

# PREDESIGN STUDY Tumwater Modular Building Print & Mail Facility



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Prepared by:

**rolluda**architects  
architecture planning interior design

## ■ Description

The Department of Enterprise Services (DES) is facing limitations because the location of the two departments, Printing and Imaging and Consolidated Mail Services, is separated. Consolidated Mail Services (CMS) is currently located in Commercial Building in Downtown Olympia. To improve work efficiency and cost-effectiveness, CMS and Printing and Imaging were assessed for their co-location at the existing Printing and Imaging building located at the Tumwater Modular Building, 7580 New Market Street Southwest, Tumwater, Washington

## ■ Project Contact

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360.407.8247

## ■ Project Stakeholders

Washington State Department of Enterprise Services (DES)  
Jeff Whitehead, Maintenance & Repair Superintendent, Building and Grounds  
Bob Covington, Director of Capitol Security and Visitor Services  
Damien Bernard, Print and Mail Program Manager  
John Miller, Outgoing Mail Manager  
Ron Major, Resource Conservation Program Manager  
Karen Martens, Property Manager, Building and Grounds  
Matt Jones, Physical Security Manager  
Jason Bippert, Production Support Manager  
MariJane Kirk, EMS 04 AD, DES Services, BRD-Business Resources  
Diane Wilkinson, Management Analyst 4, BRD-CMS Admin  
Matthew Van Horn, Construction & Maintenance SUPT 3, B&G-M&R-Electric  
Cherrie Imbao, Production Services Operation Manager, BRD-Production Manager Print & Imaging  
Clayton Musgrove, Maintenance Mechanic 3, B7G-M&R-Electric  
Kristty Redding, Distribution & Sortation Manager, BRD-CMS Distribution & Sortation  
Tony Hall, PRT & Imaging Plant Manager, BRD-Plant Manager Print & Imaging

## ■ Design Consultant Team

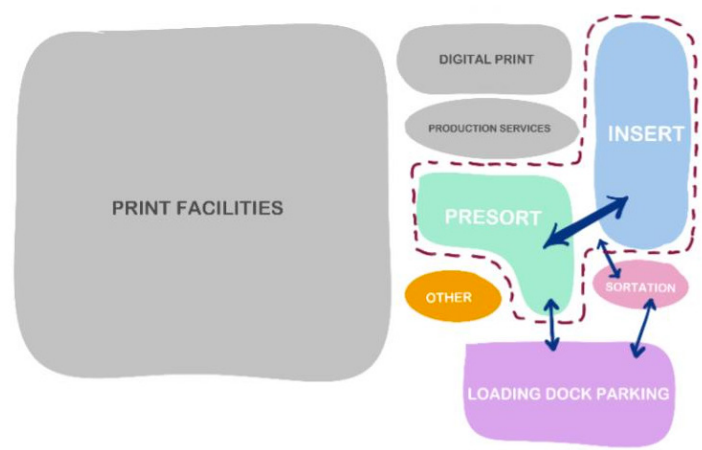
Rolluda Architects  
Tres West Engineers  
AHBL Engineers  
J B Iringan Consulting  
Wetherholt and Associates

# Opportunity for Solutions

- The predesign report represents a powerful programmatic opportunity to meet the facilities and support function needs of both Printing and Imaging and CMS with a combined, highly functional, energy-efficient facility that builds on the synergy between Printing and Imaging and CMS programs.
- With careful planning, the major building components, and systems required by the two separate programs can be shared.

## Solutions

- The predesign study will look at solving the spatial layout of the existing Tumwater Printing and Imaging.
- Facility to resolve the infrastructure needs for both CMS and Print Services. A well-designed facility will allow both programs to fulfill their statutory obligations.
- The proposed design includes combining the high bay area for Printing Service and utilizing the available spaces in the low bay area for CMS.
- The new structure at the northeast corner of the existing building will serve as the Secured Loading Dock and Parking for CMS Distribution.



### Consolidated Mail Services (CMS)

- Located at Commercial Building, 618 7th Avenue SE, Olympia, CMS provides mail and distribution services for the State of Washington. This facility is currently using a building that is leased from a third party.



Space available at current facilities does not support key services to CMS.

