

Helen Sommers Building
Tenant Improvement Guide
& Architectural Standards

Introduction

Welcome to the Helen Sommers Building!

The following architectural guide has been developed to establish parameters for future design and construction of tenant improvements at the Helen Sommers Building. It includes information you will need in order to proceed from the development of your initial space plan.

This guide outlines the various responsibilities of all participants in the design process and includes details and specific information that is required. Other details and specifications may be required for individual requests.

The Department of Enterprise Services (DES) works closely with a designated Tenant Representative for each tenant agency to ensure that tenants comply with all health and safety requirements, building codes, DES Facilities Design & Construction Guidelines, and other applicable laws, rules and guidelines including reasonable accommodation for disabled, ill or injured employees and visitors.

If you have any questions or need assistance, please contact:

Buildings & Grounds

Work Management Center (WMC)
360-725-0000

Asset Manager

Shelley Sadie-Hill, 360-407-9325

Tenant Representatives

Legislative Support Services (LSS)	Kevin Pierce, 360-786-7977
Legislative Evaluation & Accountability Program (LEAP)	Julie Danton, 360-786-6110
LEG-TECH	Kim Jorgenson, 360-786-7027
Joint Legislative Audit & Review Committee (JLARC)	Marilyn Richter, 360-786-5188
Office of Financial Management (OFM)	Nadia Sarno, 360-902-0618
Washington State Patrol (WSP)	Brian Bottoms, 360-704-5402
Office of State Treasurer (OST)	Shad Pruitt, 360-902-8904

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Process Requirement

This building has been designed to meet the US Green Building Council’s Leadership in Energy and Environmental Design (LEED) Platinum certification standard. Design and construction decisions already made to provide for an environmentally sound high performance building offer tenants the opportunity to achieve a LEED for Commercial Interiors (LEED-CI) rating with minimal effort. State Guidelines have been incorporated for interiors which support the LEED-CI designation.

All office alterations must be coordinated through your agency Tenant Representative. This includes all installations affecting floors, walls, woodwork, windows and ceilings, HVAC, glass partitions, data and electrical.

Alterations may only be performed by DES or a DES approved contractor. Architectural and/or Engineering plans for permitted work are the responsibility of the Tenant. On call professionals are available to tenants by submitting a Public Works Request to DES Facility Professional Services to contract with a design firm. All plans must be approved by the DES Asset/Property Manager before work can commence.

Painting services are available to tenant agencies in assigned space via reimbursable work request. Color palettes were developed and selected by each tenant. Common areas, such as hallways, lobbies, and common conference rooms may be painted on a scheduled basis as deemed necessary by the Asset Manager if funds are available.

All signage outside the tenant suites or visible through suite reights must be coordinated with the Asset/Property Manager and comply with building signage standards.

All tenant improvements must adhere to the current edition of the Department of Enterprise Services' [Design Guidelines and Construction Standards](#). In addition, the following building specific requirements apply:

- To maximize natural light, views to outside, and provide an improved interior environment, solid system furniture partitions and storage height limitations have been established. (See Furniture, page six.)
- LED light fixtures within assigned office space shall remain lamped as designed. Lamping is integral to the linear fixture and cannot be removed or replaced with a lower wattage. Lighting that is dimmable can be controlled at the switch. In addition, Tenants may provide employees with agency standard LED task lights where additional illumination is required. Installation of additional dimming controls is a tenant expense.
- Additional light fixtures, electrical, or cable installations are considered building modifications and must be approved by DES. Requests for additional lighting or electrical installation in areas not in the original design of the facility will be reviewed by DES. If approved, the Tenant Agency will be responsible for all associated costs.
- Doors, reights, carpet, hardware, laminate, etc. must match the finishes as specified in the construction documents and Operating and Maintenance manuals.
- No individual heaters may be used for workspaces. Contact Buildings & Grounds WMC for hot and cold calls.

Contact your Tenant Representative for any requests for modification to spaces, such as workspace square footage changes, computer and electrical modifications, functional changes, signage, ADA, and improvements.

Moving

To facilitate orderly moves, all tenant moves into, out of, or within the building, must be coordinated by the agency Tenant Representative, who will notify the property Asset Manager of your proposed moving date. Doing so will allow DES to make any special arrangements needed for cleaning, use of the loading dock, and coordination of the freight elevator.

The use of pallet jacks, carts, hand trucks, etc. is limited only to the freight elevator and not allowed on passenger elevators.

The loading dock height limit is 12'5". There are two loading dock bays. There is no raised dock, but there is a dock lift available in one bay.

