

City of Selah
Centennial Hall
Predesign Report
November 2016



NOVEMBER 2016
CITY OF SELAH – CENTENNIAL HALL
PREDESIGN REPORT

Contents

1. **Acknowledgements**
2. **Executive Summary**
3. **The City of Selah: Past, Present, Future**
 - a. Past, Present, Future
 - b. Pre-Report Actions and Research
4. **What is in Centennial Hall and what will it cost?**
 - a. Design Considerations and Code Assumptions
 - b. Summaries of Department Operations and Facilities
 - c. Project Area and Cost Summary
5. **What will Centennial Hall look like?**
 - a. Predesign Concepts
 - b. Floor Plans: First Floor and Basement
 - c. Exterior Elevations
 - d. Three Dimensional Rendering
6. **How will Centennial Hall be built?**
 - a. Project Delivery: Options for Working with a General Contractor
 - b. Schedule
7. **Appendix**
 - a. Site Survey
 - b. Geotechnical Report
 - c. Acronyms

1. Acknowledgements

The unique nature of completing this Predesign Report for the proposed Centennial Hall, a new shared City Hall and Police Department for the City of Selah, represents the cooperative effort of many individuals whose time, expertise and experience were utilized. Selah is a long-term community whose vision for a long-term governmental facility reflecting the current enthusiasm for the future is depicted in this Report. Nearing the 100-year mark since its 1919 inception as a municipality, the planning effort for the Predesign Report indicates a commitment to providing public services of the highest quality.

The Selah City Council is to be commended for lending support to this in-depth process of project pre-planning research. A full understanding of the scope of work, schedule, budget and options for financing and construction delivery are afforded the community of Selah because of the completion of this Report, thus laying the foundation for effective deliberation as to completion of the proposed Centennial Hall.

The following list of contributors are thanked for their participation in development of information contained in the Predesign Study.

City of Selah

Don Wayman - City Administrator

Sherry Raymond - Mayor

City Staff

Ted Pooler, PE – City Engineer, HLA Engineering and Land Surveying, Inc.

City of Yakima

Ray Yocum – IT Support

Consultants

Nancy Charron, AIA, NCARB - Traho Architects, P.S.

Barbara Cline, MS, AIA – Traho Architects, P.S.

Lori Coppenrath, LEED AP – DLR Group: Criminal Justice Consultation

Rob Miller – Stantec: Acoustical Engineering

Andy Evans – Sousley Sound: A/V/Data

Dan Chandler, PR, AIA – OAC Services: Project Management

Andrea Jones – Office Solutions Northwest: Furniture

Soils Report

Scott Garland, PE – PLSA Engineering and Surveying

Cost Estimating

Dan Berg – Garaldan Consulting

Rendering

Jacob Liddicoat - Digital Design and Development, LLC

2. Executive Summary

The Selah City Council committed to taking a long-term look at the future on May 24, 2016 by directing the City Administrator to enter into an agreement with Traho Architects, P.S. to complete a Predesign Report for a new, combined City Hall/Municipal Court and Police Department. The new facility is planned to be located on city-owned property on Naches Avenue between 4th Street and the alley to its south. It is to be named “Centennial Hall” in honor of the upcoming March 11, 2019 100-year marking of Selah’s incorporation as a municipality.

The primary goal of the accompanying Report is to address three critical questions: What is in Centennial Hall and what will it cost? What will it look like? How will it be built?

Centennial Hall will replace the existing 1950s City Hall and Municipal Court (occupied initially when Selah’s population was 2,500), the leased space from which the Police Department now operates, and the Planning and Building Code departments now located off site at Selah Public Works. By combining these uses at one site, the public will directly benefit by having a one-stop location for conducting business; civic pride will be demonstrated by the modern, professional functionality and appearance of Centennial Hall.

The scope of the Centennial Hall project as contained in the Predesign Report is based directly on information obtained from site visits and face to face communication that Traho Architects completed with each existing Department that will be located in Centennial Hall. Department Interviews were completed with: Finance, City Administration, Court and Legal, Planning/Building Official, Code Enforcement and Police departments. Interview comments repeatedly echoed the need for improved public access to departments and information. Individual department needs and current operations summaries are included in Section 4.b. herein. It was apparent that reducing the locations where the public would need to visit in order to meet with City staff, and eliminating the use of leased facilities would greatly improve administration and safely delivered, quality customer services. It became clear that there are common areas in several departments that would benefit from co-location: spaces can be shared, for improved efficiency in public and staff time, as well as providing for collaboration in the delivery of customer service.

Public Safety issues became apparent in Traho’s research, such as the need to offer improved staff views of public areas, full barrier-free access, and the elimination of the potential for the public to directly view staff work stations and computer screens. The floor plan proposed in Section 5.b. responds with a very inviting, centralized “wayfinding” circulation path, with access controls strategically placed for public, staff and secured Police areas.

Space needs of city operations are itemized in Section 4.c. Project Area and Cost Summary. A high level of detail is shown on this Summary, with distinction made for net space assignments for each type of room anticipated in Centennial Hall. A conservative 35% gross building area factor was used and added to the net space assignments for budgeting, for non-assigned area for walls, structure, and circulation. Several rooms are planned to be shared by more than one department.

Current city services are now provided at three sites: City Hall, Public Works and Police, each of which have access and/or limited space concerns. For example, access and egress at the current leased Police facility are poor. The Predesign Report determined that site design considerations are very well accommodated at the proposed 2.26 acre site, three blocks west of existing City Hall. The site offers improved new building opportunity: it has access to city utilities, is of adequate area, is predominantly flat and has no critical area impacts that restrict site uses. The adjacent residential zoning is matched with the new building style, orientation and deep property line setbacks.

The proposed site design includes generous areas for landscaping and on site storm drainage. Site use will incorporate existing parking across Naches Avenue. The controlled Police parking bullpen is located to have dual, immediate site egress. The placement of the building on the site was vetted during meetings with the city's civil engineer and city staff who clarified utility connections, history of traffic flow on adjacent roads, on-street parking and grading concerns. The enclosed building and site design reflects their recommendations.

Building materials and building systems recommendations are in Section 4.b. Total gross square foot areas as proposed are First floor, 27,199 and Basement, 9,882. The construction type per the International Building Code is Type II Non-combustible. Roofing at sloped areas will be composition or metal with a central, non-visible recessed low slope single ply roofing. Mechanical systems will be high efficiency roof top units. Flooring will be low maintenance, non-allergen polished or ground concrete. Ceiling heights vary with function: approximately 12' high at the central public lobby; 16' at the City Council Chambers/Municipal Court; 9' suspended acoustical ceilings at staff offices. Windows are emphasized at public areas and minimized at protected police or mechanical areas. The design includes the potential for vertical clerestory daylighting and/or solar tubes. As a minimum, full compliance is anticipated with the State of Washington Energy code, including Owner training for HVAC systems and occupancy sensors for lighting. Project goals include selection of durable materials to deliver building that offers reduced long term operating costs. The attached design provides access and flexibility to anticipate technology changes, in particular, adequate interstitial space for ducts and low voltage wiring; exposed ducting can also be considered during final project design.

Proactive site investigation work has been completed and includes: site survey, geotechnical report and testing for below grade structures. Future site work is listed and budgeted in Section 4.c. Project Area and Cost Summary that itemizes and identifies detailed development factors for site and offsite infrastructure with estimated costs. Site development costs include: fiber optic data, underground utility line relocation, sidewalks, street lights, landscaping and on-site storm drainage.

Total project costs per Section 4.c. Project Area and Cost Summary include building construction costs, site costs and landscaping, off site utility extension costs, furniture, fixtures, equipment, security, sound systems, visual displays, door controls, phone systems, window coverings, and project management, design and engineering fees. The costs included here reflect the following tentative project schedule: November 2018 construction begins, with occupancy in June 2019.

The **escalation of construction costs** is a specific line item in the Project Area and Cost Summary, averaged at increasing at 5% per year. With increasing energy efficiency requirements and unknowns for the future bid climate, this figure may be on the low side. The current historically low bond rates and USDA loan rates to borrow construction funds are a significant development incentive.

Certification: Traho Architects certifies to the best of our knowledge and belief that the reported analyses, recommendations and conclusions are the impartial, unbiased professional analyses, recommendations and conclusions of the firm. Information contained in this Predesign Report is intended solely for the use of the City of Selah and is accurate at the date of publication as a preliminary component of an overall evaluation and planning process for the proposed Centennial Hall project. Reuse or publication of any portion of this Report is allowed solely through prior written approval of Traho Architects and the Selah City Administrator.

3. The City of Selah: Past, Present, Future

3. a. Past, Present, Future

Past

St. Patrick's Day - March 17, 1919 -The Board of Commissioners of Yakima County, Mr. W. R. Dimmick, Mr. A. Lundstrum and Mr. A. C. Turner officially canvassed the ballots of election and passed a resolution making the town of Selah a municipality. Prior to this, a caucus was held in February of 1919 where a ticket was drawn on the question of whether or not to incorporate under the laws of Washington State. Candidates were nominated to fill the town offices; one ticket nominate was proposed, and the election was held in Oleson's Shoe Shop on March 11, 1919. The records show 63 faithful citizens were present, voting unanimously for incorporation. 310 occupants of the City of Selah then became the first citizens of Selah.

Beginning with the ancient history of this area dating back to Native American settlers, and since the 1919 vision to establish a City for the proud residents of 7,500 today became a reality, the City of Selah has evolved and expanded through many phases of development and growth. Documented milestones of Selah's "firsts" in the last 100 years of historical growth include: the first East Selah School, the first post-office, the first sewing machine (Mrs. Ephriam Cameron had the first sewing machine), early trading posts, pioneer saw mills, Pomona Tavern Building, Train Wreck at Selah Creek (January 12, 1902), first bank (the Selah State Bank, 1910), Buckley the First Marshal, streetcars, the Ford Dealership (1923), the Selah Telephone Company, the eruption of Mount St. Helens (May 18, 1980), local baseball and basketball teams, popular reference to Selah as the "apple juice capital", and the list continues to grow.

Present

Selah now approaches a one-hundred-year centennial. Today, the City of Selah is a progressive and active city of citizens from all walks of life. Selah is managed by the Mayor and seven Councilmembers elected at-large. The City Administrator is the head of the respective departments and oversees day-to-day operation of the City. The City has its own Police, Fire, Parks and Recreation, Public Works and Community Development/ Planning Departments.

The Mayor and Councilmembers are easily accessible; the City Administrator is approachable and available to the general public at the existing City Hall, as are other active staff: City Clerk/Treasurer, Utility clerks, Municipal Courts staff and Human Resources.

