

# CAPITOL CAMPUS DESIGN ADVISORY COMMITTEE HANDBOOK



APPROVED  
SEPTEMBER 18, 2014





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## **INTRODUCTION**

The Capitol Campus Design Advisory Committee (CCDAC) developed and adopted the CCDAC Handbook to identify its source of authority; describe its role and responsibilities and establish its operating procedures. The CCDAC Handbook will guide the Department of Enterprise Services in its interaction with CCDAC and will facilitate effective and efficient development of high quality design advice to guide Enterprise Services and the State Capitol Committee with Capitol Campus facility decisions. For a list of the current CCDAC membership, please visit the CCDAC website at: <http://des.wa.gov/about/Committees/CCDAC/Pages/default.aspx>.

## **SCOPE OF RESPONSIBILITY**

The State Legislature established the CCDAC permanently on June 5, 1990 ([SSB 5935](#)). Prior to that, CCDAC existed as an advisory committee to the Department of General Administration under an [EXECUTIVE ORDER 84-09](#) on May 16, 1984 and in the 1988 Supplemental Capital Budget Bill [SSB 6763](#).

CCDAC is a nine-member committee composed of four legislators, the Secretary of State, and four design professionals representing multiple disciplines. CCDAC's purpose is to advise the State Capitol Committee and the Director of Enterprise Services on designs and plans affecting state capitol facilities as they develop. CCDAC will provide advice as a full body in the form of an action following presentation and discussion.

## **ENABLING LEGISLATION**

[RCW 43.34.080](#) – Capitol campus design advisory committee — Generally.

1. The capitol campus design advisory committee is established as an advisory group to the capitol committee and the director of enterprise services to review programs, planning, design, and landscaping of state capitol facilities and grounds and to make recommendations that will contribute to the attainment of architectural, aesthetic, functional, and environmental excellence in design and maintenance of capitol facilities on campus and located in neighboring communities.
2. The advisory committee shall consist of the following persons who shall be appointed by and serve at the pleasure of the director of enterprise services:
  - (a) Two architects;
  - (b) A landscape architect; and
  - (c) An urban planner.

The director of enterprise services shall appoint the chair and vice chair and shall provide the staff and resources necessary for implementing this section.

The advisory committee shall meet at least once every ninety days and at the call of the chair. The members of the committee shall be reimbursed as provided in [RCW 43.03.220](#) and [RCW 44.04.120](#).

3. The advisory committee shall also consist of the secretary of state and two members of the house of representatives, one from each caucus, who shall be appointed by the speaker of the house of representatives, and two members of the senate, one from each caucus, who shall be appointed by the president of the senate.

4. The advisory committee shall review plans and designs affecting state capitol facilities as they are developed. The advisory committee's review shall include:
  - (a) The process of solicitation and selection of appropriate professional design services including design-build proposals;
  - (b) Compliance with the capitol campus master plan and design concepts as adopted by the capitol committee;
  - (c) The design, siting, and grouping of state capitol facilities relative to the service needs of state government and the impact upon the local community's economy, environment, traffic patterns, and other factors;
  - (d) The relationship of overall state capitol facility planning to the respective comprehensive plans for long-range urban development of the cities of Olympia, Lacey, and Tumwater, and Thurston county; and
  - (e) Landscaping plans and designs, including planting proposals, street furniture, sculpture, monuments, and access to the capitol campus and buildings.

## **DEFINITIONS**

### **Capitol Campus**

Capitol Campus is defined in the 2006 Master Plan for the Capitol of the State of Washington, which includes the traditional Capitol Campus as well as state facilities in surrounding communities.

### **Project Proponent**

Project Proponent refers to the managers of a given project. It shall extend to include a constituency or tenant entity advocating for and benefiting from a project's completion. It can include state staff, consultant staff, and private citizens.

## **WORKING RELATIONSHIPS**

The CCDAC has working relationships with the following parties:

### **The State Capitol Committee**

The State Capitol Committee (SCC) is composed of the Governor, the Lieutenant Governor, the Secretary of State, and the Commissioner of Public Lands (ex officio). CCDAC advises the SCC on issues and projects covered by the enabling [RCW 43.34.080](#), including design standards, policies and projects and is commissioned to review and advise on programs, planning, design and landscaping of state capitol facilities and ground and to make recommendations that will contribute to the attainment of architectural, aesthetic, functional, and environmental excellence in design and maintenance of capitol facilities on campus and located in neighboring communities.

CCDAC members will formally bring committee advice and recommendations to the SCC at their scheduled meetings in person or by memorandum when representation is not possible. In addition, each member, as a representative chosen from a certain profession or constituency, will also serve to communicate and explain committee actions to others within their professional environments.