Protective floor and wall covering materials must be installed when moving furniture or equipment in and/or out of the building. Elevator pads are available through the Buildings & Grounds WMC. The tenant will be held responsible for damage caused by its personnel or moving company/vendor during any move or delivery in or out of the building. Damage to the carpets, doors, doorjambes, corners, walls, elevators, or other building fixtures will be repaired by Buildings & Grounds and billed to the responsible tenant. We suggest that this point be thoroughly reviewed with the moving company and the liability understood.

It is the tenant's responsibility to contact the moving company to set up a pre-move site walk-through and inspection of the common areas and premises. The Asset/Property Manager must be present for the walk-through. After the move is completed, a second inspection will be conducted for any damage to walls, flooring, etc.

Space Plan

Additional private offices will not be built out without express written permission of the DES director. Space Standards established by the Office of Financial Management's Statewide Facilities Oversight division will be followed.

General floor loading is built to 65 pounds per square foot. Some areas have additional structural floor load capacity designed for file density, etc.

- Electrical and mechanical requirements exceeding the Building's standard allowance may require engineering services to be coordinated by DES. Engineering costs will be invoiced to the Tenant as they occur.
- The City of Olympia requires two exit doors from spaces serving 50 or more occupants, and/or 5,000 usable square feet or larger in area.

Prior to any changes to the building, a [Tenant Improvement Request](#) must be filed. A [Public Works Request](#) may be required for construction drawings needed for permits, or for any work that requires a job order contractor. Work not done by Buildings & Grounds trades requires a 21-day notice to the union as they may demand to bargain

Architectural Features of the Building

The Helen Sommers Building was professionally designed to exhibit openness, reduce energy by minimizing electric lighting during day-lit hours and allow transparency through the interior architecture when experiencing the spaces. The interior spaces and many physical places for formal and informal gatherings or meetings share light from the atriums. The interior glass walls face the atrium spaces to provide security and many opportunities for views through the building and to the outside from tenant space based on LEED criteria for light and views. Any changes to suite walls whether glass, opaque or made up of entry suite assemblies facing the interior shared public spaces are not allowed unless special dispensation is allowed by the Fire Marshall, aligns with the Building Management System, adheres to the systems and ranges outlined in the Performance Guarantee, works with integrity of the architectural detailing for walls, floors and ceilings, maintains the LEED rating, and has formal written approval from

the Director of Enterprise Services as well as review by the Capitol Campus Design Committee and the State Capitol Committee. In no circumstances shall the glass return walls at the atrium adjacent to shared spaces be changed from a simple piece of glazing. For certain business needs some temporary acoustical and privacy screening has been allowed on Level 2, but those mitigations will be removed if the current tenant vacates. (See Exhibit B).

DES is contracting with a vendor to have a safety strip adhered on the glass on Levels 1, 2 and 3 where there is a possibility that people unaware of the glass will walk into it. DES is working on approval from the city Fire Marshal or safety clues at the suite entry glass walls for Levels G and 4 that will comply with fire code rating for the glazing on those floors.

Logo applications on the glass walls by tenant agencies must be the same color film as installed safety strip and be installed on the tenant side of the glass. Logos must fit within one 5' section of glass, be no more than 18" h and centered 60" above finished floor.

Walls

The OFM Facility Oversight Program [Workplace Strategies and Space Use Guidelines](#) currently recommends a high ratio of open workspace to assigned offices with more shared conference and collaborative spaces within tenant suites. Some exceptions were made for business reasons in the current tenant mix. Generally the light, air and health of workers are affected by lack of light and views out; and for most business needs their work is enhanced through communication in an open office plan. No additional walls for office or internal conference rooms will be allowed with this current tenant mix without a reevaluation of business needs to support the request with consultation between the tenant, DES and OFM Facility Oversight.

Wall construction in both common and tenant space will comply with construction details from Document 10 plans, A8.01 Schedule, Interior Partitions; A8.11-A8.12 Details Interior-Typical Partitions and Backing; A8.23 Details, Interior.

Additional wall relights, transom windows or in-door relights must comply with Exhibit A, attached.

Nothing is to be mounted or attached to concrete walls or columns without written approval of DES Asset Manager or director.

Operable Windows

The Helen Sommers Building is equipped with operable windows on Levels 1, 2, 3 and 4. Operable windows may be opened when a green light indicates the temperature outside will not negatively affect the heating or cooling of the building management system.