The Police Department has fifteen full-time commissioned police officers and two civilian employees. It is a pro-active department with friendly and personable officers who practice a "Community Policing" approach and participate in the Annual National Night Out celebrations and the on-going Citizen's Academy of volunteers. Selah is one the safest cities in the State, a contributing factor among many other reasons that make this City a desirable place to live and work and recreate.

The Fire Department in association with Yakima County Fire District 2, covers a sixty-five square mile area and serves an overall population of approximately 20,000 people. There are four fire stations: one in the City and three in Yakima County District No. 2.

The Parks and Recreation Department oversees ten city-owned parks providing forty-five acres for public recreation, including playgrounds, sports fields, tennis courts, swimming pool, skate park and walking trails, gazebos, pavilions, picnic areas, as well as numerous activities at the Civic Center including a teen center and senior activities.

The Public Works Department manages water and sewer infrastructure, city parks, streets, roads, snow removal, garbage disposal and curbside recycling.

The City has five schools: High, Middle, Intermediate, Primary, and Preschool and Alternative programs.

A full range of utilities - gas, power, internet and telephone – are available for City residents.

Selah's transportation infrastructure provides connectivity between the active regional commercial development and entertainment establishments of Yakima and Union Gap, for the residents of Ellensburg, Selah, the Yakima Training Center and surrounding rural areas.

Currently, Selah is experiencing growth and development at unprecedented levels, metamorphosing the local values, choices, options, and desirability. The dynamics and needs of the existing population have grown multifold. It does not stop here – the estimated population of this City is likely to be 10,000 by 2025. The population growth rate between 1990 and 2000 has been 23%.

The current City Hall and Council chambers is 7,000 sq. ft. and was built in 1950 to serve Selah's 2,500 citizens. The Police Department is operating from a rental facility of approximately 5,200 sq. ft. on two floors, with limited access for staff to exit (or enter) the site during many hours of the day. The Department of Public Works operates from a modern building located at South Rushmore Road.

Future

The City of Selah is now planning and looking into its long term comprehensive health and future needs. There is a lot to be proud of in Selah as a community and for the balanced future growth potential. The Council and staff of Selah are aware of their responsibility to lead and represent the citizens of Selah in actions, planning and proposing change at all levels. Some of the goals and future plans include the following:

- The City is expanding its inventory of parks designed to be accessible to all people regardless of limitations. Improvements include a fully accessible playground, a gazebo picnic shelter, perimeter walking path with workout stations and resting places, disk golf course, street access, parking, new landscaping, and a restroom building.
- The City is investigating opportunities to annex areas into the City for future expansion and diversified land uses.
- The City is in the process of preparing plans to improve and beautify First Street.
- The City is asking property owners to improve the appearance of their properties.
- Because of the City's high quality of life, developers are attracted to develop new residential subdivisions here.
- The City is also attracting inquires for starting new businesses.

- The City is taking the initiative to prepare a growth plan for the central urban core to promote economic development and create attractive jobs in the area.
- The Selah School District Board is preparing plans for future growth of its schools.
- The Selah Downtown Association is responsible for organizing many events in the City such as a well-attended summer farmer's market, City parade, Ritz Gala and floating garden; the list of events is growing.
- Selah's Civic Center has hosted many social events for the community and local seniors, including a meals program; the facility has recently expanded its parking areas and has a new commercial kitchen.
- The current City Hall and Police facilities have been acknowledged as not adequately serving current demands. As a result, the City Council and Mayor have accepted the challenge to lead the City into the future: it is a difficult juggle to accommodate the needs of the immediate population and plan for the future population while maintaining budgets and costs. The following Section 3.b. is a summary of steps City officials have taken to date to see that Selah is equipped to meet increasing demands for services, and to provide efficient and effective focused growth opportunities for development.

The specific scope of this Predesign Report explains the ambitious and complex goal that Selah has identified: A new City Hall/Municipal Court and Police Department which is planned to take Selah into the future decades of growth and changes.

3. The City of Selah: Past, Present, Future

3. b. Pre-Report Actions and Research

The recognition that the City Hall was not serving the city residents well has been known by Selah for the last decade. The city has elected to complete several opportunity driven partial and interim remedy projects to meet the growing city service demands. Successful past projects include the renovation of the previous library into the Council chambers and Municipal Court, the construction of the Public Works building, costly leasing to house the Police Station, and the acquisition of the land on Naches Avenue. All of these prior projects reflect the efforts and vision and ideas by staff and individuals as steps needed to get to this intermediate step, a Predesign Report. This Report is a planning summary of pre-design assumptions and a preliminary budget. It identifies a project scope, and cost for a Selah current level of service solution for a new City Hall and Police Station. It is currently estimated that it is approximately 3 years before the building would be completed and occupied if supported by the Council and residents.

Contributing factors that encouraged this significant step toward the reality of a new city hall for Selah at this time include: historically low USDA loans and Municipal Bond interest rates as well as and construction cost escalation that is projected to remain at moderate levels. Finally, the construction industry is anticipating a positive but competitive construction negotiation and bidding climate for the foreseeable economic window. The eventual project development path ahead for financing, construction contract type and final project appearance and scope is yet to be determined. This Predesign Report is intended to be a working document that is a foundation toward the new city hall goal.

Research and Tours: In a direct effort to review the functioning of their recently constructed city hall facilities, on April 15, 2016, the Mayor, Councilmembers, City Administrator and other staff took a full day tour to visit recently built Bothell, Redmond, and Snoqualmie city hall facilities to gain firsthand experiences of these new city buildings. All who attended confirmed the great value in this learning experience. The tours underscored the very real importance of planning for and constructing a city hall that directly reflects the vision of the individual city that it serves.

Guidance: This summer, visionary Council members directed the City Administrator to contract with a professional consultant to complete a City Hall and Police Station project feasibility study to assess the needs of present and future, and prepare a preliminary site and facility design. Furthermore, the consultant was tasked to house all city hall operations and the police department; including community development and planning department and other activities, to not only provide convenient customer service to the citizens but to make it a “one-stop service” venue for the general public and development community- while creating a welcoming, professionally appropriate new facility.

The scope of work for the Predesign Report directed the consultant to address and accommodate the diverse and complex roster of city officials and staff as well as to equip the building and design to fit the challenging needs of the Mayor and City Council for meetings and daily functioning, municipal court proceedings, staff activities, record keeping and storage, safety concerns, public meetings, development community interactions, and a full level of Police Department operations.

Co-Location: The decision to co-locate the City Hall and Police Department works very well from the standpoint of a cost effective facility and site development project and it is an excellent location for both. The design presented herein addresses a necessary separation of each operation while allowing the identity of a new civic structure to create a focus for the future of Selah’s governance.

Image: The proposed Centennial Hall was requested to reflect the image of the dynamic, progressive, and harmonious community of Selah. The new facility must furthermore acknowledge the beauty, aesthetics and values of this City while expressing the nexus between the citizens who visit City Hall to conduct business with the City. Whether it be as simple as paying a utility bill, or a multi- departmental new project development project that needs combined access to Mayor and Council, City Administration, Police, Planning and the various departments, numerous operating procedures can be communicated more efficiently with the single voice focus of providing a “one-stop center” for citizens and visitors. The image of a practical, functional operational building is planned for within this Predesign Report.

It is desired that Centennial Hall be a reflection of today’s legacy for the future. With this path toward defining project scope, final design, construction documents and intended construction of the building and related site improvements, Selah is preparing to celebrate the first century celebration of the City’s founding in 2019. Centennial Hall will prepare the City for the next century.

4. What is in Centennial Hall and what will it cost?

4.a. Design Considerations and Code Assumptions

Design Considerations

Site:

The selected site is located at on the north side of Naches Avenue, between 4th Street and the alley to its east. South of the site across Naches Avenue, is Selah School District's campus: Robert Lince Early Learning Center, District Administration Office, the Selah Academy High School and HomeLink. The city hall site is 2.34 acres and is appropriate in size, location, topography, soils and city access for the proposed new combined city hall and police station. Purchased from the Selah School District in 2014, it has no significant history of use or critical areas that would limit site development. Site investigations included geotechnical soils investigations, ground penetrating radar to identify underground structures, and topographic site survey. No evidence was found of unanticipated site concerns. The current play and soccer fields are being maintained by the city and are scheduled for use by the Selah parks department.

Site utilities including water, sewer gas, power, internet and telephone and irrigation are available in immediate proximity to the site. The Area and Cost Summary cost spread sheet within this Report (see Section 4.c.) lists several of the site development issues, including a recommended rework of the overhead power lines along Naches Ave to underground.

The site is zoned Residential and the surrounding North and East property uses are residential. The proposed building site sketch and design concepts (see Section 5) meet the residential development design criteria, with a Conditional Use permit anticipated in advance of construction. Proposed on-site parking matches the projected use demands for the building; furthermore, existing on street parking on the south side of Naches Avenue can be used for large demand evening meetings.

The site design shows four driveway connections to the two adjacent streets and alley. The building's main access is formalized by center placement on the parcel as it faces Naches Avenue. A large illuminated (not animated or flashing) sign is planned at this main entrance. The perimeter of the site reflects low impact development goals with significant landscaping, bio-swale storm drainage, and a public use entry with a shaded trellis court area. The site access to the northwest is limited by a moderate change in grade; this grade change and the proximity to 4th Street and the hillside to the west was considered in the placement of the building as proposed in this Report. Preliminary information indicates the first floor will be set approximately 2.5' above the elevation of the sidewalk on Naches Avenue, thus allowing prominence in its appearance, positive site storm drainage and full site ADA access. The building's close proximity to the north and west property line is intended to focus site traffic sounds and activity away from the residential uses to the north and east. It is also the most cost effective location to accommodate a new sewer line connection and barrier-free access to the public lobby. The site features dual police fenced "bullpen" site egress and access; the remainder of the parking spaces are double directional with no dead ended lot areas, for prompt site egress.

Off site:

The new site will require the extension of fiber optic data lines to the site. The need for an improved radio signal repeater for Police Department communications will be verified at the time of construction. The final design's building grading will be based on the elevation of the existing sanitary sewer to avoid the need for a lift station.

Building concept:

The concepts for the building mass and design focused on providing a 100 year/ Centennial acknowledgement reflecting Selah's long term history, growth and a future - with a long term facility ready to serve for the next 100 years. The goals stated for this Report were visibility and transparency for the Selah's government in action, with a single, one-stop shop building for public services and access. The city staff toured several recently completed City Hall buildings in Washington and their observations were clear that none of the toured facilities would be appropriate for Selah - each building reflects circumstances specific to the city in which it is located. Centennial Hall will be no exception.

Additional design goals as expressed by City and Police Department staff included: professional, enduring and reflecting the City of Selah, low maintenance, energy efficient, "one-stop-shop" for public, prudent areas of architectural amenities. This design philosophy was asked for with a structure for flexible adaption to future needs, adequate infrastructure, room for growth, public spaces, improved access and safety for staff and public.