## **Department of Enterprise Services**

CCDAC advises Enterprise Services on issues and projects covered by the CCDAC enabling [RCW 43.34.080](#), including design standards, policies and projects. By statute, the Director of Enterprise Services, through the division of capitol buildings, shall have custody and control of the capitol buildings and grounds, supervise and direct proper care, heating, lighting and repairing thereof, and designate rooms in the capitol buildings to be occupied by various state officials.” ([RCW 43.19.125](#)); and, “the Director of Enterprise Services may construct new buildings on, or improve existing facilities, and furnish and equip, all real estate under his or her management.” ([RCW 43.82.010](#)). Enterprise Services staff provides support to the CCDAC, preparing detailed minutes and presentation materials.

## **Project Proponents and their Design Teams**

CCDAC provides review and advice on projects during all phases of development, starting with the pre-design and consultant selection effort through the construction administration phase. The project proponent will work with Enterprise Service staff to tailor the review process to the project proposal and scope, and with selected projects participating in reviews at all phases of design. Proponents are encouraged to develop and refine a set of design goals and objectives for the project that are more specific than the Committee’s design principles. These principles help to facilitate dialogue throughout the review process.

## **The Public**

CCDAC meetings are public meetings and those attending are invited to participate in the review of projects through the public comment period as established by the committee.

## **CCDAC REVIEW PROCESS**

### **Design Principles**

The CCDAC will use the following principles to guide projects and plans on the Capitol Campus. These principles build on the authorizing legislation and objectives stated in the 2006 Master Plan for the Capitol of the State of Washington. CCDAC intends that the stewarding and development of the Capitol Campus and associated properties shall be a national example of excellence and shall reflect a long-term commitment to a vision of an exceptional state capitol. These principles are to be used by the CCDAC, project proponents and managers to guide the review and development of plans and projects during all phases and shall be augmented by project specific principles as required:

- Plans, policies and projects shall result in the development of stewarding of an enduring civic environment.
- Plans, policies and projects shall result in the highest levels of design and functional excellence.
- Plans, policies and projects shall result in actions that are responsive to the environmental and community context, while resulting in the careful long-term stewarding of public resources.
- Plans, policies and projects shall assume the responsibility for the stewarding of the historic resources and shall evaluate the implications of incremental and phased development.
- Plans and policies shall result in projects, which express a sense of permanence, in the physical presence, social significance and materiality.
- Plans and policies shall result in projects that embody principles of sustainable design and resource conservation.

- Plans, policies and projects shall include the early and thoughtful integration of the arts and community in planning.
- Plans and policies shall result in projects that exemplify environmentally sensitive design.
- Plans and policies shall result in projects that exemplify the best of contemporary technology and engineering design.

### **Planning Review**

In order to set the context for projects on State Capitol properties, the CCDAC will review and advise on campus planning documents and other instruments such as:

- Master Plan
- Sub-Campus Plans
- 10-year Capital Budget Plan
- Maintenance Planning

### **Program and Policy Review**

CCDAC will review and advise on programs that serve the physical state capitol environment, and the policies that guide and shape their actions. Examples include:

- Visitor Services Program and Capitol Campus Use Policies; and
- Historic Preservation Program, related planning and policies relative to the campus, including physical alternations in historic buildings and grounds.

### **Standards Review**

CCDAC will review and recommend standards for physical elements on the Capitol Campus. Examples include signage and exterior furnishings.

### **Projects Review**

Working with Enterprise Services staff, CCDAC will annually evaluate projects and policy issues for the coming year and will identify significant projects which will go through the review process described below based on the impact of the project within the context of the Capitol Campus. Significant impact will be defined by issues such as location on campus, policy implications, scale, and relationship to the Master Plan. CCDAC will work with staff to identify other projects that may also be subject to committee review. Refer to Committee Procedures on page 10.

#### **1. Review Rationale**

Design excellence and a clear understanding of the long-term implications of design decisions are critical to ensuring the development and stewardship of the State Capitol facilities and grounds as they mature over the decades. The CCDAC is charged with the review of campus master plans, building project designs and landscaping for the purpose of fostering design excellence so public resources are wisely and efficiently invested to create a well-designed and enduring civic environment.

The State Capitol facilities touch the lives of all citizens and represent each citizen's personal stake in state government. The State Capitol reflects the dignity and pride we have as Washington citizens as a forum for free speech and representative democracy and is deserving of the highest standards of stewardship and thoughtful design. The State Capitol is a significant legacy to be managed with care and commitment for the future. Design review at all phases of a project by a multidisciplinary review body is best able to provide advice regarding the long-term implications of incremental decisions.