Furniture

The following furniture height standards are based on the Governor's energy efficiency initiatives, State Law for LEED Silver for public buildings, the energy mechanical, lighting and electrical systems, indoor air quality and minimal obstruction for natural light and views based on LEED standards, tenant agreements, 1063 Performance Guarantee, CI and other furniture manufacturer availability, schedule and pricing:

- 48 inch maximum height for opaque systems furniture spine walls/partitions

- Additional clear or near clear translucent glass toppers for an additional 10 inches can be added for 58 inches maximum spine height
- 28 inches maximum height at the glass (27 inch standard for 2 stack)
- 40 inches at interior bookshelves and lateral files (39 inch standard for 3 stack)
- 48 inches maximum at mobile storage towers
- 52 inches at hallways, enclosed work rooms or places where there is no obstruction to adjacent opening spaces. (51 inch standard for 4 stack)
- 66 inches at hallways opposite work areas or in enclosed spaces not blocking light from relights or glass
- All partitions perpendicular to the exterior glass window wall shall terminate at a vertical window mullion.
- Certain equipment or areas may need special measures to dampen sound or vibration, to isolate noisy equipment, or to increase privacy. Tenant is responsible for assuring that sounds generated within their space do not disturb adjacent tenants.

Lighting

The building was specifically designed for natural lighting throughout via the windows and interior atrium. Where glass walls are adjacent to walkways or to the edge of the atrium, the detailing is full floor to ceiling and wall to wall. This simple and clean architectural feature shall be protected and respected through the lifetime of the building. In general, hanging of permanent fixtures on the glass such as glazing, blinds, or other light blockers are discouraged in order to maintain the integrity of the design of the building.

The standard is multi-volt 120-277. Lighting design is to be consistent with the currently adopted State of Washington Energy Code.

Occupancy sensors will be used in all open areas, enclosed offices, conference rooms, work rooms, and storage as required by local codes.

Building lighting control system is based upon an Acuity Controls system. All future lighting must integrate with the existing lighting system. All lighting circuits (including emergency) are controlled by the Acuity Controls system and monitored by the DES Metasys system.

- Lighting design must be consistent with the currently adopted State of Washington Energy Code. A lighting power density that is consistent with current building design is required to maintain LEED ratings.
- Lighting dimmers will be allowed beyond the current design if the tenant takes responsibility for redesign of the fixture, lighting control system changes and all parts, installation, maintenance costs and testing of new dimming switches and lighting system changes.

Electrical

Additional electrical requirements must meet the LEED Platinum requirements and load balancing may be required of the circuit and panel before approval.

Electrical requests to support appliances in tenant space will not be allowed.

Telephones

There is no PBX in the building. Tenants are using VOIP technology phone systems supported by WaTech or by the individual agency if standalone. Any additional wiring for systems must be approved by DES.

DAS & Wi-Fi

The building was wired for Wi-Fi in both tenant and common spaces with the current tenant mix requesting three systems. A distributed antenna system was installed to support emergency frequencies and access to cell phone carrier signals was installed via fiber optics to the Legislative Building cellular carrier base station. Additional Wi-Fi systems or cellular carriers would likely require a full building evaluation to ensure frequency ranges don't impact other frequencies or electronic equipment installed in the building. No additional systems may be installed without DES director approval.

Mechanical

Building Standard mechanical specifications and drawings have been developed by Mechanical Engineers.

The Building's main cooling system will operate between 7:00 a.m. and 6:00 p.m., Monday through Friday, and will not operate on Saturdays, Sundays or Holidays in general areas. Where planned 24/7 employee are in areas where the applicable HVAC zone will operate accordingly. Each space has an HVAC override to put the zone in temporary occupancy mode for staff working after hours or on weekends. Hot/Cold calls to be directed the Buildings & Grounds WMC.

Plumbing

The building was designed to maximize water efficiency to reduce the burden on municipal water supply and wastewater systems.

Coffee bars in tenant space will not be allowed. Tenants have access to five shared breakrooms and water fountains on all floors have filtered, chilled drinking water with a bottle filler.

Doors and Hardware

(Security, moving doors, adding windows to doors, exit doors, etc.)