Size of proposed facility:

The areas of the proposed new building are listed in Section 4.c Area and Cost Summary, broken down into the following categories: net areas for City Hall and Municipal Court functions, including basement archives/storage; net areas for Police Department functions, including basement training and storage; and Building Cost Modifiers that include a non-assigned circulation factor area. These space assignments and area designations were based on face to face interviews with department heads, review of current use areas and stated future facility needs and deficiencies. Areas that will not be occupied on a full-day basis were placed in the basement, as a cost effective strategy that also decreased the size of the overall building on the site, which increase the opportunity for more landscaping and a parking lot configuration that is more pleasant in appearance and usefulness. The proposed gross building shown in Section 5. b. Floor Plans is 27,199 square feet first floor; basement is 9,882 square feet. The site allows approximately 4,000 square feet for a (future) building expansion addition to the east.

Building design:

The building design reflects concentric areas of use, beginning with the main entrance opening toward the south and east, from parking lots and sidewalks toward the main entry outdoor public court with trellis, entering into a linear public lobby that bisects through the building, and progressing at each side to the Municipal Court and City staff work areas and Police Department. The heart of Centennial Hall is the City Council Chambers: it is the largest room in the building and its form is expressed through to the exterior with a higher roof and large east facing windows. The building roof perimeter has sloped roofing that can be finished with composite shingles or costlier but more durable metal roofing. Mechanical units and skylights

will be visually concealed and located on the low sloped center roof areas. The exterior wall is proposed to be veneer concrete masonry units (CMU) with stucco at higher wall locations. Final selection of all materials will take place as the formal design process is initiated.

The basement, located under the west half of the building, is designed to house rooms that have transient occupancy. Exercise and Locker-rooms, a Police Department Criminal Justice Training Class classroom and the Emergency Operations Center. It also houses storage for City departments and Police Evidence and a Museum office with secured archives.

Code Assumptions

Based on a preliminary review of 2015 International Building Code requirements as they apply to Centennial Hall, the building is a primarily a 'B' (business) occupancy with areas of 'A' (Assembly) and 'S' (Storage). The use of the facility as a police station, and location of the Emergency Operations Center/EOC within it, place the building in the "Essential Facilities" risk category IV. per IBC Table 1604.5. This designation will influence aspects of structural design. The building would not need to be fully fire sprinklered if built with non-combustible materials, which would mean the structure will not be wood framing; however, Storage rooms for Department and Evidence areas would need to be fire sprinklered.

It is the recommendation of Traho Architects for reasons of both durability and to allow flexibility in possible long-term future renovation, to design for non-wood construction. The intent is the building would have a structural steel frame, lightweight steel studs, veneer masonry exterior walls, roof framing consisting of light gage open web joists and a first floor of concrete slab on a steel corrugated decking between it and the basement. A recessed roof area for mechanical units and vertical clerestory windows to allow daylight at interior spaces will be combined with relatively deep interstitial spaces between and above floors so that future updates are manageable due to adequate access.

The use of Type IIB unprotected, non-combustible framing allows for significant reduction in the location and numbers of fire dampers at various interior penetrations, door closers, fire rated wall and floor separations between spaces, or the provision of exit enclosures for future flexibility and changes. Steel structural costs are higher but with cost savings recovered due to reduced framing, hardware, non-rated assemblies, mechanical system smoke or fire dampers, and the elimination fire sprinklers.

4. What is in Centennial Hall and what will it cost?

4. b. 1. City of Selah: Summary of Operations and Facilities

Police Department

Meeting Dates: May 12, 2016 and June 7, 2015

Attendees:

Police Chief Richard Hayes

Deputy Chief Eric Steen

Police Department:

Current area is a leased facility, approximate area 5,200 SF on two floors plus a garage with exterior access, approximate area 1,150 SF. Exterior parking accommodates approximately 10 vehicles. The building has been renovated over many years of various types of occupancy, and thus the current floor plan has been forced to adapt to existing circumstances. Bullet proof windows and hardened exterior walls have been retrofit into the building. A small front office/service window functions as the point of contact for the public, beyond which people must be escorted into other rooms. A small evidence storage area, shared rooms for sergeants and patrol officers, and detectives, a kitchen/breakroom, and a multi-purpose training/Citizens Academy – Criminal Justice Training Class room are included. Dispatch is handled by Yakima County, and tech/IT services are contracted through the city of Yakima. Decontamination is taken care of at the Selah Fire Department.

Current Deficiencies:

The Chief and Deputy offices are separated by location on the second floor, from other department staff, due to floor plan limitations and the two story configuration, thus limiting on-going contact.

As leased space, the department is paying rent for a facility over which they have limited control and for which there is no financial gain for this long-term investment.

Police vehicles cannot readily access the adjacent south 1st Street, particularly in an emergency, due to periods of heavy traffic on the street and the need to cross lanes of traffic to head in a southerly direction.

Barrier free accessibility does not exist within the facility nor its restrooms.

Restrooms and locker rooms are inadequate in number and size and fixture count.

There is minimal to no acoustical privacy in the interview rooms and the interview observation room.

There is no adjacency to the Municipal Courtroom/City Council Chamber, for which functions the department has frequent interaction.

There is no secured sallyport for transport of persons in custody, to the interview room or holding cell.

There is no adequate separation of male and female persons in custody.

There is no acoustically private meeting room in which to conduct private conversations, either with department personnel or with the public, including victims.

Adequate separation is not possible between persons in custody and victims.

There is no exercise nor combatant training area.

There is no Emergency Operations Center for the city of Selah. The Police Department would have a desk in an EOC in the future facility.

An "area of refuge/safe haven" is desired, similar to the function located at the controlled entry vestibule at the Yakima County Sheriff's office.

Limited storage is available for the Quartermaster function.

Controlled access with proximity cards, at exterior doors and within specific interior rooms, is not available.

The parking area cannot accommodate the large command vehicle.

The parking area is not fenced.

A server room will be needed if the city of Selah eventually hires IT staff.

A specialized evidence dryer is desired; this piece of equipment would be placed in its own room adjacent to the evidence storage room at the future facility. A pass-through locker is needed at the evidence storage room.

It is a better practice to separate the front desk from their dispatch function, both of which are now located at the entry office.

The chaplain and school resource officer need to be located in a walled in office.

Finger printing and concealed weapons permit functions should be accommodated without the public entering the PD's staff areas.

4. What is in Centennial Hall and what will it cost?

4. b. 2. City of Selah: Summary of Operations and Facilities

City Hall

Meeting Dates and attendees:

Traho: Barbara Cline and Nancy Charron

May 6, 2016: Mayor Sherry Raymond, City Administrator Don Wayman

May 23, 2016: Don Wayman, Joe Henne/Public Works, Harmit Bedi/Planning, Ty Jones/Public Works, Roy Brons/Code Enforcement, Erin Barnett/Code Enforcement, Caprise Groo/Public Works

June 8, 2016: Clerk-Treasurer Dale Novobielski

Currently City Hall has limited space within an existing building that has been occupied by various functions over decades of use. It houses the offices of the City Administrator, Executive Assistant to the city administrator/mayor, HR, Clerk/Treasurer and three staff in the Finance department.

The recent removal of the library and its conversion to the Council Chambers/Municipal Court room has resulted in the creating of two open office / file storage areas in the access route between the south public, main entry and the north Courtroom. See separate comments for Council Chambers as well as Municipal Court and Legal Department.

The partial basement has steep stair access; it houses the sewer sump for Council restrooms, telephone and electrical panels, obsolete furnace, and separate rooms for records storage for Court, HR, and Finance use, as well as seasonal décor.

Current Deficiencies:

Currently the city hall is occupied by 9 staff members. 2 departments and 5 to 6 staff will move into the new city hall from Public Works. The existing floor plan has been an adaptation based on the previous years of remodeling and additions, and is thus marginally functional.

The Council Chambers and Municipal Court floor is lower than the City Hall. There is no interior ADA access.

The staff for Planning, Building Official, Plans Reviewers and Permits are located at the Rushmore Road Public Works building, all of which interact with the public. The public must therefore travel to both City Hall and Public Works to conduct business.

The city's "address files" will potentially move to the future new City Hall from Public Works. These are ongoing files for all city actions.

Other files and plans will move with the building and planning departments.

There is no Executive Session meeting room for the Council. Current practice is to ask the audience to leave the Council Chambers.

The staff who front the lobby in the Court Clerk and Finance department have limited security.

There is direct public view of work stations and computer screens for the staff who front the lobby in the Court Clerk and Finance Department.

The filing area is in a hallway. The current staff coffee is in the small, 100 SF copy and mail room.

Mechanical and electrical systems are not up to current standards for efficiency.

4. What is in Centennial Hall and what will it cost?

4. b. 3. City of Selah: Summary of Operations and Facilities

City Council Chambers

Meeting Date: May 24, 2016

Attendees:

See minutes on City website. The meeting was a City Council Study Session followed by a regular Council meeting.

Mayor: Sherry Raymond

City Council Members: Laura Ritchie, Paul Overby, Roy Sample, John Tierney, Diane Underwood, Russell Carlson

City Clerk: Monica Lake

City Staff: 6 department directors

Audience: 15 members

Council Chambers: (Also refer to separate comments under Municipal Court and Legal Department)

Current area with 58 visitor seats is adequate for public seating. Shared use of Courtroom and Council Chambers is functioning well and is planned to continue as a shared use in the future facility. Current net area of 29'-6" x 80' = 2,360 SF is comfortable. A table is in use at the exterior entry door for copies of the current agenda and a sign-in sheet for attendees.

A sidewalk sandwich board notifies the public on the City Council meeting location and times. The Municipal Court's 5' wide Court Clerk's desk is used by the City Clerk to run the power point projected on the wall screen to the left wall of the room. The judge's desk, witness stand and chairs at the left of the witness stand are vacant during City Council meetings.

The 25' long attorneys' counter top, centered on a support wall, is occupied on its north side by the mayor and 6 Council members. The shorter right end of the "L" counter is occupied by the city manager and legal counsel. A portable lectern is located near the low wall opening that separates the public from Council and Court personnel; it is used by staff for Council presentations.

Current Deficiencies:

Council members are seated in a straight row, which makes discussion difficult.

The City Clerk is seated behind the Council members and although this functions, it does not allow for visual contact.

The lectern location blocks view of Council members and Clerk from the audience.

The Council members located closest to the west wall of the room have limited ability to see the projected presentations and images.

The Council chambers were previously the city library and the floor elevation is approximately 14" lower than the City Hall floor. Barrier free access is compromised.

There is no Executive Session meeting room for the Council. Current practice is to ask the audience to leave the Council chambers.

