APPENDIX A: PREDESIGN CHECKLIST

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 population projections (growth or decline) and assumptions.
- ☐ 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 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.
  - ☐ 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.
  - ☐ Location.

- ☐ Building footprint and its relationship to adjacent facilities and site features. Provide an aerial view, sketches of the building site, and basic floorplans.
- ☐ Stormwater requirements.
- ☐ Ownership of the site and any acquisition issues.
- ☐ Easements and 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).
- ☐ 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).
- ☐ Americans with Disabilities Act 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 IT systems that affect the building plans.

☐ Describe planned commissioning to ensure systems function as designed.

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

☐ Identify and justify the proposed project delivery method. For GC/CM, link to the requirements in RCW 39.10.340.

☐ 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. If project costs are outside the C-100 cost control range, explain.
- ☐ Proposed funding
  - ☐ Identify the fund sources and expected receipt of the funds.
  - ☐ If alternatively financed, 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).
  - ☐ Show five biennia of capital and operating costs from the time of occupancy, including an estimate of building repair, replacement, and maintenance.
- ☐ Clarify whether furniture, fixtures, and equipment are included in the project budget. If not included, explain.

❖ Predesign Appendix

- ☐ Completed Life Cycle Cost Model.
- ☐ A letter from the Department of Archaeology and Historic Preservation.