



City of Tukwila
Public Safety Committee

- ◆ Thomas McLeod, Chair
- ◆ Joe Duffie
- ◆ De'Sean Quinn

Distribution:

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|--------------|---------------|
| T. McLeod | Mayor Ekberg |
| J. Duffie | D. Cline |
| D. Quinn | C. O'Flaherty |
| D. Robertson | L. Humphrey |

AGENDA

MONDAY, DECEMBER 18, 2017 – 5:30 PM

HAZELNUT CONFERENCE ROOM

(At east entrance of City Hall)

Item	Recommended Action	Page
1. PRESENTATION(S)		
2. BUSINESS AGENDA		
a. An agreement with Kronos for the Workforce TeleStaff system for Fire Department staffing and overtime management. <i>Jay Wittwer, Fire Chief; and Joseph Todd, Technology & Innovation Services Director</i>	a. Forward to 1/2/18 Regular Mtg.	Pg.1
b. Approval of purchase of a printer for City ID badges. <i>Rachel Bianchi, Communications and Government Relations Manager</i>	b. Committee decision.	Pg.11
c. Public Safety Plan: Justice Center program and program estimate. <i>Rachel Bianchi, Communications and Government Relations Manager</i>	c. Forward to 1/2/18 Regular Mtg.	Pg.13
d. Public Safety Plan: Discussion with Lydig Construction on utilization of disadvantaged businesses and apprenticeships. <i>Rachel Bianchi, Communications and Government Relations Manager</i>	d. Committee consideration/ decision.	Pg.139
3. ANNOUNCEMENTS		
4. MISCELLANEOUS		

Next Scheduled Meeting: *January 2018*



The City of Tukwila strives to accommodate individuals with disabilities.

Please contact the City Clerk's Office at **206-433-1800** (TukwilaCityClerk@TukwilaWA.gov) for assistance.



INFORMATIONAL MEMORANDUM

TO: Finance & Safety Committee
FROM: Joseph Todd (TIS) and Jay Wittwer (FD)
BY: Tami Eberle-Harris
CC: Mayor Ekberg
DATE: December 12, 2017
SUBJECT: Kronos – Workforce Telestaff system for the Fire Department

ISSUE

The Fire Department would benefit from implementing an automated Timekeeping/Staff Scheduling system in order to streamline daily scheduling processes, reduce potential liability, limit possible points of failure, reduce overtime, and integrate with current City systems.

BACKGROUND

For many years the Fire department has been struggling with a complex and manual process for managing timekeeping and staff scheduling. The Fire Department typically works a variety of shifts where staff members often rotate overtime and shift schedules. They must manage Kelly days and vacation schedules, while strictly complying with union mandated scheduling and shift coverage rules. The current manual system is complex and hinders the department by causing excessive staff hours to track, correct, update, publish, and communicate scheduling and staff changes. The manual process allows for many points of failure within the organization, and does not integrate well with current systems, all of which would be corrected by implementing a Timekeeping/Staff Scheduling system.

DISCUSSION

Technology Innovation Services and the Fire Department jointly researched the available opportunities for an automated employee Timekeeping/Staffing solution. 6 vendors responded to the Request for Proposal published on October 25, 2017. After reviewing and scoring the responses, and reviewing demos from the top 3 contenders, the team unanimously selected Kronos's Workforce/Telestaff system as the best solution for the Fire Department. Other systems considered were offerings by Tyler Technology, Novatime, Schedule Force, Data Pro, and eResource Planner.

FINANCIAL IMPACT

The budget impact would be:

2017: \$23,000 – utilize existing 2017 funds from TIS Professional Services budget

2018: \$37,045 – to be shared between TIS & Fire Department budgets

Ongoing: \$15,480 per year cloud hosting for a 3-year term – Fire Department budget

RECOMMENDATION

In order to use 2017 funds, we are asking the Committee to forward this item directly to the January 2, 2018 Regular meeting to meet Finance Department timelines for payment of 2017 invoices.

ATTACHMENTS

-Kronos Order form for services and costs

-Kronos Agreement

ORDER FORM

Quote#: 590566 - 1
 Expires: 30-MAR-2018
 Sales Executive: Correia, Robert

Order Type: Standard US
 Date: 13-DEC-2017
 Page: 1/2

Bill To: CITY OF TUKWILA FIRE DEPARTMENT
 6200 SOUTHCENTER BLVD
 TUKWILA
 WA 98188
 United States

Ship To: Attn:JOSEPH TODD
 CITY OF TUKWILA FIRE DEPARTMENT
 6200 SOUTHCENTER BLVD
 TUKWILA
 WA 98188
 United States

Solution ID: 6146309

Contact: Joseph Todd
Email: Joseph.todd@tukwilawa.gov
Ship To Phone: 1 206 552-1280

Payment Terms: N30
Currency: USD
Customer PO Number:

FOB: Shipping Point
Ship Method:
Freight Term: Prepay & Add

Order Notes:

Initial Term: 3 Years
 Data Center: US
 Total Monthly Service Fees: \$1,290.00
 Billing Start Date: 90 Days from execution of Order Form
 Billing Frequency: Annual in Advance
 Renewal Term: 1 Year

Your Kronos solution includes:

SOFTWARE

Item	License/Qty	Total Price
WORKFORCE TELESTAFF ENTERPRISE V6	80	
WORKFORCE TELESTAFF GLOBAL ACCESS V6	80	
WORKFORCE TELESTAFF GATEWAY MANAGER V6	1	
WORKFORCE TELESTAFF CONTACT MANAGER V6	80	
WORKFORCE TELESTAFF BIDDING V6	80	
Total Price		23,000.00

*Includes applicable software media

SUPPORT SERVICES

Item	Duration	Total Price
PLATINUM SUPPORT SERVICE	1 YR	5,750.00
Total Price		5,750.00

*Support values listed above are total for all applicable products in each section of this order form

PROFESSIONAL SERVICES / EDUCATIONAL SERVICES

Item	Quantity	Unit Price	Total Price
TSG TECHNICAL SERVICES	24 Hours	215.00	5,160.00
	Technology Consultant 24 Hours	215.00	
TSG PROFESSIONAL SERVICES	142 Hours		25,560.00
	Project Manager 30 Hours	180.00	
	Solution Consultant 112 Hours	180.00	
KNOWLEDGE PASS	1 Each	0.00	0.00
ED SERVICES SUBSCRIPTION	1 Contract	575.00	575.00
Total Price			31,295.00

Item	Quantity	Total Price
CLOUD HOSTING WORKFORCE TELESTAFF ENTERPRISE BASE FEE PER MONTH	36	45,000.00
CLOUD HOSTING WORKFORCE TELESTAFF ENTERPRISE PER EMPLOYEE PER MONTH	36	1,440.00
Total Price		46,440.00

QUOTE SUMMARY

Description	Total Price
Subtotal	106,485.00
Deposit	0.00
Tax	7,519.00
Grand Total	114,004.00

CITY OF TUKWILA FIRE DEPARTMENT
Kronos Incorporated

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Effective Date: _____

Effective Date: _____

Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. The JBoss® Enterprise Middleware components embedded in the Software are subject to the End User License Agreement found at http://www.redhat.com/licenses/jboss_eula.html. Shipping and handling charges will be reflected on the final invoice.

KRONOS SALES, SOFTWARE LICENSE AND SERVICES AGREEMENT

Rev KR-022811.1

Customer and Kronos agree that the terms and conditions set forth in this Agreement shall apply to all Kronos Equipment, Software, Professional and Educational Services, Support, and such other Kronos offerings, as specified on an order form (an "Order Form") signed by the parties which expressly references this Agreement (or is signed contemporaneously hereto).

Kronos and Customer hereby agree that the terms and conditions of this Agreement apply to any Order Form executed by Kronos and Customer which expressly references this Agreement (including any Order Form signed contemporaneously with this Agreement regardless of the appearance of any express reference to this Agreement). Either party may discontinue use of this Agreement for future orders upon thirty (30) days prior written notice to the other party, provided however that any Order Form signed by the parties prior to the effective date of such notice shall remain in effect unless otherwise specifically terminated in accordance with the terms of this Agreement. Kronos may require additional terms and conditions for the sale or license of products or services not contemplated by this Agreement (including without limitation those that may be related to international services) provided that no such additional terms and conditions shall be binding upon Customer without Customer's prior written consent. Notwithstanding, Kronos will not be obligated to accept or approve an order for any products or services for which such additional terms and conditions are required. All orders are subject to the approval of Kronos' corporate office in Chelmsford, Massachusetts. This Agreement and the Order Form shall supersede the pre-printed terms of any Customer purchase order or other Customer ordering document, and no such Customer pre-printed terms shall apply to the items ordered.

1. PAYMENT AND DELIVERY

Unless otherwise set forth in this Agreement, payment terms are indicated on the Order Form or other contemporaneous ordering document containing product-specific payment terms signed by the parties. Delivery terms are as stated on the Order Form ("Delivery"). Kronos will invoice Customer for products upon Delivery. Unless otherwise set forth on the Order Form, Professional and Educational Services are provided on a time and materials basis, invoiced monthly as rendered. Customer agrees to pay all applicable taxes levied or based on the products, services or other charges hereunder, including state and local sales and excise taxes, and any taxes or amount in lieu thereof paid or payable by Kronos, exclusive of taxes based on net income. Customer agrees to pay a late charge of one percent (1%) per month, (but not in excess of the rate allowed by law), on any overdue amounts not the subject of a good faith dispute. If full payment is not made within 90 days of final payment due date, Customer is responsible for all expenses, including legal fees, incurred by Kronos for collection.

2. GENERAL LICENSE TERMS

Kronos owns or has the right to license the Software. The Software and Software documentation are confidential and may not be disclosed to a third party without Kronos' written consent. The Software contains proprietary trade secret technology. Unauthorized use and copying of such Software is prohibited by law, including United States and foreign copyright law. The price Customer pays for a copy of the Software constitutes a license fee that entitles Customer to use the Software as set forth below. Kronos grants to Customer a non-exclusive, nontransferable, perpetual (except as provided herein) license to use the Software. This license may be terminated by Kronos by written notice to Customer upon any material breach of this Agreement by Customer which remains uncured for a period of thirty (30) days after such written notice from Kronos. Upon such termination of this license by Kronos, Customer will have no further right to use the Software and will return the Software media to Kronos and destroy all copies of the Software (and related documentation) in Customer's possession or control. This license is subject to all of the terms of this Agreement.

3. FEE BASED LIMITATIONS

Customer recognizes and agrees that the license to use the Software is limited, based upon the amount of the license fee paid by Customer. Limitations, which are set forth on the Order Form, may include the number of employees, simultaneous or active users, Software product modules, Software features, computer model and serial number and partition, and/or the number of telephone lines or terminals to which the Software is permitted to be connected. Customer agrees to: i) use the Software only for the number of employees, simultaneous or active users, computer model, partition and serial number, and/or terminals permitted by the applicable license fee; ii) use only the product modules and/or features permitted by the applicable license fees; and iii) use the Software only in support of Customer's own business. Customer agrees not to increase the number of employees, simultaneous or active users, partitions, terminals, products modules, features, or to upgrade the model, as applicable, unless and until Customer pays the applicable fee for such increase/upgrade. Customer may not relicense or sublicense the Software to, or otherwise permit use of the Software (including timesharing or networking use) by any third party. Customer may not provide service bureau or other data processing services that make use of the Software without the express prior written consent of Kronos.

4. OBJECT CODE ONLY

Customer may use the computer programs included in the Software (the "Programs") in object code form only, and shall not reverse compile, disassemble or otherwise convert the Programs into uncompiled or unassembled code. The Programs include components owned by third parties. Such third party components are deemed to be Software subject to this Agreement. Customer shall not use any of the Programs (or the data models therein) except solely as part of and in connection with the Software and as described in the published documentation for such Software. Customer shall indemnify and hold harmless Kronos for all damages or liability caused by Customer's failure to comply with the foregoing restriction.

5. PERMITTED COPIES

Customer may copy the Programs as reasonably necessary to load and execute the Programs and for backup and disaster recovery and testing purposes only, except for additional copies of the Teletime Software and the Kronos iSeries (which must be licensed separately). All copies of the Programs or any part thereof, whether in printed or machine readable form and whether on storage media or otherwise, are subject to all the terms of this license, and all copies of the Programs or any part of the Programs shall include the copyright and proprietary rights notices contained in the Programs as delivered to the Customer.

6. UPDATES

In the event that Kronos supplies Service Packs, Point Releases and Major Releases (including legislative updates if available) of the Software (collectively referred to as "Updates"), such Updates shall be part of the Software and the provisions of this license shall apply to such Updates and to the Software as modified thereby.

7. EXPORT

Customer acknowledges that the Equipment and Software may be restricted by the United States Government or by the country in which the Equipment or Software is installed from export to certain countries and certain organizations and individuals, and agrees to comply with such laws. Customer agrees to comply with all applicable laws of all of the countries in which the Equipment and Software may be used by Customer and shall indemnify Kronos for any noncompliance which results in damages or liability for Kronos. Customer's obligations hereunder shall survive the termination or expiration of this Agreement. Customer must obtain Kronos' prior written consent before exporting the Software.

8. FIRMWARE

Customer may not download firmware updates for the Kronos Equipment unless Customer is maintaining such Equipment under a support plan with Kronos. If Customer is not maintaining the Equipment under a support plan with Kronos, Kronos shall have the right to verify Customer's Kronos Equipment to determine if Customer has downloaded any firmware to which Customer is not entitled. If Customer has downloaded firmware for the Kronos Equipment to which Customer is not entitled,

Customer shall be responsible to pay Kronos for such updated firmware in accordance with Kronos' then-current support policies.

9. TRAINING POINTS

Training Points which are purchased by Customer may be redeemed for an equivalent value of instructor-led training sessions offered by Kronos. Available instructor-led sessions are listed at <http://customer.kronos.com> and each session has the Training Points value indicated. Training Points may be redeemed at any time within 12 months of the date of the applicable Order Form, at which time they shall expire. Training Points may not be exchanged for other Kronos products and/or services. Kronos will invoice Customer for the Training Points identified in the Order Form upon execution of such Order Form with payment due upon the payment terms indicated in such Order Form.

10. ACCEPTANCE

For Customer's initial purchase of each Equipment and Software product Kronos shall provide an acceptance test period (the "Test Period") that commences upon Installation. Installation shall be defined as: a.) the Equipment, if any, is mounted; b.) the Software is installed on Customer's server(s); and c.) implementation team training, if any, is complete. During the Test Period, Customer shall determine whether the Equipment and Software meet the Kronos published electronic documentation, ("Specifications").

The Test Period shall be for 30 days. If Customer has not given Kronos a written deficiency statement specifying how the Equipment or Software fails to meet the Specifications ("Deficiency Statement") within the Test Period, the Equipment and Software shall be deemed accepted. If Customer provides a Deficiency Statement within the Test Period, Kronos shall have 30 days to correct the deficiency, and Customer shall have an additional 30 days to evaluate the Equipment and Software. If the Equipment or Software does not meet the Specifications at the end of the second 30 day period, either Customer or Kronos may terminate this Agreement. Upon any such termination, Customer shall return all Equipment and Software (and related documentation) to Kronos, and Kronos shall refund any monies paid by Customer to Kronos for the returned Equipment and Software. Neither party shall then have any further liability to the other for the products that were the subject of the Acceptance Test.

11. LIMITED WARRANTY

Kronos warrants that all Kronos Equipment and Software media shall be free from defects in materials and workmanship, for a period of ninety (90) days from Delivery. In the event of a breach of this warranty, Customer's exclusive remedy shall be Kronos' repair or replacement of the deficient Equipment and/or Software media, at Kronos' option, provided that Customer's use, installation and maintenance thereof have conformed to the Specifications. This warranty is extended to Customer only and shall not apply to any Equipment (or parts thereof) or Software media in the event of:

- (a) damage, defects or malfunctions resulting from misuse, accident, neglect, tampering, (including modification or replacement of any Kronos components on any boards supplied with the Equipment), unusual physical or electrical stress or causes other than normal and intended use;
- (b) failure of Customer to provide and maintain a suitable installation environment, as specified in the Specifications; or
- (c) malfunctions resulting from the use of badges or supplies not approved by Kronos.

When using and applying the information generated by Kronos products, Customer is responsible for ensuring that Customer complies with the applicable requirements of federal and state law. If Customer is licensing Workforce Payroll Software or Workforce Absence Management Software: (i) Customer is solely responsible for the content and accuracy of all reports and documents prepared in whole or in part by using such Software, (ii) using such Software does not release Customer of any professional obligation concerning the preparation and review of such reports and documents, (iii) Customer does not rely upon Kronos, Best Software, Inc. or such Software for any advice or guidance regarding compliance with federal and state laws or the appropriate tax treatment of items reflected on such reports or documents, and (iv) Customer will review any calculations made by using such Software and satisfy itself that those calculations are correct.

12. INDEMNIFICATION

Kronos agrees to indemnify Customer and to hold it harmless from and against any and all claims, costs, fees and expenses (including reasonable legal fees) relating to actual or alleged infringement of United States or Canadian patents or copyrights asserted against Customer by virtue of Customer's use of the Software as delivered and maintained by Kronos, provided that: i) Kronos is given prompt written notice of any such claim and has sole control over the investigation, preparation, defense and settlement of such claim; and, ii) Customer reasonably cooperates with Kronos in connection with the foregoing and provides Kronos with all information in Customer's possession related to such claim and any further assistance as reasonably requested by Kronos. Kronos will have no obligation to indemnify Customer to the extent any such claim is based on the use of the Software with software or equipment not supplied by Kronos. Should any or all of the Software as delivered and maintained by Kronos become, or in Kronos' reasonable opinion be likely to become, the subject of any such claim, Kronos may at its option: i) procure for Customer the right to continue to use the affected Software as contemplated hereunder; ii) replace or modify the affected Software to make its use non-infringing; or iii) should such options not be available at reasonable expense, terminate this Agreement with respect to the affected Software upon thirty (30) days prior written notice to Customer. In such event of termination, Customer shall be entitled to a pro-rata refund of all fees paid to Kronos for the affected Software, which refund shall be calculated using a five year straight-line depreciation commencing with the date of the relevant Order. Additionally, Kronos agrees to be liable for tangible property damage or personal injury caused solely by the negligence or willful misconduct of its employees.

13. PROFESSIONAL AND EDUCATIONAL SERVICES

(a) TRAVEL EXPENSES

Customer agrees to reimburse Kronos for all reasonable and necessary travel incurred by Kronos in the performance of any professional and/or educational services, provided that such travel complies with the then current Kronos Travel and Expense Policies. Customer further agrees to pay any travel expenses such as airfare, lodging, meals and local transportation, plus an administrative fee of ten percent (10%) of the amount of such travel expenses, incurred by Kronos to deliver purchased professional services and/or educational services in accordance with the Kronos Travel and Expense Policies. Customer will be billed by Kronos for such travel expenses and payment thereof shall be due net 30.

(b) ENGAGEMENTS

Unless otherwise indicated on the Order Form, Professional and Educational Services ("Professional Services") shall be provided on a time and material basis at the rates set forth in the Order Form. If a dollar limit is stated in the Order Form or any associated statement of work ("SOW"), the limit shall be deemed an estimate for Customer's budgeting and Kronos' resource scheduling purposes. After the dollar limit is expended, Kronos will continue to provide Professional Services on a time and materials basis, if a Change Order or Schedule of Services for continuation of the Professional Services is signed by the parties.

(c) WARRANTY

Kronos warrants that all professional and educational services performed under this Agreement shall be performed in a professional and competent manner. In the event that Kronos breaches this warranty, and Customer so notifies Kronos within 30 days of receipt of invoice for the applicable services, the Customer's sole remedy and Kronos'

exclusive liability shall be to re-perform the services which were deficient in a manner so as to conform to the foregoing warranty, at no additional cost to Customer.

(d) KRONOS PROFESSIONAL/EDUCATIONAL SERVICES POLICIES

Kronos' then-current Professional/Educational Services Policies shall apply to all Professional and/or Educational Services purchased under the applicable SOW and may be accessed at: <http://www.kronos.com/Support/ProfessionalServicesEngagementPolicies.htm> ("Professional Services Policies"). In the event of a conflict between the Professional Services Policies and this Agreement, the terms of this Agreement shall prevail.

14. SOFTWARE SUPPORT SERVICES

(a) SUPPORT OPTIONS

Customer may select from the following Software support purchase options: Gold (or Gold Plus) and Platinum (or Platinum Plus) support ("Service Type"), each providing different service coverage periods and/or service offerings, as specified herein ("Service Offerings") and in the Kronos Support Service Policies (defined below). Customer must purchase the same Service Type for all of the Software specified on the Order Form, (however, if Customer is purchasing support services for Visionware Software, Customer may only purchase Gold Service Type for the Visionware Software). All Updates shall be provided via remote access. Customer may purchase support services for Equipment in accordance with the terms and conditions of Kronos' standard Equipment Support Services Agreement a copy of which is available upon request and is located at: <http://www.kronos.com/Legal/EquipmentSupportAgr.aspx>.

(b) EXTENDED SUPPORT PROGRAM (DELL SERVERS)

Customers purchasing the Extended Support Program (as indicated on the Order Form) for their Dell servers purchased from Kronos shall receive a specialized, bundled set of Kronos Support Services. Because of the specialized nature of these services, the terms and conditions located at <http://www.kronos.com/Legal/SupplementalTerms.aspx> shall supersede the provisions of this Agreement for the Extended Support Program.

(c) TERM OF SOFTWARE SUPPORT

Unless otherwise indicated on the Order Form, support service shall commence on the Software Delivery date and shall continue for an initial term of one (1) year. Support service shall automatically renew for additional one year terms on the anniversary date of its commencement date, unless either party notifies the other in writing sixty (60) days prior to that anniversary renewal date. After the one year initial term of this Agreement, the Service Offerings provided and the Service Coverage period are subject to change by Kronos with sixty (60) days advance written notice to Customer. For the initial two (2) renewal years the annual support fee, for the same products and service type, will not increase by more than 4% over the prior year's annual support fee.

(d) GOLD SERVICE OFFERINGS

Customer shall be entitled to receive:

- (i) Updates for the Software (not including any Software for which Kronos charges a separate license fee), provided that Customer's operating system and equipment meet minimum system configuration requirements, as reasonably determined by Kronos. If Customer requests Kronos to install such Updates or to provide retraining, Customer agrees to pay Kronos for such installation or retraining at Kronos' then-current time and materials rate.
- (ii) Telephone and/or electronic access to the Kronos Global Support Center for the logging of requests for service during the Service Coverage Period. The Service Coverage Period for the Gold Service Offering is 8:00 a.m. to 8:00 p.m., local time, Monday through Friday, excluding Kronos holidays.
- (iii) Web-based support including access to Software documentation, FAQ's, access to Kronos knowledge base, Customer forums, and e-case management. Such offerings are subject to modification by Kronos. Current offerings can be found at <http://www.kronos.com/services/support-services.aspx>.
- (iv) Web-based remote diagnostic technical assistance which may be utilized by Kronos to resolve Software functional problems and user problems during the Service Coverage Period.
- (v) Access to specialized content as and when made available by Kronos such as technical advisories, learning quick tips, brown bag seminars, technical insider tips, SHRM e-Learning, HR Payroll Answerforce and service case studies.

(e) PLATINUM AND PLUS SERVICE OFFERINGS:

Platinum: In addition to the Service Offerings specified for the Gold Service Offering above, the Service Coverage Period for the Platinum Service Offering is 24 hours a day, seven days a week, 365 days a year.