4. What is in Centennial Hall and what will it cost?

4. b. 4. City of Selah: Summary of Operations and Facilities

Planning / Building Official and Code Enforcement

Meeting Dates and attendees:

Traho: Barbara Cline and Nancy Charron

June 2, 2016: City Administrator Don Wayman, Joe Henne/Public Works, Harmit Bedi/Planning/Building Official, Ty Jones/Public Works, Roy Brons/Code Enforcement, Erin Barnet/Storm Water and Code Enforcement, Caprise Groo/Public Works

Current City Operations Located at Public Works Building:

Due to limited space at the existing City Hall, Planning/Building Official and Code Enforcement staff and records are located at the Public Works building. The building is virtually new and has adequate spaces for these functions.

The Public Works, Planning/Building Official and Code Enforcement departments maintain three varied paper file archives. The files include: Active and archived [Building Permit Drawing Files](#) and [Public Works Drawing Files](#) for utilities, streets and city owned buildings. The third file system is the [City Address File](#). This is an 8-1/2 x 11 format of information in ten standard 5 drawer file cabinets. It contains records of city actions and work for building, utility, complaint or other city actions. This file is address specific and is a permanent active file. Location of this file in an accessible data base or fire protected and fully staff accessible location is needed. Both building permit and city drawing files are rolled and stored in a small rooms adjacent to the staff offices. The drawing file rooms both appeared to be quite full. Active building files do not have an apparent filing system. If staff increases or in house plan review is considered, active filing system and space will be needed.

Per current practice, some building permit and planning reviews, fire marshal, Health District or other agency reviews are contracted out for third party completion. It is to be determined if current staff who route files to these agencies are moving to the proposed new Centennial Hall or remaining at Public Works. Storm water operations will remain at Public Works.

The Planning Director is also the Building Official. The Planning/Building Official and Code Enforcement departments will move into the new Centennial Hall from Public Works. Staff located at Centennial Hall will be the Planning Director/Building Official, two plans examiners and two code enforcement staff.

Current Deficiencies:

One location is desired for the public to contact the city. The staff for Planning/ Building Official and Code Enforcement, with related plans examiner roles, are located at the Rushmore Road Public Works building, all of which interact with the public. The public must therefore travel to both City Hall and Public Works to conduct business. Communication and coordination between city and departments is limited by location.

The City Address Files of building and drawing files and plans, as well as address-related complaints or actions, will move with the Planning/Building Official and Code Enforcement departments. The Public Works drawings and utility work will remain with the public works staff. Areas for planning and building archived files will need to be provided. Electronic or “cloud” based scanned archives should be considered to reduce demand for physical storage spaces.

Currently files have no higher level of fire protection. Active files are backed up electronically.

Access to two meeting rooms and an intake counter for public interaction was requested during review of the Planning/Building Official and Code Enforcement’s operations. Project confidentiality and privacy are needed at these locations. It is to be determined if a pre-planned intake meeting will become standard with project processing, as this will have a specific floor plan impact for Centennial Hall.

4. What is in Centennial Hall and what will it cost?

4. b. 5. City of Selah: Summary of Operations and Facilities

Municipal Court and Legal Department

Meeting Date: 6-14-16

Attendees:

Judge: Bronson Faul

Court Clerk: Vanessa Ibarra

Court Clerk's Office: Desk and transaction window for payments open onto the lobby.

Two five drawer lateral Court files hold open cases. Remainder of files in located in a basement storage room. A second work area desk for filing and preparation of jury packets is located in this room.

Current Deficiencies: There is no phone transfer ability or direct access to the court room City/Court Clerk's desk phone. There is no close proximity to copy room or to the judge's chambers. The Court Clerk's computer monitor is now but should not be visible through the transaction window to the lobby. The transaction window should be lockable and have an opaque screen for staff to be in office with cashier window closed. The room is not barrier-free accessible.

Courtroom: (Also refer to separate comments under City Council Chambers)

Current area with 58 visitor seats is adequate for public seating. Shared use of Courtroom and Council Chambers works well and can continue in the future facility. Current net area of 29'-6" x 80' = 2,360 SF is comfortable.

The Courtroom public entrance has two wall mounted gun lockers and a walk through metal detector and search/pass table. Judge's chambers are 8' x 8' and accessible from the Court dais. The dais is raised 7" and has a furniture system arrangement with 8' wide judge's desk, 5' wide City/Court Clerk's desk, and a small 3' L - shaped witness stand. The chairs at the left of the witness stand are seating for the individuals in custody or for a jury. The City and Court Clerks share the one 5' desk, as they are not in the room at the same time.

The room located between the two single occupant public toilet rooms is not sound proof and is used occasionally by the attorneys for counselling with clients.

The public toilet rooms have direct access from inside the Courtroom. A granite countertop centered on a support wall doubles as the Council chamber and the Attorneys' table for Court use. The lectern is not used. A portable box of forms used by attorneys can be removed from the countertop when the City Council is using the room. When the Municipal Court is in session, the council chairs are moved to the left end of the countertop.

Current Deficiencies:

No acoustically private adjacent private jury selection or deliberation room. The old Council Chambers room, which is located at the south, main front entry into the City Hall building, is used now. This room is accessed by walking through interior hallways.

Water and toilet facilities for jurors should be provided; the location of restroom access in the future facility is to be confirmed. The restrooms should not be accessed directly from the Courtroom, due to visual and acoustical privacy.

The witness stand should be larger and located to the left of judge, for direct visual contact; it should not be located next to individuals in custody, as is now the case.

The judge is separated from the witness stand by the City/Court Clerk's desk, which disallows adequate visual contact.

The City/Court Clerk's desk is too small. The Clerks need a direct phone line and space for forms and a printer on the desk top.

Judge's chambers: Add additional staff-only access route to this office; access to this office is now and should not be near to or in the path of detainees. The room will become larger if it has two doors to create acceptable points of access that do not create a circulation conflict. The window in this room in the future facility should be high or obscured. A closet and mirror should be included in the room.

In modern courtrooms, the witness stand and the City/Court Clerk stations are typically being elevated one riser (7"); the judge's station is elevated two risers (14"). The current configuration elevated at one level, 7", and does not meet ADA requirements. The height of elevation, if any, will be determined for the future facility.

Council member chairs are stacked or moved to the left for Courtroom actions. A storage closet is preferable.

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK	DESCRIPTION	NET SQUARE	UNIT	COST	TOTALS
ITEM	Project # 16-08	FOOTAGE			
A.	BUILDING				
1.	CITY HALL and MUNICIPAL COURT				
a.	Public/ Museum - Lobby (Multi use Options)				
	Main Covered Entry	1080	SF		
	Lobby / display area	600	SF		
	Rental / community meeting room	400	SF		
	Museum office (basement option)	120	SF		
	Display storage work area (basement option)	200	SF		
	Archival secure storage (basement option)	400	SF		
	Lease/ Vendor (TI for tenant improvements)	160	SF		
	2 single occupant restrooms (Lease)	220	SF		
b.	Shared Council and Court Spaces				
	Council chambers/municipal courtroom (public seating for 72)	1000	SF		
	Courtroom detection entry screening and pass table. Entry queue space	400	SF		
	City Council or court attorney's table	400	SF		
	Executive council, jury selection/deliberation room and public services large meeting room	600	SF		
	Storage - attorneys form file, electronics, chairs, lectern	200	SF		
	Entry agenda/sign-in table	100	SF		
	Main Public and staff restrooms	600	SF		
c.	Courtroom Spaces				
	Dais and ramps: witness, judge and clerk desks	400	SF		
	Judges quarters (access to dais and city hall staff area)	100	SF		
	Seating for jury or individuals in custody	200	SF		
	Clerk's office with secured cashier's window with roll up opaque closure (access to dais and city hall staff areas)	140	SF		
	Bailiff's office with cuff rail	100	SF		
	Bailiff's Entry and Work area: observe holding areas.	100	SF		

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK	DESCRIPTION	NET SQUARE	UNIT	COST	TOTALS
ITEM	Project # 16-08	FOOTAGE			
d. City Hall Staff Areas					
	Staff single restrooms	220	SF		
	Mayor's office	180	SF		
	City Council shared - 1 office	100	SF		
	City Administrator	180	SF		
	City Manager's and Mayor's executive assistant office	120	SF		
	HR Director's office	120	SF		
	Future city executive office / meeting room	180	SF		
	Clerk / Treasurer's office	180	SF		
	Accounting / utilities open office- 4 work stations, access to payment window / copy machine and cashier receipt printer	300	SF		
	Customer counter and semi private intake room	300	SF		
	Mail room with shredder	120	SF		
	Selah Downtown Association (SDA) and Chamber of Commerce (cubicles)	180	SF		
	City legal counsel office - near court for atty / client meeting room	120	SF		
	Permit counter - staff side access	100	SF		
	Planning Director and Building Official	180	SF		
	Building plans examiner (2 staff)	200	SF		
	Code enforcement (2 staff)	200	SF		
	Address File/ Plans	300	SF		
	Community development lead (Future)	180	SF		
	Copy and supplies	100	SF		
	Vault	100	SF		
	Staff Break room seat 8 - near exec meeting room	200	SF		
	Janitor closet	80	SF		
	Server / data / LAN (shared with police department)	300	SF		
	First Floor Net Area City and Court total	11,760	SF	226.00	\$ 2,657,760
e. Archives/ Storage (Basement)					
	Court records	200			
	HR personnel records	400			
	Pre audit finance records (2 years)	300			
	Financial records	200			

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK	DESCRIPTION	NET SQUARE	UNIT	COST	TOTALS
ITEM	Project # 16-08	FOOTAGE			
	City records	400			
	Seasonal décor	200			
	Elevator and machine room	180			
	Public restrooms	600			
	Computer storage and work room	200			
	Basement Net Area Court and City Total	2,680	SF	190.00	\$ 509,200
2.	POLICE DEPARTMENT				
a.	Main Floor				
	Waiting / refuge / entry	100	SF		
	Front Office / service reception window / dispatch	180	SF		
	Staff single restroom	100	SF		
	Staff single restroom	100	SF		
	Police Chief's office w/ conf table for 4	180	SF		
	Deputy Chief's office w/ conf table for 4	180	SF		
	Quarter Master supply	180	SF		
	ACO / animal control officer / codes office (cubicle)	100	SF		
	SRO officer (school resource officer) office	100	SF		
	Detective's office	100	SF		
	3 Sergeants offices (3 at 100 sf each)	300	SF		
	Chaplain's office (3 staff rotate or share)	100	SF		
	CSS offices (community services specialist) office	100	SF		
	8 Patrol & volunteer work stations, 50 sf each	400	SF		
	copy / print / supply room / uniforms / fingerprinting	300	SF		
	Break / kitchen room seat 8 full kitchen	300	SF		
	Active file storage (verify access and controls 4 LF now)	100	SF		
	2 interview rooms - 1 hardened for lockup; overflow holding for Court use	200	SF		
	Interview observation room	60	SF		
	Toilet room with remote flush for persons in custody	90	SF		
	Staff only secure entrance	100	SF		
	Garage 2 tandem bays and storage (tire stg, vehicle maintenance items)	1300	SF		
	Garage transfer sallyport	480	SF		
	Police Net Area First Floor Subtotal	5,150	SF	226.00	\$ 1,163,900

