

DISABILITY RESOURCE SERVICES AT HAGGARD HALL

Capital Project
Proposal
2017-2019



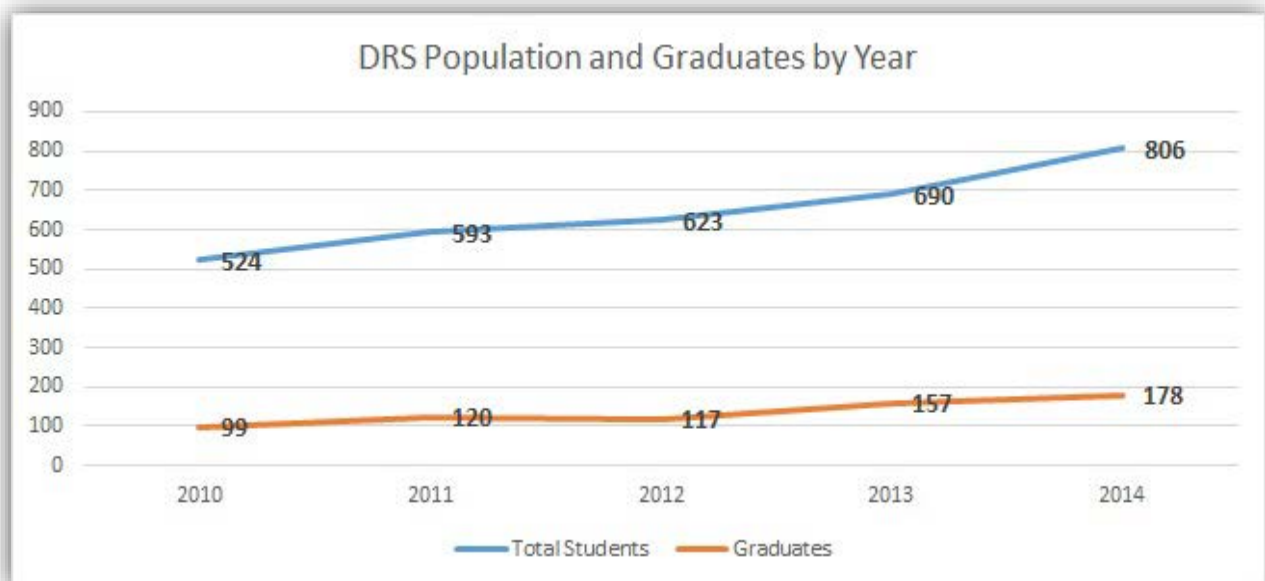
Active Minds Changing Lives

Institution
Western Washington University
Project Title
Disability Resource Services at Haggard Hall
Project Location (City)
Bellingham

1. Problem Statement (short description of the project – the needs and the benefits)

This project proposes to relocate Disability Resource Services for Students (DRS) from its present undersized and building-code non-compliant premises to a newly renovated and adequately sized location within the Western Libraries Learning Commons in Haggard Hall. In locating DRS to the Library, the unit will be better located within the student sphere of the campus. To the East it will be conveniently positioned along the main student pedestrian corridor; to the West, it will be directly adjacent to the main public transit terminal on the campus. Within the Library, DRS will benefit from the building’s optimal student atmosphere, improved building access and ADA code compliance. As a partner in the Library Learning Commons, DRS will be best positioned to reach its student clientele and to coordinate with other student services in the Library.

Disability Resource Services for Students at Western Washington University ensures that more than 800 students receive equal access to all of the curricular and co-curricular opportunities offered at Western. That, in turn ensures that students with disabilities may reasonably expect that their tenure at Western is no longer than all other students and that they are equitably enabled for success.



Above: DRS client population and graduates at Western 2010 - 2014

Over the years, the population that DRS serves has grown consistently and at a faster rate than the University as a whole. DRS growth is reflected in the increased number of specialized staff as well as in the amount of services offered. We have not been able to adequately accommodate the

physical needs of the growing department within their present location in Old Main and renovating that space is not easily feasible. Old Main has not been significantly renovated in decades and is woefully deficient in term of access, egress, refuge, and life safety. We continue to use the building but it is arguably the least suitable location for a unit such as Disability Resource Services for Students at Western.