CCDAC's early input will help establish design objectives, integrate all elements of design solution from site planning to art and architecture, and help projects become appropriately scaled and culturally responsive. Committee review will often result in an exploration of alternatives and design opportunities that might otherwise be overlooked.

## **2. Project Review Stages**

The purpose of the following is to provide CCDAC, project proponents, designers, Enterprise Services staff and the SCC with a list of materials required to develop and evaluate projects needed for each phase presentation. All are the tools typically used by design professionals in the phased development of a project and are reflected in the terms of the State Fee Schedule as it relates to service scope of work. Where the required materials deviate from the deliverables in the State Fee Schedule, it is due to the need to have a comprehensive presentation of issues at each phase due to the valuable legacy of the State Capitol.

### **A. Consultant Selection**

The consultant selection process is the first opportunity for project proponents and CCDAC to positively influence the success of a project's development. Excellence in design and function is built on a firm foundation including:

- 1) A comprehensive scope of work including construction and service budgets and schedule.
- 2) Selection of a consulting team reflecting the full project needs with a reputation for design excellence, strong project management and excellence in the technical skills required by the project.
- 3) CCDAC professional member participation is recommended for consultant selection. If CCDAC participation is not possible, proactively solicit CCDAC observations regarding the project, project issues, budget, schedule and expectations.

CCDAC may choose to incorporate a pre-consultant selection briefing (prior to issuance of an RFP) at which CCDAC can advise Enterprise Services and the Project Proponent on project guidelines that can result in a better consultant selection. This opportunity will also allow CCDAC to select a member best able to represent them on the consultant selection committee.

### **B. Predesign**

Brief and obtain advice from CCDAC on the scope and focus of the Predesign effort including:

- 1) Concept review/evaluation
- 2) Overall project schedule and budget
- 3) Project history and scope of work
- 4) Project relationship to the Capitol Campus Master Plan
- 5) General site information
- 6) Project program requirements
- 7) Study schedule, budget and deliverables
- 8) Design principles and objectives



### **C. Schematic Design**

Schematic Design a critical review point, allowing review and comment during the early stages of a project prior to the expenditure of significant fee and time. At the first presentation of a project, the following materials should be presented:

- 1) Project schedule and budget
- 2) Project history and relationship to Campus Master Plan
- 3) Scope of work
- 4) Project program requirements
- 5) General site information
- 6) Design principles and objectives
- 7) Vicinity plan including site and context analysis with site photos
- 8) Site plan with conceptual landscape plan
- 9) Plans, elevations, perspectives and models as required to articulate massing, scale, programmatic spatial organization of building and site
- 10) Art program and budget (if applicable)

### **D. Design Development**

The Design Development review provides the opportunity for review of the design as it has matured during the design effort from the schematic design phase. Materials to be presented include:

- 1) Site plan with contextual photographs to illustrate contextual response
- 2) Plans, elevations, perspectives and model (if available)
- 3) Material samples
- 4) Project schedule and budget including changes due to value engineering
- 5) Project program revisions
- 6) Art component and budget (if applicable)

### **E. Construction Documents/Construction Progress**

The purpose of reviews during the Construction Document and Contract Administration Phase is to review changes, critical detail or scale issue, high impact specialty features not previously reviewed and other outstanding questions raised during the Design Development phase review. For the purpose of clarity and efficiency of review, present the following:

- 1) Graphic materials providing context, either in place or time, for the discussion.
- 2) Visual materials including plan, elevations, details, perspective and model to allow review of deviation from preferred design.

### **F. Post-Construction Evaluation/Review**

The purpose of Post-Construction Evaluation will be to evaluate a project for the objective of guiding future projects and provide direct feedback regarding performance verses expectations. Questions to be considered in the evaluation include the following:

- 1) Has the project met design objectives?
- 2) Is the end result a positive addition to campus short-and long- term?
- 3) Does the project meet the programmatic objectives?
- 4) Did the project meet the objectives? If not, what part of the process didn't work?
- 5) Develop checklist of issues to watch for in next project
- 6) Did Master Plan provide sufficient direction?

- 7) Was the project management process successful?
- 8) Did aspiration of design excellence become compromised through the project process?

## **COMMITTEE PROCEDURES**

### **CCDAC Meeting Schedules**

During the fourth quarter of each calendar year, the following year's meeting will be scheduled – one meeting each quarter. However, each year prior to scheduling the following year's meetings, Enterprise Services will develop a work plan examining all probable project reviews and the meetings will be scheduled to accommodate the work plan. Enterprise Services, design teams and project proponents will work toward meeting the scheduled review dates.