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK	DESCRIPTION	NET SQUARE	UNIT	COST	TOTALS
ITEM	Project # 16-08	FOOTAGE			
b. Police Net Area Training and Exercise (Basement)					
	Large training classroom, seat 40 CJTC classes, smart room (adjacent to EOC alcove, kitchen wall w/full refrigerator, microwave & sink	1000	SF		
	Armory / ammunition rated room with door control.	80	SF		
	Gun cleaning / weapon work room	120	SF		
	City (2) unisex single occupant shower and toilet rooms	500	SF		
	Locker room	500	SF		
	Dressing rooms	80	SF		
	Archive records storage (36 LF now)	200	SF		
	Evidence storage room	180	SF		
	Evidence drying room	80	SF		
	Evidence processing handling room & checkout	120	SF		
	Workout / exercise room/ combatant - for police department & city use	800	SF		
	General storage (low frequency demand)	400	SF		
	EOC alcove for gear	400	SF		
	Police and City Staff - Basement Total	4,460	SF	190.00	\$ 847,400
	Building Cost Subtotal				\$ 5,178,260.00
3. Building Cost Modifiers					
	First floor - city and court non assigned 35% x 11,760 circulation factor	4,116	SF	\$ 226.00	\$ 930,216.00
	First floor - police non assigned 35% x 5150 circulation factor	1,803	SF	\$ 226.00	\$ 407,478.00
	Basement non assigned circulation factor 35% x (2680 + 4460)	2,499	SF	\$ 190.00	\$ 474,810.00
	Low voltage communications conduit and wiring	1	LS	\$ 150,000.00	\$ 150,000.00
	Exterior walls	4,500	SF	\$ 226.00	\$ 1,017,000.00
	Elevator - (2 stops) package	1	EA	\$ 80,000.00	\$ 80,000.00
	Fire sprinklers & fire alarm (11,760 +2,680 +5150 +4460 +4,166 +1,803 +2499 + 4500 interior SF)	37,018	SF	\$ 5.00	\$ 185,090.00
	Prevailing wages (8% building cost subtotal)			\$ 414,260.80	\$ 414,260.80
	Escalation (5% year x 3 years - building cost subtotal x15%)			\$ 776,739.00	\$ 776,739.00
	Construction contingency 10% x building cost subtotal			\$ 517,826.00	\$ 517,826.00
	Building Cost Including Cost Modifiers Subtotal				\$ 10,131,679.80

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	 DESCRIPTION Project # 16-08	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	WSST - 4th Qtr 2016 rate .082			\$ 830,797.74	\$ 830,797.74
BUILDING COST INCLUDING COST MODIFIERS TOTAL				\$ 10,962,477.54	
B.	SITE IMPROVEMENTS				
	Front entry court / patio - 4,000 sf	\$ 74,000.00	LS		
	Covered entries - court and police staff entrances	\$ 10,000.00	LS		
	Police found property storage, lighted carport	\$ 15,000.00	LS		
	Maintenance shed	\$ 10,000.00	LS		
	Flag pole with lighting	\$ 8,000.00	LS		
	Site furnishings: tables, chairs, planters, bike racks, fountain	\$ 50,000.00	LS		
	Emergency generator	\$ 75,000.00	LS		
	Building site monument sign (not incl LED reader board)	\$ 20,000.00	LS		
	Dumpster enclosure	\$ 10,000.00	LS		
	Retaining walls - 3' max ht x 100' long	\$ 25,000.00	LS		
	Police yard - fenced area for 13 vehicles (8 patrol, 5 ton command (tall), pool car, jail van, 2 trailers) fence included above (HLA)	\$ 27,000.00	LS		
	Fencing/ elec gates - ornamental (HLA)	\$ 55,000.00	LS		
	Landscaping & irrigation (HLA)	\$ 55,000.00	LS		
	Sidewalks 5'x4" per lin ft =2000 lf, on site (HLA)	\$ 37,000.00	LS		
	Storm water management (HLA) - swales	\$ 22,000.00	LS		
	Site utilities (electrical, power, water, sewer, irrigation, natural gas) includes electrical service for bldg. (HLA)	\$ 90,000.00	LS		
	Off site utilities, power pole removed, electrical burial, dry utility relocation (HLA)	\$ 70,000.00	LS		
	Sewer lift station for basement (HLA)	\$ 5,000.00	LS		
	Site security / lighting includes parking lot lighting (HLA)	\$ 27,000.00	LS		
	Street improvements, road approaches + 4th St., alley sidewalks (HLA)	\$ 37,000.00	LS		
	Parking lot with lighting for 50-60 vehicles (HLA)	\$ 80,000.00	LS		
	Hydrants (HLA)	\$ 27,000.00	LS		
	Street lighting (HLA)	\$ 40,000.00	LS		
	Clearing & grubbing / demo - salvage gravel (HLA)	\$ 22,000.00	LS		
	Data Line Extension	\$ 20,000.00	LS		

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK ITEM	DESCRIPTION	NET SQUARE FOOTAGE	UNIT	COST	TOTALS
	Subtotal	\$ 911,000.00			
	Escalation - (5% year x 3 years) - subtotal x 15%	\$ 136,650.00			
	Construction contingency 10% - subtotal x 10%	\$ 91,100.00			
	Estimated Site Costs Subtotal	\$ 1,138,750.00			
	WSST - 4th Qtr. 2016 rate .082	\$ 93,377.50			
	ESTIMATED SITE COSTS TOTAL	\$ 1,232,127.50			\$ 1,232,127.50
C.	SOFT COSTS (NON CONSTRUCTION PROJECT COSTS) 4,000 SF				
	Police Department equipment		LS		
	SEPA review; in-house city completion		LS		
	Property Conditional Use Permit; in-house city completion		LS		
	Geotechnical report (completed \$8,000)		LS		
	Civil, includes design, civil submittals, spot site inspections	\$ 50,000.00	LS		
	HLA - predesign assistance (completed \$7,500)		LS		
	Ballot / voter bond fee from County Auditor	\$ 20,000.00	LS		
	Project management, planning through construction	\$ 280,000.00	LS		
	Legal notices/ publications for bidding	\$ 2,000.00	LS		
	Renderings and illustrations	\$ 5,000.00	LS		
	9% A/E fees (Architectural / Mechanical / Electrical / Structural) x Building Cost with Modifiers Subtotal	\$ 911,851.18	LS		
	Acoustical consulting	\$ 20,000.00	LS		
	Third party cost estimate	\$ 7,500.00	LS		
	Building signage - interior	\$ 8,000.00	LS		
	Document reproduction and shipping costs	\$ 4,000.00	LS		
	Fees and inspections	\$ 30,000.00	LS		
	Building permit and plan review	\$ 70,000.00	LS		
	Commissioning of new building; assumes enhanced commissioning & pressure testing of building envelope	\$ 55,000.00	LS		
	8% Furniture / fixture/ equipment (FF&E)/computers/phones/radios x building cost with modifiers Total: includes WSST	\$ 876,998.20	LS		
	Building security system	\$ 20,000.00	LS		
	Window Coverings	\$ 12,000.00	LS		
	Lockers 50	\$ 15,250.00	LS		

4.c

**CITY OF SELAH CENTENNIAL HALL
AREA AND COST SUMMARY
NOVEMBER 2016**

WORK	DESCRIPTION	NET SQUARE	UNIT	COST	TOTALS
ITEM	Project # 16-08	FOOTAGE			
	Kitchen appliances	\$ 8,000.00	LS		
	Survey (HLA) (completed \$5,200)		LS		
	Utility connection fees water/sewer - power included previous page, 2" water-bldg \$1256; 3" water-fire \$2773; water ccr \$600; sewer 2" water \$6,795' 2" meter \$1500; 2" meter \$250 (HLA)	\$ 13,174.00	LS		
	Subtotal	\$2,408,773.39			
	Escalation - (5% year x 3 years) - subtotal x 15%	\$ 361,316.01			
	10% Construction cost project contingency - subtotal x 10%	\$ 240,877.34			
	Soft Costs (not including items in E. below)	\$3,010,966.73			\$ 3,010,966.73
D.	TOTAL ESTIMATED PROJECT COST				\$ 15,205,571.78
E.	Does not include:				
	Public relations / press release / medical - Vote Campaign				
	Accounting				
	Moving and move in costs				
	Ribbon cutting ceremony				
	Demolition of current City Hall and new work				
	Loan fees				
	Legal fees				
	Specialty consulting				

5. What will Centennial Hall look like?

5.a. Predesign Concepts

Design Vision

The concept vision statements and goals for Selah's new city hall were repeatedly echoed by staff and evident through on-site tours of Selah's current four city facilities: City Hall, Police Department, Public Works and Municipal Court. The vision that Selah has for continued operation of their City is for open/transparent governance and a forward thinking approach ready to embrace the next 100 years of growth and changes. The City is operated by an active mayor, a diverse and very engaged City Council and a surprisingly small number of staff. The staff have multi-tasking job descriptions that deliver results.

The universally mentioned design request was for a building that looked welcoming and open to the public, including a large area of windows at the Council Chambers for visibility of the "city in action". An outside entry court /plaza area to welcome public visitors and offer the staff an outdoor break location was emphasized, as was the request for a new facility that would project an appropriate civic focus image based on enduring, quality public space.

Currently the city has a 1950s era city hall which has been occupied and non-consistently remodeled numerous times, an undersized, leased Police Department facility with limited egress, and New Public Works building that has limited street access. The staff and Council members researched other city facilities and toured recently completed City Halls, with reviews that were mixed. The most common response to the review of other facilities was that none of the toured buildings were what Selah's proposed new city Centennial Hall needed to be: Centennial Hall should respond to the specific circumstances of the surrounding community. The building images and comments that seemed to be repeated were to "make it like Selah, classy and prestigious, not overly fancy, too big, or too plain". The outside appearance of the facility was desired to reflect the inside uses and focus the active public side toward the center of the site, set back through landscaped parking lots that arc between the building, alley and Naches Avenue.