Disability Resource Services for Students is the formal articulation of Western's commitment-to and compliance-with 1) Section 202 of the Americans with Disabilities Act-1990 and 2) Section 504 of the Rehabilitation Act where it is established that:

1. **No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.** (Americans with Disabilities Act-1990)
2. **No otherwise qualified individual with a disability in the United States shall solely by reason of his/her disability, be excluded from the participation in, be denied of, or be subjected to discrimination under any program or activity receiving federal financial assistance.** (Rehabilitation Act)

2. History of the project or facility

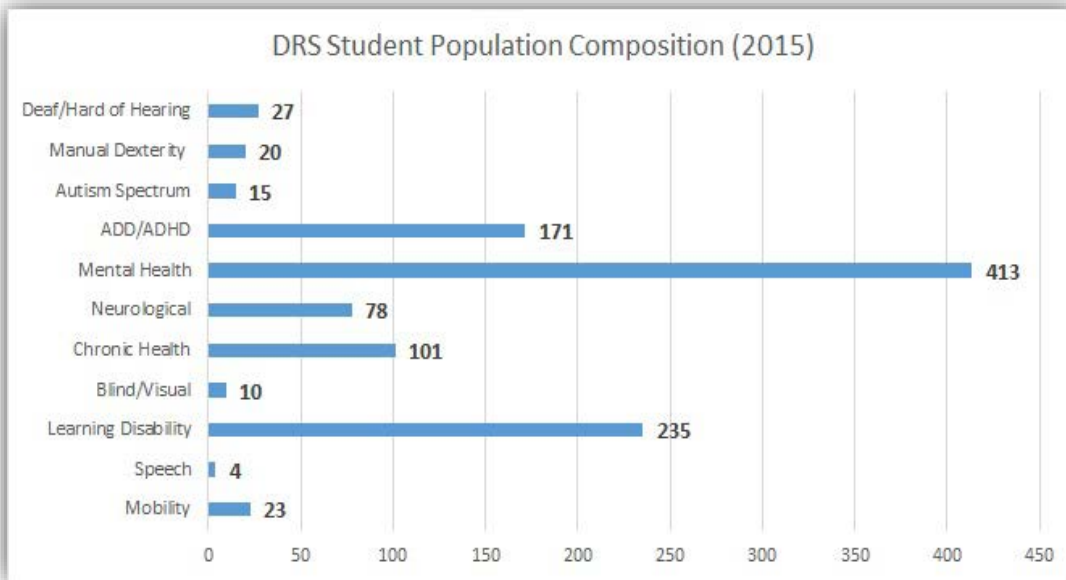
DRS has been located within Old Main since its inception. The location, while not ideal, was available and offered DRS a central campus location at street level. In 2010, WWU was able to economically expand the DRS offices by moving the Institution's general testing services out of Old Main and locating DRS into the vacated and *more* operationally compatible suite. Since that time the number of DRS student clients has expanded by over 50% to approximately 800 students. The DRS office suite however, is still the same size. The cramped quarters exacerbate the already limited accessibility within Old Main.

Constructed in 1895, Old Main is the oldest building at Western and contained the entire university operation until 1928, when the Wilson Library was constructed. Old Main is code compliant to 1978 when it received its last significant renovation. Access was superficially addressed at that time. For example, wheelchair access is indirect and from the rear of the building; most restrooms are marginally accessible but non-compliant by current standards; there are no fire refuge areas within the building. In recent years, Western has received complaints about the DRS suite specifically related to student access. As an example, one student could not access the suite in their motorized wheelchair and had to receive services in the adjoining public hallway.