Plus option: In addition to the Service Offerings specified for the Gold Service Offering above, customers purchasing the Plus option shall receive the services of a dedicated, but not exclusive, Kronos Technical Account Manager ("TAM") for one production instance of the Software. Customers purchasing the Gold-Plus option shall designate up to one primary and one secondary backup technical contacts ("Technical Contacts") to be the sole contacts with the TAM, while customers purchasing the Platinum-Plus option shall designate up to two primary and three secondary backup Technical Contacts. Upon request, Customer may designate additional and/or backup Technical Contacts. Customer is required to place all primary Technical Contacts through Kronos product training for the Software covered under this Agreement at Customer's expense.

Customers purchasing the Platinum-Plus option shall also receive a one day per year visit to be performed at the Customer location where the Software is installed. During this onsite visit, Kronos shall work with Customer to identify ways to help Customer increase functionality or maximize utilization of the Software in Customer's specific environment. Customer must be utilizing the then-current version of the Software. Travel and expenses are not included and shall be paid by Customer.

(f) PAYMENT

Customer shall pay annual support charges for the initial term in accordance with the payment terms on the Order Form and for any renewal term upon receipt of invoice. Customer shall pay additional support charges, if any, and time and material charges upon receipt of invoice.

(g) ADDITION OF SOFTWARE

Additional Software purchased by Customer during the initial or any renewal term shall be added to this Agreement at the same support option as the then current Software support coverage in place under these terms. Customer agrees to pay the charges for such addition, and any such addition shall be automatically renewed as provided in these terms.

(h) RESPONSIBILITIES OF CUSTOMER

Customer agrees (i) to provide Kronos personnel with full, free and safe access to Software for purposes of support, including use of Kronos' standard remote access

technology, if required; (ii) to maintain and operate the Software in an environment and according to procedures which conform to the Specifications; and (iii) not to allow support of the Software by anyone other than Kronos without prior written authorization from Kronos. Failure to utilize Kronos' remote access technology may delay Kronos' response and/or resolution to Customer's reported Software problem. If Customer requires the use of a specific remote access technology not specified by Kronos, then Customer must purchase the Plus option to receive support and provide Kronos personnel with full, free and safe access to the remote access hardware and/or software.

(i) **DEFAULT**

Customer shall have the right to terminate Kronos support services in the event that Kronos is in breach of the support services warranty set forth below and such breach is not cured within fifteen (15) days after written notice specifying the nature of the breach. In the event of such termination, Kronos shall refund to Customer on a pro-rata basis those pre-paid annual support fees associated with the unused portion of the support term. Kronos reserves the right to terminate or suspend support service in the event the Customer is in default under this Agreement with Kronos and such default is not corrected within fifteen (15) days after written notice. In addition, the support services will terminate and all charges due hereunder will become immediately due and payable in the event that Customer ceases to do business as a going concern or has its assets assigned by law.

(j) **WARRANTY**

Kronos warrants that all support services shall be performed in a professional and competent manner.

(k) **KRONOS SUPPORT SERVICE POLICIES**

Kronos' then-current Support Services Policies shall apply to all Support Services purchased and may be accessed at: <http://www.kronos.com/Support/SupportServicesPolicies.htm> ("Support Policies"). In the event of a conflict between the Support Policies and this Agreement, the terms of this Agreement shall prevail.

15. KNOWLEDGEPASS EDUCATION SUBSCRIPTION:

The parties hereby agree that the following terms shall apply to Customer's purchase of the Kronos KnowledgePass Education Subscription only, if specified on the Order Form:

(a) **Scope:** The KnowledgePass Education Subscription is available to customers who are licensing Kronos' Workforce Central and iSeries Timekeeper Software products and who are maintaining such products under a support plan with Kronos. The KnowledgePass Education Subscription provides access via the internet to certain educational offerings provided by Kronos (the "KnowledgePass Content"), including:

- Product and upgrade information for project teams and end users
- Hands-on interactive instruction on common tasks
- Self-paced tutorials covering a range of topics
- Job aids
- Knowledge assessment and reporting tools to measure progress
- Webinars

(b) **Term of Subscription:** The KnowledgePass Education Subscription shall run co-terminously with Customer's Software Support, and shall renew for additional one (1) year terms provided Customer renews its KnowledgePass Education Subscription as provided below.

(c) **Payment:** Customer shall pay the annual subscription charge for the initial term of the KnowledgePass Education Subscription in accordance with the payment terms on the Order Form. Kronos will send Customer a renewal invoice for renewal of the KnowledgePass Education Subscription at least forty five (45) days prior to expiration of the then current term. KnowledgePass Education Subscription shall renew for an additional one (1) year term if Customer pays such invoice before the end of the initial term or any renewal term.

(d) **Limitations:** Customer recognizes and agrees that the KnowledgePass Content is copyrighted by Kronos. Customer is permitted to make copies of the KnowledgePass Content provided in *pdf form solely for Customer's internal use and may not disclose such KnowledgePass Content to any third party other than Customer's employees. Customer may not edit, modify, revise, amend, change, alter, customize or vary the KnowledgePass Content without the written consent of Kronos, provided that Customer may download and modify contents of Training Kits solely for Customer's internal use.

(e) **Train-the-Trainer Program (TTT):** Certification under the Train-the-Trainer Program is valid only for the point release of the Software for which the TTT Program is taken, and covers only the Customer employee who completes the TTT Program.

16. CONFIDENTIAL INFORMATION

"Confidential Information" is defined as information that is: i) disclosed between the parties after the date of this Agreement that is considered confidential or proprietary to the disclosing party; and ii) identified as "confidential" at the time of disclosure, or would be reasonably obvious to the receiving party to constitute confidential information because of legends or other markings, by the circumstances of disclosure or the nature of the information itself. Additionally, the terms, conditions and pricing contained in this Agreement and the Order Form, the Software (and Software documentation), and the Specifications shall be deemed to be Kronos' Confidential Information. Each party shall protect the Confidential Information of the other party with at least the same degree of care and confidentiality, but not less than a reasonable standard of care, which such party utilizes for its own information of similar character that it does not wish disclosed to the public. Neither party shall disclose to third parties (except the parent company or the wholly owned subsidiaries of the receiving party who have a need to know) the other party's Confidential Information, or use it for any purpose not explicitly set forth herein, without the prior written consent of the other party. The obligation of confidentiality shall survive for three (3) years after the disclosure of such Confidential Information.

This Agreement imposes no obligation upon either party with respect to the other party's Confidential Information which the receiving party can establish by legally sufficient evidence: (a) was rightfully possessed by the receiving party without an obligation to maintain its confidentiality prior to receipt from the disclosing party, (b) is generally known to the public without violation of this Agreement; (c) is obtained by the receiving party in good faith from a third party having the right to disclose it without an obligation with respect to confidentiality; (d) is independently developed by the receiving party without use of the disclosing party's confidential information, which can be shown by tangible evidence; or (e) was required to be disclosed by applicable law, provided that the receiving party notifies the disclosing party of such requirement prior to disclosure, and provided further that the receiving party makes diligent efforts to limit disclosure.

17. MARKETING ACTIVITIES

Customer agrees that Kronos may use Customer's name as part of Kronos' published customer lists. Upon Kronos' request, Customer will participate in mutually beneficial marketing and public relations activities with Kronos. All content shall be subject to the prior review and approval of Customer, such approval not to be

unreasonably withheld.

18. LIMITATION OF LIABILITY

CUSTOMER'S EXCLUSIVE REMEDIES AND KRONOS' SOLE LIABILITY FOR ANY KRONOS BREACH OF THIS AGREEMENT ARE EXPRESSLY STATED HEREIN. EXCEPT AS PROVIDED IN THIS AGREEMENT, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE EXCLUDED.

EXCEPT FOR KRONOS' INDEMNIFICATION OBLIGATIONS SET FORTH IN THIS AGREEMENT, IN NO EVENT SHALL KRONOS' OR ITS PARENTS', SUBSIDIARIES', AFFILIATES', OR THIRD PARTY LICENSOR'S LIABILITY TO A CUSTOMER, HOWSOEVER CAUSED, EXCEED THE VALUE OF THE ORDER WHICH GIVES RISE TO THE CLAIM, AND IN NO EVENT WILL KRONOS OR ITS PARENTS, SUBSIDIARIES AFFILIATES OR THIRD PARTY LICENSORS BE LIABLE FOR LOST PROFITS, LOST DATA OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THIS AGREEMENT WHETHER SUCH CLAIM IS BASED ON WARRANTY, CONTRACT, TORT OR THE EXISTENCE, FURNISHING, FUNCTIONING OR CUSTOMER'S SPECIFIC USE OF, OR INABILITY TO SO USE, ANY EQUIPMENT, SOFTWARE OR SERVICES PROVIDED FOR IN THIS AGREEMENT.

19. GENERAL

(a) This Agreement shall be governed by Massachusetts law. The parties waive the application of the United Nations Commission on International Trade Law and United Nations Convention on Contracts for the International Sale of Goods as to the interpretation or enforcement of this Agreement.

(b) The invalidity or illegality of any provision of this Agreement shall not affect the validity of any other provision. The parties intend for the remaining unaffected provisions to remain in full force and effect.

(c) Customer shall not assign this Agreement or the license to the Software without the prior written consent of Kronos and any purported assignment, without such consent, shall be void.

(d) Neither party shall be liable for failures or delays in performance due to causes beyond its reasonable control, including war, strikes, lockouts, fire, flood, storm or other acts of God. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

(e) All notices given under this Agreement shall be in writing and sent postage pre-paid, if to Kronos, to the Kronos address on the Order Form, or if to Customer, to the billing address on the Order Form.

(f) No action, regardless of form, may be brought by either party more than two (2) years after the cause of action has arisen.

(g) The section headings herein are provided for convenience only and have no substantive effect on the construction of this Agreement.

(h) The parties agree that if this Agreement is delivered via fax or electronically delivered via email it shall constitute a valid and enforceable agreement.

(i) This Agreement and any information expressly incorporated herein (including information contained in any referenced URL), together with the applicable Order Form, constitute the entire agreement between the parties for the products and services described herein and supersede all prior or contemporaneous representations, negotiations, or other communications between the parties relating to the subject matter of this Agreement. This Agreement may be amended only in writing signed by authorized representatives of both parties. Customer understands and acknowledges that while Kronos may disclose to customers certain confidential information regarding general product development direction, potential future products and/or product enhancements under consideration, Customer is not entitled to any products or product enhancements other than those contained on the Order Form. Customer has not relied on the availability of any future version of the Software or Equipment identified on an Order Form, nor any other future product in executing this Agreement.

(j) Use, duplication, or disclosure by the United States Government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013, or subparagraph (c)(1)(2) of the Commercial Computer Software Restricted Rights clause at FAR 52.227-19, as applicable. Manufacturer/distributor is Kronos Incorporated, 297 Billerica Road, Chelmsford, MA.

DATED:

CUSTOMER:

BY: _____

NAME:

TITLE:



INFORMATIONAL MEMORANDUM

TO: Public Safety Committee
FROM: Rachel Bianchi Communications/Government Relations Manager
BY: Marty Grisham Emergency Manager
CC: Mayor Ekberg
DATE: November 29, 2017
SUBJECT: City ID Badging Printer

ISSUE

Purchase of a new printer for City ID Badges.

BACKGROUND

Washington State and King County Emergency Management have introduced an ID Badge template they propose all government agencies use. King County Emergency Management has generously offered jurisdictions in King County to utilize their software for free. Standardizing badges across jurisdictions will allow for seamless integration of identification during a large-scale emergency, which will allow emergency management staff the ability to easily identify individuals assisting in a disaster.

We need a printer that will work with their system. This printer will put a clear coat on the badge that prevents the smearing we are seeing on many of our current ID Badges.

DISCUSSION None

FINANCIAL IMPACT

The cost is approximately \$6,000.00 for the printer and supporting hardware.

RECOMMENDATION

City Policy 300-02 states that unbudgeted capital equipment of \$5,000 or more requires approval. The Public Safety Committee is being asked to approve the purchase. Funds are available in the Communications budget.

ATTACHMENTS

None



INFORMATIONAL MEMORANDUM

TO: Public Safety Committee

FROM: Rachel Bianchi

CC: Mayor Ekberg

DATE: December 12, 2017

SUBJECT: Justice Center Program and Program Estimate

ISSUE

The Justice Center team has completed the Program phase of the facility design, representing 10% completion of the project, which includes the Program estimate. The next phase of the project, Schematic Design, will provide a more realistic cost estimate, with input from a General Contractor/Construction Manager, and is expected to be completed in the spring of 2018. Staff is seeking Council consensus to move forward to the Schematic Design phase.

BACKGROUND

Program:

Through a public process, the City selected DLR Group to serve as the architects for the Justice Center. Once DLR Group was selected, the City Council provided their vision statement for the Justice Center that provided a foundation for the building design goals. With that foundation, DLR Group worked closely with the end users of the facility (Police, Court and Emergency Management personnel) to understand the space and operational needs, as well as necessary adjacencies. This was accomplished through interviews with staff, site tours to new facilities in the region, an electronic survey to staff and officers, team meetings, community meetings, and the architects' extensive knowledge of best practices for such buildings.

Direction was given to contain the programming for the building to the square footage approved by the voters in the Public Safety Bond, 45,500 square feet. While end users requested additional space, in order to address what the team knows are very challenging market conditions, the project's Program was limited to the bond square footage. However, similar to our approach with the fire stations, the architects are designing with expansion space for future needs.

The Program plans for a two-story building, with Court and Police Patrol functions on the first floor, and Police Administration and other Police offices on the second. The team also found a very innovative way to plan for the needed Emergency Operations Center (EOC) space (6,000 square feet). An EOC activation is a rare event, though when it is in use the space, infrastructure and technology are key to mitigating the event. DLR Group approached the necessary EOC square footage as an area that could be shared – similar to a conference center – by Police, Court and other users to ensure that it remains active and used by all of the facility's occupants. When not in EOC activation mode, there are multiple meeting rooms, "hoteling" stations, and other areas that can be utilized by all staff at the Justice Center.

The team was also focused on building flexible, modern work areas that can be repurposed as needs and functions change in the facility over time. The team also took into account the changing demographics and preferences of the workforce, where the traditional four-walled office is being replaced with a more open work station approach, "hoteling" options for people

who move in and out of facilities and areas, and shared conference rooms of various sizes for private conversations when needed. This approach was included in the Program, which envisions an office suite standardization that will capitalize on efficiencies and flexibility in the Justice Center. More information on this can be found in the Program Document attached.

Program Estimate:

Once there was a good understanding of the operational nature of the facility, square footage and chosen site, the architects work with a cost estimator to provide a “pre-design” estimate for the building. It is important to know that this estimate is made with a significant amount of assumptions for unknowns. Because of this, estimators typically land on larger numbers in order to manage expectations. In the estimate below, there are some specific unknowns that provide significant increases to the project. These include:

- Site development – with the absence of any geotechnical work (which will commence once we receive site access), the team has very little information on critical issues such as costs associated with the suitability of the soils, foundation systems, utilities and stormwater detention. The estimate includes a conservative amount to anticipate some of these development costs.
- Environmental – similar to above, without Phase 2 environmental site assessment, which will commence once we receive site access, there are significant unknowns on issues such as potential hazardous materials or the need for contaminated soil abatement. Because the site is located on what has been an auto-oriented corridor, it is reasonable to assume some site contamination. However, without specifics the estimator is forced to project significant costs associated with any potential environmental clean-up. The estimate includes a reasonable amount to anticipate a predictable amount of environmental costs.
- Market conditions – we have been discussing the reality of the current market conditions all year, and they remain a factor that continues to increase costs associated with land acquisition and construction throughout the region. We expect this reality to remain for the foreseeable future.

The Program estimate for the Justice Center is below, as well as the original Public Safety Plan funding source and estimates for the Justice Center:

FUNDING SOURCE - Based on Initial Project Costs

YEAR OF EXPENDITURE (YOE) SUMMARY					
Project	UTGO (voter-approved)	Impact Fees	General Fund	Enterprise Funds	TOTAL
Fire Stations	18,824	4,750	858	-	24,432
Justice Center	28,629	-	-	-	28,629
Public Works Shop	-	-	14,747	14,746	29,493
Facilities Total	47,453	4,750	15,605	14,746	82,554
Fire Apparatus/Equipment	29,932	-	-	-	29,932
Public Safety Plan Total	\$77,385	\$4,750	\$15,605	\$14,746	\$112,486

PROJECT COSTS

Justice Center Program - INITIAL BUDGET ESTIMATE	
Project Category	Justice Center
A/E Services (both design & CA)	2,292,714
Land Acquisition	6,000,000
Permits/Fees	439,890
Construction for building (pre-con, const, tax)	16,532,615
Construction for Site Development	-
Construction Related Costs (incl bond)	1,034,797
PM Services (incl other prof svcs)	1,269,789
Contingency (incl Construction & Proj)	1,059,195
TOTAL	28,629,000

Justice Center Program - REVISED BUDGET ESTIMATE (as of 12/12/17)		
Project Category	Justice Center	FUNDING GAP
A/E Services (both design & CA)	3,500,000	1,207,286
Land Acquisition	13,768,546	7,768,546
Permits/Fees	700,000	260,110
Construction for building (pre-con, const, tax)	30,892,230	14,359,615
Construction for Site Development	10,671,179	10,671,179
Construction Related Costs (incl bond)	1,750,000	715,203
PM Services (incl other prof svcs)	1,594,000	324,211
Contingency (incl Construction & Proj)	5,660,388	4,601,193
TOTAL	68,536,343	\$39,907,343

As mentioned above, moving into Schematic Design will allow the City to have a more realistic cost estimate for the project, including estimating support from the General Contractor/ Construction Manager (GC/CM) to be selected in February/March. This information and estimate has been shared with Steve Goldblatt, the Council's Program Management Quality Assurance (PMQA) consultant, who concurs with staff that the City should move forward into Schematic Design. Mr. Goldblatt will be available at the December 18, 2017 Public Safety Committee meeting, as well as the Council meeting on January 2, 2018 to provide Council with his recommendation directly and answer any questions members may have for him.

Closing the Gap:

The City has previously agreed that we will work collaboratively to close the gap on Public Safety Plan projects in 2018 and codify that strategy in the 2019/2020 Budget that will be passed next year. The Finance Committee will spend a significant portion of its workplan on addressing this gap and providing the full Council with options to move forward.

Previously, after the Programming phase for the fire stations, staff identified various strategies that could be employed to cover the fire station gap and remain confident that there is a path to do just that. Similarly, staff has identified a variety of strategies available to Council to address the Justice Center gap. While these strategies will be considered, weighed against one another and ultimately moved forward – or not – by the Finance Committee in 2018, staff wanted to provide Council with a menu of options available to support the decision to move the Justice Center forward to Schematic Design. These include:

- Using existing and dedicating future REET 1 to the Justice Center – It is safe to assume that by the end of 2018 there will be in excess of \$4 million in REET 1 available for this project. In addition, future REET could be dedicated to pay off any bonds used to close this gap.
- Reprioritizing other capital projects – by shifting capital projects around to align with the Public Safety Plan being the City's priority, additional funding would be available for the Justice Center.
- Land sales – the City has some high-value properties that, if sold, could help offset the gap. These include the Longacres and Newporter site, as well as the current Minkler and Long shops.
- Slow the rate of growth – by slowing the growth in the General Fund budget, additional funds could be identified to dedicate to the Justice Center, and specifically earmarked to pay back any bonds the Council may choose to sell for this purpose.
- Ending fund balance – the Council could choose to direct staff to put all annual ending fund balance into the Public Safety Plan.
- New revenue – the City has revenue streams it currently does not exercise that could be available to either directly fund the gap or provide funding for other areas that could free up General Fund dollars.
- Reducing the scope and timeline of the Justice Center – the Council could choose to build a smaller building to house fewer staff and wait until the market conditions turn (assumes market downturn).
- Contingency funds – the City does have the option to use existing contingency funds for this project, though serious thought would need to be given to the implications associated with another economic downturn.

These are just some of the ideas and tools available to the City as we contemplate how to close this funding gap. No recommendations have been made and staff looks forward to working closely with the Finance Committee in 2018 on this important effort. While we recognize the challenges associated with the costs for the Public Safety Plan, we also remain focused on the great need for these new facilities in our community, and the opportunity before us to provide safe, modern, functional buildings to better serve the community of Tukwila and house two-thirds of our City staff.

RECOMMENDATION

Staff is seeking committee approval to forward the issue to the January 2, 2018 Council meeting with a recommendation that the City continue into the Schematic Design phase for the Justice Center. Staff is seeking to go to the first Council meeting instead of waiting for the next Committee of the Whole in order to not lose time in the schedule; simple consensus from the Council is all that is needed on January 2, 2018.

ATTACHMENT

- City of Tukwila Justice Center Program Document
- Powerpoint presentation

CITY OF TUKWILA

JUSTICE CENTER

PROGRAM DOCUMENT | DECEMBER 8, 2017



A part of the
TUKWILA PUBLIC SAFETY PLAN

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OWNER TEAM



SOJ // Owner's Representative / Project Manager

CONSULTANT TEAM

DLR Group // Planning / Design / Architecture / Mechanical & Plumbing Engineering
Electrical Engineering / Structural Engineering

Swift Company // Landscape Architect / Urban Design

KPFF // Civil Engineering

Roen Associates // Cost Estimating



CITY OF TUKWILA Justice Center
PROGRAM DOCUMENT | December 8, 2017

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

This report details the programming for the City of Tukwila Justice Center, a new facility for the City's police department, emergency operations center (EOC), and municipal court. The existing police and court departments are located at the city campus in 6200 and 6300 Southcenter Boulevard, Tukwila north of the Westfield Southcenter. The police also operate with a small substation within Westfield Southcenter and the Neighborhood Resource Center (NRC) on Tukwila International Boulevard. The existing EOC is in Fire Station 51 on Andover Park E. All existing locations are inadequately sized for the departments, and do not provide an appropriate presence to the public of their connection to the city.

The new facility will be located on Tukwila International Boulevard at S 150th Street. The site is currently occupied by a motel, local shops, and an entertainment establishment. Locating the facility on Tukwila International Boulevard (TIB) is designed to create a connection to the public and provide pedestrian friendly relationship to the boulevard. TIB has been identified for redevelopment following the TIB Light Rail Station opening. This facility will be the first project to use the new proposed zoning regulations for the street that will be issued concurrently to this project.

This report describes the program for both the police department, EOC, and court based on the bond measure passed in 2016 for a new 45,500 SF joint facility. Through interviews with the departments and multiple tours of other offices and facilities, we have developed a program of spaces that can fit within the area limits set in the bond measure of 45,500 SF. During the development of this program, we have identified elements that are not able to fit within the building parameters but are essential to the efficiency of the facilities, and how expansion of the facility may be accomplished on site or in an off site precinct.



CITY OF TUKWILA Justice Center
PROGRAM DOCUMENT | December 8, 2017

GOALS

GOALS

Through the introduction of the project, the executive team participated in a series of goal-setting exercises to bring the departments together as one facility. The meeting started with a uniting exercise to stand up for the project and provide a “warrior pose,” each team member standing up for the effort of this project. Through the hard decisions and fast paced project, we are working together to create a Justice Center representative of the needs and hopes for City of Tukwila.



Upon award of the project to DLR Group, the Tukwila City Council provided their vision statement, which was the starting point of the conversation. The team read the statement together and highlighted the words in the statement that also spoke to the departments’ intentions. These words are highlighted on subsequent pages.