The Police Department's fenced vehicle yard was placed on the site for the best location for quick site access and egress. Their vehicle yard will be screened on all sides for security and visual privacy; it has access to and from Naches Avenue and egress onto 4th Street. The 4th Street building side of the facility houses PD offices, with very limited to no street facing windows. The building can be designed to include vertical clerestory windows to bring natural daylight into interior spaces. The building essentially turns City Hall staff office windows to the north and west property lines. The north and west back of building walls are adjacent to a landscaped buffer, offering quiet rooms, very limited need for public traffic and no planned pedestrian access. At the west property perimeter, the street slopes up from the site at the northern part of the site, thus any road access to the site at this area was avoided as it would necessitate expensive construction and possibly require retaining walls. The residential apartments at the parcel to the north of the Centennial Hall site have limited back yards toward the City Hall staff office windows, where this project will provide is a 20' wide landscaped setback buffer.

STAMP

PLANS

TRAHO
 ARCHITECTS, P.S.
 4150 N. 18TH AVENUE, SUITE A - VANAVAN, WA 98007
 P: (206) 452-0609 F: (206) 452-0578 WWW.TRAHO.COM

CITY OF SELAH
CENTENNIAL HALL

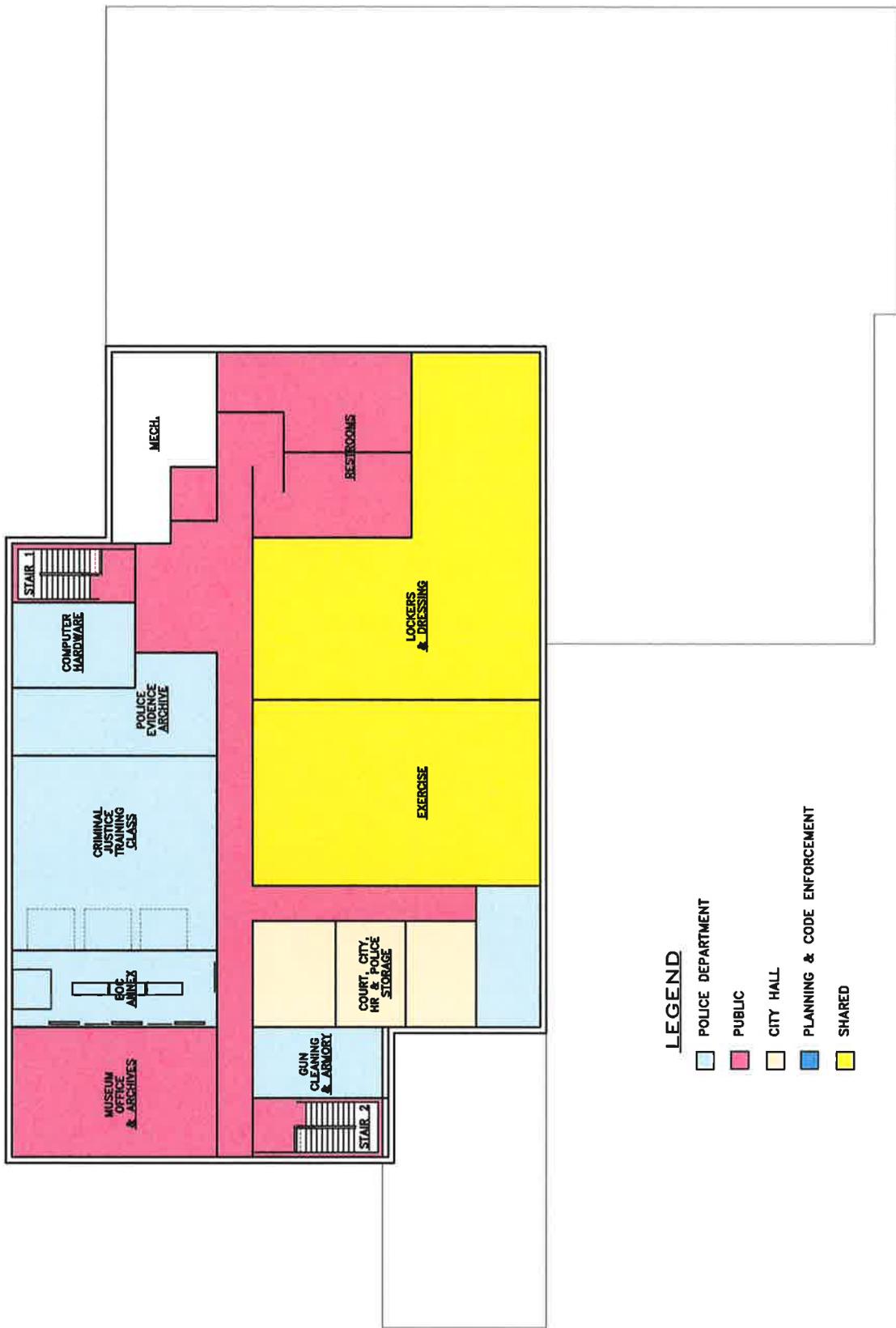
SHEET TITLE:
PRELIMINARY
BASEMENT PLAN

DATE: 10/19/2016
 DRAWING DATE:
 10/19/2016

PROJECT NO:
 252016

DATE:
 10/19/2016

SHEET NUMBER:
5B.2



LEGEND

- POLICE DEPARTMENT
- PUBLIC
- CITY HALL
- PLANNING & CODE ENFORCEMENT
- SHARED

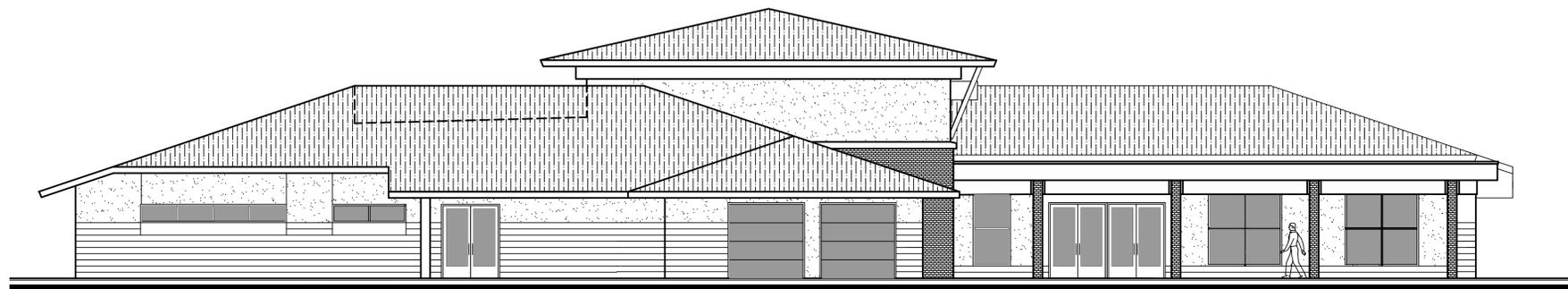


PRELIMINARY BASEMENT PLAN





MASSING STUDY – PRELIMINARY EAST ELEVATION



MASSING STUDY – PRELIMINARY SOUTH ELEVATION

STAMP:

REVISIONS:

TRAHO
ARCHITECTS P.S.
 1480 N. 9TH AVENUE, SUITE A - YAKIMA, WA 98902
 P: (509) 452-0898 F: (509) 452-0898 WWW.TRAHO.COM

CENTENNIAL HALL
CITY OF SELAH

SHEET TITLE:
 PRELIMINARY
 ELEVATIONS

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AUTOMATED PLOT DATE:
Oct. 20, 2016
 DRAWING DATE:
Aug 26, 2016
 JOB NO.
16-08
 SCALE:
 NONE
 SHEET NUMBER

5.c.



TRAHŌ
ARCHITECTS, P.S.
1466 N. 74th AVENUE, SUITE A, YAKIMA, WA 98902
P: 509-452-9499 F: 509-452-3878 WWW.TRAHO.COM

6. How will Centennial Hall be built?

6. a. Project Delivery: Options for Working with a General Contractor

The determination of how a general contractor/GC is selected to construct Centennial Hall impacts a number of important project factors such as the level of risk the City will take on its relationship with the General Contractor; the means by which the budget will be developed, tracked and adhered to; the sequential scheduling of various bidding/negotiation tasks; and the frequency and kind of communication that the Owner and Architect will have with the GC.

Three types of typical project delivery methods for a public facility have been in place over previous decades. Each is outlined below, with a recommendation following at the end of this Section 6. a.

Design/Bid/Build

This method of project delivery revolves around the triangle of Owner/Architect/General Contractor. The Owner first enters into a contract with the Architect, who designs a project and then puts the project out to bid to general contractors who can bond for the anticipated cost of the work. Upon receipt of bids, the lowest responsible bidder enters into a contract with the Owner. The Architect, Owner and GC attend regular construction meetings based on a schedule agreed upon with the GC, and for which any alterations to the scope of work are handled by way of change orders. The subcontractors utilized by the GC are not generally vetted by the Owner, nor is the budget discussed with the GC until after bidding has taken place. The GC is not part of the design process.

The disadvantages of design/bid/build include:

- the possibility of ending up having to deal with a low bidder who may not be a cooperative team player, i.e., adversarial;
- the potential for more change orders because the GC is not familiar with the project site or goals and assumption made during the design process;
- the inability to collaborate and take advantage of valuable suggestions regarding budgeting, materials, means of construction, scheduling, proposed subcontractors, etc. that the GC could have made during the design process
- the cost of the project is not known until the date of bidding; factors such as contractor recommendations and the bid climate and on-going changes in volatile materials costs are not able to be factored into the final scope of the project
- more project management time required on the part of the Owner and Architect to address issues associated with a difficult general contractor

The advantages of design/bid/build include:

- possible less construction cost if the bid climate is unusually competitive

Design-Build

This method of project delivery entails an Owner who contracts with a design-build/DB team, usually lead by a GC. The DB team is responsible for both the design and construction of the project. Similar to design/bid/build, regular construction meetings are held and alterations to the scope of the work are handled by way of change orders. The budget is discussed with the DB team during the design process, although there is not necessarily competitive bidding of major categories of subcontractor work such as plumbing, HVAC and electrical.

The Owner can either pre-select a DB team through an invitation-only competition, or request proposals through a public bid process.

The disadvantages of design-build include:

- experience has shown that (partly due to the fact that the DB teams are generally lead by a GC) heavy emphasis on costs have led to a diminishment of careful project needs assessment and attention to aesthetic considerations

GCCM/General Contractor as Construction Manager

The GCCM method of project delivery has gained favor in the past several years, and has now become the primary method of working with a general contractor in the private sector in the Pacific Northwest and the second most common delivery method for public project in Washington. In Washington, approval must be granted through an application process with the Washington State Department of Enterprise Services' Project Review Committee.