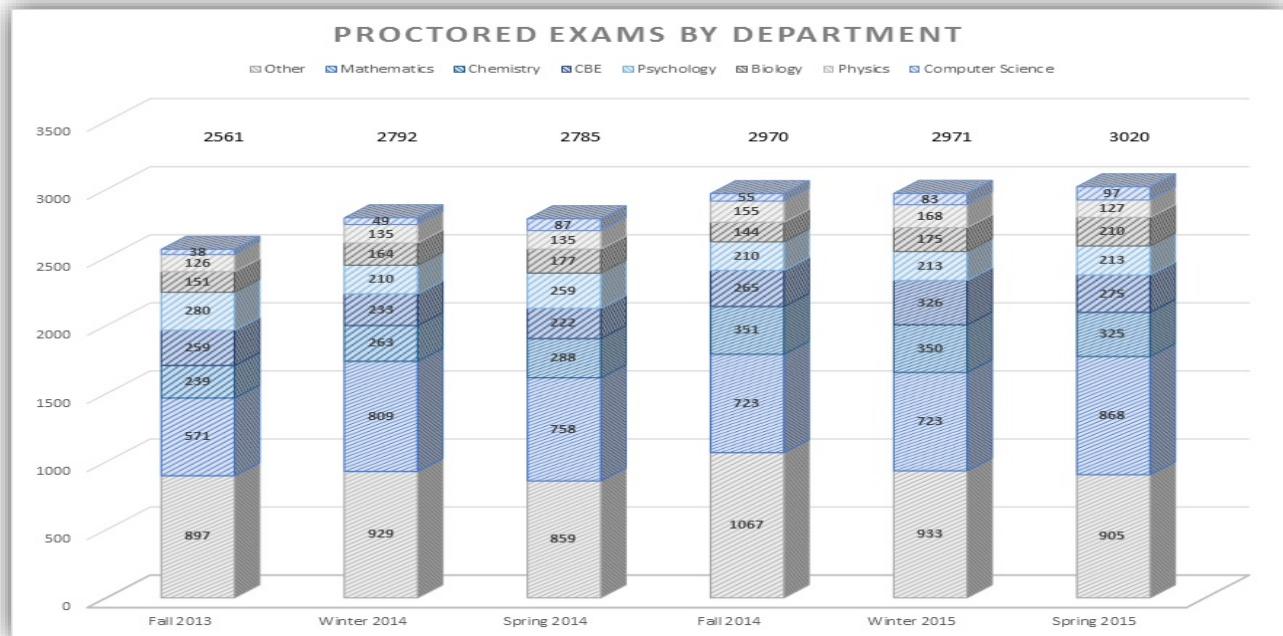
Shorter term solutions to the issues of the space in Old Main for student support services including disability resources have been requested in programmatic minor works for the last several biennia. However, Western has not received funding from the legislature for programmatic minor works for several biennia. After analysis of several more permanent options within the University core campus, the space within the Western Libraries Learning Commons arose as the best solution for the Disability Resource Services for Students.

3. University programs addressed or encompassed by the project

Disability Resource Services for Students serves students in virtually every academic department. The work of the unit ensures that client students are able to fully participate in the classroom such that their academic progress is in no way delayed relative to the broader student population. DRS achieves this by offering a variety of services such as specialized testing, assistive services and technologies, sign-language interpretation and student advocacy for priority registration; physical access, and cross departmental communication. Approximately 10% of the DRS service population are military veterans and dependents of military members.



Specialized Testing by Department



4. Age of Building Since Last Major Remodel:

Haggard Hall was constructed in 1960 and underwent a major renovation in 1998.

5. Condition of Building:

- a. The 2016 OFM Comparable Building Condition score for Haggard Hall is 2 – Adequate. There are no building deficiencies that would limit the repurposing of space for the Disability Resource Services relocation to Haggard Hall
- b. Haggard Hall is not listed on the Washington Heritage Register.

6. Significant Health, Safety, and Code Issues:

Health & Life Safety: The proposed renovation will include replacement finishes with low volatile organic compounds (VOC) and low greenhouse gas (GHG) impact materials. Worn carpets will be replaced which will eliminate existing trip hazards from wrinkles and ripped seams. The acoustic environment will be improved with noise absorptive panels to improve audibility. Mechanical source noise will be mitigated to eliminate distracting vibrations.

Seismic: Suspended ceiling systems where replaced, will include seismic bracing per current International Building Code (IBC). Lighting fixtures and other room equipment will be upgraded with secondary restraints and lateral bracing per current code.

ADA: Because of the nature of the program all spaces will be given extra care to meet the needs of students and staff with physical disabilities to be able to freely and safely access all of the spaces.

Energy Code: The lighting upgrades included in the project will bring each space in compliance with the Washington State Energy code. These include: low watts per square feet overall energy budget, occupancy sensors to turn lights off automatically when unoccupied; daylight zone automatic dimming; task lighting on writing surfaces to concentrate lumens where needed most; multifactor computers and monitors. All reductions in electrical consumption translate to reduced mechanical cooling requirements.