Special CCDAC meetings can occur when required, but should be discouraged as quorum attendance can be difficult to obtain. Should a quorum not be obtained, the attending members will function as a sub-committee to the full committee.

The Annual Planning Meeting will occur in January of each year following publication of the Governor's budget proposal. The purpose will be to identify projects and issues for review in the coming year. In odd-numbered years a two year plan will be developed, and in even-numbered years the previous year's plan will be adjusted. As other projects arise during the course of the year, staff will bring the projects to CCDAC for consideration and review as appropriate.

### **Design Opportunities Recommendations**

As a part of the process of identifying the coming year's significant projects, CCDAC may elect to prepare Design Opportunities Recommendations (DOR) for selected projects. The DOR will identify relevant campus design guidelines, historic features and landscape guidelines that apply and major opportunities that exist for design of the project. The DOR may also discuss special requirements and expectations of a design team for the project to be used as a guide to consultant selection. The CCDAC may make recommendations about firms that should be contacted as part of the consultant selection process. The DOR will be used as guidance for the design consultants and as a point of reference for future design review by CCDAC as the project moves forward through the process of design. The goal of the DOR will be to encourage design excellence in campus and building development to ensure intelligent functioning of the campus and produce the highest overall campus design quality.

### **Special Work Sessions**

Special work sessions may be established by mutual agreement when appropriate to advise Enterprise Services or a project proponent/design team. Such meetings can occur at a convenient location and need not have a quorum. The works sessions will have an informal format.

### **Committee Rules**

The CCDAC is subject to the Open and Public Meetings Act. Meetings will be publicly advertised in a timely manner, held in ADA-accessible locations, and accommodate auxiliary aids for the disabled when requested in advance. Minutes will be recorded and available for public viewing.

CCDAC's Chair and Vice Chair positions are to be appointed by the Director of Enterprise Services.

A minimum of five or 51 percent of the CCDAC members must be present in order to conduct business.

The appointed chair-person or their designee will conduct the meetings. Robert's Rules of Order will prevail.

CCDAC members shall vote in person or by proxy.

Consensus is the preferred method of decision-making. If a consensus cannot be reached, the Chair shall call for a majority vote of the members present and represented by proxy. A minority opinion may be documented and forwarded along with the majority action.

### **Review Follow-up**

The Minutes of each CCDAC meeting in which a project has been reviewed will contain the specific recommendation made by CCDAC. At the subsequent presentation of the project the proponents will discuss their response to the CCDAC recommendations.

## **REFERENCES**

### **Appendix A - SSB 5935**

CHAPTER 93  
([Substitute Senate Bill No. 5935](#))  
CAPITOL CAMPUS DESIGN ADVISORY COMMITTEE

AN ACT Relating to the capitol campus; and adding a new section to [chapter 43.34 RCW](#).  
Be it enacted by the Legislature of the State of Washington:

NEW SECTION. Sec. 1. A new section is added to [chapter 43.34RCW](#) to read as follows:

(1) The capitol campus design advisory committee is established as an advisory group to the capitol committee and the director of general administration to review programs, planning, design, and landscaping of state capitol facilities and grounds and to make recommendations that will contribute to the attainment of architectural, aesthetic, functional, and environmental excellence in design and maintenance of capitol facilities on campus and located in neighboring communities.

(2) The advisory committee shall consist of the following persons who shall be appointed by and serve at the pleasure of the governor:

- (a) Two architects;
- (b) A landscape architect; and
- (c) An urban planner.

The governor shall appoint the chair and vice-chair and shall instruct the director of general administration to provide the staff and resources necessary for implementing this section. The advisory committee shall meet at least once every ninety days and at the call of the chair.

The members of the committee shall be reimbursed as provided in [RCW 43.03.220](#) and [RCW 44.04.120](#).

(3) The advisory committee shall also consist of the secretary of state and two members of the house of representatives, one from each caucus, who shall be appointed by the speaker of the house of representatives, and two members of the senate, one from each caucus, who shall be appointed by the president of the senate.

(4) The advisory committee shall review plans and designs affecting state capitol facilities as they are developed. The advisory committee's review shall include:

- (a) The process of solicitation and selection of appropriate professional design services including design-build proposals;
- (b) Compliance with the capitol campus master plan and design concepts as adopted by the capitol committee;
- (c) The design, siting, and grouping of state capitol facilities relative to the service needs of state government and the impact upon the local community's economy, environment, traffic patterns, and other factors;
- (d) The relationship of overall state capitol facility planning to the respective comprehensive plans for long-range urban development of the cities of Olympia, Lacey, and Tumwater, and Thurston county; and
- (e) Landscaping plans and designs, including planting proposals, street furniture, sculpture, monuments, and access to the capitol campus and buildings.