This method of project delivery entails and Owner who contracts separately both with an Architect and general contractor, similar to design/bid/build, but often the general contractor is selected when the preliminary design has been completed by the Architect, as opposed to bidding the project out after design is complete per design/bid/build. GCCM involves selecting the GC substantially on a qualification basis and compensated on a cost-reimbursable basis up to a Guaranteed Maximum Price/GMP. The GC performs as a consultant providing cost, schedule and quality recommendations throughout the design, then bids the work to subcontractors and suppliers and assembles a guaranteed maximum price.

Attributes of GCCM include:

- qualifications-based contractor selection
- highly collaborative
- cost-reimbursement contract, with a GMP
- highly qualified Owner staff is needed
- construction means and methods decisions are made jointly by Architect/Owner/GC

Risks associated with GCCM:

- possible appearance of favoritism
- not possible to quantify monetary benefits compared to a lump sum contract such as design/bid/build

- lack of familiarity by practitioners, thus perceived as too complicated
- Requires qualified staff

Opportunities associated with GCCM:

- assures qualified contractors
- assures fast delivery
- emphasis on cooperative teamwork
- lower risk for disputes
- higher pricing predictability over design/bid/build
- budget decisions are known in advance of construction

Recommendation

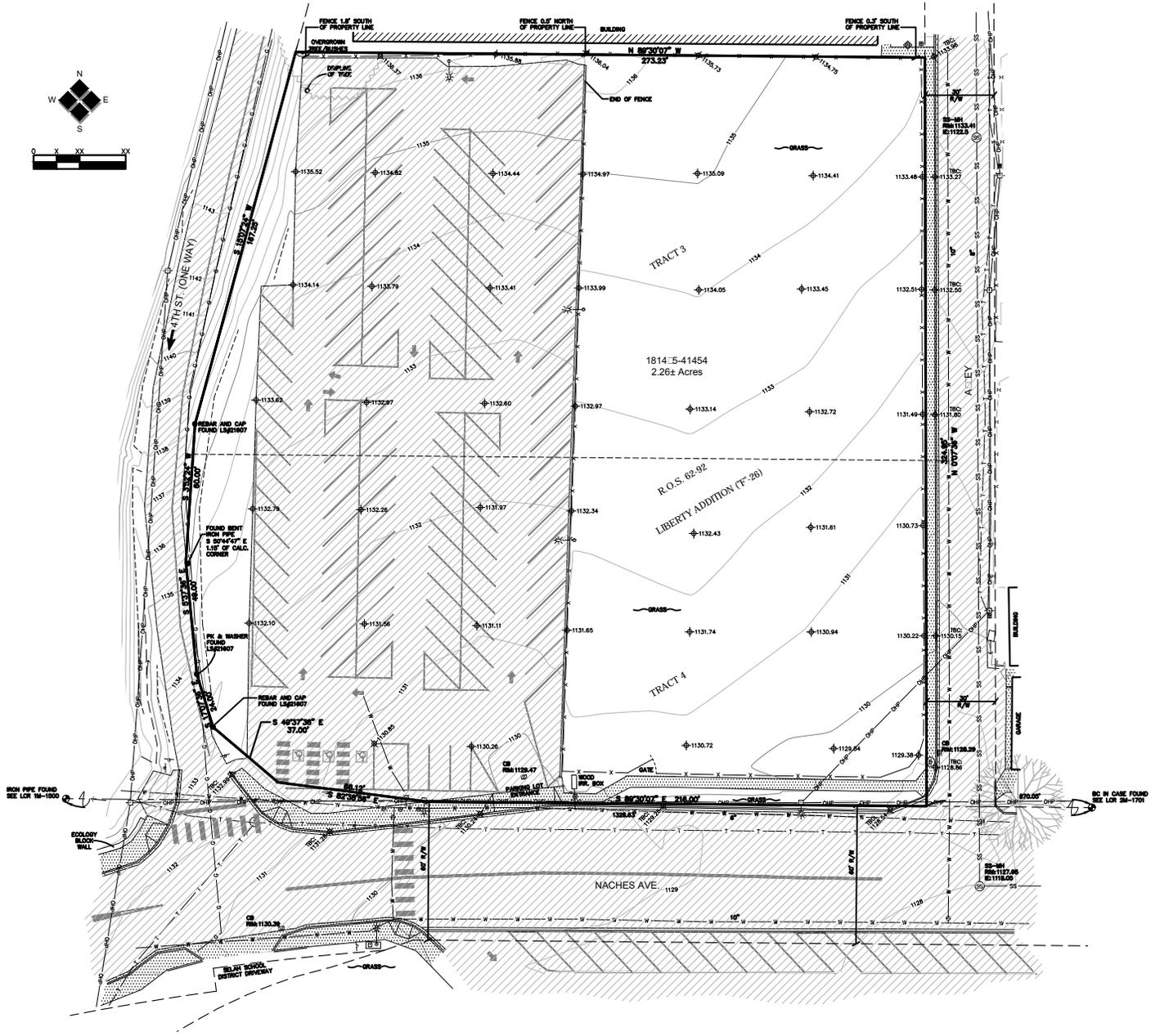
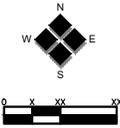
It is the recommendation of Traho Architects that the City of Selah consider use of the GCCM option to work with the general contractor for Centennial Hall. In addition to the big advantage of the cooperative teamwork aspects of GCCM and the assurance of a qualified contractor, establishing a budget that will be capped with a guaranteed maximum price will be beneficial to the City's risk in undertaking this project.

CITY OF SELAH CENTENNIAL HALL COMPLETION SCHEDULE



Item 6.b Schedule PROJECT TASK DESCRIPTIONS	2016	2017 Planning			2018 Design			2019 Construction			2020 Open			2021
	OND	JFMA	MJJA	SOND	JFMA	MJJA	SOND	JFMA	MJJA	SOND	JFMA	MJJA	SOND	JFMA
Pre-design Report presentation	■													
city council and staff review	■													
council vote		■												
Project Management workshop		■												
financing path confirmed		■	■											
A/E contract		■	■											
A/E pre bond assistance			■	■										
select project manager			■	■										
select bid process (GCCM or DBB)			■	■										
Voter bond and/or loan approval			■	■										
architectural schematic design					■									
architectural design development					■	■								
select GCCM team					■	■								
A/E construction documents					■	■	■	■	■	■	■	■	■	■
A/E construction administration														
negotiate MACC							■	■						
refine construction documents							■	■	■	■	■	■	■	■
project technical specifications							■	■	■	■	■	■	■	■
MACC bid packages								■	■	■	■	■	■	■
bidding								■	■	■	■	■	■	■
building permits & plan review								■	■	■	■	■	■	■
award bid -Notice to Proceed								■	■	■	■	■	■	■
site demolition and utility work								■	■	■	■	■	■	■
building construction								■	■	■	■	■	■	■
equipment selection/ purchase								■	■	■	■	■	■	■
furniture selection and ordering								■	■	■	■	■	■	■
finish / interior color selections								■	■	■	■	■	■	■
existing police building lease expires									■	■	■	■	■	■
building commissioning														
construction punchlist														
Police (soft) move in														
furniture installation														
equipment infrastructure install														
equipment delivery / installation														
punch list completed														
City staff move in														
Selah Centennial Hall ribbon cutting ceremony														

Consultant Action
 City Staff Action
 City Council Action



DESCRIPTION
 LOTS 3 AND 4, LIBERTY ADDITION TO SELMA, ACCORDING TO THE ORIGINAL PLAT THEREOF RECORDED IN VOLUME 77 OF PLATS, PAGE 26, RECORDS OF YAKIMA COUNTY, WASHINGTON.
 EXCEPT THE EAST 10 FEET CONVEYED TO THE CITY OF SELMA BY DEED RECORDED UNDER AUDITOR'S FILE NO. 703540;
 SITUATE IN YAKIMA COUNTY, WASHINGTON.

UTILITY NOTE
 LOCATION OF ALL UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE AND ARE BASED ON FIELD LOCATIONS OF ALL VISIBLE STRUCTURES SUCH AS CATCH BASINS, MANHOLES, WATER GATES, ETC. AND COMPANY INFORMATION FROM PLANS SUPPLIED BY VARIOUS UTILITY COMPANIES. ALL CONTRACTORS SHOULD CALL 509-242-2222 OR 1-800-624-3600 PRIOR TO ANY EXCAVATION WORK.

- END**
- ⊕ EXISTING MONUMENT
 - ⊕ EXISTING IRRIGATION VALVE
 - ⊕ EXISTING FIRE HYDRANT
 - ⊕ EXISTING WATER VALVE
 - ⊕ EXISTING WATER METER
 - ⊕ EXISTING SANITARY SEWER MANHOLE
 - ⊕ EXISTING CATCH BASIN
 - ⊕ EXISTING STORM DRAIN MANHOLE
 - ⊕ EXISTING TELEPHONE MANHOLE
 - ⊕ EXISTING SIGN
 - ⊕ EXISTING ANCHOR POLE
 - ⊕ EXISTING PULL BOX
 - ⊕ EXISTING UTILITY POLE
 - ⊕ EXISTING TELEPHONE PED
 - ⊕ EXISTING LIGHT
 - X X EXISTING FENCE
 - W W EXISTING WATER LINE
 - SS SS EXISTING SEWER LINE
 - CHP CHP EXISTING OVERHEAD POWER
 - G G EXISTING NATURAL GAS
 - T T EXISTING TELEPHONE
 - ⊕ EXISTING DECIDUOUS TREE
 - ▨ ASPHALT AREAS
 - ▨ CONCRETE AREAS



2803 River Road
 Yakima, WA 98902
 509.966.7000
 Fax 509.965.3800
 www.hlaenv.com



TOPOGRAPHIC SURVEY
 OF
 THE CITY OF SELMA
 NEW CITY BLOCK SITE
 CITY OF SELMA, YAKIMA COUNTY, WASHINGTON

JOB NO. 16096
 FILE NAME: 16096.dwg
 DRAWN: TDF
 REVERSED: ETH
 DATE: LINE 2; 2016
 REVISED BY: DATC
 TDF-ADD, H20 7-19-16



Engineering & Surveying



REPORT ON GEOTECHNICAL OBSERVATIONS

Proposed City of Selah Police & City Hall
Northeast Corner of Naches Avenue & 4th Street
Selah, Washington 98942

Yakima County Tax Parcel Id: 181435-41454

October 03, 2016
PLSA Project No. 16247



Prepared for:

HLA Engineering & Land Surveying, Inc.
c/o Mr. Ted Pooler
2803 River Road
Yakima, WA 98902

Table of Contents

1	Introduction	1
2	Land Use and Surface Conditions	1
3	Seismic Considerations	1
4	Liquefaction Potential	2
5	Sub-Surface Conditions.....	2
6	Soil Bearing Recommendations	2
7	Lateral Earth Pressure	3
8	Structural Fill.....	3
9	Stormwater Disposal (Soil Infiltration Rates)	4
10	Paving Recommendations	5

1 INTRODUCTION

HLA Engineering & Land Survey retained PLSA Engineering and Surveying to perform a geotechnical investigation on an approximate 2-1/3-acre property. The property is located at the northeast corner of the intersection of Naches Avenue and 4th Street in Selah Washington. See Appendix "A" for vicinity map.