### Printing and Imaging

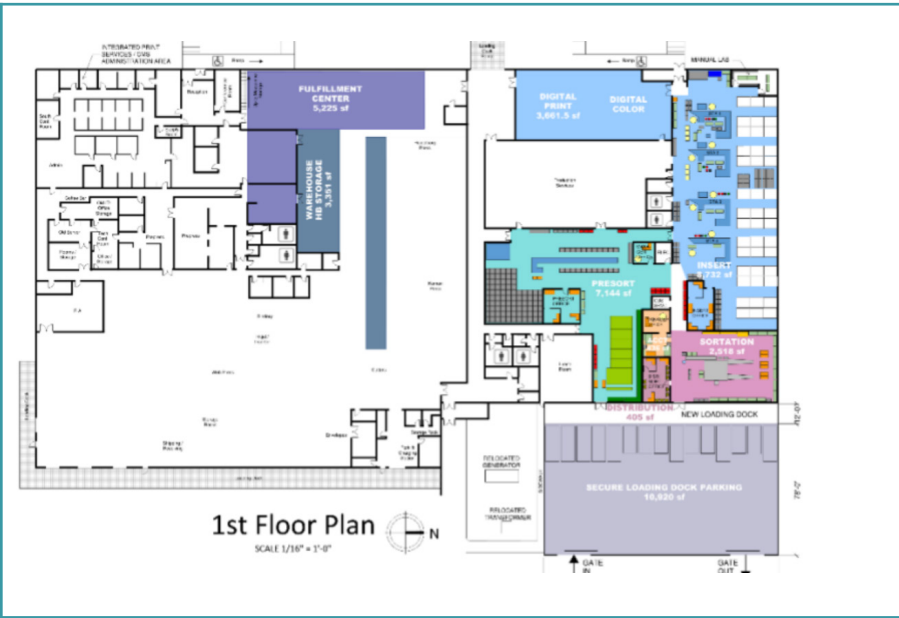
- Located at the Tumwater Modular Building, 7580 New Market St SW, Tumwater, Printing and Imaging provides print and fulfillment services for the State of Washington. This facility occupies a spacious industrial building owned by DES.



CMS - large scale printers

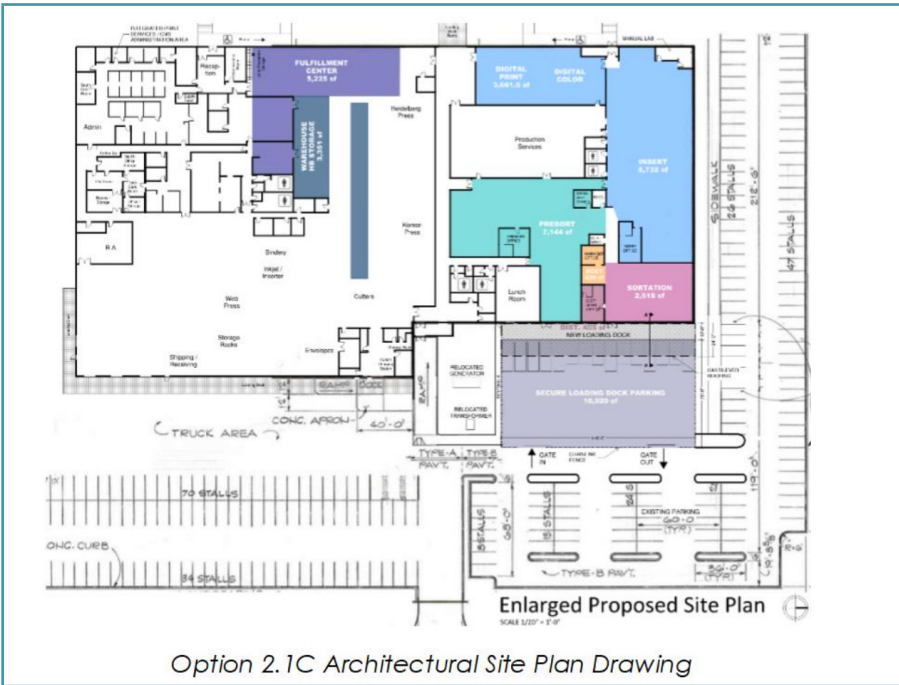
Option 2.1A:

- Move the Fulfillment Center to the existing Digital Print room, Inkjet/Inserter, and mezzanine areas.
- Sortation area using the east part of the existing Fulfillment Center and Distribution area utilizing the existing Conference Room.
- Insert using existing Fulfillment Center.
- Corridors adjacent to Presort and Insert area are combined with the space to add more spaces.
- The existing conference room combined with State Library Storage will become the Presort area. Secured Loading Dock Parking is 90'x140' with 12' deep Loading dock

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Advantages</b></p> <ul style="list-style-type: none"><li>■ No need to construct new spaces on floor.</li><li>■ More organized workflow for the new mail facilities.</li><li>■ All facilities will be at first floor.</li><li>■ Better layout to accommodate facility needs.</li><li>■ Utilizes existing State Library Storage space.</li></ul> | <p><b>Disadvantages</b></p> <ul style="list-style-type: none"><li>■ Relocation of existing transformer and generator.</li><li>■ State Library Storage move out schedule.</li><li>■ Cost of fully enclosed loading dock area.</li></ul> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Option 2.1C: Preferred Option:

- This option is similar to option 2.1A in terms of the interior layout. The difference is the Secure Loading Dock Parking area is not enclosed anymore.
- Cantilever roofing will be used to cover part of the vehicle parking area and the surrounding is protected with wire mesh fence.