The second exercise worked to define community as a theme for the city and a philosophy that makes Tukwila stand out as a city project. Throughout the bond campaign and the effort to develop the project, the City has shared their pride of the community. Housing the most diverse school district, speaking 80 languages, this small community not only shares the values of the 19,000 residents, but welcomes the over 150,000 daily transient people that travel through Tukwila as a commuter, worker, or shopper. Tukwila is the intersection of five major travel routes with I-5, I-405, Highway 99/509/518, and Highways 167 and 169. Tukwila is the home to the largest retail area in the Pacific Northwest. All of these functions, though backbone of the economy of the city, also provide the justification for a larger police and court department due to the nature of the services they provide. With expected growth continuing in Tukwila, the future of the departments must accommodate the growth projected. Each member of the team responded to the question “Community is” Compiling these words graphically together, a word cloud helps to identify the number of times a word is reused or shared in context. This word cloud illustrates the importance of **WORK, DIVERSE, COMMUNITY, PRIDE,** and **PEOPLE** as key themes in the responses by the team.





Futurecasting exercise to write goals and thoughts onto a communal board responding to five questions.

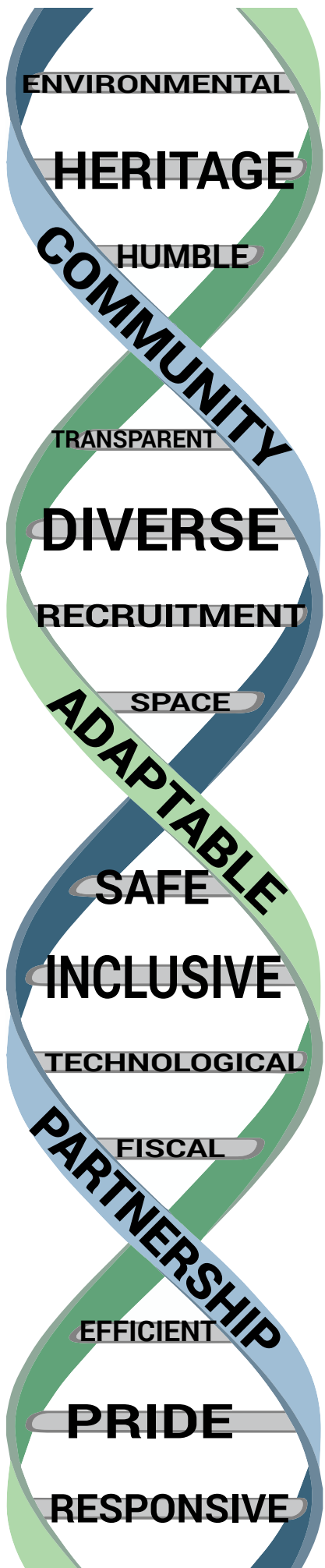


Work cloud for words provided throughout the exercises.

CITY COUNCIL VISION

The Tukwila City Council looks forward to a community Justice Center that is **contemporary, secure,** and **efficient** in its delivery of outstanding Police and Court services. We envision a **beautiful** facility that is **aesthetically reflective** of Tukwila's **historical** and **cultural** character, **environmentally and fiscally responsible,** and that will serve as a **safe** and **inclusive** space that will foster **pride** in our community. The location of the Justice Center must be closely aligned and **responsive** to the siting criteria that was previously adopted by Council with input from the community. The design should be **respectful** of the existing neighborhood character and surrounding land use.





THE DOUBLE HELIX

To encompass the entire conversation of goals, a graphic was designed for the project to represent what the project stands for. This graphic will be used throughout the project to remind the group the important nature of each decision made. Was the decision made to fulfill the goals that we know? Have the project goals changed and need to be readdressed throughout the process?

The graphic is a double helix based on the parameters of the human gene. Every person has unique traits, but all characteristics are rooted in the same fundamental genomes. The double helix has two ribbons tied together with the genome language. Four words used in different configurations make up the huge diversity that is human in nature. Similarly, the court and police Department are two separate elements of the city (the ribbons) held together with shared beliefs and understanding. The goals stand as the connectors that tie the branches of government together. This structure provides the foundation of the Justice Center and each agency will determine how to bring these goals into their department.



CITY OF TUKWILA Justice Center
PROGRAM DOCUMENT | December 8, 2017

SURVEY

SURVEY RESULTS

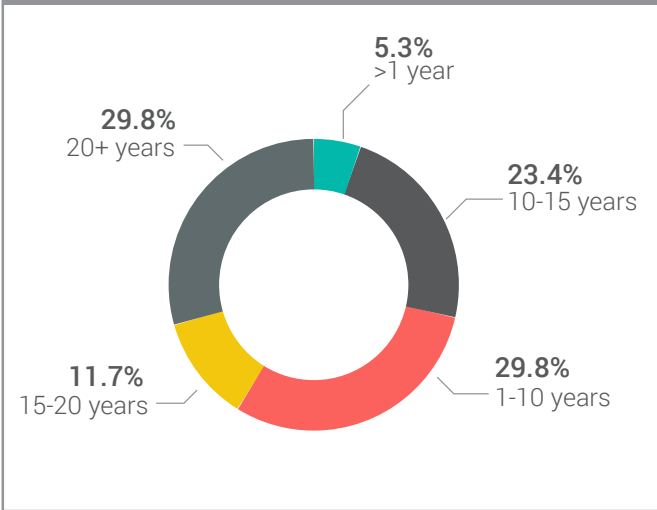
As part of goals and visioning we conducted an anonymous twelve-question digital survey that enabled most of the police, court, and EOC staff to give input on the Justice Center. An added benefit is that the survey allows us to test goals derived as a group against individual goals, as sometimes groups can be swayed by strong individuals. Results can be viewed in a few ways; both as a total response amongst all visitors as well comparatively among any categorized question that is asked (generation, department, commute, etc.) We would like to call attention to a few items that stood out to the design team.

- Ninety-one (91) individuals completed the survey which resulted in an 88% completion rate, compared to an average of 30-40% for internal surveys. This tells us that Tukwila employees are passionate and invested in their community and this project.
- Over 65% of the survey responders have worked for the City of Tukwila for over ten (10) years.
- Majority of responder's commute over five (5) miles to and from work each day, with 40% of the total driving over 15+ miles each way.
- "Location" was the favorite thing about the current facility, and "Lack of Space" was least favorite item.
- "Security," "Parking," and "Separation of Court & Police functions" were the three highest priorities for those that identified with police category. Access to Community, "Parking," and "Transit Access" were the three highest priorities for those that identified with courts category.
- In regard to Tukwila's culture, "Safety," "Diversity," "Community," "Communication," and "Access to Parking" came to mind the most consistently.

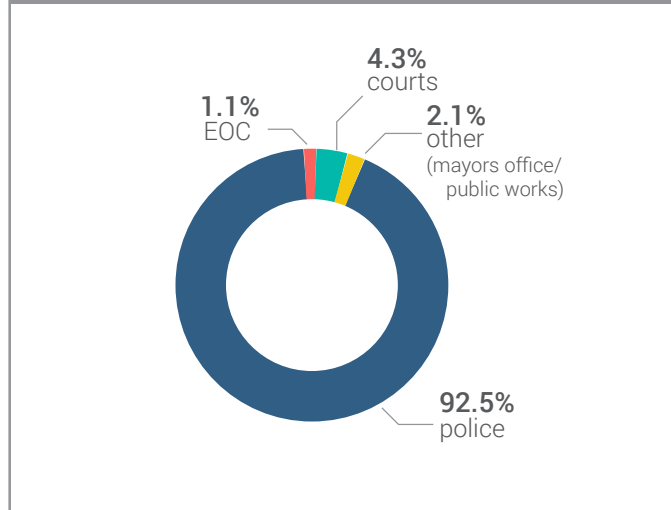
The full survey results are published here in graphic format.



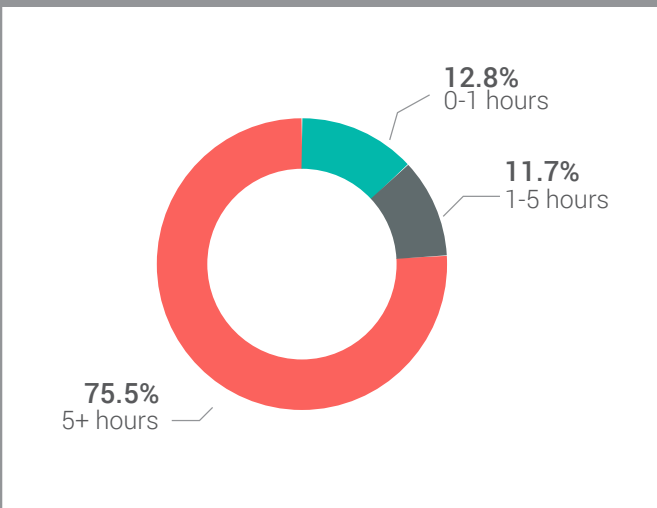
Q1 How long have you worked for the City of Tukwila, Courts or Police?



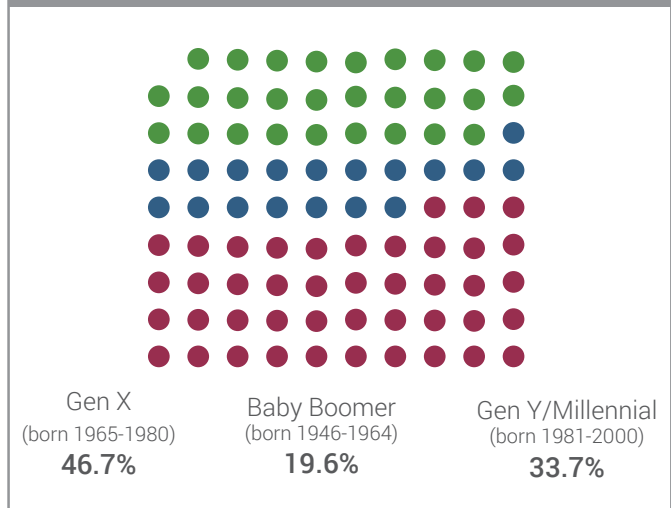
Q2 What department would you categorize yourself in?



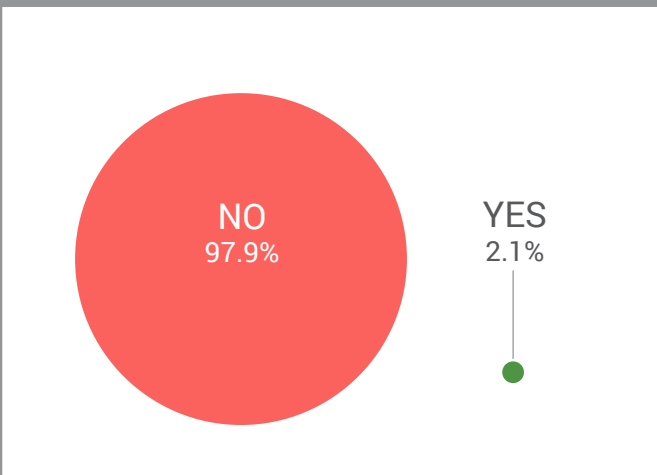
Q3 How much time do you spend in the courts or police department each day?



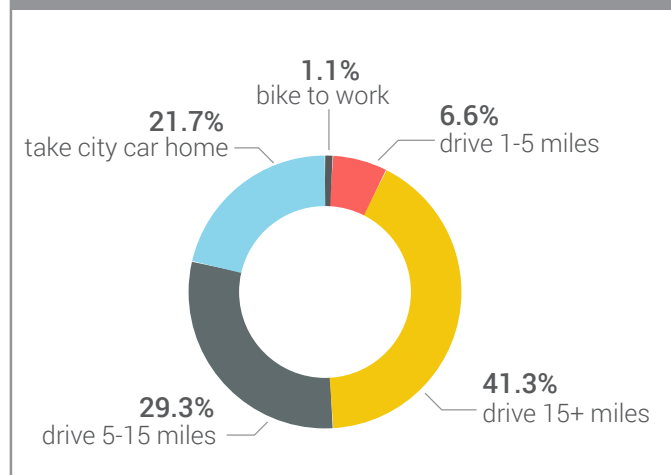
Q4 What generation are you?



Q5 Are you currently a Tukwila resident?



Q6 How do you commute to work?



Q7 What is your *most* favorite thing about your current facility?



Top 4 response patterns

		<i>mentions</i>
Location	33.3%	27
Workspaces	18.5%	15
Nothing	17.2%	14
Parking	6.1%	5

Location

View of the central business district.
 The view from the hill
 Centrally located in the city for equal and expedient response times.
 Vicinity to Southcenter Mall
 Proximity to the freeway ramp.
 Not in a flood plain
 I really like the plentiful trees surrounding the facility. It makes it feel a little less urban.
 On the bus line

Workspaces

I like that the police officers work station is an open area, the fact that the police report station, Records and the Records supervisor/managers offices all flow
 My own desk
 Most department employees are in close proximity to each other
 The computer terminal stands that adjust. Own offices in MCU
 Private Office's for each detective.
 Windows for light and to see out.

Parking

lots of parking
 designated parking spaces
 having a wash/vacuum area for patrol cars.

Misc.

The history
 The brag board
 The courtroom glass artwork



Q7

What is your *most* favorite thing about your current facility?

Years Worked for Tukwila

>1



Location
Workspaces
Nothing
Parking
(Misc)

mentions	
1	Location
2	Workspaces
---	Nothing
---	Parking

"The people"

1-10

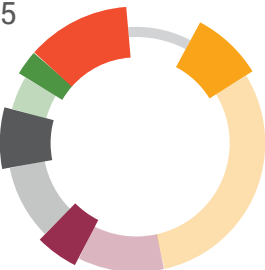


Location
Workspaces
Nothing
Parking

mentions	
10	Location
6	Workspaces
1	Nothing
1	Parking

"The brag board :)"
"Surveillance cameras"
"Windows"

10-15



Location
Workspaces
Nothing
Parking

mentions	
4	Location
3	Workspaces
4	Nothing
2	Parking

"Courtroom decor"
"It is small which makes it convenient "
"That it's still standing...barely"

15-20



Location
Workspaces
Nothing
Parking

mentions	
4	Location
2	Workspaces
3	Nothing
1	Parking

"I have a window to the outside"
"Private offices for Detectives "
"Not one thing"

20+



Location
Workspaces
Nothing
Parking

mentions	
7	Location
4	Workspaces
5	Nothing
---	Parking

"Most department employees are in close proximity to each other"
"Filtered water, coffee maker"
"The history. There is nothing else worthwhile, as it was not designed for the use or capacity."

Q8 What is your *least* favorite thing about your current facility?



Top 5 response patterns

		<i>mentions</i>
Lack of Space	34.8%	30
Unsecure	19.8%	17
Outdated	19.8%	17
Separation of Units	12.7%	11
Technology	5.8%	5

lack of space

- Lack of smart space
- Crowded, antiquated, embarrassing.
- Too small, unorganized
- Not big enough for the entire department to be under one roof.
- Not enough office or storage space.

unsecure

- Run down, no secure parking, building is not secure.
- Lack of secured parking and that units are spread out over several buildings
- Unsecured parking
- The building isn't very safe.

outdated

- Not created for court operations, not easily adaptable for changing needs and services, just old.
- Old building with old building problems (i.e. structures that are not conducive to how we do business, not ADA accessible, heating/AC not up to standard)
- Poor air quality, lack of ADA accessibility

seperation of units

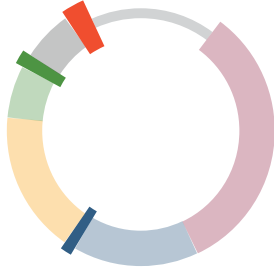
- Decentralization of the various teams and divisions and lack of space
- Unsecured employee parking / distance from other units

technology

- Computer issues
- Lack of computers (slow and out of date) and work space.



>1



Lack of Space
Unsecure
Outdated
Separation of Units
Technology

mentions

1

1

"... my least favorite thing about the facility is that it has no firearms range..."
"unsecure parking lot"

1-10



Lack of Space
Unsecure
Outdated
Separation of Units
Technology

mentions
6
8
5
2
3

"Poor air quality, lack of ADA accessibility"
"Small, cramped, very little storage, makeshift work stations. Facility made for 30 people not 80. Separation of command staff and officers in two different buildings creates undue trust and transparency issues."

10-15



Lack of Space
Unsecure
Outdated
Separation of Units
Technology

mentions
4
4
7
2
1

"Not created for court operations, not easily adaptable for changing needs and services, just old."
"no indoor range"
"everything: unsecured parking, unsecured offices, offices scattered all over, old building"

15-20



Lack of Space
Unsecure
Outdated
Separation of Units
Technology

mentions
2
1
3
5

"Not big enough for the entire department to be under one roof"
"No privacy"
"Not secured and separate from patrol."

20+



Lack of Space
Unsecure
Outdated
Separation of Units
Technology

mentions
16
3
3
5
1

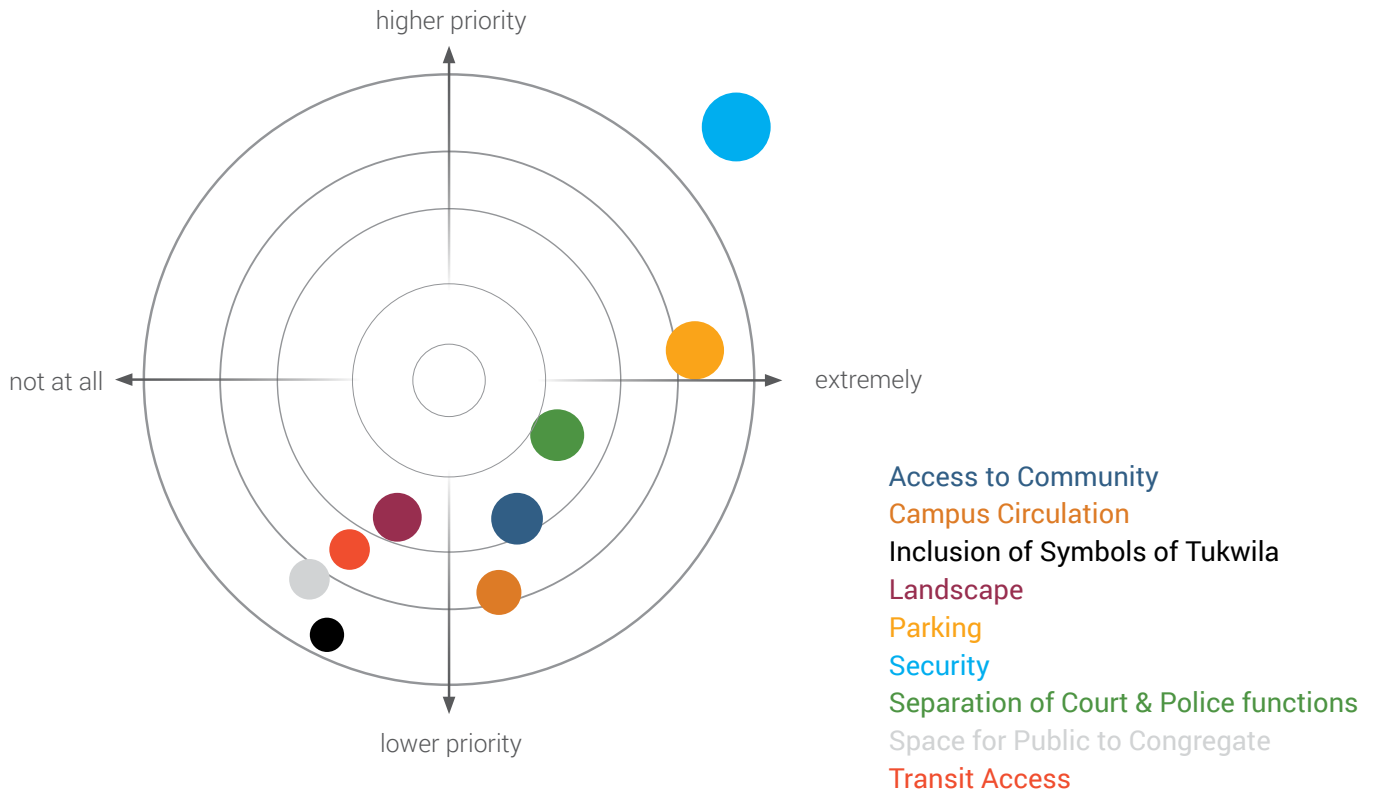
"No bullet proof glass, the hvac system makes us sick, poor computer systems and not equipped with restrooms/breakroom for people who can't leave their work station."
"Decentralization of the various teams and divisions and lack of space."

Q9

Please prioritize the following aspects of the new justice facility:

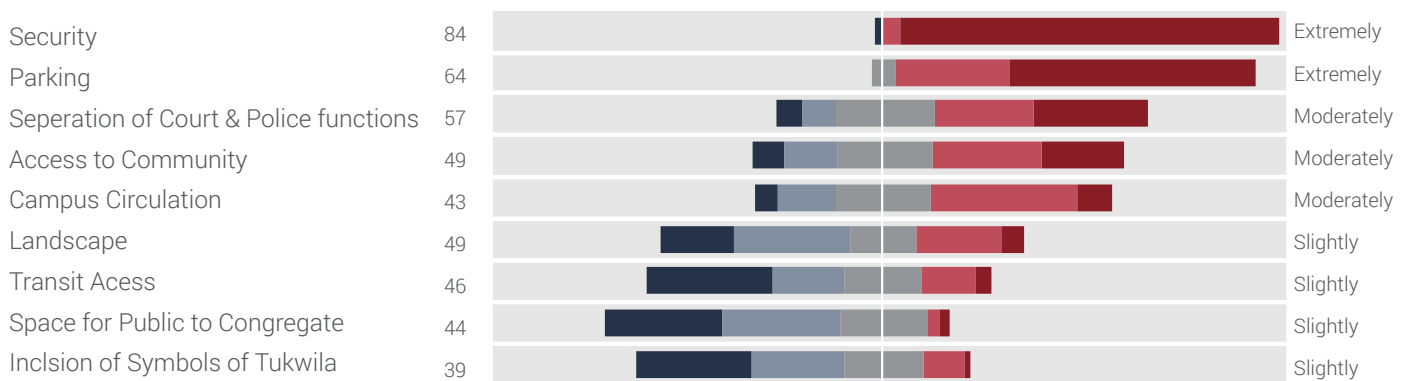
Police

This question type allows us to view the priority levels on two different scales. The “not at all” to “extremely” scale was what each individual responder categorized the aspects in level of importance. The “higher priority” and “lower priority” scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the Police Employees prioritize the new justice facility. We see that their most important aspect and highest priority is security while inclusion of symbols and places for public to congregate are lower on this scale.