This report summarizes the results of our geotechnical investigation and offers our recommendations for soil bearing values and site preparation for mobilizing soil support for a future municipal facility, paved parking facilities, and other minor development features. The investigation consisted of visual inspection of the area, drawing upon extensive local knowledge of nearby soil conditions, and examination and logging of 4 test pits excavated using a CAT 420F tractor mounted backhoe. See Appendix "B" Test Pit Location Map. A geotechnical engineer from PLSA, experienced with local soil conditions, logged the excavations and observed and field classified the soils found.

Included in this report are the following:

- Seismic zone information.
- Liquefaction Potential.
- Excavation logs and field classifications of the soils encountered in the 4 test pits.
- Estimated frost penetration.
- Structural fill recommendations.
- Recommended minimum footing depth and width.
- Recommended footing trench preparation.
- Soil bearing recommendations.
- Lateral Earth Pressure
- Stormwater Recommendations
- Slab on grade support recommendations.
- Parking lot site preparation and paving recommendations.

2 LAND USE AND SURFACE CONDITIONS

The site has a downward gradient to the south at approximately 2 percent. The east half of the site is irrigated and planted in lawn. The surface on the east half of the site was very soft. The west half of the site consists of paved asphalt parking in reasonably good condition, with some cracking observed.

3 SEISMIC CONSIDERATIONS

Based on Table 20.3-1 found in ASCE-7, Chapter 20, and the soft silt observed during the field investigation, the site is classified as Soil Class D. This classification is also in general agreement with the Site Class Map of Yakima County, Washington published by the Washington State

Department of Natural Resources. Site specific design values, using Class D designation, are provided below in Table 1.

Table 1: USGS Seismic Design Parameters

	0.2 Second	1.0 Second
Maximum Considered Earthquake (MCE) Spectral Acceleration	$S_s=0.517$	$S_1=0.213$
Site Coefficient	$F_a=1.386$	$F_v=1.974$
MCE Adjusted for Site Class effects	$S_{MS}=0.717$	$S_{M1}=0.420$
Design Spectral Acceleration	$S_{DS}=0.478$	$S_{D1}=0.280$

4 LIQUEFACTION POTENTIAL

Liquefaction is a phenomenon caused by a rapid increase in pore water pressure, in loose soils, that reduces the effective stress between soil particles to near zero. This rapid increase in pore water pressure can cause a loss of soil shear strength. Washington State Department of Natural Resources Liquefaction Susceptibility maps show the susceptibility of the location to be generally low. The absence of groundwater supports a conclusion that liquefaction is unlikely to occur on this site.

5 SUB-SURFACE CONDITIONS

Observations in all 4 test pits were similar. Silt or Sand with silt was observed from the surface down to 9 or more feet below the ground surface (BGS). Lightly cemented silt was observed at 9 feet bgs in test pits 1 and 2. Test pits 3 and 4 contain sandy soil with silt to a depth of 12 feet bgs. See test pit logs found in Appendix "C".

USDA Soil Conservation Service classifies the soil as "Cleman Very Fine Sandy Loam". Permeability is reported as moderately high, and therefore the soils found on-site are suitable for on-site stormwater disposal. Before designing any on-site stormwater disposal system, an investigation of current local stormwater disposal requirements is recommended.

Frost action is usually severe in the area due to the water holding capacity of the silt soil. Frost penetration for the project location is estimated at 30 inches. Frost damage may be minimized by placing footings a minimum of 30 inches below finished grade and by directing drainage away from the buildings.

6 SOIL BEARING RECOMMENDATIONS

PLSA understands that development of the property will include the construction of a single story City Hall and Police Station facility, along with associated parking lots and landscaping. A minimum footing depth of 3 feet below finished grade is recommended to mobilize a reasonable bearing capacity and for frost protection. The recommended minimum footing width is two feet.

Recommended footing trench preparation is as follows: Excavate footing trenches two feet wider than the footing width and 12 inches deeper than the desired footing depth. Proof roll the exposed

trench bottom to 95 percent of the maximum density as determined by ASTM D-1557, to a depth of 12 inches. Place a minimum of 12 inches of compacted, cohesionless, free-draining, gravel, such as 1-¼ inch minus crushed surfacing base course, in the prepared footing trench, up to desired footing grade. Compact the crushed rock in lifts to 95 percent of the maximum density as determined by ASTM D-1557 to produce a firm, stable, and unyielding surface. Using a minimum footing width and the footing trench preparation recommended above, satisfactory soil support for loadings up to 1,700 pounds per square foot (psf) should be achieved. Deeper foundations of 8 feet or more, such as would be common for basement construction, with trench preparation as described above, can expect soil support for loadings of up to 3,200 psf.

Slabs on grade may be placed over silt surface soil. Remove all vegetation and other organic material from over areas planned to support slabs. Compact the exposed surface, for depth of 12 inches, to 95 percent of the maximum density as determined by ASTM D-1557. If optimum moisture content for compaction is exceeded, dry the soil by excavation, aeration, or replacement. Place a 6 inch minimum thick layer of compact, granular, free-draining material such as 5/8 inch minus crushed rock meeting APWA standard specifications for top course. Compact the granular material in a minimum of two layers to 95 percent of the maximum density as determined by ASTM D-1557. Using this preparation, a subgrade reaction value, K_s , of 200 should be achieved.

All roof and surface drainage is recommended to be directed away from the footings and exterior slabs. Buildings should be elevated or placed on structural fill as necessary to provide slope to insure adequate drainage.

7 LATERAL EARTH PRESSURE

Magnitude of lateral earth pressure varies with the height of the supported face, soil internal friction, backfill soil density, presence or absence of water, and amount of surcharge, if any. PLSA recommends selecting 115 pounds per cubic foot (pcf) as an appropriate unit weight of compacted native soil backfill. Use of other soil types for backfill will require using a unit weight appropriate for the type of soil selected.

Coefficients of lateral pressure and unsaturated equivalent fluid weight for the native sand & gravel are as follows:

			Equivalent Fluid Wt. (pcf)
			Sand & Gravel
Active	K_a	0.36	41
At Rest	K_0	0.53	61
Passive	K_p	2.77	318

8 STRUCTURAL FILL

All areas to receive structural fill are recommended to be stripped of all paving, vegetation, organic material, and trash. Proof roll the exposed surface to 95 percent of the maximum density as determined by ASTM D-1557 for a depth of 12 inches before placing fill. The soil should be near

optimum moisture content for compaction. Add water or dry the soil by processing as necessary to achieve moisture content suitable for compaction. If the fill subgrade soils are persistently too wet to achieve specified compaction, contact this office for additional fill subgrade preparation recommendations.

Imported soil used for structural fill is recommended to be cohesionless, free draining, non-plastic material with a maximum particle size of two inches, or other material as approved by a geotechnical engineer from this office.

All structural fill should be placed and compacted in layers not exceeding 6 inches in thickness. Water should be added as needed to achieve satisfactory moisture content for compaction. Soils too wet to be adequately compacted should be dried to a suitable moisture content before incorporation into structural fill. Recommended compaction for structural fill is 95 percent of the maximum density as determined by ASTM D-1557. It is further recommended that all soil compaction as recommended herein be monitored using a nuclear density gauge and documented.

Structural fill should not be placed over debris which may be poorly consolidated or contain organic material or metal that may decompose and settle with time. All such unsuitable materials should be removed and replaced with additional structural fill as described above.

Excavations resulting from removal of underground structures such as septic tanks, or petroleum tanks are recommended to be backfilled using procedures described for structural fill.

Structural fill placed as described above is expected to provide bearing support equivalent to that for recommended preparation of footing trenches in the native soil supporting the fill. Soil bearing support for slabs on grade on structural fill placed as recommended herein is also expected to be equivalent to that recommended for the native soil prepared as recommended herein.

9 STORMWATER DISPOSAL (SOIL INFILTRATION RATES)

The soils observed on the site for significant depths, contain a fine silt and/or silt component. The USDA Web Soil Survey reports that these soils are classified in the Hydrologic Soils Group B with a moderately high rate infiltration. Based on experience with these soils, a long term infiltration rate of 0.50 inches per hour can be expected. As with most soil, the soil observed on this site performs best, with respect to water infiltration, in the native undisturbed condition. PLSA recommends that areas to be used for stormwater, are protected from construction tracking and disturbance. Even light compaction of the fine grain soils can result in near zero infiltration rates.

The cation-exchange capacity (CEC), for the site soil, is 7.5 milliequivalents per 100 grams of dry soil, exceeding the minimum requirement of 5 milliequivalents. With proper design and implementation, the site is suitable for stormwater disposal by infiltration.

10 PAVING RECOMMENDATIONS

All areas to be paved should be cleared of all grass, roots, trash, metal and organic materials down to full depth below the paving mat. The exposed soil surface should then be proof rolled to a 6 inch depth, to 90 percent of the maximum theoretical density as determined by ASTM D-1557, using a mechanical vibratory compactor.

The following specification is our recommendation for paving and subgrade: Asphaltic Concrete Paving shall conform to Washington State Department of Transportation (WSDOT) Standard Specifications 2014, Division 5, Class HMA ½. Areas subject to truck traffic shall be a minimum of 3 inches of asphaltic concrete placed over a minimum of 9 inches of free-draining, crushed surfacing conforming to the particle size distribution for Base Coarse found in section 9-03.9(3) of the WSDOT Standard Specifications.

Asphaltic concrete paving placed on parking lot areas used exclusively by automobiles may be reduced to 2 inches compacted thickness.

7. c. Acronyms

ACO – Animal Control Officer

DB – Design-Build

D/B/B – Design/Bid/Build

CJTC – Criminal Justice Training Class

CSS – Community Services Specialist

EOC – Emergency Operations Center

EVOC – Emergency Vehicle Operations Course

GC – General Contractor

GCCM – General Contractor as Construction Manager

GMP – Guaranteed Maximum Price

HLA – HLA Engineering and Land Surveying, Inc.

HR – Human Resources

HVAC – Heating, Ventilation and Air Conditioning

IBC – International Building Code

LAN – Local Area Network

PLSA – Engineering & Surveying

SCC – Selah Civic Center

SEPA – State Environmental Policy Act

SDA – Selah Downtown Association

SF – Square Feet

SPD or PD – Selah Police Department

SRO – School Resource Officer

UPS – Uninterrupted Power Supply