Door replacement and installation must be approved by DES and comply with building standard styles, hardware and finishes as documented in Document 10 plans, A8.02 Schedule, Doors; A8.15 Details, Interior-Typical Door Some doors may require weather stripping, fire stops, access control alarms or card readers, or relights. The specifications should be determined by the agency Tenant Representative and the Asset Manager and may require review by the local jurisdiction for compliance with exiting code

Conference Rooms

(Configuration, adding or changing equipment, evolving needs)

All conference rooms outside the tenant suites can be shared by all building tenants or tenant representatives putting on business related presentations from outside vendors or partners. The Helen Sommers Building is not a conference center. The shared conference rooms were designed to replace a portion of tenant in-suite conference rooms to maximize space and are intended for the building

occupants. They are not considered public space and are secured with card readers for physical and network security. Current calendar software will track shared conference space usage and at the end of one year of full occupancy starting March 1, 2018; DES and the tenant leads will evaluate usage and recommend if there is capacity for any shared conference rooms, possibly the G015 combinable rooms, to be scheduled by other Capitol Campus tenants.

Structural Systems

Post Tension Floors

The maximum depth of fasteners for new stud walls, equipment installations, etc. is $\frac{3}{4}$ inch. This applies to post tension floors and fasteners to bottom of deck above for bracing and seismic requirements. The only exception is the Level G floor only. The Level G ceiling/deck is part of the Level 1 slab.

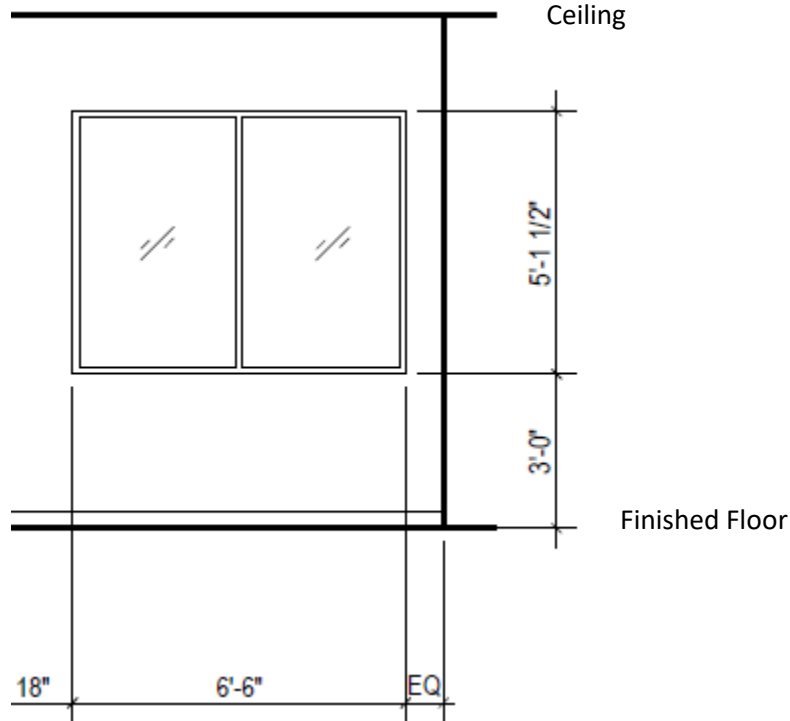
All trades and contractors should be aware of this restriction. It is recommended that x-rays be taken for any condition that may be in question. KPFF, structural engineers of record, will be consulted to review any x-ray or sonic reporting, resulting floor marks, fastening methodologies and seismic requirements. Tenants are responsible for cost of this review for requested tenant improvements or equipment installation. City of Olympia needs to be contacted for any permit requirements for tenant improvements.

EXHIBIT A

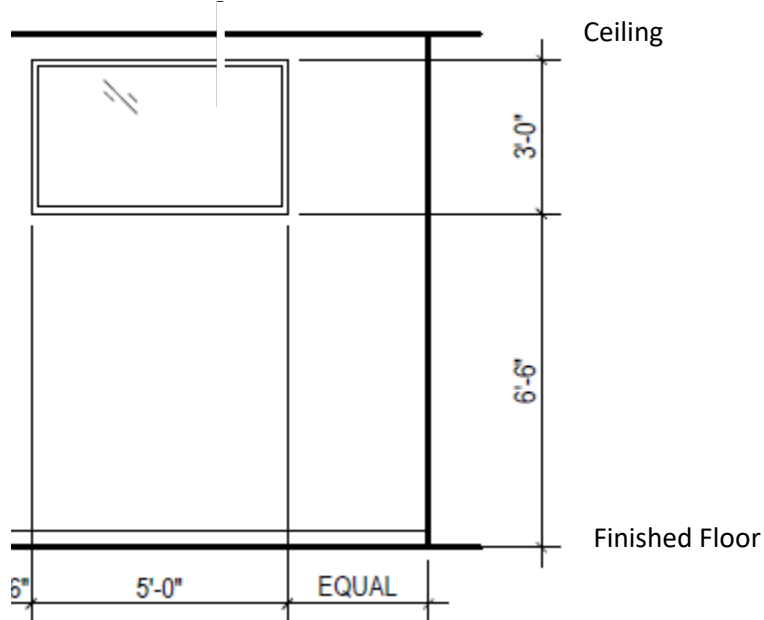
HELEN SOMMERS BUILDING – STANDARD TI RELIGHTS

