



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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August 6, 2021

TO: Kelly Lerner, Chief, Leased Facilities and Maintenance Operations
Department of Social and Health Services

FROM: Jennifer Masterson, Senior Budget Assistant
Capital Budget and Facilities Oversight and Planning

**SUBJECT: APPROVAL OF DEPARTMENT OF SOCIAL AND HEALTH SERVICES
REQUEST FOR NEW SPACE**

On July 26, 2021, the Department of Social and Health Services (DSHS) submitted a request to the Office of Financial Management (OFM) for new space in north Pierce or south King County. The Legislature approved funding for four new Children's State Operating Living Alternatives (SOLA) projects in the 2021–23 operating budget. This is the first of the four facilities to be requested from this budget.

This project is approved with the following terms:

- Lease of 2,556 square feet of residential space in north Pierce or south King County.
- An annual ongoing facility cost not to exceed \$56,400, including operating costs.
- An estimated one-time cost not to exceed \$150,000.
- Occupancy is expected to be January 1, 2022.
- A lease term no longer than five years.

OFM understands that the ongoing and one-time costs for this space will be funded using General Fund-State (001) and General Fund-Federal.

This project is not documented in the [2021–27 Six-Year Facilities Plan](#). It is approved with the understanding that DSHS will design the facility with consideration for work patterns, employee feedback, modern workplace principles and technology solutions. When the project is complete, you must report to OFM using the [project outcomes form](#).

If any of the terms and conditions noted above change, this project must be resubmitted to OFM for additional consideration using the [change of conditions form](#). If you have any questions, please contact Max Brown, Facilities Analyst, at (360) 810-0277 or max.brown@ofm.wa.gov.

cc: Anita Black, Planning and Design Manager, DSHS
Bary Hanson, Housing Specialist, DSHS
Seth Wallace, Assistant Director, Real Estate Services, DES
Rick Bushnell, Real Estate Operations Manager, DES
Robyn Williams, Senior Budget Assistant, OFM
Max Brown, Facilities Analyst, OFM



State of Washington
MODIFIED PRE-DESIGN
 Last updated: August 2017

For Administrative Use: DES Project Number:

This form is to be completed for state agency, community college, board and commission requests for new leases, purchases, relocations or expansions. Complete all areas of this form as thoroughly as possible. For more information, see the modified pre-design instructions located at [OFM | Modified pre-design](#). To check spelling and grammar select CTRL-S.

SECTION ONE - PROJECT SUMMARY

CONTACT INFORMATION

Agency Name: Department of Social and Health Services	Agency Number: 3000	Contact Person: Kelly Lerner
Phone Number: 509-720-4875	E-Mail Address: Kelly.Lerner@dshs.wa.gov	

REQUESTED PROJECT INFORMATION

Project Title (example: Relocation of Agency X Headquarters):
 Children's SOLA North Pierce/South King

Type of Action Requested: Obtain New Space Relocate Program Expand Existing Space Other

If other, specify:

Primary Space Type: 900 Residential **Secondary Space Type:** 312 Offices-Service Delivery

Type of Operation: Headquarters Regional Field Other

If other, specify:

Location Requested (City/County): North Pierce County-South King County **Estimated Rentable Square Feet:** 2556

Projected Annual Ongoing Cost: \$56,400 **Estimated One-Time Cost:** \$150,000

Requested Occupancy Date: 1/1/2022 **Lease term in years:** 5 years

Is a cancellation clause necessary? Yes No

If the agency requires a cancellation clause, describe terms and reason for cancellation clause:

CURRENT SITE INFORMATION

Street Address	City	Square Feet	Lease Number	Lease End Date	Ownership/Lease Status
New Location					Choose One
					Choose One
					Choose One
					Choose One

If ownership/lease status is other, specify:

SECTION TWO - PROJECT REQUEST AND BUSINESS NEED

PROJECT REQUEST AND BUSINESS NEED

Describe the circumstances that created the need for this facilities project.

The 21-23 operating budget funded DSHS/DDA for four new SOLAs for children in Tacoma. This is the first of four new facilities. Children cannot be placed in a DDA institution with adults and cannot legally enter into a lease. This facility is similar to the Children's SOLA in Spokane Valley which opened in 2013.

Provide a brief description of the preferred facilities solution.

Provide a new Children's SOLA in north Pierce County or south King County. The facility should be a residence to house children with developmental disabilities that cannot live with their families and also provide office space for the staff. The staff assist the children in crisis develop skills to handle themselves. The residence should have a securable outdoor area (fenced) with limited impact from neighbors and the community. The facility requires adequate parking for staff (up to 10) with a double-car, attached garage that can fit a standard van. Wide hallways, a single level, and an activity space is desirable.