- Access to Community
- Campus Circulation
- Inclusion of Symbols of Tukwila
- Landscape
- Parking
- Security
- Separation of Court & Police functions
- Space for Public to Congregate
- Transit Access

ranked by median

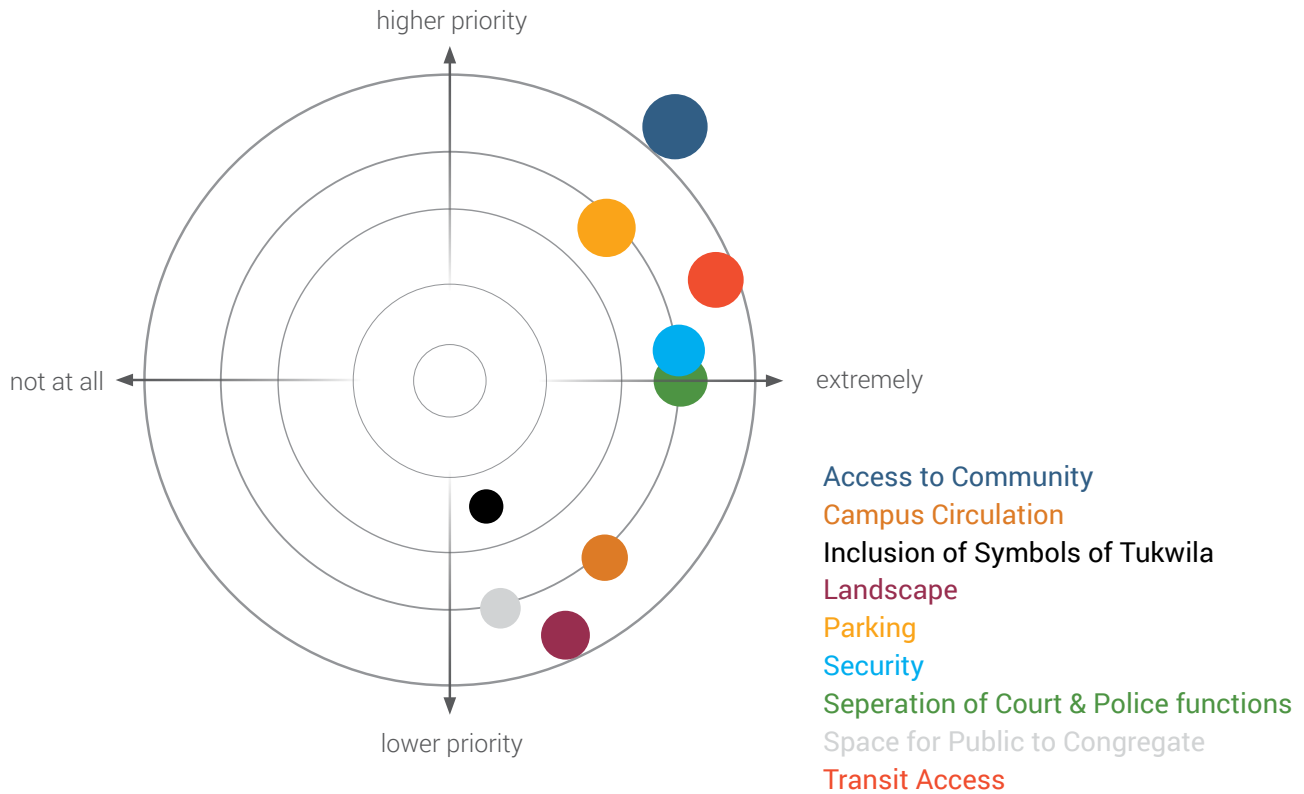


Q9

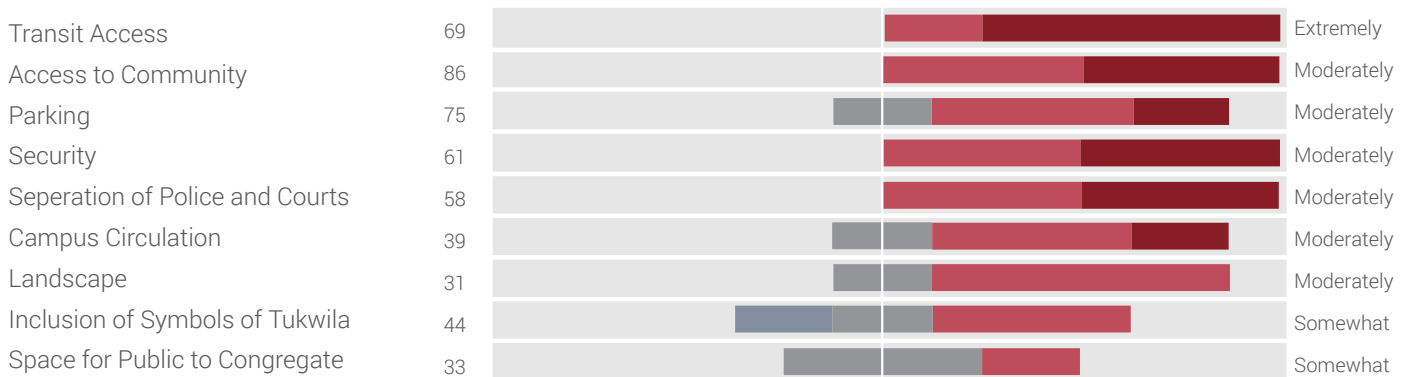
Please prioritize the following aspects of the new justice facility:

Courts

This question type allows us to view the priority levels on two different scales. The “not at all” to “extremely” scale was what each individual responder categorized the aspects in level of importance. The “higher priority” and “lower priority” scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the Courts Employees prioritize the new justice facility. We see that their most important aspect and highest priority is access to community while landscape and inclusion of symbols are lower on this scale.



ranked by median



Q9

Please prioritize the following aspects of the new justice facility:

Police & Courts

This question type also allows us to compare responses from two separate categorizations. The data below shows the comparison of priorities for the Courts and Police. The red dotted lines are identifying the greatest differences between the two departments. This allows the design team to hone in what individual departments want in the new justice facility and where overlap may take place. The data below identifies that while access to community is the highest priority for Courts, it is a lower priority for Police.

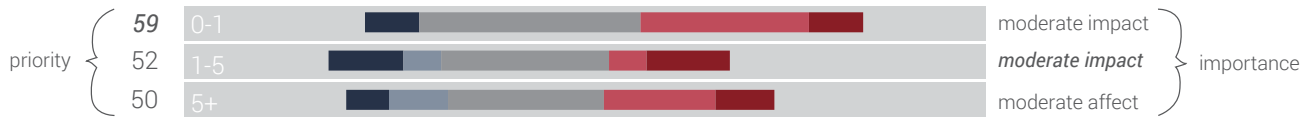


Q10 To what degree do the following have an impact on your ability to work productively while in the office?

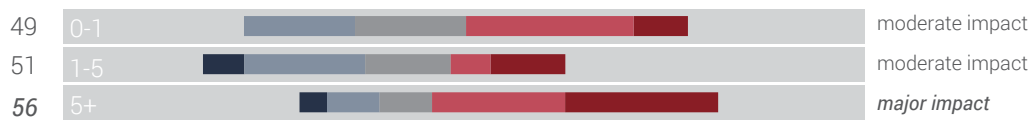
Hours spent at facility daily

This question type allows us to view the priority levels on two different scales. The “no affect” to “extreme effect” scale was what each individual responder categorized the level of impact that certain components have on a users ability to work productively. The “higher priority” and “lower priority” scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the amount of time spent at the facility affects users productivity. The data is based on users who spend anywhere from 0 to 5+ hours at the facility and where the greatest impact is for each user group.

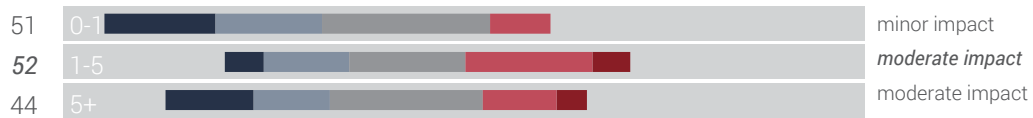
Access to Meeting Rooms



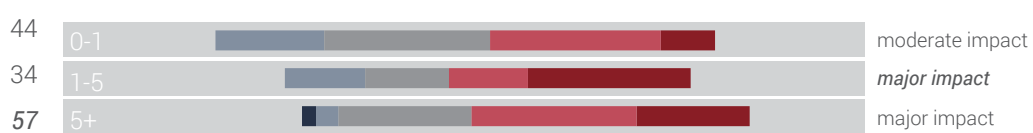
Acoustic Privacy



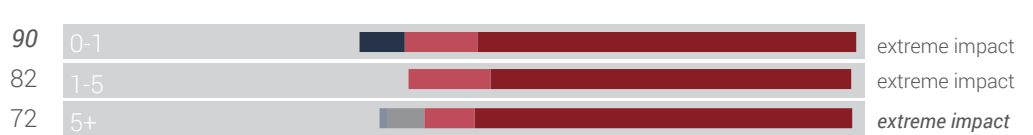
Daylighting



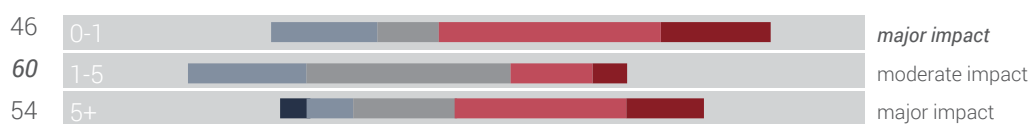
Interruptions



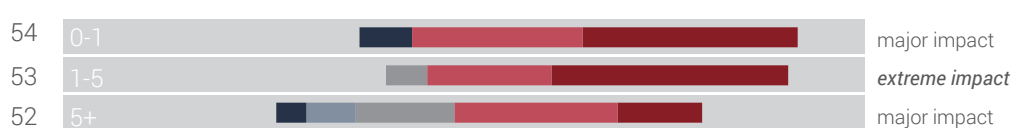
Technology



Thermal Comfort



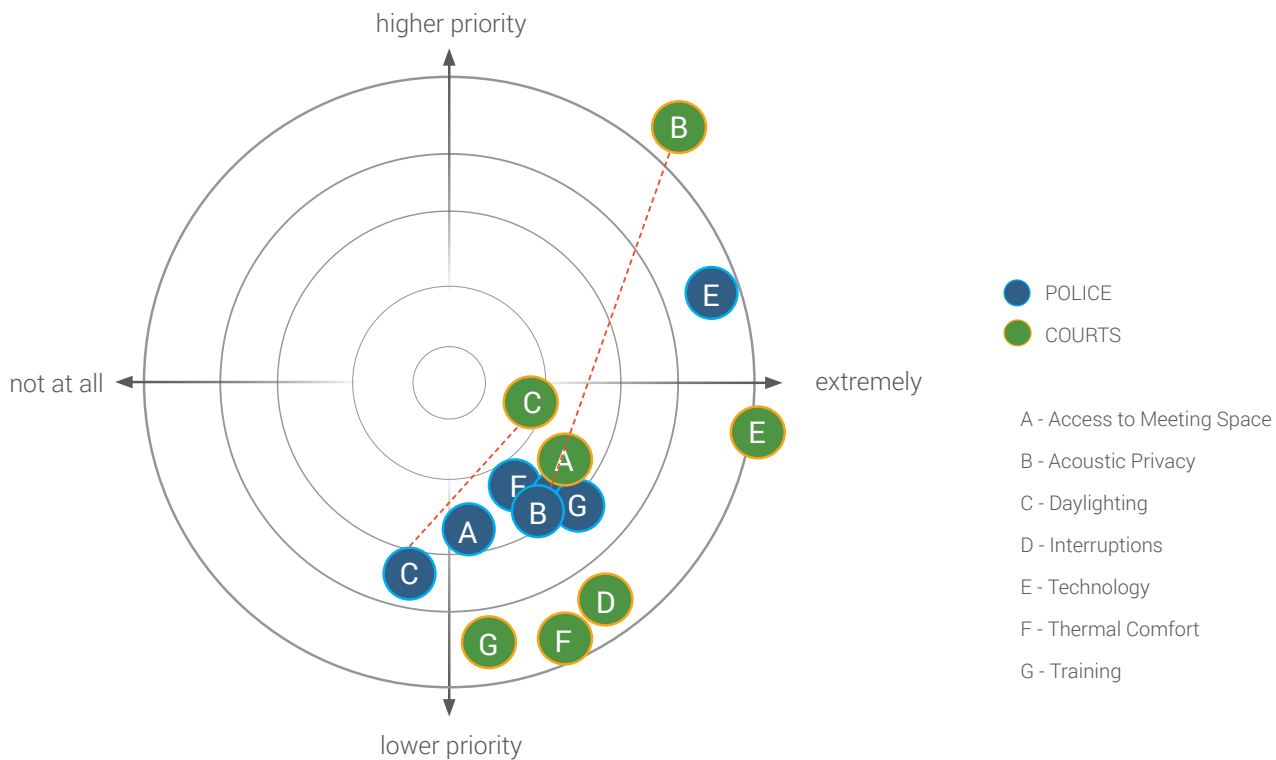
Training



Q10 To what degree do the following have an impact on your ability to work productively while in the office?

Police & Courts

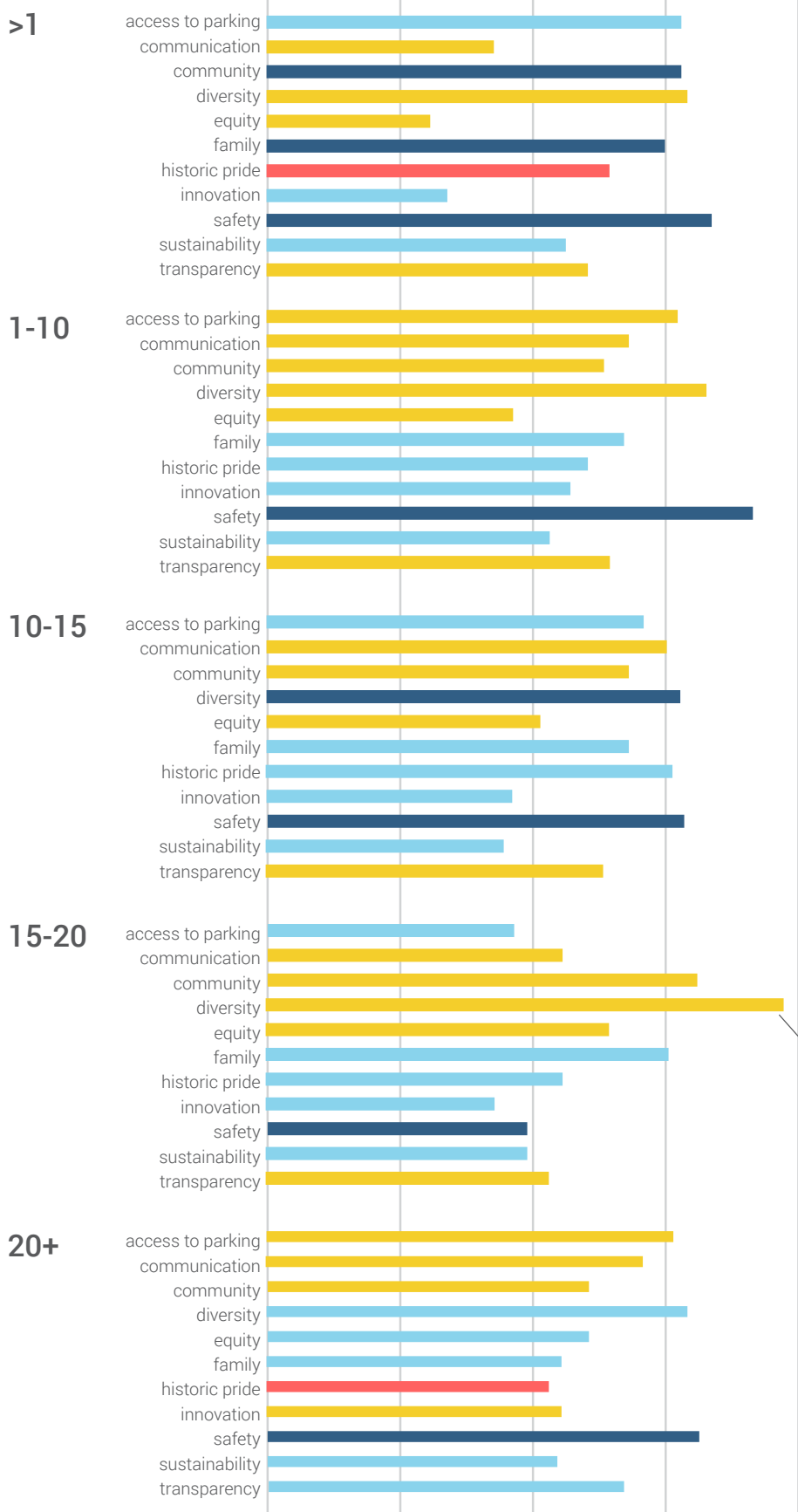
The data below again shows the comparison of impacts for the Courts and Police. The red dotted lines identify the greatest differences between the two departments. Acoustic privacy is a much higher priority for Courts employees to work productively compared to the Police employees. Both groups identified technology as important to their ability to work productively while in the office.



Q11

Thinking about Tukwila's culture, how often do the following come to mind?

Years Worked for Tukwila



To better understand the different perceptions of culture, we categorized this question by Years Worked for the City of Tukwila. The scale identifies what comes to mind when thinking of Tukwila's Culture from rarely to always.

always
often
sometimes
rarely

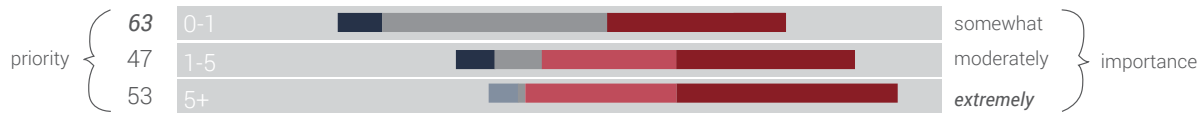
The closer the line gets to the fifth marker, the higher the priority to the individual categories.

To what degree do the following work styles/modes represent the types of activities you are engaged with on a daily basis?

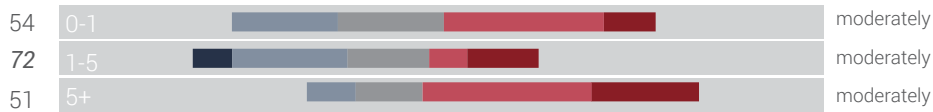
Hours spent at facility daily

This data set views the priority levels on two different scales. The “not at all” to “extremely” scale was what each individual responder categorized the degree to which people engage in the varying work styles. The “higher priority” and “lower priority” scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the amount of time spent at the facility affects users productivity. The data is based on users who spend anywhere from 0 to 5+ hours at the facility and the degree to which each user group engage in these activities.

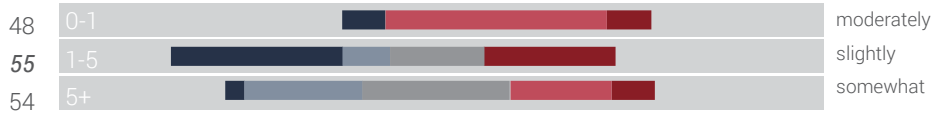
Collaboration: 1-2 People



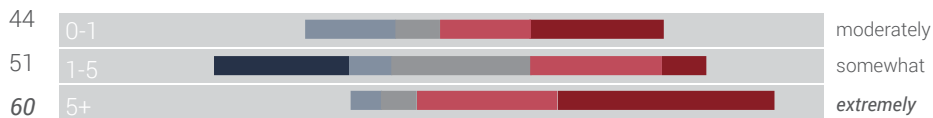
Collaboration: 3-4 People



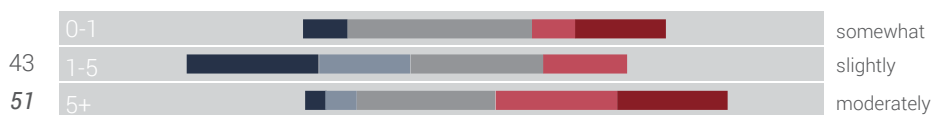
Collaboration: 6-10 People



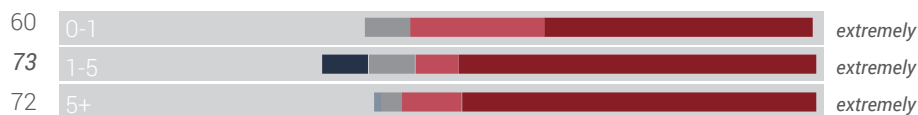
Confidential Work/Conversations



Impromptu Meetings/Conversations



Individual Work



Scheduled Meetings



Lab Based Work

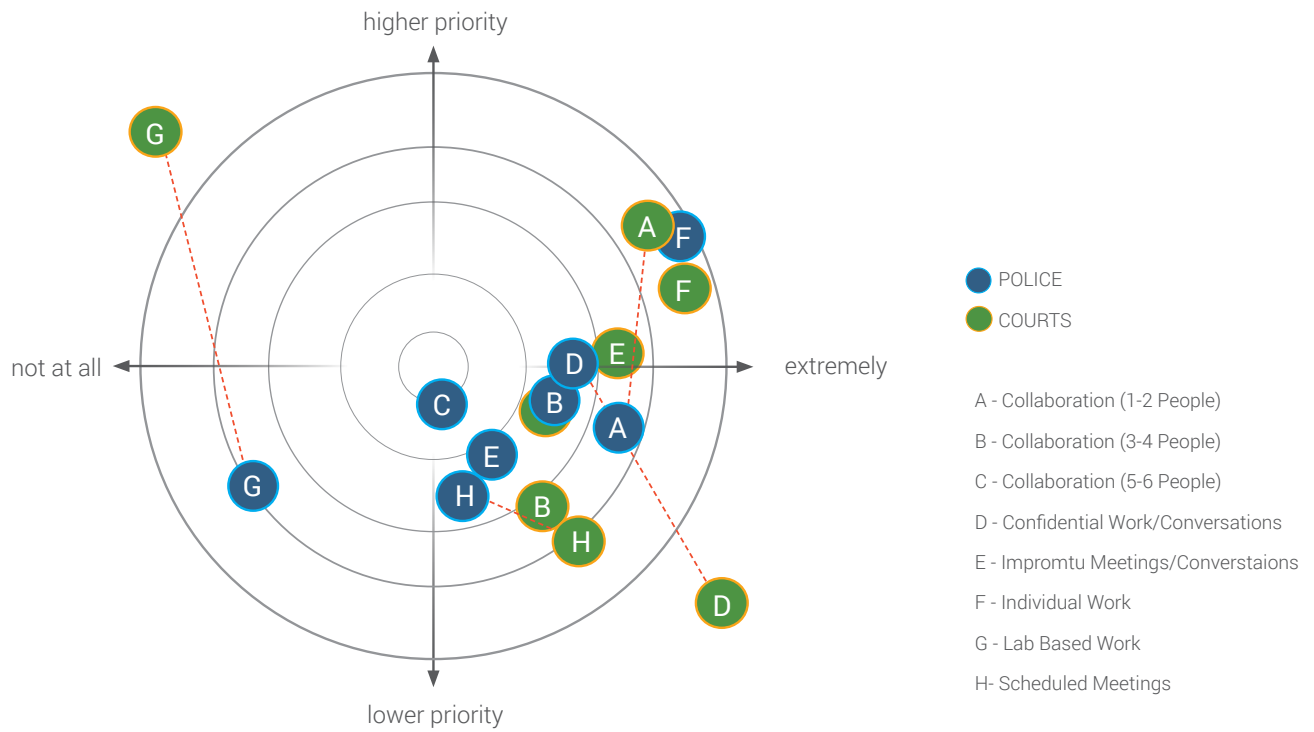


Q12

To what degree do the following work styles/modes represent the types of activities you are engaged with on a daily basis?

Police & Courts

This data set below compares the Police and Courts employee responses on the different styles of activities they are engaged in on a daily basis. Both Courts and Police often collaborate with 1-2 people but the Courts have identified it as a higher priority. Both groups work most often in an individual manner. Neither group seem to participate in lab based work.