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                    |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Advantages</b></p> <ul style="list-style-type: none"><li>■ No need to construct new spaces on second floor.</li><li>■ More organized workflow for the new mail facilities.</li><li>■ All facilities will be at first floor.</li><li>■ Better layout to accommodate facility needs.</li><li>■ Utilizes existing State Library Storage space.</li><li>■ Large covered loading dock area.</li></ul> | <p><b>Disadvantages</b></p> <ul style="list-style-type: none"><li>■ Relocation of existing transformer and generator.</li><li>■ State Library Storage move out schedule.</li></ul> |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Option 4:

- Develop a new sortation area on the East side of the building.
- Build a new Secure Distribution Parking on the east side of Distribution Dock.
- Insert and Presort area are combined in a new space above the Sortation area, Distribution Dock & Distribution Parking.



Advantages

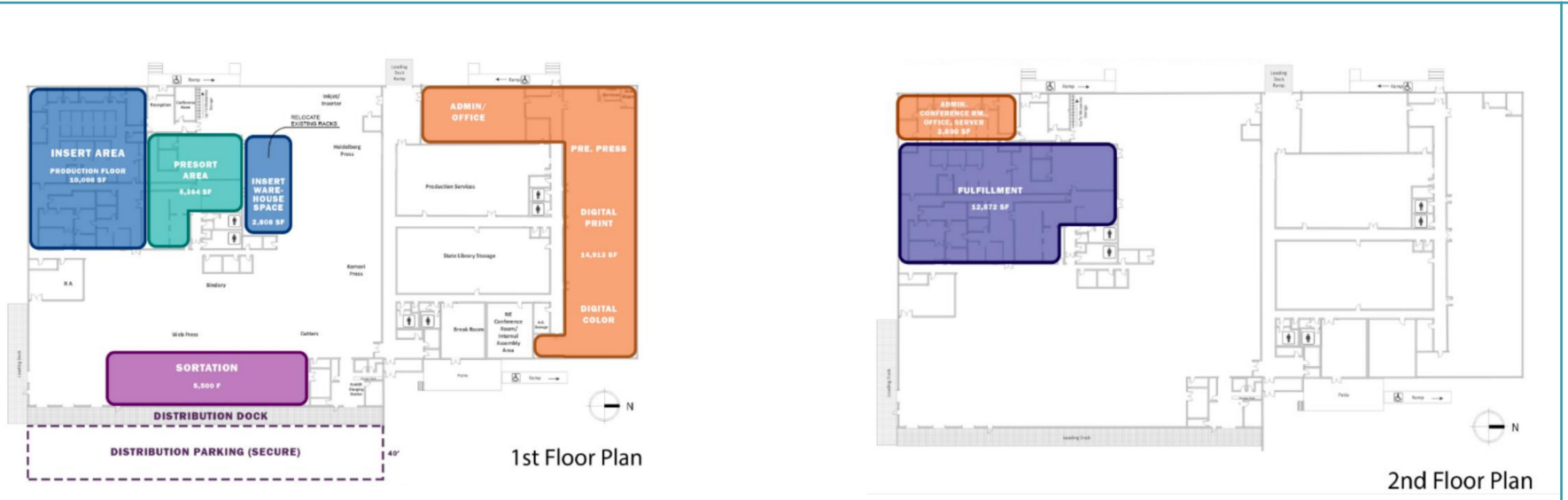
- No need to move any existing facilities.
- All new mail facilities will be concentrated in one area at east side of building.

Disadvantages

- Need to construct a new space for Insert & Presort area at second floor.
- Machines at Insert & Presort area will cause vibration at second floor.

Option 5:

- Develop a new sortation area along the East side of the building.
- Build a new Secure Distribution Parking on the east side of Distribution Dock.
- All existing facilities located in the Southwest of the building will be moved to the existing Fulfillment Center to accommodate the new Insert and Presort area.
- Fulfillment Center and Administration office will be moved on the second floor above the Insert and Presort area.



Advantages

- More organized workflow for the new mail facilities.

Disadvantages

- Need to do a lot of demolition and moving existing facilities.
- Need to construct new spaces for Fulfillment Center and Administration Offices at second floor.