7. Reasonableness of Cost:

As shown below the Disability Resources Services to Haggard Hall Project is within the expected cost range:

- 2008 Expected Project Cost Range

Classrooms $\$297/\text{GSF} \times 1.237$ (escalation to 2018) = **$\$367/\text{GSF}$** construction cost
 $\$420/\text{GSF} \times 1.237$ (escalation to 2018) = **$\$520/\text{GSF}$** total project cost

- Disability Resource Services at Haggard Hall Project Estimated Costs
 $\$1,757,745/8,643$ SF = **$\$203/\text{SF}$** estimated construction cost (55% of expected cost)
 $\$2,700,000/8,643$ SF = **$\$312/\text{SF}$** total project cost (60% of expected cost)

8. Availability of Space/Utilization on Campus:

Western has a continuous plan of improvement to ensure the continued high utilization of instructional space. At the center of that plan is that we establish measurable outcomes in room capacity and utilization in advance of making capital improvements and that this becomes the basis for prioritizing capital investments.

With regards to this project proposal there is an indirect and modest impact on classroom utilization. In their current confined quarters, DRS heavily relies on general use classrooms to augment its testing capacity. This practice, in turn can limit the availability of classrooms for other uses. See Appendix B.

9. Efficiency of Space Allocation:

Classroom/Lab Type	# of Rooms	# of Stations	Proposed ASF/Station	FEPG Standard	Meets Standard
MED. CLASSROOM W MTC (testing room)	1	49	20 ASF/STATION	16-26 ASF/STATION	YES
OFFICE - FACULTY & EQUIVILENTS	4		120 ASF/FACULTY	140/ASF/FACULTY	YES
OFFICE - STUDENT ASSISTANTS		4	80/ASF/2 STUDENTS	140/ASF/2 STUDENTS	YES
CLERICAL/ADMINISTRATIVE		2	80 ASF	140ASF/CLERICAL FTE	YES
OFFICE SERVICE	1		100ASF/CLERICAL FTE	100ASF/CLERICAL FTE	YES

10. Adequacy of Space:

In its current state, DRS cannot achieve, much less maintain, a basic standard of service to its DRS student clients. In relocating DRS to the Library, we are able to economically realize an optimal solution for the students by making use of the buildings heightened level of access and adaptability for student use. See Appendix C.

Disability Resource Services At Haggard Hall

Appendix Contents

- A. Office of Financial Management Reports (CBS002)
Project Cost Summary/C100
- B. Availability of Space Table
- C. Program-related Space Allocation Assignable Square Feet Template

Appendix A

Capital Project Request

2017-19 Biennium

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Version: WV Working Version 2017-19 Budget Req

Report Number: CBS002

Date Run: 7/29/2016 3:37PM

Project Number: 30000770

Project Title: Disability Resource Services at Haggard Hall

Description

Starting Fiscal Year: 2018

Project Class: Program

Agency Priority: 6

Project Summary

This project proposes to relocate Disability Resource Services for Students (DRS) from its present undersized and building-code non-compliant premises to a newly renovated and adequately sized location within the Western Libraries Learning Commons in Haggard Hall.

Project Description

This project relocates Disability Resource Services for Students (DRS) from Old Main to the Western Libraries Learning Commons in Haggard Hall. In locating DRS to the Library, the unit will be better located within the student sphere of the campus. To the East it will be conveniently positioned along the main student pedestrian corridor; to the West, it will be directly adjacent to the main public transit terminal on the campus. Within the Library, DRS will benefit from the building's optimal student atmosphere, improved building access and ADA code compliance. As a partner in the Library Learning Commons, DRS will best positioned to reach its student clientele and to coordinate with other student services in the Library.

Disability Resource Services for Students at Western Washington University ensures that more than 800 students that are qualified to receive these services have equal access to all of the curricular and co-curricular opportunities offered at Western. That, in turn ensures that students with disabilities may reasonably expect that their tenure at Western is no longer than all other students and that they are equitably enabled for success.

The population that DRS serves has grown consistently and at a faster rate than the University as a whole over the years. About 10% of the DRS service population are military veterans and dependents of military members. DRS growth is reflected in the increased number of specialized staff as well as in the amount of services offered. We have not been able to adequately accommodate the physical needs of the growing department within their present location in Old Main and renovating that space is not easily feasible. Old Main has not been significantly renovated in decades and is woefully deficient in term of access, egress, refuge and life safety. We continue to use the building but it is arguably the least suitable location for a unit such as Disability Resource Services for Students at Western.