Passed the Senate February 8, 1990.

Passed the House March 1, 1990.

Approved by the Governor March 19, 1990.

Filed in Office of Secretary of State March 19, 1990.

## Appendix B - EXECUTIVE ORDER 84-09

### EXECUTIVE ORDER 84-09

#### Capitol Campus Design Advisory Committee

I, John Spellman, Governor of the state of Washington, do hereby establish a Capitol Campus Design Advisory Committee to act as an advisory group to the Director of General Administration, to review plans of design and landscaping of state capitol facilities and grounds, and to make recommendations to the Director that will contribute to the attainment of architectural, aesthetic, functional, and environmental excellence in the design and maintenance of the State Capitol Campus in Olympia.

Composition and duties of the Committee shall consist of the following:

#### A. Committee Chairperson

An architect who will preside over the Committee and its meetings, call meetings as necessary, and establish the Committee's business.

#### B. Landscape Architect

A landscape architect who will review and advise on state capitol siting plans, planting proposals related to overall landscape treatment, placement of outdoor sculpture, and access to the capitol campus and buildings.

#### C. Urban Planner

An urban planner who will review and advise on the grouping and site of state facilities on the capitol campus as they serve the needs of state government, and as they relate to the local community.

#### D. Local Community Representative

An official from within the local communities of the state capitol campus area who will review overall state capitol plans as they relate to the host city of Olympia, the cities of Lacey and Tumwater, and Thurston County and their respective comprehensive plans for long-range urban development.

The Committee shall review plans affecting the state capitol campus as they are developed by the Department of General Administration, and shall serve as expert critic of such proposals. Final approval authority of plans shall rest with the Director of the Department of General Administration and with the State Capitol Committee, as appropriate and in accordance with applicable statutes.

Members of the Committee shall be appointed to serve without pay except for expenses of travel and meals.

IN WITNESS WHEREOF, I have hereunto set  
my hand and caused the seal of the State of  
Washington to be affixed at Olympia this  
16th day of May A.D., Nineteen hundred and eighty-four.

John Spellman  
Governor of Washington

## Appendix C - SSB6763

1988 SUPPLEMENTAL CAPITAL BUDGET SUMMARY  
[SSB 6763](#) as signed by the Governor March 26, 1988  
Chapter 2. Laws of 1988 First Extraordinary Session

DEPARTMENT OF GENERAL ADMINISTRATION  
East Capitol Campus Development  
Section 104

### Comments:

The Governor recommended \$110 million to build state owned office and parking space on the east Capitol Campus.

The Legislature did not adopt the Governor's proposal and created a capitol campus design advisory committee. The committee is to advise the capitol committee and review the design and landscaping plans for the capitol campus. The advisory committee consists of four Governor appointees and two members from the Senate and House of Representatives.

## Appendix D - RCW 43.34.080

### [RCW 43.34.080](#)

Capitol campus design advisory committee — Generally.

(1) The capitol campus design advisory committee is established as an advisory group to the capitol committee and the director of enterprise services to review programs, planning, design, and landscaping of state capitol facilities and grounds and to make recommendations that will contribute to the attainment of architectural, aesthetic, functional, and environmental excellence in design and maintenance of capitol facilities on campus and located in neighboring communities.

(2) The advisory committee shall consist of the following persons who shall be appointed by and serve at the pleasure of the director of enterprise services:

- (a) Two architects;
- (b) A landscape architect; and
- (c) An urban planner.

The director of enterprise services shall appoint the chair and vice chair and shall provide the staff and resources necessary for implementing this section. The advisory committee shall meet at least once every ninety days and at the call of the chair.

The members of the committee shall be reimbursed as provided in [RCW 43.03.220](#) and [RCW 44.04.120](#).

(3) The advisory committee shall also consist of the secretary of state and two members of the house of representatives, one from each caucus, who shall be appointed by the speaker of the house of representatives, and two members of the senate, one from each caucus, who shall be appointed by the president of the senate.

(4) The advisory committee shall review plans and designs affecting state capitol facilities as they are developed. The advisory committee's review shall include:

- (a) The process of solicitation and selection of appropriate professional design services including design-build proposals;
- (b) Compliance with the capitol campus master plan and design concepts as adopted by the capitol committee;
- (c) The design, siting, and grouping of state capitol facilities relative to the service needs of state government and the impact upon the local community's economy, environment, traffic patterns, and other factors;
- (d) The relationship of overall state capitol facility planning to the respective comprehensive plans for long-range urban development of the cities of Olympia, Lacey, and Tumwater, and Thurston county; and
- (e) Landscaping plans and designs, including planting proposals, street furniture, sculpture, monuments, and access to the capitol campus and buildings.

