SECTION C

APPENDICES

APPENDIX 1: PREDESIGN CHECKLIST AND OUTLINE

A predesign should include the content detailed here. OFM will approve limited scope predesigns on a case-by-case basis.

Executive summary

- Problem statement, opportunity or program requirement
  - ☐ Identify the problem, opportunity or program requirement that the project addresses and how it will be accomplished.
  - ☐ Identify and explain the statutory or other requirements that drive the project's operational programs and how these affect the need for space, location or physical accommodations. Include anticipated caseload projections (growth or decline) and assumptions, if applicable.
  - ☐ Explain the connection between the agency's mission, goals and objectives; statutory requirements; and the problem, opportunity or program requirements.
  - ☐ Describe in general terms what is needed to solve the problem.
  - ☐ Include any relevant history of the project, including previous predesigns or budget funding requests that did not go forward to design or construction.
- Analysis of alternatives (including the preferred alternative)
  - ☐ Describe all alternatives that were considered, including the preferred alternative. Include:
    - ☐ A no action alternative.
    - ☐ Advantages and disadvantages of each alternative. Please include a high-level summary table with your analysis that compares the alternatives, including the anticipated cost for each alternative.
    - ☐ Cost estimates for each alternative:
      - ☐ Provide enough information so decision makers have a general understanding of the costs.
      - ☐ Complete OFM's Life Cycle Cost Model (RCW 39.35B.050).
    - ☐ Schedule estimates for each alternative. Estimate the start, midpoint and completion dates.
- Detailed analysis of preferred alternative
  - ☐ Nature of space – how much of the proposed space will be used for what purpose (i.e., office, lab, conference, classroom, etc.)
  - ☐ Occupancy numbers.
  - ☐ Basic configuration of the building, including square footage and the number of floors.
  - ☐ Space needs assessment. Identify the guidelines used.
  - ☐ Site analysis:
    - ☐ Identify site studies that are completed or under way and summarize their results.
    - ☐ Location.

- ☐ Building footprint and its relationship to adjacent facilities and site features. Provide aerial view, sketches of the building site and basic floorplans.
- ☐ Water rights and water availability.
- ☐ Stormwater requirements.
- ☐ Ownership of the site, easements, and any acquisition issues.
- ☐ Property setback requirements.
- ☐ Potential issues with the surrounding neighborhood, during construction and ongoing.
- ☐ Utility extension or relocation issues.
- ☐ Potential environmental impacts.
- ☐ Parking and access issues, including improvements required by local ordinances, local road impacts and parking demand.
- ☐ Impact on surroundings and existing development with construction lay-down areas and construction phasing.

☐ Consistency with applicable long-term plans (such as the Thurston County and Capitol campus master plans and agency or area master plans) as required by RCW 43.88.110.

☐ Consistency with other laws and regulations:

- ☐ High-performance public buildings (Chapter 39.35D RCW).
- ☐ State efficiency and environmental performance, if applicable (Executive Order 20-01).
- ☐ State energy standards for clean buildings (RCW 19.27A.210).
- ☐ Compliance with required vehicle charging capability for new buildings that provide on-site parking (RCW 19.27.540).
- ☐ Greenhouse gas emissions reduction policy (RCW 70.235.070).
- ☐ Archeological and cultural resources (Executive Order 05-05 and Section 106 of the National Historic Preservation Act of 1966). If mitigation is anticipated, please note this in the predesign with narrative about how mitigation is worked into the project schedule and budget.
- ☐ Americans with Disabilities Act (ADA) implementation (Executive Order 96-04).
- ☐ Compliance with planning under Chapter 36.70A RCW, as required by RCW 43.88.0301.
- ☐ Information required by RCW 43.88.0301(1).
- ☐ Other codes or regulations.

☐ Identify problems that require further study. Evaluate identified problems to establish probable costs and risk.

☐ Identify significant or distinguishable components, including major equipment and ADA requirements in excess of existing code.

☐ Identify planned technology infrastructure and other related IT investments that affect the building plans.

☐ Identify any site-related and/or physical security measures for the project.

☐ Describe planned commissioning to ensure systems function as designed.

☐ Describe any future phases or other facilities that will affect this project.

☐ Provide a comparative discussion of the pros and cons of the project delivery methods considered for this project, and offer a recommendation of proposed procurement method for the preferred alternative. The proposed method of project delivery must be justified.

- ☐ Describe how the project will be managed within the agency.
- ☐ Schedule.
  - ☐ Provide a high-level milestone schedule for the project, including key dates for budget approval, design, bid, acquisition, construction, equipment installation, testing, occupancy and full operation.
  - ☐ Incorporate value-engineering analysis and constructability review into the project schedule, as required by RCW 43.88.110(5)(c).
    - ☐ Describe factors that may delay the project schedule.
    - ☐ Describe the permitting or local government ordinances or neighborhood issues (such as location or parking compatibility) that could affect the schedule.
    - ☐ Identify when the local jurisdiction will be contacted and whether community stakeholder meetings are a part of the process.

- Project budget analysis for the preferred alternative
  - ☐ Cost estimate.
    - ☐ Major assumptions used in preparing the cost estimate.
    - ☐ Summary table of Uniformat Level II cost estimates.
    - ☐ The C-100.
  - ☐ Proposed funding.
    - ☐ Identify the fund sources and expected receipt of the funds.
    - ☐ If alternatively financed, such as through a COP, provide the projected debt service and fund source. Include the assumptions used for calculating finance terms and interest rates.
  - ☐ Facility operations and maintenance requirements.
    - ☐ Define the anticipated impact of the proposed project on the operating budget for the agency or institution. Include maintenance and operating assumptions (including FTEs) and moving costs.
    - ☐ Show five biennia of capital and operating costs from the time of occupancy, including an estimate of building repair, replacement and maintenance.
    - ☐ Identify the agency responsible for ongoing maintenance and operations, if not maintained by the owner.
  - ☐ Clarify whether furniture, fixtures and equipment are included in the project budget. If not included, explain why.

Predesign appendices

- ☐ Completed Life Cycle Cost Model.
- ☐ A letter from DAHP.
- ☐ Title report for projects including proposed acquisition.