Disability Resource Services for Students serves students in virtually every academic department within the University. The work of the unit ensures that client students are able to fully participate in the classroom such that their academic progress is in no way delayed relative to the broader student population. DRS achieves this by offering a variety of services such as specialized testing, assistive services and technologies, sign-language interpretation and student advocacy concerning issues as priority registration; physical access, and cross departmental communication. Disability Resources has not only seen a growth in student demand, but the method of service has evolved with advances in technology to be more equipment and space intensive. For example, Typewell transcription is replacing sign language, requiring editing locations for over 10 people and more space for equipment storage.

Because the capacity of the existing DRS space is so limited for testing and proctoring of exams, the operating budget is impacted when additional proctors have to be hired to monitor multiple locations.

In its current state, DRS cannot achieve, much less maintain, a basic standard of service to its DRS student clients. In relocating DRS to the Library, we are able to economically realize an optimal solution for the students by making use of the buildings heightened level of access and adaptability for student use

Usable square feet (USF) 8,643

Gross square feet (GSF) 8,643

Building efficiency (USF divided GSF). 100%

Project Schedule: September 2017 - March 2019

Capital Project Request

2017-19 Biennium

*

Version: WV Working Version 2017-19 Budget Req

Report Number: CBS002

Date Run: 7/29/2016 3:37PM

Project Number: 30000770

Project Title: Disability Resource Services at Haggard Hall

Description

Location

City: Bellingham

County: Whatcom

Legislative District: 040

Project Type

Intermediate

Growth Management impacts

none

New Facility: No

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2017-19 Fiscal Period	
			Prior Biennium	Current Biennium	Reappropriations	New Appropriations
057-1	State Bldg Constr-State	2,607,361				2,607,361
065-1	WWU Capital Projects-State	92,639				92,639
	Total	2,700,000	0	0	0	2,700,000

		Future Fiscal Periods			
		2019-21	2021-23	2023-25	2025-27
057-1	State Bldg Constr-State				
065-1	WWU Capital Projects-State				
	Total	0	0	0	0

Operating Impacts

No Operating Impact

STATE OF WASHINGTON
AGENCY / INSTITUTION PROJECT COST SUMMARY

Agency	Western Washington University	
Project Name	Disability Resource Services at Haggard Hall	
OFM Project Number	30000770	

Contact Information	
Name	Rick Benner, FAIA
Phone Number	(360) 650-3550
Email	rick.benner@wwu.edu

Statistics			
Gross Square Feet	8,643	MACC per Square Foot	\$191
Usable Square Feet	8,643	Escalated MACC per Square Foot	\$203
Space Efficiency	100.0%	A/E Fee Class	B
Construction Type	College classroom facilit	A/E Fee Percentage	12.78%
Remodel	Yes	Projected Life of Asset (Years)	50

Additional Project Details			
Alternative Public Works Project	No	Art Requirement Applies	Yes
Inflation Rate	2.80%	Higher Ed Institution	Yes
Sales Tax Rate %	8.70%	Location Used for Tax Rate	
Contingency Rate	10%		
Base Month	July-16		
Project Administered By	Agency		

Schedule			
Predesign Start		Predesign End	
Design Start	September-17	Design End	May-18
Construction Start	June-18	Construction End	March-19
Construction Duration	9 Months		

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Project Cost Estimate

Total Project	\$2,539,457	Total Project Escalated	\$2,699,674
		Rounded Escalated Total	\$2,700,000

STATE OF WASHINGTON
AGENCY / INSTITUTION PROJECT COST SUMMARY

Agency	Western Washington University	
Project Name	Disability Resource Services at Haggard Hall	
OFM Project Number	30000770	

Cost Estimate Summary

Acquisition			
Acquisition Subtotal	\$0	Acquisition Subtotal Escalated	\$0

Consultant Services			
Pre-design Services	\$0		
A/E Basic Design Services	\$160,050		
Extra Services	\$43,500		
Other Services	\$80,907		
Design Services Contingency	\$28,446		
Consultant Services Subtotal	\$312,903	Consultant Services Subtotal Escalated	\$328,656