Describe how the proposed project will affect agency operations. Include positive and negative impacts and any anticipated efficiencies.

Positive impacts include: Expansion and continuation of the SOLA for Children program which provides crisis support services to children and their families.

Potential negative impacts include: Time and cost of construction, disruption to any relocating staff, and one-time costs for safety, anti-ligature, and ADA improvements.

List the programs affected.

Developmental Disabilities Administration (DDA)

Describe the functions of the agency in the proposed space.

The Developmental Disabilities Administration (DDA) assists individuals with developmental disabilities and their families to obtain services and supports based on individual preferences, capabilities, and needs. This facility will provide temporary living as well as space for SOLA management staff. The facility houses up to three juvenile clients (each in their own bedroom) at a time.

Children's SOLA provides 24/7 residential support in a specially modified home to people under 21 receiving Voluntary Placement Services. Wrap-around services address the youth's individualized support needs, including habilitation, independent skill development, shared parenting, and community integration.

DDA does not have capital funds nor authorization in this biennium to purchase or construct a facility. DDA does not have maintenance staff that could maintain an owned facility in this area. Leasing rather than purchasing a facility provides greater flexibility when program needs change.

If the requested space has more users than today, describe the growth. Include a clear description of the assumptions made and identify the data source(s) used to forecast the growth.

N/A, no growth is expected.

WORKPLACE STRATEGY

Describe the process used to engage the employees in defining the proposed space so it aligns with the work being performed and supports a modern work environment, the agency's culture and work style preferences. Include information about when the employee work pattern assessment was completed and how (e.g. interviews, focus groups, additional surveys) leaders and employees were engaged.

DDA and Leased Facilities will work closely together to assure the acquired facility meets the residential program needs of Children's SOLA.

Describe how the agency incorporated modern work environment strategies and key planning considerations into this agency request (e.g. flexible space design, variety of settings, shared vs individual spaces).

DDA and Leased Facilities will work closely together to assure the acquired facility meets the residential program needs of Children's SOLA.

Describe how the agency will optimize the use of available technology related to this request (e.g. deploying laptops, Wi-Fi, mobile hardware and software, cell phones or soft phones).

This facility will be equipped with Wi-Fi to minimize the need for cabling and allow for greater internal mobility. Mobile users in the facility have laptops or tablets which enable them to move around the facility as needed to serve residential clients.

SECTION THREE – FINANCIAL INFORMATION

CURRENT AND PROJECTED ONGOING COSTS

Provide the agency's approximate total expenditures for the current space(s), if applicable, and provide the approximate annual costs anticipated for the new space for a five-year period.

Expenditure Type	Current Approximate Annual Costs in Dollars	Projected Approximate Annual Costs in Dollars
Rent or Debt Services	\$0	\$48,000
Energy (Electricity, Natural Gas)		\$2,400
Janitorial Services		\$3,600
Utilities (Water, Sewer, & Garbage)		\$2,400
Additional Parking		
Other		
<i>Total of All Annual Expenditures</i>	\$0	\$56,400
<i>Annual Cost Per Square Foot</i>		\$22.07
<i>Approximate Annual Change</i>		\$56,400

Define any relevant assumptions used to develop the ongoing costs for this project request.

The funded operating budget provided \$4000/month for rent.

If other ongoing costs are provided, specify:

N/A

ONGOING FUNDING SOURCES

The ongoing project expenses will be funded through:

Existing Facilities Funds Other Operating Funds Future Budget Request Lease Cost Pool

What fund source(s) will be used for the on-going funding of this space?

Combination of GF-S and GF-F consistent with program cost allocation plans.

If the expenses are expected to be absorbed, how?

N/A

If the ongoing project expenses are funded through efficiencies, how?

N/A

ONE-TIME PROJECT COST ESTIMATE

DESCRIPTION	COST
DES Fees	\$250
Tenant Improvements (Construction)	\$125,000
IT Infrastructure	\$9,000
New Furniture Costs	\$10,000
Furniture Relocation Costs	
Building Security and Access Systems	\$5,750
Moving Vendor and Supplies	
Other	
Total	\$150,000

Define any relevant assumptions used to develop the one-time costs for this project request.

DES Fees per DSHS-DES Inter-Agency Agreement - Delegated lease.

Tenant Improvements estimated based on approved budget and experience with similar projects.

IT Infrastructure at \$1500/workspace for new facilities for six staff.

Building Security and Access Systems based on experience with similar projects.

If other one-time costs are provided, specify:

The funded operating budget provided \$150,000 for one-time costs.

ONE-TIME PROJECT FUNDING SOURCES

The one-time costs for this project will be funded through:

Existing Project Funds Other Operating Funds Future Budget Request Lease Cost Pool

What fund source(s) will be used for the one-time project costs?

