facilities serving a statewide population.

## Project Description

### Identify the problem or opportunity addressed. Why is this request a priority?

The current flooring at WTBBL was installed in 1996 and is worn and a safety hazard, especially for those with visual and physical disabilities. The current flooring is slippery, uneven, and full of surface inconsistencies, including snags that may catch on wheelchair wheels, canes, and other assistive devices, due to degradation of underlayment material in both the carpet and linoleum surfaces, creating safety hazards. Lastly, worn and permanently stained carpet will be replaced with linoleum in the staff and client break room providing for a more sanitary and easier to maintain surface.

The request includes removal and disposal of old flooring, laying of new flooring, replacement of all floor base and transition strips, and leveling of floors where linoleum is installed. The replacement flooring will meet all current LEED building standards in order to provide a safe and environmentally friendly workplace both during installation and for the life of the flooring. The divider wall at WTBBL is 24 feet long and 9 feet wide with eight panels. It was installed in 1996 and divides the public meeting room with the staff break room. The dividing wall is opened during numerous events held at the Library as a part of its outreach and educational mission.

The moveable divider wall is worn out and a safety hazard, especially for those with visual and physical disabilities. The divider wall covering is degenerating and is very tacky when touched. For WTBBL's sight impaired patrons and staff, the current condition of the doors provides a dangerous surface which inhibit movement and can lead to someone falling through an opening in the wall divider since it is not properly closing. The door mechanisms are beyond repair and have become very hard to open and close.

The request includes removal and disposal of the old panel door system, refurbishing of the existing track and trolley system, and replacement of the top sweep seals, bottom mechanical seals, expandable closure, lead wall jamb, panel surfaces, and acoustical pocket doors.

### 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.

Replace carpeting and linoleum throughout the main floor of the WTBBL facility. The project would start in September 2018 and be completed in 20 days.

The wall project will replace and aging and failing room divider system. It must be done as a single project and cannot be phased in. The project would commence in August 2018 and complete within five days.

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

The current flooring has reached its end of life and is becoming a safety hazard, especially to the particular community of Washingtonians served by WTBBL, the visually impaired and those with disabilities. Minor repairs have been undertaken over time, but they are costly and only stave off the fact the flooring is worn and in critical need of replacement. The divider wall would continue to fail until it could no longer be operational.

### 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.

As noted, WTBBL serves a large population in the state of Washington. Those directly impacted by the failing floor covering includes the staff and hundreds of monthly visitors to the facility. The two rooms combined when the wall divider is open for numerous uses by clientele, public, and staff of the library.

### 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? No. 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.

This request is essential for the safety and proper maintenance of this facility which is at the core of WTBBLs mission and outreach.

### 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](#).

None

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



**SubProject Number:** 30000041  
**SubProject Title:** State Archives Minor Works  
**SubProject Class:** Preservation

**OFM**

**085 - Office of the Secretary of State  
Capital Project Request  
2017-19 Biennium**

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**Project Number:** 30000039  
**Project Title:** 2018 Supplemental Minor Works

**Project Class:** Preservation

**SubProjects**

**SubProject Number:** 30000041  
**SubProject Title:** State Archives Minor Works  
**SubProject Class:** Preservation

**Starting Fiscal Year:** 2019  
**Agency Priority:** 2

**Project Summary**

The Office of the Secretary of State (OSOS) is requesting funds to complete, and/or repair three (3) pressing capital projects at regional archival storage facilities located in Bellevue, Bellingham and Cheney.

**Project Description**

OSOS is requesting funds to complete, and/or repair three (3) pressing capital projects at regional facilities located in Bellevue, Bellingham and Cheney.

Bellevue (\$60,390): OSOS was notified in August 2017, that the 10-ton chiller installed in 2005 had a failed compressor on one line and several refrigerant leaks on the other circuit. The chiller is responsible for maintaining the archival storage environment for the long-term preservation of the state's legal and historical records in this facility. Bellevue College facility staff that perform the maintenance on the unit, suggest that the chiller needs to be quickly replaced to increase functionality, uptime, energy efficiency, and serviceability.

Bellingham (\$46,420): During the 2015-2017 biennium, the Office received capital budget minor works funds to install an ethylene propylene diene monomer (EPDM) rubber roof and re-caulk the parapet wall to fix active leaks at the facility. During the roof replacement, Western Washington University (WWU) facilities staff found that existing metal wall panels located on the roof but outside the scope of the roof replacement project, needed to be re-caulked. The funds requested by this package would fund the replacement of caulking and backer rods to mitigate further maintenance problems and roof leaks.

Cheney (\$165,660): In January 2017 a series of water leaks, fire suppression defects, and other issues were identified by Eastern Washington University (EWU) staff that needed immediate emergency repairs. EWU stopped the leaks as quickly as possible and began putting together plans for more permanent solutions to the various issues.

By March 2017, EWU provided a rough order of magnitude for the repairs and OSOS received \$205,000 from the Governor's emergency repair fund to begin. EWU staff repaired what they could and contracted with a design and consulting firm for the remainder of the work. Because of the design work needed, many of the repairs were not completed by the end of the 2017 biennium. The emergency repairs on the leaks were completed, but for the longer-term fixes additional funds are needed.

Examples of work still needing funding to complete include:

- Cross connecting ductwork;
- Designing the HVAC equipment to shut down during some fire alarms;
- Correct high temperature over-pressurization in the heating water system;
- Update the emergency system to meet current code;
- Move existing chiller to the generator backed up standby power system;
- Update FM-200 and dry-pipe sensors in vaults.

**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.**

This request will result in the installation of a new 10-ton chiller in Bellevue, a final leak mitigation project to support a recent roof replacement in Bellingham, and several projects to stabilize the fire suppression system and repair leaks in Cheney. All work will be completed between July 2017 and June 2018. Projects are small and do not need to be phased.