Construction			
Construction Contingencies	\$165,000	Construction Contingencies Escalated	\$175,775
Maximum Allowable Construction Cost (MACC)	\$1,650,000	Maximum Allowable Construction Cost (MACC) Escalated	\$1,757,745
Sales Tax	\$157,905	Sales Tax Escalated	\$168,217
Construction Subtotal	\$1,972,905	Construction Subtotal Escalated	\$2,101,737

Equipment			
Equipment	\$80,000		
Sales Tax	\$6,960		
Non-Taxable Items	\$0		
Equipment Subtotal	\$86,960	Equipment Subtotal Escalated	\$92,639

Artwork			
Artwork Subtotal	\$8,789	Artwork Subtotal Escalated	\$8,789

Agency Project Administration			
Agency Project Administration Subtotal	\$124,900		
DES Additional Services Subtotal	\$0		
Other Project Admin Costs	\$0		
Project Administration Subtotal	\$124,900	Project Administration Subtotal Escalated	\$133,057

Other Costs			
Other Costs Subtotal	\$33,000	Other Costs Subtotal Escalated	\$34,796

Project Cost Estimate			
Total Project	\$2,539,457	Total Project Escalated	\$2,699,674
		Rounded Escalated Total	\$2,700,000

Cost Estimate Details

Acquisition Costs					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Purchase/Lease					
Appraisal and Closing					
Right of Way					
Demolition					
Pre-Site Development					
Other					
Insert Row Here					
ACQUISITION TOTAL	\$0		NA	\$0	

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Cost Estimate Details

Consultant Services				
Item	Base Amount	Escalation Factor	Escalated Cost	Notes
1) Pre-Schematic Design Services				
Programming/Site Analysis				
Environmental Analysis				
Predesign Study				
Other				
Insert Row Here				
Sub TOTAL	\$0	1.0328	\$0	Escalated to Design Start
2) Construction Documents				
A/E Basic Design Services	\$160,050			69% of A/E Basic Services
Other				
Insert Row Here				
Sub TOTAL	\$160,050	1.0423	\$166,821	Escalated to Mid-Design
3) Extra Services				
Civil Design (Above Basic Svcs)				
Geotechnical Investigation				
Commissioning				
Site Survey				
Testing				
LEED Services				
Voice/Data Consultant				
Value Engineering				
Constructability Review				
Environmental Mitigation (EIS)				
Landscape Consultant				
Interior Design Consultant	\$25,000			
Travel & Per Diem	\$10,000			
Advertising	\$3,500			
Document Reproduction	\$5,000			
Sub TOTAL	\$43,500	1.0423	\$45,341	Escalated to Mid-Design
4) Other Services				
Bid/Construction/Closeout	\$71,907			31% of A/E Basic Services
HVAC Balancing	\$9,000			
Staffing				
Other				
Insert Row Here				
Sub TOTAL	\$80,907	1.0653	\$86,190	Escalated to Mid-Const.
5) Design Services Contingency				
Design Services Contingency	\$28,446			
Other				
Insert Row Here				
Sub TOTAL	\$28,446	1.0653	\$30,304	Escalated to Mid-Const.
CONSULTANT SERVICES TOTAL				
	\$312,903		\$328,656	

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Cost Estimate Details

Construction Contracts					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
1) Site Work					
G10 - Site Preparation					
G20 - Site Improvements					
G30 - Site Mechanical Utilities					
G40 - Site Electrical Utilities					
G60 - Other Site Construction					
Other					
Insert Row Here					
Sub TOTAL	\$0		1.0544	\$0	
2) Related Project Costs					
Offsite Improvements					
City Utilities Relocation					
Parking Mitigation					
Stormwater Retention/Detention					
Other					
Insert Row Here					
Sub TOTAL	\$0		1.0544	\$0	
3) Facility Construction					
A10 - Foundations					
A20 - Basement Construction					
B10 - Superstructure					
B20 - Exterior Closure					
B30 - Roofing					
C10 - Interior Construction					
C20 - Stairs					
C30 - Interior Finishes					
D10 - Conveying					
D20 - Plumbing Systems					
D30 - HVAC Systems					
D40 - Fire Protection Systems					
D50 - Electrical Systems					
F10 - Special Construction					
F20 - Selective Demolition					
General Conditions					
MACC	\$1,650,000				
Insert Row Here					
Sub TOTAL	\$1,650,000		1.0653	\$1,757,745	
4) Maximum Allowable Construction Cost					
MACC Sub TOTAL	\$1,650,000			\$1,757,745	