Combination GF-S and GF-F consistent with program cost allocation plans.

If the expenses are expected to be absorbed, how?

N/A

If the one-time project expenses are funded through efficiencies, how?

N/A

SECTION FOUR - ALTERNATIVES CONSIDERED

Provide a complete description of other alternatives considered and a summary of the advantages and disadvantages of these alternatives.

It is more cost effective and flexible for DSHS to lease a facility rather than own it.


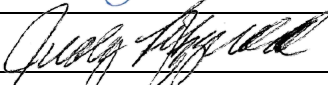
- For DSHS it is more cost effective for the lessor to handle on-going maintenance of the facility. DSHS does not have maintenance staff to maintain this facility.
- Improvements for capital facilities are required to follow public works contracting law. This results in a project management workload for the Office of Capital Programs as well as increased project costs. For DSHS, it is more cost effective for the lessor to complete tenant improvements. It also relieves the added burden of managing the projects through a public works process.
- Capital improvements are funded through capital budget requests. DSHS typically gets only 25% of our request. This facility would be competing against projects/needs at Western State Hospital and our Residential Habilitation Centers.
- DSHS must lease these facilities because minor children cannot legally enter into a lease. Leasing a facility in five to ten year segments allows the program to respond to changing client needs and changing client demographics.

If this project is not in the current Six-Year Facilities Plan or is not consistent with the Plan, explain.

This project was included in the 21-27 DSHS Six-Year plan.

SECTION FIVE – AUTHORIZATIONS

I certify that the requested space is necessary, funds are available to implement this request and that all information is accurate based on the best available information. I acknowledge that my agency is required to report the results of the project to OFM once complete.

Agency Financial Manager Signature		Date: 7/26/2021
Printed Name and Title	Kelly Lerner, Chief, DSHS Leased Facilities and Maintenance Operations	
Agency Director or Designee Signature		Date: 7/26/2021
Printed Name and Title	Judy Fitzgerald, Assistant Secretary/Chief Financial Officer, FFA	



State of Washington

SPACE PLANNING DATA SHEET

Last updated: October 2017

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

Project Summary Information (compiled from the following tables)

Project Title: Children's SOLA - North Pierce/South King **Date Submitted:** 7/26/2021

Existing Facilities Total Square Feet: N/A

Facility Area Summary **Planned**

Square Feet for Workspaces	0
Square Feet for Meeting & Focus Space	0
Square Feet for Office Support	0
Square Feet for Storage & Files	0
Square Feet for Program Special	1,660

Occupant Area **1,660**

Base Building Circulation (40% of Total Occupant Area) 664

Usable (Total Occupant Area + Base Building Circulation) **2,324**

Building Service and Amenity Areas (10% of Usable Square Feet) 232

Total Rentable Square Feet **2,556**

Square Feet for Warehouse and Special Equipment (Not in Circulation Area) 0

Total Project Square Feet **2,556**

User and Workspace Summary **Existing** **Planned**

Resident	0	8
Internally Mobile	0	0
Externally Mobile	0	0
Remote	0	0
Vacant	0	0

Total Users **0** **8**

Total Offices 0 0

Total Workstations 0 0

Total Mobile Benches 0 0

Total Touchdown Spaces 0 0

Total Workspaces **0** **0**

Rentable Square Feet Per Users **0** **320**

Rentable Square Feet per Workspaces **0** **0**

Percent of Workspaces to Number of Users **0.0%** **0.0%**

Planned User Growth **#DIV/0!**

Planned Workspace Growth **#DIV/0!**

LOCATION AND SITE REQUIREMENTS	
Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.	
Provide requested geographic boundaries:	
Pierce County. Land and space away from neighboring properties preferred.	
Location restrictions, if any:	
Define the service area using zip codes, cities, counties, or regions:	
North Pierce County or south King County.	
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:	
Close to emergency services (fire station), within 15 minutes of a medical center by vehicle, and access to community mental health services.	
Define any public transportation requirements:	
Within 5 minutes of a bus stop/public transportation by vehicle.	
Define any access requirements to major routes of travel:	
None.	
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):	
None.	
Describe any special site requirements (access, large turning radius, etc.):	
Parking for roughly 10 vehicles at a time with a neighborhood tolerance for routine traffic into and out of facility throughout the day and evening shifts. Secured fenced yard. One level house. Minimum two car garage. Minimal potential safety hazards like busy road or water features.	
Describe any special pedestrian access requirements:	
None.	
Will this facility house public employees that may also serve the general public? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Describe any unique parking requirements:	
Parking for roughly 10 vehicles at a time with a neighborhood tolerance for routine traffic into and out of facility throughout the day and evening shifts.	
<i>Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES website. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.</i>	