CITY OF TUKWILA Justice Center
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TOURS

REGIONAL PROJECT TOURS

Both the police department and court have operated in inefficient spaces throughout the 6200/6300 buildings for many years. The departments were broken up as space is available, and areas are undersized to accommodate their functions. To understand how they have operated and how regional, newer facilities have addressed operational issues, we toured multiple facilities with the City of Tukwila.

The Courts team toured the Everett Municipal Court, designed by DLR Group and opened in 2013. The facility highlights efficiency in space, function, and cost. It was designed with durable materials and simple spaces that optimize operations. The court has two courtrooms equitable in size and scale as programmed for the Tukwila Court. They have on site holding, two judicial chambers, attorney visiting, security screening for public prior to entering the courtroom, three reception windows, and administrative staff open workspace. There is on site probation with three probation offices.

The use of exposed materials such as honed concrete floors, open ceiling in the workstation area with a hung “cloud” for acoustics, and exposed concrete masonry unit walls minimized cost of finished materials. These materials are also valuable for durability. The courtrooms have simple designs of a center bench, jury area for 7 jurors, and gallery seating for 80 people. There are two dry holding rooms, one of which has access to the attorney visiting rooms for signing paperwork with clerks or attorney meetings outside of the courtroom. The lobby is sized for queuing at the reception window and for entrance screening.

The Police Department toured two newer facilities, Lakewood Police Department and the University of Washington Police Department. Lakewood Police Department was opened in 2009, with 101 sworn officers. The facility was designed by Architects Rasmussen Triebelhorn. The facility is one floor with evidence, firing range, and support services in the basement. The department has moderately sized spaces centered around a central briefing room. On site evidence is large and open with rack shelving, vehicle evidence processing, and on site processing. The University of Washington Police Station, opened in 2017, is a very new and modern police department designed by The Miller Hull Partnership, sized for the functions of the University, not city, activities. The facility is two stories with evidence storage, processing, and officer support spaces in the basement. The public lobby is digitized to allow visitors to call an officer from a kiosk in the lobby. There is one large briefing room adjacent to the lobby which can be used for community events when not used by the department. The officers have workstation configurations on the second floor with high cubicles for separation. The building is centered around the exterior entrance as a symbol of the department within the campus environment.

Together, the courts and police department toured the Google campus in Kirkland, designed by DLR Group, and opened in 2015. The operations of Google have centered around open and collaborative work environments. The philosophies of Google have been refined as a modern work environment conducive to the way new generations work productively. The building uses large open workstation concepts with collaborative and diverse spaces for relaxation, break out conversations, and privacy, optimizing a work spaces. Each person has their workstation, which is limited in size and



situated to be a quiet, standard workspace. The use of shared spaces within each department helps control unwanted noise and activities in the building and ensures people have the ability to find privacy or group meeting space as required. Eating areas, exercise, and relaxation are provided dispersed throughout the building to enable casual interactions and shared identity to continue the work flow during the day.

All spaces toured provided insight on how other facilities operate in ways different from City of Tukwila. The goals for employee work environments, productivity, retention and recruitment, and efficient use of space were discussed at each location. Having the tours after the first round of programming allowed everyone to compare room

areas to the anticipated area that will be provided. It reiterated comments of shared spaces, the unity of team working together in one location, and the value of on site services.

Additionally, three members of the design and owner's team attended ride alongs with the police department. Two officers were centered around Tukwila International Boulevard and the northern extents of the city. The teams supported each other through multiple calls. The third team checked in to the Neighborhood Resource Center located on Tukwila International Boulevard to see the infrastructure and activities they have available. One officer focused on the Westfield Southcenter was able to check in to the mall substation and address concerns on site including evidence processing.



EVERETT MUNICIPAL COURT



Courtroom view from Clerk desk



Exterior courtyard public space



Courtroom electronics head end



Public Lobby



Clerk's desk



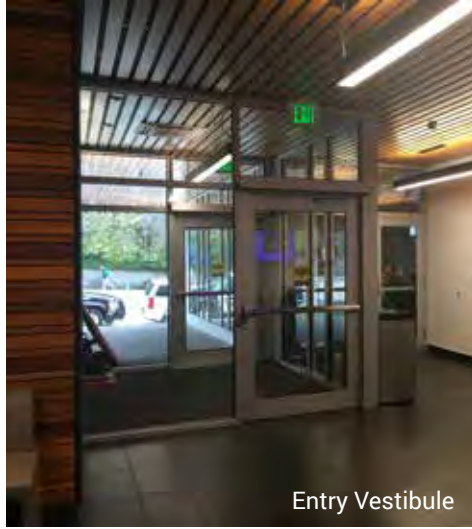
Courtroom



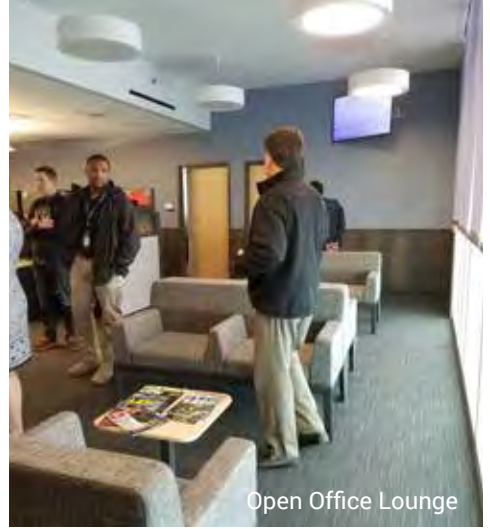
UNIVERSITY OF WASHINGTON POLICE



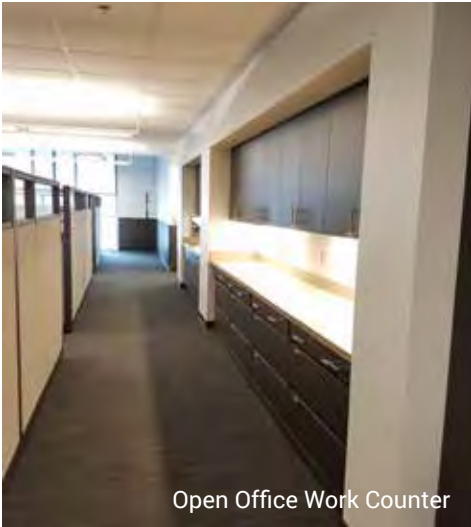
Exterior Signage / Bike Racks



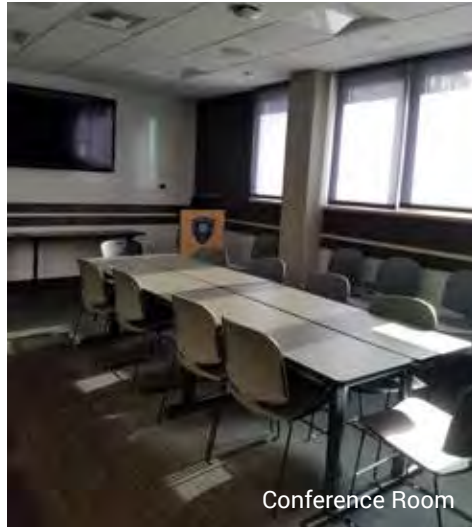
Entry Vestibule



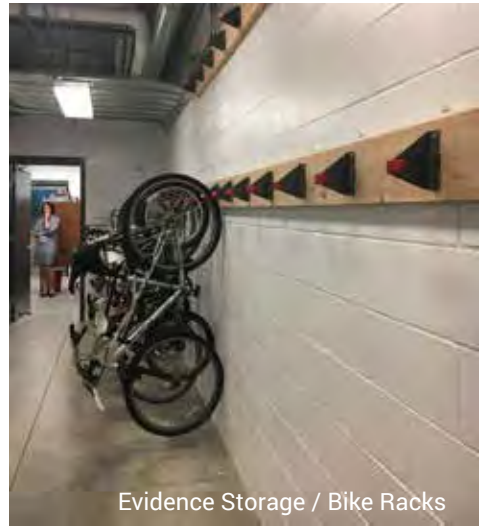
Open Office Lounge



Open Office Work Counter



Conference Room



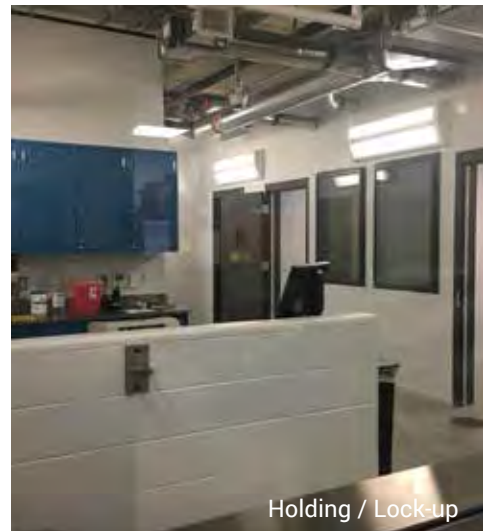
Evidence Storage / Bike Racks



Evidence Lockers



Evidence Storage



Holding / Lock-up

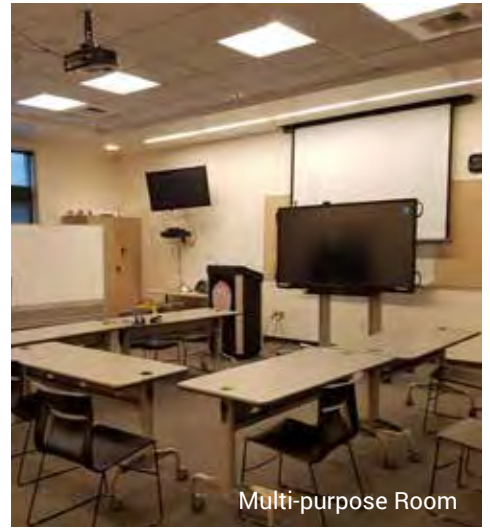
LAKWOOD POLICE



Reception Counter / Waiting



Reception Counter / Waiting



Multi-purpose Room



Chief's Office



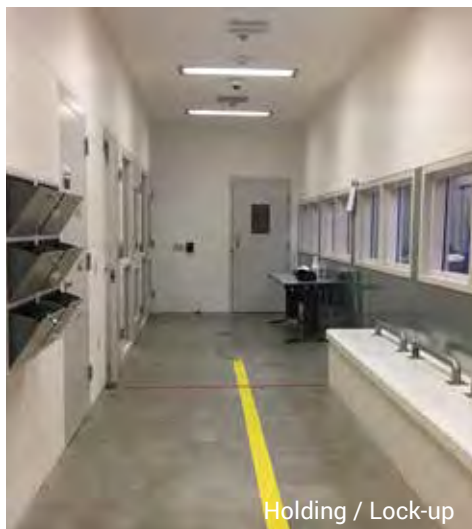
Briefing Room



Evidence Storage / Vehicle Bay



Evidence Storage



Holding / Lock-up



Evidence Lockers



GOOGLE



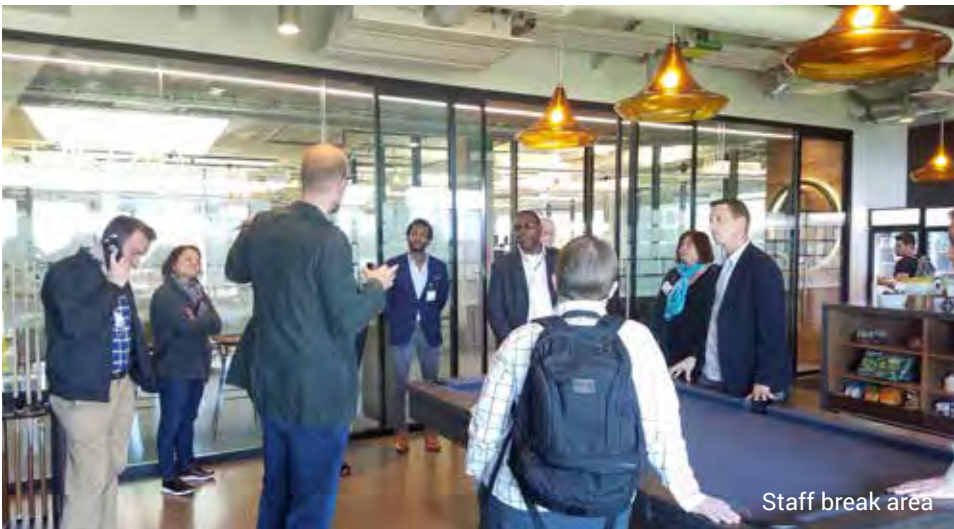
Staff break area



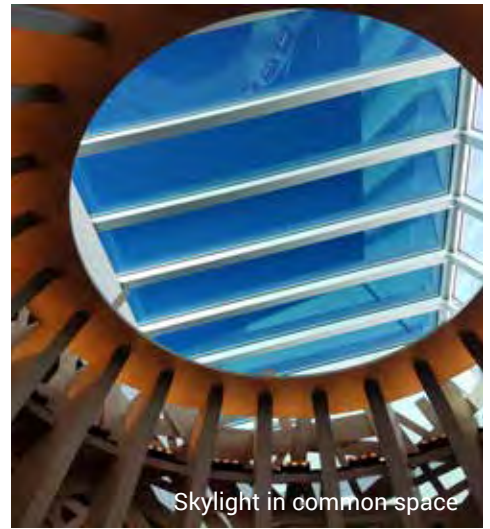
Exterior canopy outdoor space



Pedestrian Bridge



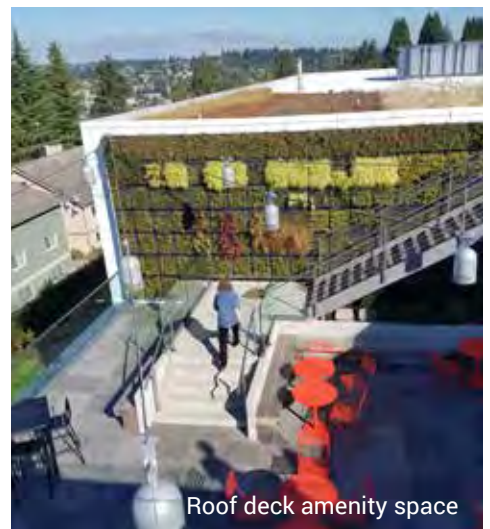
Staff break area



Skylight in common space



Public park between campus



Roof deck amenity space



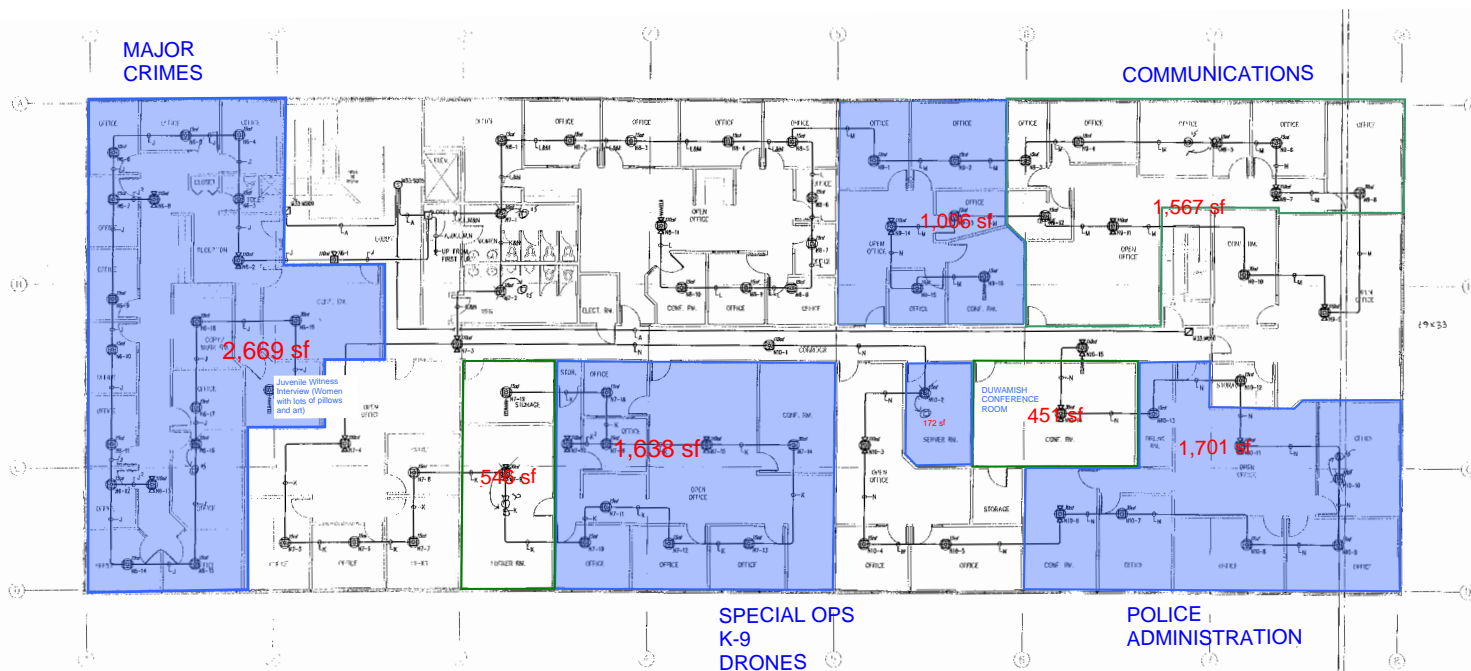
CITY OF TUKWILA Justice Center
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EXISTING BUILDINGS

Scenario	Police Area	Court Area	EOC Area / Conference Center	Subtotal (DSF)	Total Area (BGSF)	Staff
Existing Buildings	17,539 DSF	7,676 DSF	2,305	29,386	35,264	91 Pol. 8 Ct.
The Bond Proposal	25,228 DSF [Including Conference Center Shared Space = 30,329 DSF] Total includes shared public space for the whole building (Lobby, IT, etc.)	7,588 DSF [Including Conference Center Shared Space = 12,689 DSF]	5,101 DSF* [* 1,200 NSF is for Conference Room designed to meet EOC requirements.]	37,917	45,500 (20% grossing factor)	91 Pol. 8 Ct.
Increase from Existing	7,689 DSF (+44%)	- 88 DSF (-1%)	2,796 DSF (+121%)			
Increase from Existing (with Conference Center)	12,790 (+73%)	5,013 DSF (+65%)	n/a			
2034 Planned Growth	8,000 DSF (potential offsite precinct)					112.5 Pol. 12.5 Ct.
Other Identified Program Needs	Future Growth	Future Growth Community Resource Center Hearings Room Adjacent to Court				112.5 Pol. 12.5 Ct.

NSF = Net Square Foot
DSF = Departmental Square Foot
BGSF = Building Gross Square Foot

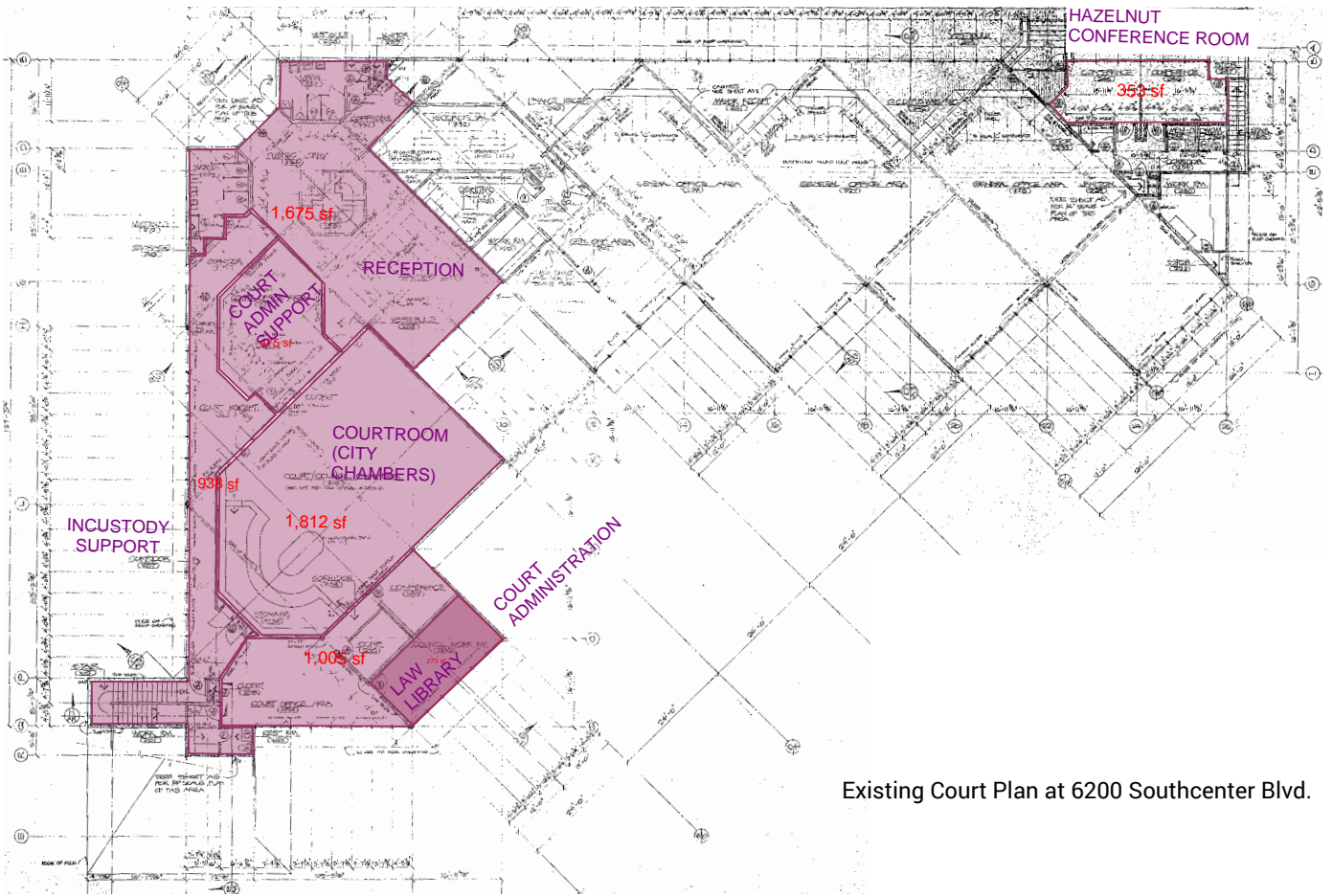
Pol. = Police
Ct. = Court



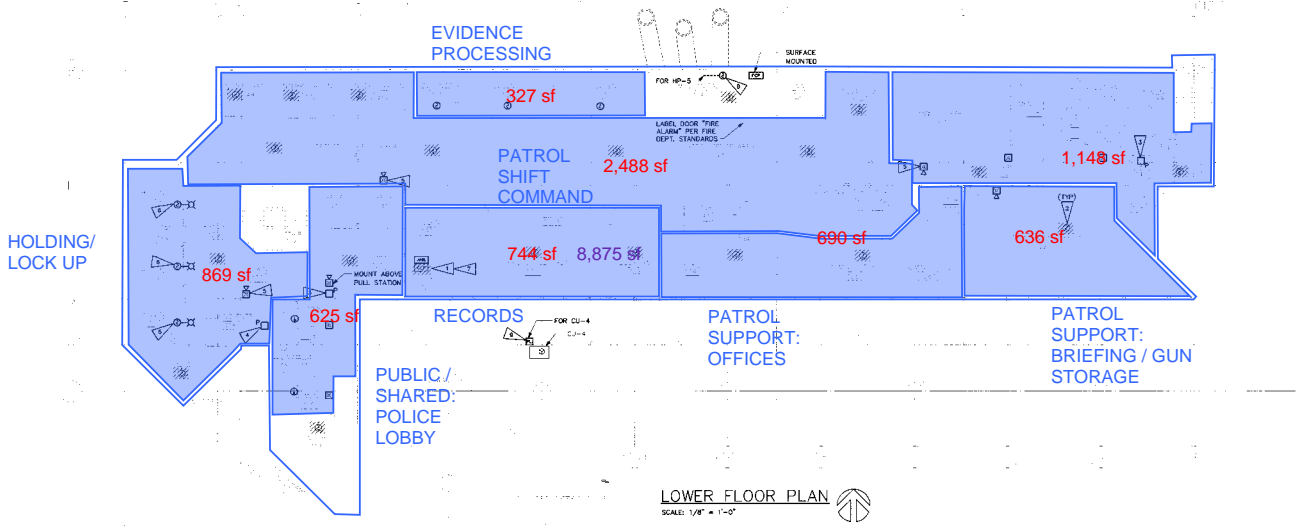
Second Floor Fire Alarm Plan
Scale: 1/8" = 1'-0"
North

Existing Police Department Plan at 6300 Southcenter Blvd.