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7) Construction Contingency

Allowance for Change Orders	\$165,000		
Other			
Insert Row Here			
Sub TOTAL	\$165,000	1.0653	\$175,775

8) Non-Taxable Items

Other			
Insert Row Here			
Sub TOTAL	\$0	1.0653	\$0

Sales Tax

Sub TOTAL	\$157,905		\$168,217
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CONSTRUCTION CONTRACTS TOTAL	\$1,972,905		\$2,101,737
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Cost Estimate Details

Equipment					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
E10 - Equipment					
E20 - Furnishings	\$80,000				
F10 - Special Construction					
Other					
Insert Row Here					
Sub TOTAL	\$80,000		1.0653	\$85,224	
1) Non Taxable Items					
Other					
Insert Row Here					
Sub TOTAL	\$0		1.0653	\$0	
Sales Tax					
Sub TOTAL	\$6,960			\$7,415	
EQUIPMENT TOTAL					
EQUIPMENT TOTAL	\$86,960			\$92,639	

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Cost Estimate Details

Artwork					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Project Artwork	\$0				0.5% of Escalated MACC for new construction
Higher Ed Artwork	\$8,789				0.5% of Escalated MACC for new and renewal construction
Other					
Insert Row Here					
ARTWORK TOTAL	\$8,789		NA	\$8,789	

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Cost Estimate Details

Project Management					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Agency Project Management	\$124,900				
Additional Services					
Other					
Insert Row Here					
PROJECT MANAGEMENT TOTAL	\$124,900		1.0653	\$133,057	

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Cost Estimate Details

Other Costs					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Mitigation Costs					
Hazardous Material					
Remediation/Removal					
Historic and Archeological Mitigation					
Plan Review	\$18,000				
M & O Assist	\$15,000				
OTHER COSTS TOTAL	\$33,000		1.0544	\$34,796	

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C-100(2016)
Additional Notes

Tab A. Acquisition

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Tab B. Consultant Services

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Tab C. Construction Contracts

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Tab D. Equipment

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Tab E. Artwork

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Tab F. Project Management

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Tab G. Other Costs

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Appendix B

AVAILABILITY OF SPACE

Project Name: **Disability Resource Services at Haggard Hall**
 Campus Location: **516 High Street, Bellingham, WA**

REQUIRED FOR ALL CATEGORIES EXCEPT ACQUISITION AND INFRASTRUCTURE.

Identify the average number of hours per week each (a) classroom seat and (b) classroom lab is expected to be utilized in Fall 2014 on the proposed project's campus. Please fill in the blue shaded cells for the campus where the project is located.

(a) General University Classroom Utilization

Fall 2015 Weekly Contact Hours	168,519
Multiply by % FTE Increase Budgeted	0.00%
Expected Fall 2016 Contact Hours	168,519
Expected Fall 2016 Classroom Seats	7,643
Expected Hours per Week Utilization	22.05
HECB GUC Utilization Standard	22
Difference in Utilization Standard	0.22%

(b) General University Lab Utilization

Fall 2015 Weekly Contact Hours	35,786
Multiply by % FTE Increase Budgeted	0.00%
Expected Fall 2016 Contact Hours	35,786
Expected Fall 2016 Class Lab Seats	1,946
Expected Hours per Week Utilization	18.39
HECB GUL Utilization Standard	16
Difference in Utilization Standard	14.93%

If the campus does not meet the 22 hours per classroom seat and/or the 16 hours per class lab HECB utilization standards, describe any institutional plans for achieving that level of utilization.

With regards to this project proposal there is an indirect and modest impact on classroom utilization. In their current confined quarters, DRS heavily relies on general use classrooms to augment its testing capacity. This practice, in turn can limit the availability of classrooms for other uses.

Appendix C

**Program-related Space Allocation
Assignable Square Feet Template**

Input the assignable square feet for the proposed project under the appropriate space type below:

Type of Space	Points	Assignable Square Feet	Percentage of total	Score [Points x Percentage]
Instructional Space (Classroom, Lab, Library)	6	1,100	48.0	2.9
Student Advising/Counseling	4	860	37.6	1.5
Childcare	1		0.0	0.0
Faculty Offices	4		0.0	0.0
Administrative	3	330	14.4	0.4
Maintenance/Central Stores/Student Center	4		0.0	0.0
Total		2,290	100.0	4.8