[2013 2nd sp.s. c 19 § 7015; 2011 1st sp.s. c 21 § 34; 1990 c 93 § 1.]

## Appendix E - RCW 43.03.220

### [RCW 43.03.220](#)

Compensation of members of part-time boards and commissions — Class one groups (as amended by 2011 c 5).

(1) Any part-time board, commission, council, committee, or other similar group which is established by the executive, legislative, or judicial branch to participate in state government and which functions primarily in an advisory, coordinating, or planning capacity shall be identified as a class one group.

(2) Absent any other provision of law to the contrary, no money beyond the customary reimbursement or allowance for expenses may be paid by or through the state to members of class one groups for attendance at meetings of such groups.

(3) Beginning July 1, 2010, through June 30, 2011, no person designated as a member of a class one board, commission, council, committee, or similar group may receive an allowance for subsistence, lodging, or travel expenses if the allowance cost is funded by the state general fund. Exceptions may be granted under section 605, chapter 3, Laws of 2010. Class one groups, when feasible, shall use an alternative means of conducting a meeting that does not require travel while still maximizing member and public participation and may use a meeting format that requires members to be physically present at one location only when necessary or required by law. Meetings that require a member's physical presence at one location must be held in state facilities whenever possible(, and)). Meetings conducted using private facilities must be approved by the director of the office of financial management, except for facilities provided free of charge.

(4) Beginning July 1, 2010, through June 30, 2011, class one groups that are funded by sources other than the state general fund are encouraged to reduce travel, lodging, and other costs associated with conducting the business of the group including use of other meeting formats that do not require travel.

[2011 c 5 § 902; 2010 1st sp.s. c 7 § 142; 1984 c 287 § 2.]

### [RCW 43.03.220](#)

Compensation of members of part-time boards and commissions — Class one groups (as amended by 2011 1st sp.s. c 21).

(1) Any part-time board, commission, council, committee, or other similar group which is established by the executive, legislative, or judicial branch to participate in state government and which functions primarily in an advisory, coordinating, or planning capacity shall be identified as a class one group.

(2) Absent any other provision of law to the contrary, no money beyond the customary reimbursement or allowance for expenses may be paid by or through the state to members of class one groups for attendance at meetings of such groups.

(3) ((Beginning July 1, 2010, through June 30, 2011,))(a) No person designated as a member of a class one board, commission, council, committee, or similar group may receive an allowance for subsistence, lodging, or travel expenses if the allowance cost is funded by the state general fund. Exceptions may be granted under [RCW 43.03.049](#) ((605, chapter 3, Laws of 2010)). Class one groups, when feasible, shall use an alternative means of conducting a meeting that does not require travel while still maximizing member and public participation and may use a meeting format that requires members to be physically present at one location only when necessary or required by law. ~~((Meetings that require a member's physical presence at one location must be held in state facilities whenever possible, and meetings conducted using private facilities must be approved by the director of the office of financial management.~~

~~—(4) Beginning July 1, 2010, through June 30, 2011,))~~ (b) Class one groups that are funded by sources other than the state general fund are encouraged to reduce travel, lodging, and other costs associated with conducting the business of the group including use of other meeting formats that do not require travel.

[2011 1st sp.s. c 21 § 55; 2010 1st sp.s. c 7 § 142; 1984 c 287 § 2.]



## **Appendix F - RCW 44.04.120**

### [RCW 44.04.120](#)

Members' allowances when engaged in legislative business.

Each member of the senate or house of representatives when serving on official legislative business shall be entitled to receive, in lieu of per diem or any other payment, for each day or major portion thereof in which he or she is actually engaged in legislative business or business of the committee, commission, or council, notwithstanding any laws to the contrary, an allowance in an amount fixed by the secretary of the senate and chief clerk of the house, respectively, in accordance with applicable rules and resolutions of each body. Such allowance shall be reasonably calculated to reimburse expenses, exclusive of mileage, which are ordinary and necessary in the conduct of legislative business, recognizing cost variances which are encountered in different locales. The allowance authorized shall not exceed the greater of forty-four dollars per day or the maximum daily amount determined under [RCW 43.03.050](#), as now or hereafter amended. In addition, a mileage allowance shall be paid at the rate per mile provided for in [RCW 43.03.060](#), as now or hereafter amended, when authorized by the house, committee, commission, or council of which he or she is a member and on the business of which he or she is engaged.

[2009 c 549 § 6002; 1985 c 3 § 1; 1979 ex.s. c 255 § 3; 1974 ex.s. c 157 § 2; 1973 1st ex.s. c 197 § 5; 1967 ex.s. c 112 § 4; 1963 ex.s. c 7 § 1; 1959 ex.s. c 10 § 1.]