Existing Court Plan at 6200 Southcenter Blvd.



LOWER FLOOR PLAN
SCALE: 1/8" = 1'-0"

Existing Police Department Plan at 6200 Southcenter Blvd.



CITY OF TUKWILA Justice Center
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COMMUNITY MEETINGS

COMMUNITY MEETINGS

The Justice Center architectural design team attended two open house events for the public. The first on August 10, 2017 was a general session to meet the design team as we had just completed the RFP process and been awarded the project contract. The second on December 2, 2017 was an opportunity for the public to ask questions about the project, see the selected site, and next steps moving forward.



Justice Center Architect

 DLR Group



DLR Group is a global integrated design firm.

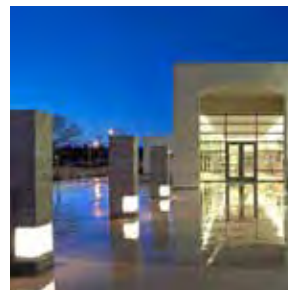
Our promise is to **ELEVATE THE HUMAN EXPERIENCE THROUGH DESIGN**. This inspires a culture of design and fuels the work we do around the world. At the core of our firm are interdisciplinary employee-owner teams, engaged with all project life-cycle stakeholders. These teams champion true collaboration, open information sharing, shared risk and reward, value-based decision making, and proficient use of technology to elevate design.

Our clients experience this through our service model:
listen.DESIGN.deliver

Our integrated Justice team doesn't just follow trends – we set new benchmarks for excellence. We dig deeper than the simple question of "What kind of facility do you need?," posing critical questions that define the spirit of justice architecture:

- How do we approach this community's social challenges?
- What solutions create the greatest benefit to society?
- How does the design of a contemporary judicial system respect all human lives?

Through this dialogue, we embrace the full continuum of justice architecture in courthouses, detention facilities, juvenile centers, or public safety buildings.



City of Tukwila   
PUBLIC SAFETY PLAN

THROUGH A NEW LENS



Justice Center board from Open House #2



CITY OF TUKWILA Justice Center
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Images of the Open House #3



Justice Center

In August 2017, we shared siting criteria and possible Justice Center locations with you. Over the past couple of months, we identified the best site for the Justice Center based on the siting criteria.

JUSTICE CENTER LOCATION AND FOOTPRINT

New location: South of S 150th St between Tukwila International Blvd and Military Road S

What did we consider when we evaluated where to put the new Justice Center?

- Multiple entry points
- Secure parking for vehicles and equipment
- Located outside of the flood plain and liquefaction
- A large enough parcel to accommodate all other needs
- Proximity to transit and accessibility





CITY OF TUKWILA Justice Center
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PROGRAM

PROGRAM STATEMENT

At the outset of the project, DLR Group was provided with the information initiated by the City of Tukwila for the Public Safety Plan including space lists and operations. The City identified the departments and organizational hierarchy of the departments. Together, they had developed information on existing operations and what was anticipated to be located in the new Justice Center. DLR Group took this information as a starting point for the program to identify the needs and actual space requirements for each identified need.

NEEDS ASSESSMENT PROCESS

To set a foundation for the needs of the Tukwila Police Department, DLR Group conducted needs assessment interviews with police and court leadership (three full days with police department and EOC, and one half day with the court) to better understand how the departments are organized and their operational needs. These “deep dive” interviews allow our team to gain first-hand knowledge of departmental functions, operations, and space needs on an individual functional and operational unit basis. More than just discovering the spaces that each unit requires for their operations, these interviews provided a solid understanding of the operational parameters for that functional unit and for the Justice Center as a whole. This exercise is critical for creating an accurate, flexible, and responsive program for the proposed new Justice Center.

In factoring growth for the Justice Center, it is important to consider growth that will be non-symmetrical, and departments will not grow at the same rates. While the building will be constructed in a single phase and used to house the current functions for police, court, and EOC, future additions will be required to manage growth, and cannot be factored as a standard growth factor to the Justice Center. Future precinct or additional courts to the facility is not an easily predictable growth as to where the new staff are allocated.

In order to translate these departmental unit space lists into a format which can effectively translate into a meaningful building plan, appropriate grossing factors must be applied for both departmental work areas and the building itself.

The departmental grossing factor (DGSF) accounts for the necessary aisle spaces between workstations and other unaccounted-for circulation space within the individual department. The size of the departmental gross varies based on the relative efficiency of the layout. Areas with more workstations and individualized spaces tend to have higher departmental grossing factors, compared to large scale spaces with single functions. This grossing factor value is applied at the bottom of each program tab. These DGSF values are totaled at the bottom of the summary.

To account for the footprint of the entire facility, a building grossing factor (BGSF) must also be applied. This factor accounts for large spaces in the building that typically aren't programmed, main building corridors, and mechanical and electrical rooms, along with the space taken up by stairs are all necessary elements that comprise the total program. We applied a 20% building gross.

PROGRAMMING CONSIDERATIONS

Understanding the requirements of the Public Safety Plan bond and the need to create a shared community Justice Center for Tukwila, efficiency was key. One guiding concept is to create a zone of shared conference rooms and support spaces that serve both police and courts. Since an EOC is also an important program area and EOC events are fairly rare, this area could serve as a central point for this strategy. Conference rooms for other areas of the program, other than some required departmental conference rooms, are centered around the EOC space and can function as a conference center jointly used by internal staff, training, and community events. This strategy allowed for functional spaces in community court classes and programming, jury pool assembly, police administration, professional standards unit, investigations, support, and special operations to focus on operational function.



ADJACENCIES

With the shared Conference Center/EOC/Training area in the center of the plan, the other departments are accessed around it. The court functions located to the right of the lobby allow a separation of branches of government. Probation spaces are directly connected to court operations, but has a large need for visibility off the public lobby for their public interaction. The north location will also be more accessible to overflow public parking on the north lot and opportunities to activate the corner of S 150th Street and Tukwila International Boulevard with public outdoor space.

The police functions surround the conference center and fall principally along the left side of the center and shared lobby. On the main level, Records needs to be directly adjacent to the lobby to provide customer service. The Patrol division has a need for adjacency to Records and to the report interview rooms in the public lobby. The Patrol shift command spaces are closest to Records and the Patrol support spaces that contain the lifeblood of the Patrol operation lay out to the north, with activities moving to the north toward the parking lot, from briefing and report writing to equipment check-out and a charging station for body cameras and radios, to lockers for duty bags, rifle bags and the armory, before heading out of the back door to patrol cars. The Patrol support area also has toilets, copy rooms, and focus/quiet rooms to allow for a sense of wellness to overlay the stressful patrol function. The police holding area also needs direct adjacency to the Patrol area, since monitoring in-custody individuals is a patrol officer collateral duty. There are report-writing workstations planned with direct view into the in-custody holding area.

On the second floor, police administration and professional standards are up front above Records, since both of these units have visitors from the outside and require a level of visibility and transparency. The Investigations is comprised of Major Crimes, Community Police Team, Special Ops, Marine Unit, and the Anti-Crime Team form a large suite along the end of the second floor, as these units share conference and interview rooms.

Tukwila Justice Center - Program Validation

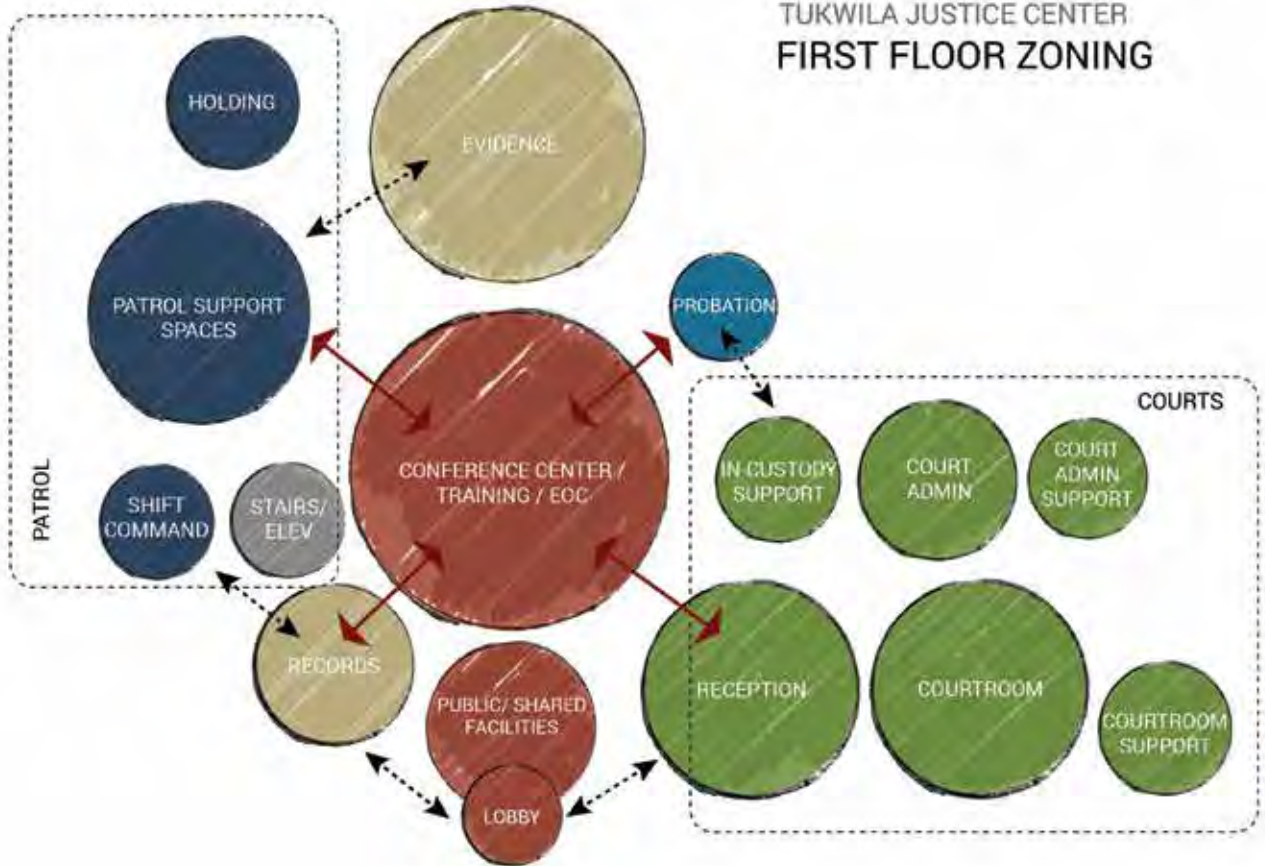
DLR Group

Dept.	Code	Department	Staff 2018	Sworn 2018	2018 Program Area
1.0 Administration					
	1.1	Police Administration	6	3	1,456
	1.2	Professional Standards Unit	6	6	891
		Departmental Total	12	9	2,347
2.0 Patrol					
	2.1	Patrol Shift Command	6	5	631
	2.2	Patrol Support Spaces	34	34	2,772
	2.3	Holding/Lock-up	0	0	799
		Departmental Total	40	39	4,202
3.0 Investigations					
	3.1	Marjor Crimes Unit (MCU)	17	13	2,463
	3.2	Anti-Crime Team (ACT)	5	5	900
		Departmental Total	22	18	3,363
4.0 Support Operation					
	4.1	Records	9	0	1,325
	4.2	Evidence	2	0	4,202
	4.3	Volunteers/Interns	0	0	-
		Departmental Total	11	0	5,527
5.0 Special Ops					
	5.1	Traffic/Marine Unit	5	5	527
	5.2	Community Police Team (CPT)	9	9	815
	5.3	Special Teams	0	0	948
		Departmental Total	14	14	2,290
6.0 Shared Support Facilities					
	6.1	Locker Rooms			2,543
	6.2	Exercise Room			2,266
	6.3	Break Areas			571
	6.4	Building Storage			330
	6.5	Custodial & Maintenance			380
		Departmental Total			6,089
7.0 Facilities					
	7.1	Public/Shared Facilities			865
	7.2	Emergency Operations Center (EOC)			5,101
	7.3	Information Technology (IT)			546
		Departmental Total			6,512
8.0 Courts					
	8.1	Reception			1,838
	8.2	Court Administration	8		1,084
	8.3	Court Administration Support			598
	8.4	Courtroom			1,980
	8.5	Hearings Room			-
	8.6	Courtroom Support			754
	8.7	Incustody Support			645
		Departmental Total	8		6,899
9.0 Probation					
	9.1	Probation	3		312
	9.2	Probation Support			377
	9.3	Community Resource Center			-
		Departmental Total	3		689
Subtotal Police Staff			99	80	
Subtotal Court Staff			8	0	
Subtotal Probation Staff			3	0	
Total Staff			110	80	
DGSF Subtotal					37,917
Building grossing factor: DGSF subtotal x 20% = BGSF					1.2
Gross Building Square Footage (BGSF)					45,500

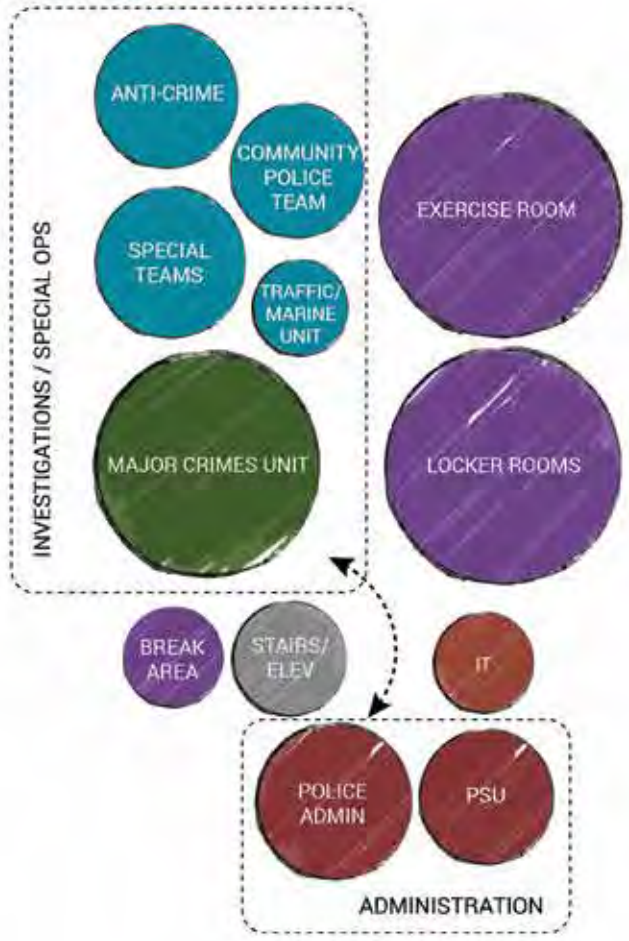
Notes:

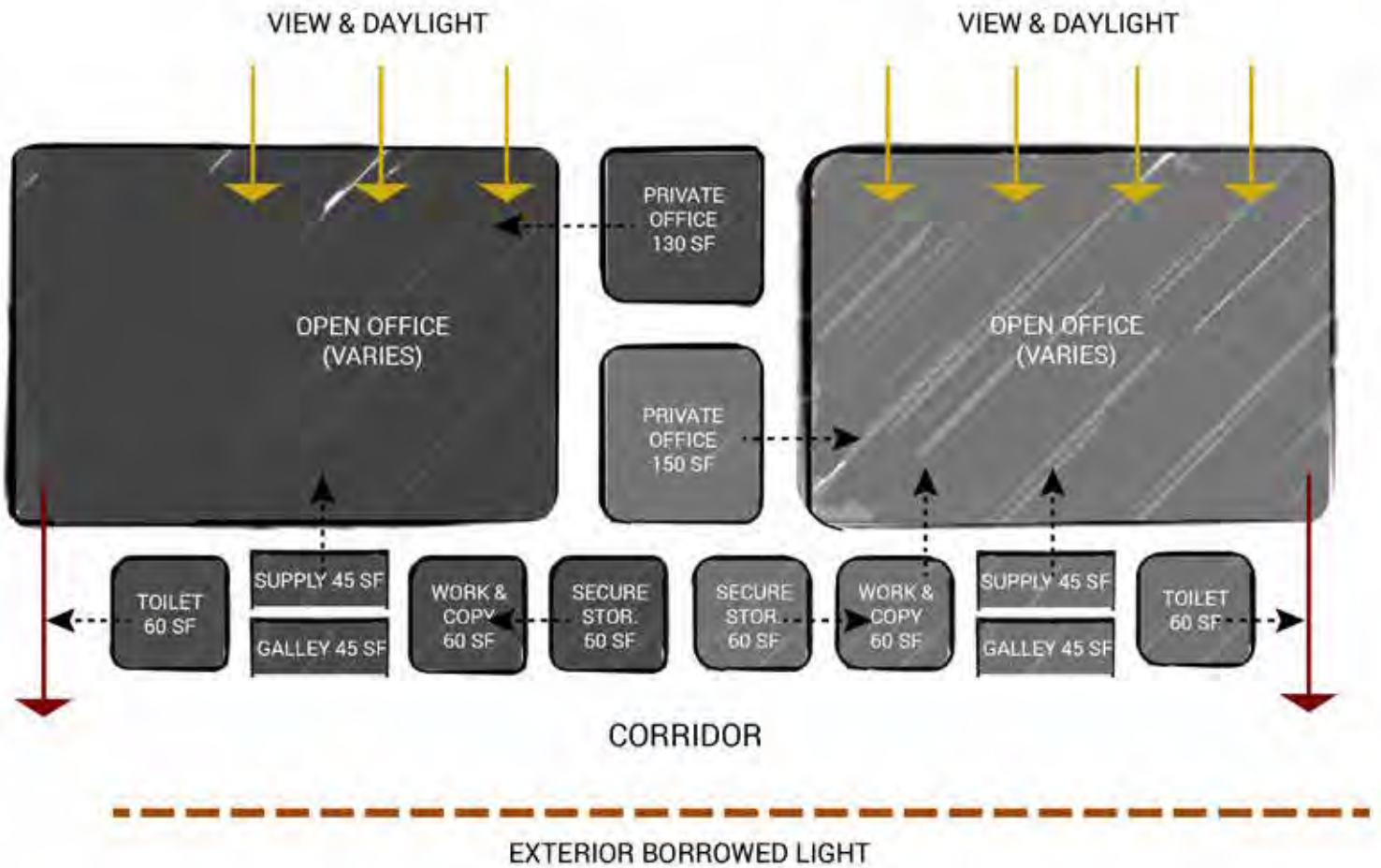
1. Staffing projections are based on City of Tukwila-provided 20 year population data, staff and administration interviews and industry benchmarks.
2. Program assumes a minimum of a two level stacking in order to suggest needed adjacencies. Different stacking arrangements may require revisiting program areas.
3. In order for the community room and training room to operate like one divisible facility, the EOC in tab 7.2 and Public Areas in tab 7.1 must be in direct adjacency.
4. Building grossing factors based on assumed, logical building shape and stacking, combined with IT and custodial program areas being quantified. Unusual changes to the layout or stacking may have impact on building grossing, which should be adjusted up or down accordingly.
5. This program contains some spaces within the Justice Center may have shared uses with Courts. These spaces include, but may not be limited to, Break Areas, tab 6.3; Community/Training Room, tab 7.1; and Conference/Training Rooms in EOC, tab 7.2
6. Space lists were developed from a combination of surveys that were filled out by police commanders, court staff, organization charts, discussions with administration, and hour-long face to face interviews and space tours, held with staff from every specialty contained in this program. This was combined with past DLR Group programming experience and observations from tours of other facilities and discussions to create the draft space list and the accompanying required square footages.
7. Statistical staffing analysis and parking analysis are under separate cover

TUKWILA JUSTICE CENTER
FIRST FLOOR ZONING



TUKWILA JUSTICE CENTER SECOND FLOOR ZONING





OFFICE SUITE STANDARDIZATION

To capitalize on efficiencies and flexibility in the Justice Facility, the departments will use a standardization for the open work areas. Each department will have an open office area sized to accommodate the number of stations per department. Adjacent to each department will be the required private offices. Private offices are provided for commanders, leaders of departments, and executive level positions (judge and chief). Private phone rooms will be provided as required for departments to have more privacy than the open area allows, but will be shared by all people.

Along the corridor, the departments will be buffered from the circulation noises and provide additional privacy with core functions of toilets, supply closets, kitchenettes, and storage. This core can be activated with furniture within the corridor space.

Because the facility is sized for current staffing and officer levels, the standardized department model will provide flexibility for sizing as departments grow or shrink in staffing or operations.

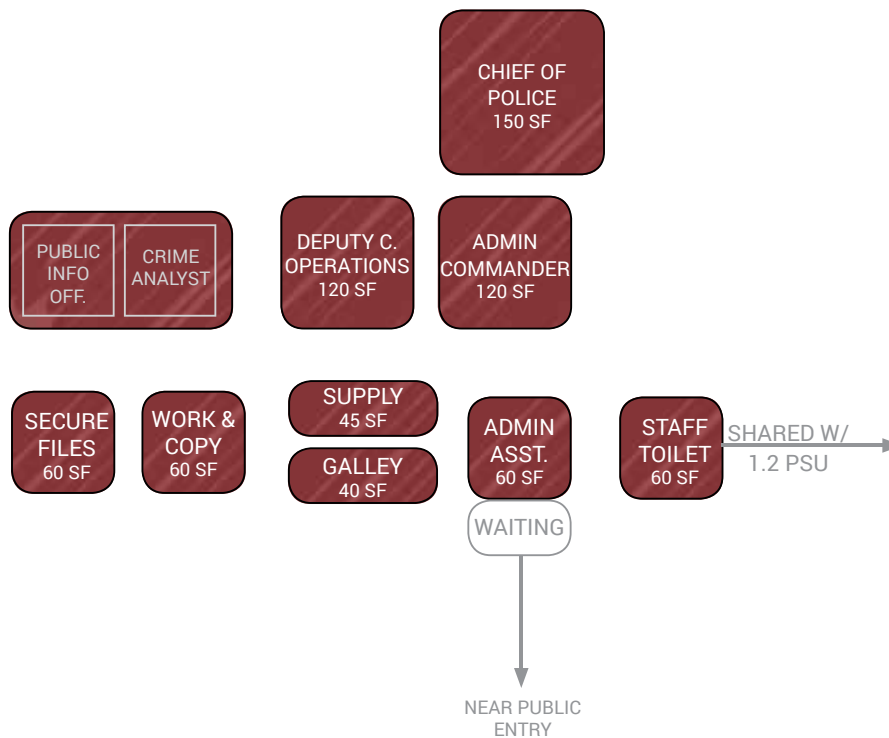
The building width will be sized for natural daylighting strategies into the open workstation areas and borrow light across the corridor and core. Views will be protected with high level daylighting glazing in lieu of view glazing (height of window above 5'-0") to ensure privacy for officers from the exterior public.