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

Bellevue: Replaces a failing 10-ton chiller. If no action is taken, the facility will not be able to provide archival storage conditions for the state's important legal and historical records.

Bellingham: Seals the last remaining structure on a recently installed new roof. If no action is taken leaks may occur from this one section not sealed on a newly installed roof.

Cheney: Completes repairs begun with Governor's emergency funds during FY 2017. If no action is taken leaks may continue and faulty equipment will continue to create false fire alarms that compromise the security of the records and facility.

**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.**

No clientele will be impacted by this request.

**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?**

No.

**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?**

No.

**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 analysis as appropriate.**

This project supports the Archives goal of collecting and preserving the state's important legal and historical records from all state and local government agencies.

**Location**

<b>City:</b> Bellevue	<b>County:</b> King	<b>Legislative District:</b> 041
<b>City:</b> Bellingham	<b>County:</b> Whatcom	<b>Legislative District:</b> 040
<b>City:</b> Cheney	<b>County:</b> Spokane	<b>Legislative District:</b> 006

**Project Type**

Facility Preservation (Minor Works)

**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	272,470				272,470
	<b>Total</b>	<b>272,470</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>272,470</b>
<b>Future Fiscal Periods</b>						
		2019-21	2021-23	2023-25	2025-27	
057-1	State Bldg Constr-State					
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Operating Impacts**

**No Operating Impact**

**Narrative**

These are capital minor works projects that have no impact on operating costs.



**NORTHWEST ARCHITECTURAL PRODUCTS, INC.**

**PROPOSAL**

September 8, 2017

To: Washington Talking Book & Braille Library  
Attn: Rocio Vargas

Project: Operable Partition Replacement

Architect: N/A

We propose to furnish and install per site visit:

**Operable Partition**

Quantity One (1) Moderco Signature Series operable partition 24'-4" w 8'-11 1/4" h (8 panels) with STC 49, top sweep seals, bottom mechanical seals, expandable closure, lead wall jamb, steel panel faces, acoustical pocket doors and standard vinyl finish. These panels will be prepped to hand from existing track and trolley system. In addition, the pricing includes removal and disposal of the existing partition system. One operable partition as described above for an

**INSTALLED LUMP SUM .....\$ 15,639.00 + Tax**

If new partition can close off to back of pocket and pocket doors removed  
DEDUCT <\$ 2,500.00>

Note: Installation to be completed by Andrew Norton with Operable Partition Services LLC.

We will provide our standard 2M insurance with your name listed as primary additional insured. The price is good for 60 days and is subject to review after that time. Sales tax is not included. Terms: 50% down, remainder on completion. Lead Time: 8-10 weeks

Sincerely

Bryce E. Williams

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

**Sales • Installation • Service**

**18717 236th Ave NE, Woodinville, WA, 98077 • Phone: 425-967-4444 • Fax: 425-776-7697 • [www.nw-ap.com](http://www.nw-ap.com)**

## GREAT FLOORS - Commercial Sales

9021 SOUTH 180<sup>TH</sup> ST, KENT, WA – PH (206) 241-0229 FAX (206) 241-2699

To: The State of Washington Attn: Patrick McDonald
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Site: WTBBL Seattle, WA
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Per job walk and discussions:

This is a best guess quote based on discussions to date

Per Naspo Contract 03916 – NASPO ValuePoint Flooring Covering and Installation

Interface Syncopation carpet tile	1764	sy	\$23.00	\$40,572.00
carpet removal	1519	sy	\$4.50	\$6,835.50
carpet disposal	1519	sy	\$1.10	\$1,670.90
furniture lift system/furniture moving	1764	sy	\$18.00	\$31,752.00
transition strips and labor	48	lf	\$3.75	\$180.00
furnish and install lvt 18x36 color #1	486	sf	\$6.30	\$3,061.80
furnish and install lvt 18x36 color #2	486	sf	\$6.30	\$3,061.80
cove base installation	3000	lf	\$1.25	\$3,750.00
4" rubber cove base with toe	2880	lf	\$1.00	\$2,880.00
6" rubber base with toe	120	lf	\$1.10	\$132.00
Floor patch at LVT	7	bg	\$95.00	\$665.00
floor patch at carpet	60	bg	\$95.00	\$5,700.00
after hours at 1.50%	1	ea	\$23,062.35	\$23,062.35
20% project management fee	1	ea	\$19,045.00	\$19,045.00

subtotal:	\$142,368.35
10.1% tax	\$14,379.20
total:	\$156,747.56

Not included is packing and unpacking books, disassembling and reassembling of shelves if necessary, packing up personal items on desks, and connecting and reconnecting data and electrical.

**INCLUSIONS:** Unless otherwise noted the following items are included: transitions, adhesives, sundries.

**EXCLUSIONS:** Any items not listed on this document are not included in this bid proposal. Additionally, unless otherwise noted above, the following items are specifically excluded: bonds, taxes, furniture moving, demo and removal, floor and wall prep, cleaning, waxing, sealing, protection, concrete moisture testing, concrete moisture mitigation, underlayments, hoisting, patching, after hours/weekend work, union labor. Bid valid 30 days

**TERMS:** Payment, net 30 days. All floor covering to be installed per manufacturer's installation instructions. Conditions set forth in this proposal are binding unless otherwise negotiated and mutually agreed upon  
**WASHINGTON CONTRACTORS LICENSE #GREATF\*955D4.**

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**Acknowledgement and Agreement:** The undersigned accepts, agrees to, and acknowledges all terms and conditions set forth in this proposal.

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Signature:

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Thank you for the opportunity to be of service!

Printed Name:

---

John Scott

Title:

---

Account Representative, Great Floors

Date:

---

Commercial Sales

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