## Appendix G - RCW 43.19.125

### [RCW 43.19.125](#)

Capitol buildings and grounds — Custody and control.

(1) The director of enterprise services shall have custody and control of the capitol buildings and grounds, supervise and direct proper care, heating, lighting and repairing thereof, and designate rooms in the capitol buildings to be occupied by various state officials.

(2) During the 2007-2009 biennium, responsibility for development of the "Wheeler block" on the capitol campus as authorized in section 6013, chapter 520, Laws of 2007 shall be transferred from the department of general administration to the department of information services.

[2011 1st sp.s. c 43 § 204; 2007 c 520 § 6014; 1965 c 8 § 43.19.125. Prior: 1959 c 301 § 2; 1955 c 285 § 9.]

#### Notes:

Effective date -- Purpose -- 2011 1st sp.s. c 43: See notes following [RCW 43.19.003](#).

Part headings not law -- 2007 c 520: "Part headings in this act are not any part of the law." [2007 c 520 § 6055.]

Severability -- 2007 c 520: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [2007 c 520 § 6056.]

Effective dates -- 2007 c 520: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [May 15, 2007], except for section 6035 of this act which takes effect July 1, 2007, and section 6037 of this act which takes effect June 30, 2011." [2007 c 520 § 6057.]

Capitol campus design advisory committee: [RCW 43.34.080](#).

East capitol site, acquisition and development: [RCW 79.24.500](#) through [RCW 79.24.600](#).

Housing for state offices: [Chapter 43.82 RCW](#).

Parking facilities and traffic on capitol grounds: [RCW 79.24.300](#) through [RCW 79.24.320](#), [RCW 46.08.150](#).

Public buildings, earthquake standards for construction: [Chapter 70.86 RCW](#).

## Appendix H - RCW 43.82.010

### [RCW 43.82.010](#)

Acquisition, lease, and disposal of real estate for state agencies—Long-range planning—Use of lease as collateral or security—Colocation and consolidation—Studies—Delegation of functions—Exemptions.

\*\*\* CHANGE IN 2015 \*\*\* (SEE 5887-S.SL) \*\*\*

(1) The director of enterprise services, on behalf of the agency involved and after consultation with the office of financial management, shall purchase, lease, lease purchase, rent, or otherwise acquire all real estate, improved or unimproved, as may be required by elected state officials, institutions, departments, commissions, boards, and other state agencies, or federal agencies where joint state and federal activities are undertaken and may grant easements and transfer, exchange, sell, lease, or sublease all or part of any surplus real estate for those state agencies which do not otherwise have the specific authority to dispose of real estate. This section does not transfer financial liability for the acquired property to the department of enterprise services.

(2) Except for real estate occupied by federal agencies, the director shall determine the location, size, and design of any real estate or improvements thereon acquired or held pursuant to subsection (1) of this section. Facilities acquired or held pursuant to this chapter, and any improvements thereon, shall conform to standards adopted by the director and approved by the office of financial management governing facility efficiency unless a specific exemption from such standards is provided by the director of enterprise services. The director of enterprise services shall report to the office of financial management and the appropriate committees of the legislature annually on any exemptions granted pursuant to this subsection.

(3) The director of enterprise services may fix the terms and conditions of each lease entered into under this chapter, except that no lease shall extend greater than twenty years in duration. The director of enterprise services may enter into a long-term lease greater than ten years in duration upon a determination by the director of the office of financial management that the long-term lease provides a more favorable rate than would otherwise be available, it appears to a substantial certainty that the facility is necessary for use by the state for the full length of the lease term, and the facility meets the standards adopted pursuant to subsection (2) of this section. The director of enterprise services may enter into a long-term lease greater than ten years in duration if an analysis shows that the life-cycle cost of leasing the facility is less than the life-cycle cost of purchasing or constructing a facility in lieu of leasing the facility.

(4) Except as permitted under [chapter 39.94 RCW](#), no lease for or on behalf of any state agency may be used or referred to as collateral or security for the payment of securities offered for sale through a public offering. Except as permitted under [chapter 39.94 RCW](#), no lease for or on behalf of any state agency may be used or referred to as collateral or security for the payment of securities offered for sale through a private placement without the prior written approval of the state treasurer. However, this limitation shall not prevent a lessor from assigning or encumbering its interest in a lease as security for the repayment of a promissory note provided that the transaction would otherwise be an exempt transaction under [RCW 21.20.320](#). The state treasurer shall adopt rules that establish the criteria under which any such approval may be granted. In establishing such criteria the state treasurer shall give primary consideration to the protection of the state's credit rating and the integrity of the state's debt management program. If it appears to the state treasurer that any lease has been used or referred to in violation of this subsection or rules adopted under this subsection, then he or she may recommend that the governor cause such lease to be terminated. The department of enterprise services shall promptly notify the state treasurer whenever it may appear to the department that any lease has been used or referred to in violation of this subsection or rules adopted under this subsection.