(Door/Relight combos are specified in architectural drawings)

Mid-wall View Relight



Transom/Clerestory Relight



In-Door Relight

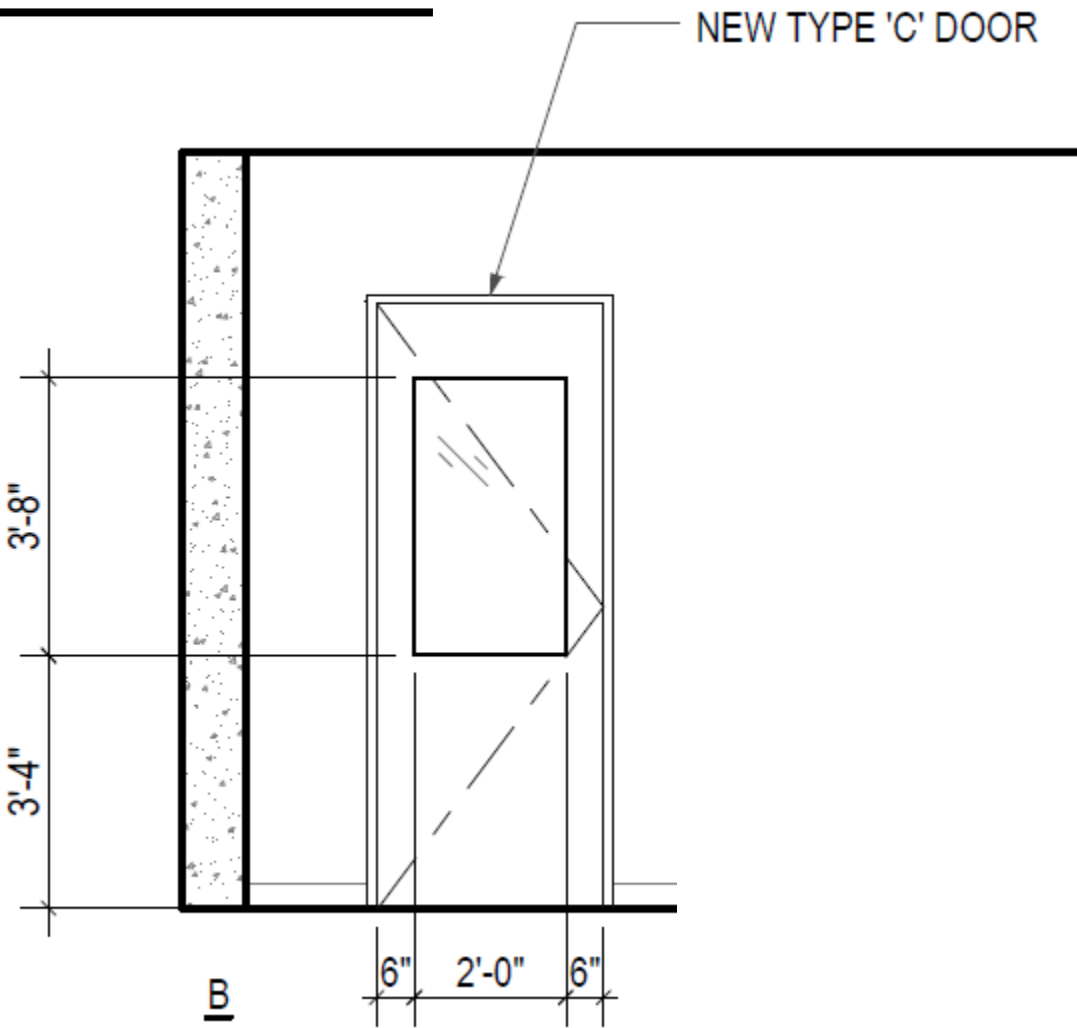


EXHIBIT B

HELEN SOMMERS BUILDING – GLASS PRIVACY EXCEPTION (Frosted Film at Atrium Glass installed: Exception to Building Standard)