POLICE ADMINISTRATION

Program:		Tukwila Police Department (Justice Center)				
Program Code:		1.0				
Function/Area:		Administration				
Sub-Area Code:		1.1				
Sub-Area(s):		Police Administration				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
1.1	Police Administration				Separate suite with its own entrance, adjacent to PSU	
1.1 1.00	<i>Reception</i>					
	Admin Waiting		30	1	30	Close to lobby, outside office area, mostly in grossing area / passive space
1.1 2.00	<i>Supporting Functions</i>				0	
	Administrative Assistant	1	60		60	6'-0" x 10'-0" Workstation with transaction top and reception window
	Chief of Police	1	150		150	Office with workstation, credenza, visitor chair (no table)
	Deputy Chief - Operations	1	120		120	Office with workstation (2) guest chairs
	Administrative Commander	1	120		120	Office with workstation, (2) guest chairs
	Crime Analyst	1	60		60	6'-0" x 10'-0" Workstation in open office area
	Public Information Officer	1	60		60	6'-0" x 10'-0" Workstation in open office area
	Financial Planner		60		0	
	Legal Council		60		0	
1.1 3.00	<i>Support Spaces</i>					
	Admin Conference Room		300	1	300	Conference room for up to (12)
	Copy & Workroom		60	1	60	Copier, cabinets for supply storage
	Secure Files		60	1	60	Standard secure storage
	Supply Storage		45	1	45	Closet for storage of office supplies
	Galley		40	1	40	Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	1	60	Individual toilet room for staff use, shared with PSU
1.1	TOTAL STAFF	6				
	Sworn Staff	3				
	Subtotal - Net Square Feet				1,165	
	Circulation Factor (25%)				291	
	TOTAL DGsf				1,456	



1.1 ADMINISTRATION



The police administrative suite contains the offices for the Chief of Police, one Deputy Chief and Administrative Commander, along with workstations for the administrative assistant, public information officer, and crime analyst. The admin suite is self-contained, secure, and acts as a bit of a headquarters for police operations. This is a place where visitors, organizations, and public can meet with police leadership. This is one department that

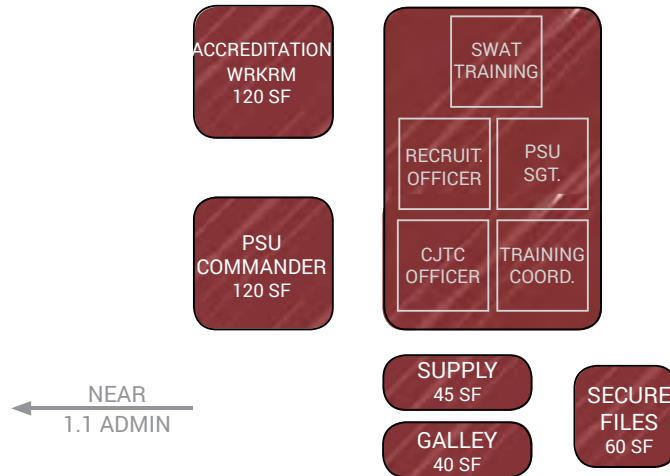
includes its own internal conference room, as the chiefs need private access for sensitive internal and external meetings. This room is also used by Professional Standards Unit for their highly sensitive interviews. There is a small waiting room adjacent to the administrative assistant for visitors to the space. The process for a visitor will involve an initial registration and screening in the front lobby by Records and a secondary security point at this waiting area.

PROFESSIONAL STANDARDS UNIT (PSU)

Program:		Tukwila Police Department (Justice Center)			
Program Code:		1.0			
Function/Area:		Administration			
Sub-Area Code:		1.2			
Sub-Area(s):		Professional Standards Unit (PSU)			
Component Number	Staff/Component Description	2018 Area			Comments
		Staff 2018	Unit NSF	Units	
1.1	Professional Standards Unit (PSU)				Separate suite with its own entrance, adjacent to PSU
1.1 1.00	Reception				
1.1 2.00	Supporting Functions				
	PSU Commander	1	120		120 Office with workstation, (2) guest chairs.
	PSU Sergeant	1	60		60 6'-0" x 10'-0" Workstation in open office area
	Training Coordinator	1	60		60 6'-0" x 10'-0" Workstation in open office area
	Recruiting Officer	1	60		60 6'-0" x 10'-0" Workstation in open office area
	CJTC Tac Officer	1	60		60 6'-0" x 10'-0" Workstation in open office area
	SWAT Training Coordinator	1	60		60 6'-0" x 10'-0" Workstation in open office area
1.1 3.00	Support Spaces				
	Secure Files		60	1	60 Secure room for (8) 15"w, 5H file cabinets
	Supply Storage		45	1	45 For storage of surplus equipment
	Accreditation Work Room		120	1	120 Accreditation conference room and work room, table with (4) seats, book cases for accreditation manuals
	Galley		40	1	40 Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	0	0 Shared with Police Admin, tab 1.1
1.1	TOTAL STAFF	6			
	Sworn Staff	6			
	Subtotal - Net Square Feet				685
	Circulation Factor (30%)				206
	TOTAL DGSF				891



1.2 PROFESSIONAL STANDARDS UNIT



LEGEND:



The Professional Standards Unit (PSU) provides impartial, internal investigations into police matters, thus security and propriety of this section is paramount. In addition to an office for the PSU Commander, where privileged discussions may take place, there are workstations in this area for the PSU Sergeant, as well as coordinators for training, SWAT training, tactical, and recruiting. This unit is where accreditation for the department will be handled in the future.

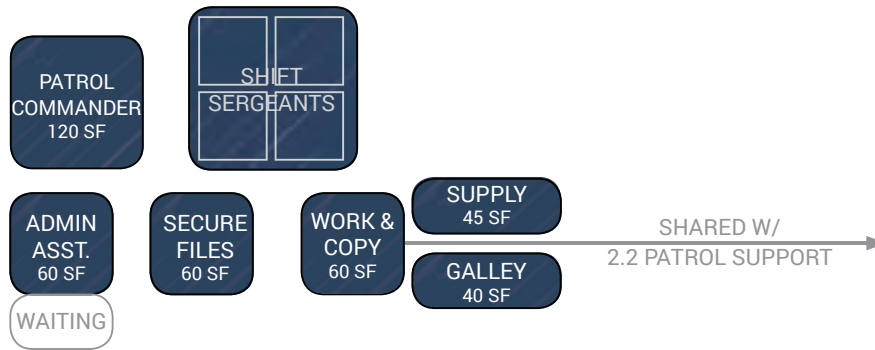
Aside from workspace, this office, which is closely allied to Police Administration, there is a secure and lockable file room for the highly confidential internal affairs files and a room to run the detailed accreditation processes, when they come up for review.

PATROL SHIFT COMMAND

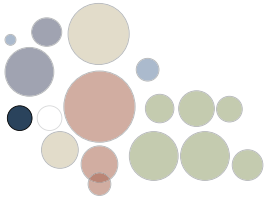
Program:		Tukwila Police Department (Justice Center)			
Program Code:		2.0			
Function/Area:		Patrol			
Sub-Area Code:		2.1			
Sub-Area(s):		Patrol Shift Command			
Component Number	Staff/Component Description	2018 Area			Comments
		Staff 2018	Unit NSF	Units	
2.1	Patrol Shift Command				
2.1 1.00	Reception				
2.1 2.00	Supporting Functions				
	Patrol Admin Assistant	1	60		60 6'-0" x 10'-0" Workstation with transaction top and reception window
	Patrol Commander	1	120		120 Private office with workstation at (2) guest chairs, adjacent to PSR with window, door into PSR
	Shift Sergeants	4	60	2	120 6'-0" x 10'-0" Workstation in open office area
2.1 3.00	Support Spaces				
	Copy & Workroom		60	1	60 Shared copy room with Patrol Support Spaces, tab 2.2, Volunteers, tab 4.3
	Secure Files		60	1	60 Standard secure storage
	Supply Storage		45	1	45 Closet for paper and office supplies, shared with Patrol Support Spaces, tab 2.2
	Galley		40	1	40 Access to galley/break area in Patrol Support Spaces, tab 2.2
2.1	TOTAL STAFF	6			
	Sworn Staff	5			
	Subtotal - Net Square Feet				505
	Circulation Factor (25%)				126
	TOTAL DGSF				631



2.1 PATROL SHIFT COMMAND



LEGEND:



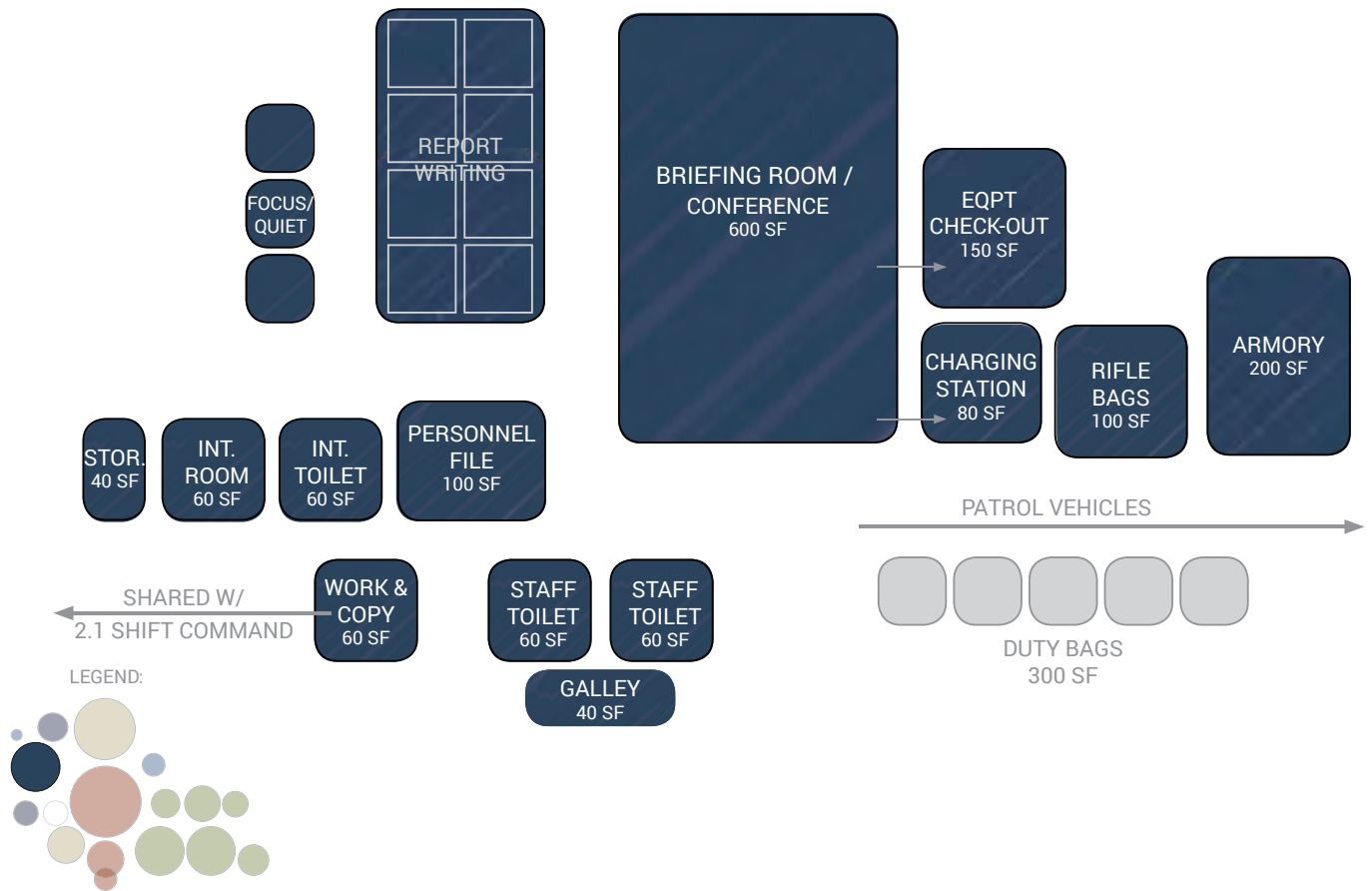
This area is a consolidated zone for the Patrol Division command offices. This is where the Patrol Commander's office will be, along with workstations, which will be shared by the Sergeants that run each shift. Like Police Administration, this Shift Command area acts as a head-end for the Patrol division and offers these commanders a level of connection to both Records, the lobby, and the full Patrol division, but also a measure of stature and privacy for their vital leadership roles.

The Shift Command area works as a suite with Patrol Support (2.2) and shares many of its spaces, but also has a small waiting area for officers who need to meet privately with a supervisor, as well as a copy room, small storage room, and supply storage and coffee bar.

PATROL SUPPORT SPACES

Program:		Tukwila Police Department (Justice Center)				
Program Code:		2.0				
Function/Area:		Patrol				
Sub-Area Code:		2.2				
Sub-Area(s):		Patrol Support Spaces				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
2.2	Patrol Support Spaces					
2.2 1.00	<i>Support Spaces</i>					
	Staff Entry Vestibule		80	1	80	Main staff entry for patrol staff entering and exiting the facility. Locate near parking and duty bags
	Report Writing		40	8	320	(8) report writing stations with evidence sorting table in the center
	Personnel File Area		100	1	100	Room for (8) 5H Lateral File Cabinets with Patrol personal files
	Briefing Room		600	1	600	Breakout room; Lockable IT cabinet for infrastructure
	Interview Rooms		60	1	60	Interview room in Patrol area
	Interviewee Toilet		60	1	60	Locate next to interview room
	Focus/Phone Rooms		40	3	120	Rooms for small meetings, private phone conversations and quiet focus
	Patrol Equipment Check Out		150	1	150	Large securable area with racks for rifles & less lethals, radios, etc. w/ counters and cabinets, key cabinet, adjacent to briefing
	Charging Station		80	1	80	For body cam station, radio charging island outside of briefing/equipment
	Duty Bags		6	50	300	Corridor space for 36"w x 30" H x 24"D duty bag/backpack spaces, (3) rows high on way to parking (50) total bags in open racks, locate adj to cars. Based on 2037 projection of (58) patrol officers + (19) CPT, provide open rack shelving
	Rifle Bags		100	1	100	Room adj to briefing room with shelving for storage of rifle bags
	Armory		200	1	200	Lockable cabinetry with counter space and cubbies for boxes of ammo, island in center, include gun cleaning area with gun cleaning inside
2.2 3.00	<i>Staff Support</i>					
	Copy & Workroom		60	0	0	Shared with Patrol Shift Command, in tab 2.1
	Storage Room		40	1	40	Small closet for miscellaneous patrol storage, locate between interview rooms
	Mailboxes		40	1	40	Central mailbox area with millwork for a total of (150) 8 1/2" x 11" flat slots; within common space / grossing area
	Galley		40	1	40	Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	2	120	(2) individual toilet rooms for staff use
2.2	TOTAL STAFF	34				
	Sworn Staff	34				
	Subtotal - Net Square Feet				2,410	
	Circulation Factor (15%)				362	
	TOTAL DGSF				2,772	

2.2 PATROL SUPPORT SPACES



This area is the lifeblood of the Patrol operation with officers coming onto and off of shift, briefing, picking up the tools of the trade and quickly accessing evidence bag-and-tag, locker rooms, and lockers for duty and rifle bags out to their waiting police vehicles.

The briefing room is the centerpiece of this area and has seating for up to twenty-four officers at a time. This room is supported by an equipment check-out room that includes radars, radios and ticket writers, a charging zone for body cameras and flashlights, and individual cubbies for the large duty and rifle bags that contain many of the tools a patrol officer needs on shift. To address mental health

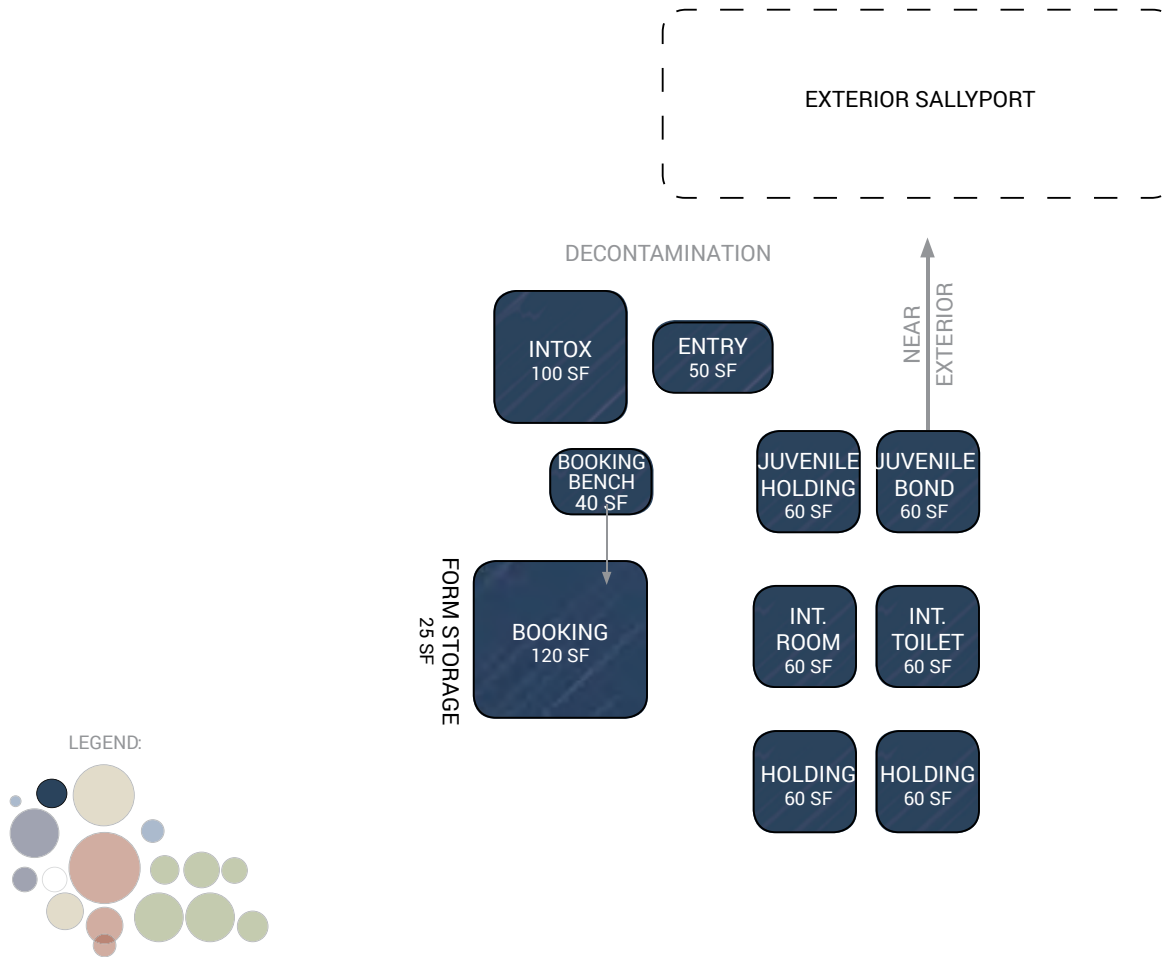
needs and feelings of identity for the often-solitary existence of officers are focus/phone rooms for quick meetings, private conversations, or even a chance to decompress from a stressful incident. A dedicated Patrol entry is part of this area, because a sense of arrival is so critical to recruitment, retention and a sense of wellbeing. Because the work of an officer pushes them occasionally into messy or dirty situations, there is a mud room located near the Patrol entry to allow for mud or something worse to be washed off of the officer's boots before being tracked through the rest of the facility. This room contains a metal-grated floor, a trench drain, and a powerful gear extractor – a type of washing machine for tough gear.

HOLDING

Program:		Tukwila Police Department (Justice Center)				
Program Code:		2.0				
Function/Area:		Patrol				
Sub-Area Code:		2.3				
Sub-Area(s):		Holding/Lock-Up				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
2.3	Holding					
2.3 1.00	<i>Supporting Functions</i>					
	Entry		25	2	50	Man-trap entries from station and sally port
	Booking Bench		40	1	40	Concrete bench, seating for up to (4)
	Form Storage		25	1	25	Millwork in closet for forms, behind booking counter
	Booking Area		120	1	120	Raised platform with workstation area, and counters for booking and glass partitions
	Adult Holding Cells		60	2	120	Individual holding cells, includes ADA cell, one separated for classification
	Juvenile Holding					
	Juvenile Holding Room		60	1	60	Juvenile holding room, separate from adult area for sight and sound
	Juvenile Bond/Release Area		60	1	60	Area outside of juvenile holding with seating area and adj to exterior
	Intox Room		100	1	100	Open area with walking line and space for live scan and adjacent cuff bench, lateral file cabinet (DUI)
	Interview Room		60	1	60	Secure interview room within holding area
	Interviewee Toilet		60	1	60	Toilet within holding area, locate between interview rooms
	Sally Port		0	1	0	Single bay, double deep, drive-thru sally port with bi-parting, interlocked doors and caged storage - EXTERIOR SPACE
2.3	TOTAL STAFF	0				
	Sworn Staff	0				
	Subtotal - Net Square Feet				695	
	Circulation Factor (15%)				104	
	TOTAL DGFS				799	



2.3 HOLDING



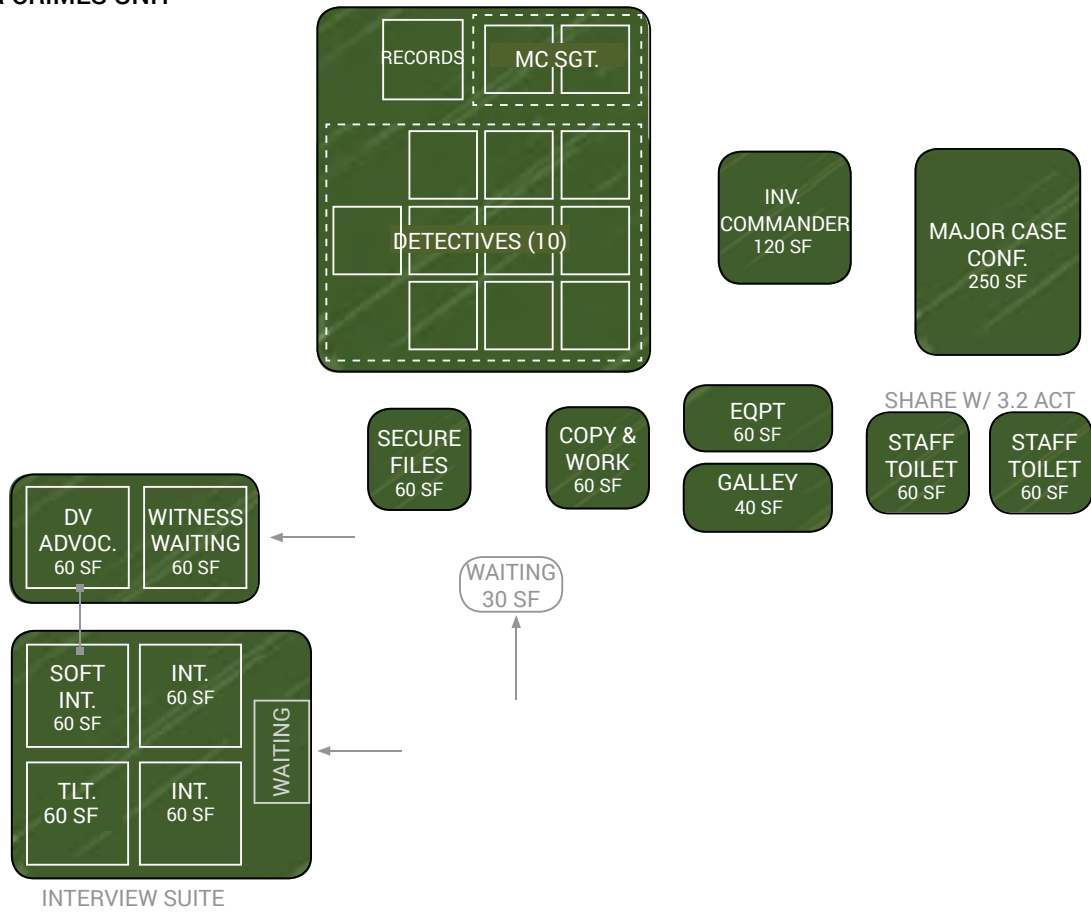
A small secure holding area is provided for processing DUI and holding of individuals for crimes, or interviews. There are a total of three holding cells are provided, two for adults and one, separate compartment for holding juvenile offenders. This area has a processing area for an officer to take information and book someone into the lockup, an Intox room that houses an intoxilizer

for testing intoxication, and a secure interview room. This area is supported by a secure, enclosed sally port, which will be a fenced area that attaches to the building.