(5) It is the policy of the state to encourage the colocation and consolidation of state services into single or adjacent facilities, whenever appropriate, to improve public service delivery, minimize duplication of facilities, increase efficiency of operations, and promote sound growth management planning.

(6) The director of enterprise services shall provide coordinated long-range planning services to identify and evaluate opportunities for colocating and consolidating state facilities. Upon the renewal of any lease, the inception of a new lease, or the purchase of a facility, the director of enterprise services shall determine whether an opportunity exists for colocating the agency or agencies in a single facility with other agencies located in the same geographic

area. If a colocation opportunity exists, the director of enterprise services shall consult with the affected state agencies and the office of financial management to evaluate the impact colocation would have on the cost and delivery of agency programs, including whether program delivery would be enhanced due to the centralization of services. The director of enterprise services, in consultation with the office of financial management, shall develop procedures for implementing colocation and consolidation of state facilities.

(7) The director of enterprise services is authorized to purchase, lease, rent, or otherwise acquire improved or unimproved real estate as owner or lessee and to lease or sublet all or a part of such real estate to state or federal agencies. The director of enterprise services shall charge each using agency its proportionate rental which shall include an amount sufficient to pay all costs, including, but not limited to, those for utilities, janitorial and accounting services, and sufficient to provide for contingencies; which shall not exceed five percent of the average annual rental, to meet unforeseen expenses incident to management of the real estate.

(8) If the director of enterprise services determines that it is necessary or advisable to undertake any work, construction, alteration, repair, or improvement on any real estate acquired pursuant to subsection (1) or (7) of this section, the director shall cause plans and specifications thereof and an estimate of the cost of such work to be made and filed in his or her office and the state agency benefiting thereby is hereby authorized to pay for such work out of any available funds: PROVIDED, That the cost of executing such work shall not exceed the sum of twenty-five thousand dollars. Work, construction, alteration, repair, or improvement in excess of twenty-five thousand dollars, other than that done by the owner of the property if other than the state, shall be performed in accordance with the public works law of this state.

(9) In order to obtain maximum utilization of space, the director of enterprise services shall make space utilization studies, and shall establish standards for use of space by state agencies. Such studies shall include the identification of opportunities for colocation and consolidation of state agency office and support facilities.

(10) The director of enterprise services may construct new buildings on, or improve existing facilities, and furnish and equip, all real estate under his or her management. Prior to the construction of new buildings or major improvements to existing facilities or acquisition of facilities using a lease purchase contract, the director of enterprise services shall conduct an evaluation of the facility design and budget using life-cycle cost analysis, value-engineering, and other techniques to maximize the long-term effectiveness and efficiency of the facility or improvement.

(11) All conveyances and contracts to purchase, lease, rent, transfer, exchange, or sell real estate and to grant and accept easements shall be approved as to form by the attorney general, signed by the director of enterprise services or the director's designee, and recorded with the county auditor of the county in which the property is located.

(12) The director of enterprise services may delegate any or all of the functions specified in this section to any agency upon such terms and conditions as the director deems advisable. By January 1st of each year, beginning January 1, 2008, the department shall submit an annual report to the office of financial management and the appropriate committees of the legislature on all delegated leases.

(13) This section does not apply to the acquisition of real estate by:

- (a) The state college and universities for research or experimental purposes;
- (b) The state liquor control board for liquor stores and warehouses;
- (c) The department of natural resources, the department of fish and wildlife, the department of transportation, and the state parks and recreation commission for purposes other than the leasing of offices, warehouses, and real estate for similar purposes; and
- (d) The department of commerce for community college health career training programs, offices for the department of commerce or other appropriate state agencies, and other nonprofit community uses, including community meeting and training facilities, where the real estate is acquired during the 2013-2015 fiscal biennium.

(14) Notwithstanding any provision in this chapter to the contrary, the department of enterprise services may negotiate ground leases for public lands on which property is to be acquired under a financing contract pursuant to [chapter 39.94 RCW](#) under terms approved by the state finance committee.

(15) The department of enterprise services shall report annually to the office of financial management and the appropriate fiscal committees of the legislature on facility leases executed for all state agencies for the preceding year, lease terms, and annual lease costs. The report must include leases executed under [RCW 43.82.045](#) and subsection (12) of this section.