Option 6: No Action Option

- Option 6 is to provide no action and continue operations from leased properties in the existing space.
- No construction of CMS and Printing and Imaging.
- Leased space does not adequately support the current services necessary for CMS to fulfill their organization’s statutory requirements.

Option 6:

| Diagram                                         | Cost Estimate Range |
|-------------------------------------------------|---------------------|
| No construction of CMS and Printing and Imaging | \$0                 |

Advantages

- No additional capital expenditures at this time.

Disadvantages

- Does not meet statutory requirements and goals for more work efficient facilities.
- Continued physical separation of Print and CMS facilities.

■ Cost Estimate Summary

- A. Assumes Design Build construction
- B. Design/construction risk contingency 12%
- C. General Conditions 14%
- D. OH&P, B&O Tax, Bonding & Insurance 8%
- E. Site work and relocation of transformer and generator

■ Project Schedule

| Schedule              |              |                  |           |
|-----------------------|--------------|------------------|-----------|
| Predesign Start       | December-19  | Predesign End    | August-20 |
| Design Start          | September-21 | Design End       | July-22   |
| Construction Start    | March-22     | Construction End | June-23   |
| Construction Duration | 15 Months    |                  |           |

| STATE OF WASHINGTON<br>AGENCY / INSTITUTION PROJECT COST SUMMARY<br><small>Updated June 2020</small> |                                                |  |
|------------------------------------------------------------------------------------------------------|------------------------------------------------|--|
| Agency                                                                                               | Department of Enterprise Services              |  |
| Project Name                                                                                         | Modular Building - Critical Repairs & Upgrades |  |
| OFM Project Number                                                                                   | 30000792                                       |  |

Cost Estimate Summary

| Acquisition          |     |                                |     |
|----------------------|-----|--------------------------------|-----|
| Acquisition Subtotal | \$0 | Acquisition Subtotal Escalated | \$0 |

| Consultant Services          |             |                                        |             |
|------------------------------|-------------|----------------------------------------|-------------|
| Predesign Services           | \$0         |                                        |             |
| A/E Basic Design Services    | \$1,256,076 |                                        |             |
| Extra Services               | \$127,500   |                                        |             |
| Other Services               | \$564,324   |                                        |             |
| Design Services Contingency  | \$192,842   |                                        |             |
| Consultant Services Subtotal | \$2,140,743 | Consultant Services Subtotal Escalated | \$2,465,475 |

| Construction                               |              |                                                      |              |
|--------------------------------------------|--------------|------------------------------------------------------|--------------|
| GC/CM Risk Contingency                     | \$0          |                                                      |              |
| GC/CM or D/B Costs                         | \$0          |                                                      |              |
| Construction Contingencies                 | \$3,435,882  | Construction Contingencies Escalated                 | \$3,999,711  |
| Maximum Allowable Construction Cost (MACC) | \$16,679,041 | Maximum Allowable Construction Cost (MACC) Escalated | \$19,409,225 |
| Sales Tax                                  | \$1,890,803  | Sales Tax Escalated                                  | \$2,200,440  |
| Construction Subtotal                      | \$22,005,726 | Construction Subtotal Escalated                      | \$25,609,376 |

| Equipment          |     |                              |     |
|--------------------|-----|------------------------------|-----|
| Equipment          | \$0 |                              |     |
| Sales Tax          | \$0 |                              |     |
| Non-Taxable Items  | \$0 |                              |     |
| Equipment Subtotal | \$0 | Equipment Subtotal Escalated | \$0 |

| Artwork          |     |                            |     |
|------------------|-----|----------------------------|-----|
| Artwork Subtotal | \$0 | Artwork Subtotal Escalated | \$0 |

| Agency Project Administration          |     |                                           |     |
|----------------------------------------|-----|-------------------------------------------|-----|
| Agency Project Administration Subtotal | \$0 |                                           |     |
| DES Additional Services Subtotal       | \$0 |                                           |     |
| Other Project Admin Costs              | \$0 |                                           |     |
| Project Administration Subtotal        | \$0 | Project Administration Subtotal Escalated | \$0 |

| Other Costs          |           |                                |           |
|----------------------|-----------|--------------------------------|-----------|
| Other Costs Subtotal | \$577,561 | Other Costs Subtotal Escalated | \$662,520 |

| Project Cost Estimate |              |                         |              |
|-----------------------|--------------|-------------------------|--------------|
| Total Project         | \$24,724,029 | Total Project Escalated | \$28,737,371 |
|                       |              | Rounded Escalated Total | \$28,737,000 |

**Q & A**