MAJOR CRIMES UNIT

Program:		Tukwila Police Department (Justice Center)				
Program Code:		3.0				
Function/Area:		Investigations Bureau				
Sub-Area Code:		3.1				
Sub-Area(s):		Major Crimes Unit (MCU)				
Component Number	Staff/Component Description	2018 Area				Comments
		Staff 2018	Unit NSF	Units	SubTotal NSF	
3.1	Major Crimes Unit (MCU)					MCU is lead area in Investigations Suite, which calls for adj to ACT/CPT
3.1 1.00	Reception					
	Entry Area					Entry area on public side with small seating area
	Major Crimes Waiting		30	1	30	Seating for (4) + end tables
3.1 2.00	Supporting Functions					
	Investigations Commander	1	120		120	Office with workstation, (2) guest chairs
	Administrative Assistant	1	60		60	6'-0" x 10'-0" Workstation
	Major Crimes Sergeant	2	60		120	6'-0" x 10'-0" Workstation in open office area
	Detectives	10	60	12	600	6'-0" x 10'-0" workstation with guest chair, arranged in pairs with low partition in-between workstations to encourage collaboration. Assumes that all 16 detectives are not working simultaneously
	Records Specialist	1	60		60	6'-0" x 10'-0" workstation with guest chair
	Victim Witness Waiting		60	1	60	Victim/Witness waiting area, adj to DV Suite, within secure area, away from interview suite to avoid contact
	DV Advocate	1	60		60	Office with workstation, closet, (2) guest chairs, counseling couch, side tables
3.1 3.00	Support Spaces					
	Interview Suite					Interview rooms are arranged in an enclosed suite, with its own entrance, apart from Major Crimes office areas, its own waiting and toilet. To confine interviewees from general PD environment
	Interview waiting		30	1	30	Waiting area contained within suite for separation from victim/witness waiting
	Interview Rooms		60	2	120	Seating for (3), acoustic finish, high STC partitions, door seals, full recording, locate next to Patrol interview rooms/toilet in Patrol Support, tab 2.2 for a complete interview suite
	Soft Interview Room		60	1	60	Same as above, larger rooms with softer accommodations, locate one adj to DV Advocate suite
	Interview Toilet		60	1	60	Toilet within interview suite, soundbreak
	Major Case Conference Room		250	1	250	Conference room for 7-8, smart boards
	Copy & Workroom		60	1	60	Copy/Work area with copier, cabinets for office supply storage
	Equipment Room		60	1	60	With counters & racks for long guns, cubbies for rams/shields
	Secure File Room		60	1	60	Secure file storage
	Galley		40	1	40	Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	2	120	Toilets for Investigations area, shared with ACT/CPT/Special Ops
3.1	TOTAL STAFF	17				
	Sworn Staff	13				
	Subtotal - Net Square Feet				1,970	
	Circulation Factor (25%)				493	
	TOTAL DGSF				2,463	

3.1 MAJOR CRIMES UNIT



The Major Crimes Unit (MCU) serves as the center of a broader Investigations suite for the department. This is where detectives operate, with an office for the Investigations Commander and workstations for two administrative assistants, and detectives, working in a collaborative environment. There is also area for a domestic violence advocate, and a records specialist that supports this section.

Since detectives very often have the need to interview both witnesses and suspects, a secure space adjacent to the detectives area has a dedicated waiting area and two interview rooms, plus a larger, soft interview room that can also be used for DV Advocate mediations. There is also a small toilet contained in this area so that an interviewee does not need to be led out of this secure area that also limits views into adjacent office spaces.

MCU acts as a center point for facilities for the other Investigations units, hosting a copy room, supply room, secure file rooms, and a shared conference room. This MCU conference room is a requirement, as active investigations, sometimes involving outside agencies (ATF, etc.), which are routine, will need to leave sensitive information pertaining to an active investigation up for days. This does not translate well to a shared conference room. However, other investigative units (Anti-Crime, Community Policing, and Special Ops) have access to secure meetings in this conference room.

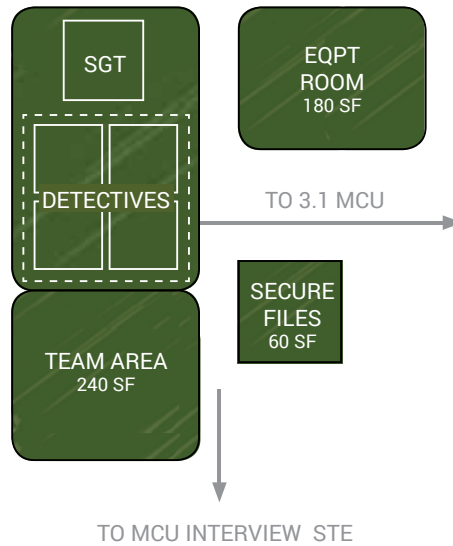
MCU is a unit where there is a strong desire for private offices for detectives. This will be discussed in more detail throughout design, but cannot be implemented in the current program for the bond proposal.

ANTI CRIME UNIT

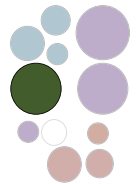
Program:		Tukwila Police Department (Justice Center)				
Program Code:		3.0				
Function/Area:		Investigations Bureau				
Sub-Area Code:		3.2				
Sub-Area(s):		Anti-Crime Team (ACT)				
Component Number	Staff/Component Description	2018 Area				Comments
		Staff 2018	Unit NSF	Units	SubTotal NSF	
3.1	Anti-Crime Team (ACT)					ACT is part of Investigations Suite, sharing interview rooms, conference, and support spaces with MCU, tab 3.1
3.1 1.00	Reception Entry Area/Waiting					Shared with MCU, tab 3.1 for both public, victim/witness, and interviewee waiting
3.1 2.00	Supporting Functions					
	Anti-Crime Team Sergeant	1	60		60	6'-0" x 10-0" Workstations
	Anti-Crime Team Detectives	4	60		240	6'-0" x 10-0" Workstations
3.1 3.00	Support Spaces					
	Interview Room					For interviews in ACT, shares interview suite in MCU, tab 3.1
	Team Area		240	1	240	Shares major care conference room, tab 3.1, but a more casual team meeting area within the office space is needed for briefings and meetings with outside agencies (DEA, ATF, etc). Provide conference table and 12-14 seats.
	Copy & Workroom					Shared with MCU, tab 3.1
	Equipment Room		180	1	180	Shelving for surveillance radios, cameras, trackers, includes workstation for computer forensics
	Secure File Room		60	1	0	Not provided due to 100% electronic files
	Galley		60	0		Shared with MCU, tab 3.1
	Staff Toilet					Access to toilets in MCU, tab 3.1
3.1	TOTAL STAFF	5				
	Sworn Staff	5				
	Subtotal - Net Square Feet				720	
	Circulation Factor (25%)				180	
	TOTAL DGSF				900	



3.2 ANTI CRIME TEAM



LEGEND:



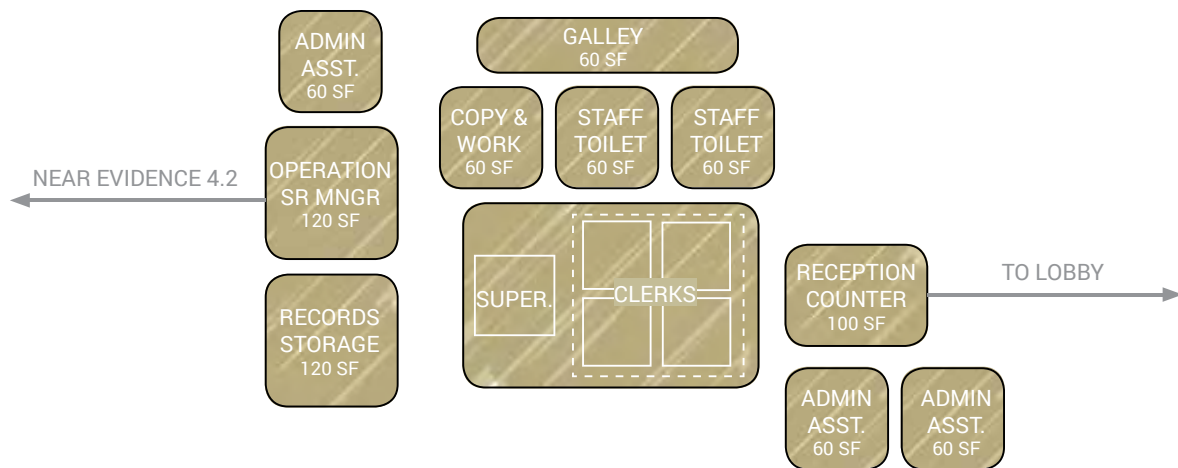
These offices are for the Anti-Crime Team (ACT) also referred to as “Tac Team”, which is a tactically-oriented unit that provides more targeted investigations, including infiltration of gangs, undercover work and the interview of informants. This area has a tight team of a Sergeant and four

officers, with workspace and an open team meeting area for mapping out strategy. ACT has a large room for their undercover equipment and supplies, but shares copy rooms and other support spaces with MCU.

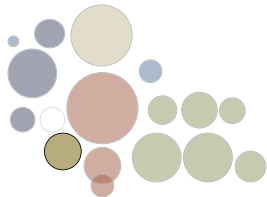
RECORDS

Program:		Tukwila Police Department (Justice Center)				
Program Code:		4.0				
Function/Area:		Support Operation				
Sub-Area Code:		4.1				
Sub-Area(s):		Records				
Component Number	Staff/Component Description	2018 Area				Comments
		Staff 2018	Unit NSF	Units	SubTotal NSF	
4.1	Records					
						Records is a 24/7 staffed area and as such, staff is not allowed to leave and the space needs to be self-sufficient
4.1 1.00	Reception Public Reception Counter		100	1	100	Counter spans front of space with workspace for up to (2) seated workstations/reception positions with file space beyond, millwork for form storage (see below), bullet-resistant construction, deal trays w/ speaker communication. Monitors located above front area for camera and lock-up monitors
4.1 2.00	Supporting Functions Support Operation Senior Manager Administrative Assistant	1	120		120	Office with workstation, (2) guest chairs
		3	60		180	6'-0" x 10'-0" Workstations with transaction tops
	Records Supervisor	1	60		60	Workstation, guest chair
	Records Clerks	4	60		240	(4) 6'-0" x 10'-0" workstations with storage tower and guest chair, printer area at every station. Shared between shifts, with swing shift coverage, includes disposition specialist. Stations need view of front window, as reception is a collateral function for all
4.1 3.00	Support Spaces					
	Records Storage		120	1	120	12' x 10' area for HD carriages, pending final validation of long-term records management strategy, presumption is reduced from current holding of (3) years of active files
	Forms Area		0	1	0	Area with millwork for form storage, adj to front counter; in grossing area
	Galley		60	1	60	10' long counter with 8'-0" prep space kitchenette with basic amenities
	Copy & Workroom		60	1	60	Copy/Work area integrated into work flow, away from front counter area
	Toilets		60	2	120	Single, multi-stall, uni-gender toilet within the Records area
4.1	TOTAL STAFF	9				
	Sworn Staff	0				
	Subtotal - Net Square Feet				1,060	
	Circulation Factor (25%)				265	
	TOTAL DGSF				1,325	

4.1 RECORDS



LEGEND:

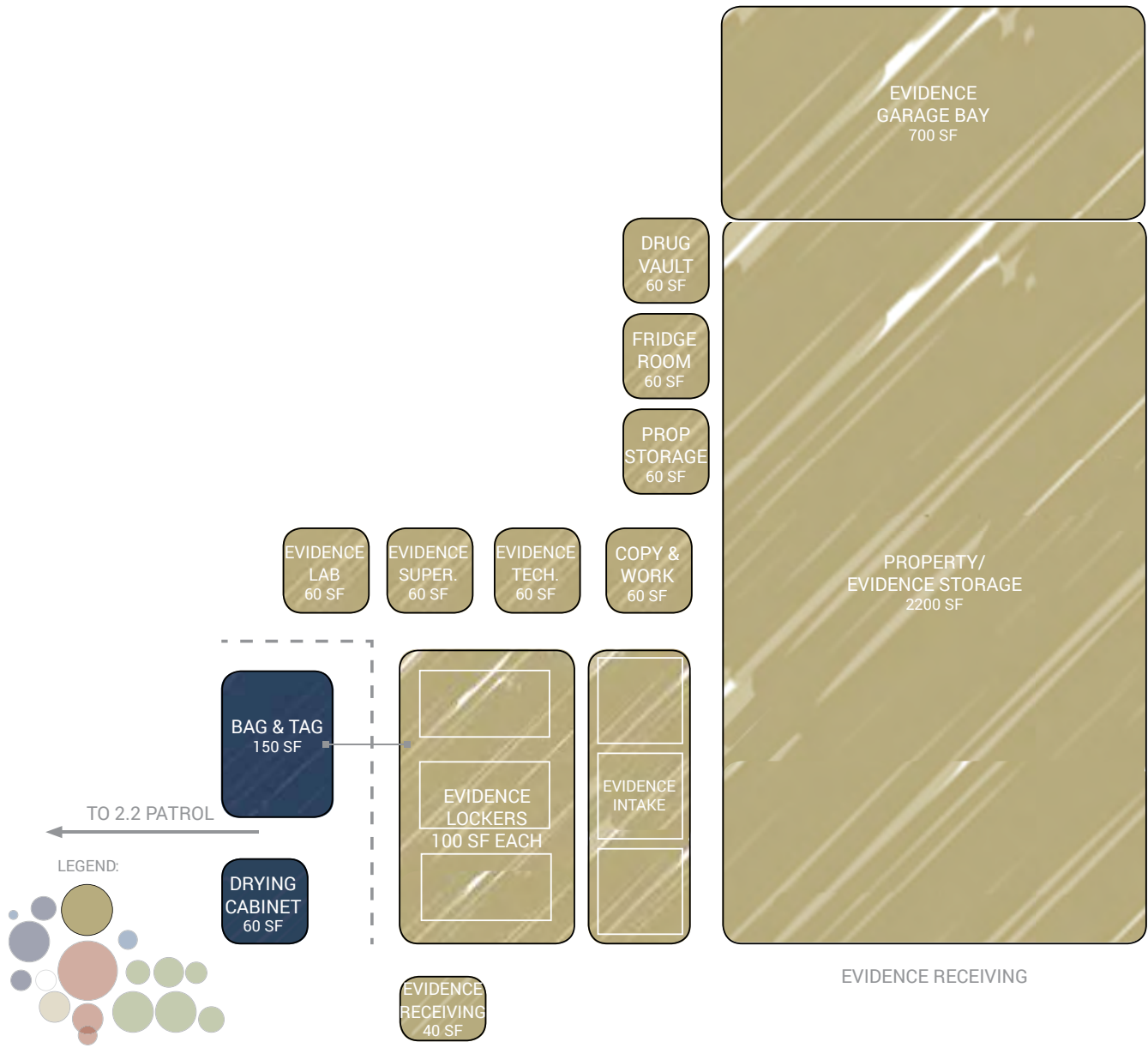


The Records Division serves the primary public reception point for the whole facility, with a secure, public reception window into the lobby. The Records clerks also provide a visual screening of the lobby spaces and monitor the holding area. In addition to this public service function, the Records staff maintain police records, provide background information to officers and other clerical and administrative functions. There is an office for the Support Operation Senior Manager and workstations for an administrative assistant, Records supervisor and four additional Records Clerks, per shift, since Tukwila runs a twenty-four hour Records unit.

To support the Records Division, there is a section for the storage of current records in high-density carriages, along with a large galley area that can serve as an integrated break area for employees that cannot leave the space. There are also included toilets and a copier area.

EVIDENCE

Program:		Tukwila Police Department (Justice Center)				
Program Code:		4.0				
Function/Area:		Support Operation				
Sub-Area Code:		4.2				
Sub-Area(s):		Evidence				
Component Number	Staff/Component Description	2018 Area				Comments
		Staff 2018	Unit NSF	Units	SubTotal NSF	
4.2	Evidence					Evidence should have adjacency to Patrol area, for access to Bag & Tag
4.2 1.00	Supporting Functions					Located in office space, outside of Evidence storage
	Evidence Supervisor	1	60	1	60	Workstation
	Evidence Tech	1	60		60	6'-0" x 10'-0" workstations within work area
4.2 2.00	Support Spaces					
	Evidence Review/Bag & Tag		150	1	150	Bag & Tag area with packaging supplies, temporary evidence lockers and large tables for sorting evidence, locate immediately in front of lockers, provide computer terminal, ports for laptops
	Evidence Lockers		100	3	300	Area occupied by (3) 15' long sections of pass-thru lockers, includes 7'-6" section in front of lockers and 2' behind to account for depth of lockers
	Evidence Lab		60	1	60	Narcotics testing and field testing area, SS counters
	Evidence Intake		60	3	180	Area behind each bank of evidence lockers for sorting of evidence with large SS tables and cart storage
	Property Storage Area		60	1	60	In intake
	Refrigeration Room		60	1	60	In intake
	Drying Cabinets		60	1	60	In intake
	Main Property/Evidence Storage		1,970	1	1,970	Main Property Evidence Area, 12' deck height, assumes HD storage carriages.
	Large Evidence Storage		700		-	- open area within main property area with open shelving for extra large property items; within evidence storage
	Evidence Purge Area		100		-	- For storage of evidence packaged for destruction
	Guns Vault		45		-	- Assumed to be included in lockable end carriage of HD storage, with gun rack accessory
	Drug Vault		60	1	60	Separate room with exhaust ventilation and storage shelving
	Money Vault		60		-	- Assumed to be included in lockable end carriage of HD storage; with storage shelving
	Evidence Receiving		40	1	40	OH door off parking lot for intake of oversized items, with small counter for logging computer
	Evidence Garage Bay		700	1	700	(1) separate 25' W x 28' D bays for maintenance of chain of custody. Mobile jack stands, air & light reels, circulate around vehicles with doors open. Provide ventilation and water.
	Copy & Workroom		60	1	60	Copier area with cabinets for supply storage
4.2	TOTAL STAFF	2				
	Sworn Staff	0				
	Subtotal - Net Square Feet				3,820	
	Circulation Factor (10%)				382	
	TOTAL DGSF				4,202	



This critical area hosts offices for evidence and property staff, along with a highly secure property storage vault, along with processing areas for sorting, bagging, and securing evidence. There are pass through lockers which patrol officers package and enter evidence, whereupon it locks, securing the chain of custody, only available to be opened on the backside by the property custodian. Also on the Patrol-facing side of the evidence area is a zone for drying cabinets. These specialized compartments allow for the secure and safe drying of wet or bloody evidence, before it is taken into the property vault. The secure side of this area features a processing table, a small laboratory, a room for refrigerators and freezer, and an intake area for the handling

of large evidence. Offices for the property staff are adjacent, with workstations for the Evidence Supervisor and an Evidence Tech.

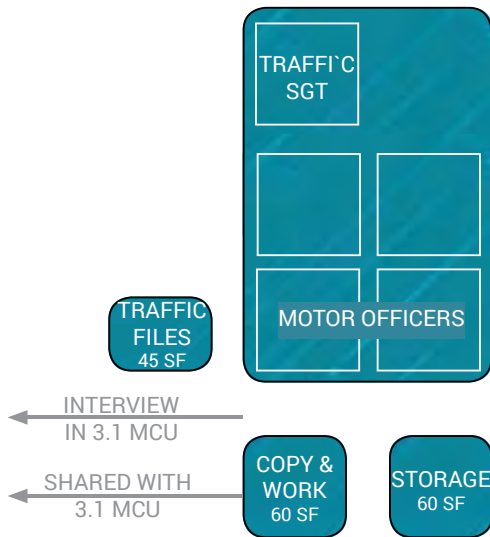
The main property and evidence storage vault is the most secure element in a secure facility, with even the Police Chief needing to sign-in to create record of visiting this space. Tall, high-density carriages maximize the storage capacity of boxes and bags of property, along with dedicated storage spaces for drugs (separately ventilated), money, and guns storage (integrated into the high density system), along with a large item area, and a dedicated, lockable vehicle processing garage.

TRAFFIC

Program:		Tukwila Police Department (Justice Center)			
Program Code:		5.0			
Function/Area:		Special Ops			
Sub-Area Code:		5.1			
Sub-Area(s):		Traffic/Marine Unit			
Component Number	Staff/Component Description	2018 Area			Comments
		Staff 2018	Unit NSF	Units	
5.1	Traffic/Marine Unit				
5.1 1.00	Reception				Traffic area is part of the general Investigations suite, comprised by MCU, ACT, and Special Ops. All three divisions share interview rooms, copy and conference rooms.
5.1 2.00	Supporting Functions				
	Traffic Sergeant	1	60		6'-0" x 10'-0" Workstation in open office area
	Motor Officers	4	60	240	(4) 6'-0" x 10'-0" workstations with guest chair & OH cabinets, pedestal file. Extended workstation is for 3D reconstruction equipment. Assumes all motor officers not in office at same shift.
5.1 3.00	Support Spaces				
	Traffic Storage		60	1	60 Storage closet for motor gear: radar/lidar, calibration equipment, helmets
	Interview Room				Traffic needs access to interview rooms, can share interview suite in MCU, tab 3.1
	Copy & Workroom		60	1	60 Shared copy room with MCU, tab 3.1
	Traffic files		45	1	45 File nook with (2) 4D 42" lateral files for current and archive files with counter on top, printer on top
5.1	TOTAL STAFF	5			
	Sworn Staff	5			
	Subtotal - Net Square Feet				405
	Circulation Factor (30%)				122
	TOTAL DGsf				527



5.1 TRAFFIC



LEGEND:



Also part of the second floor Investigations suite is an office area for the motor officers that make up the Traffic Unit. This is the unit that provides primary traffic enforcement in the community and the group that investigates, analyzes, and breaks down crashes.

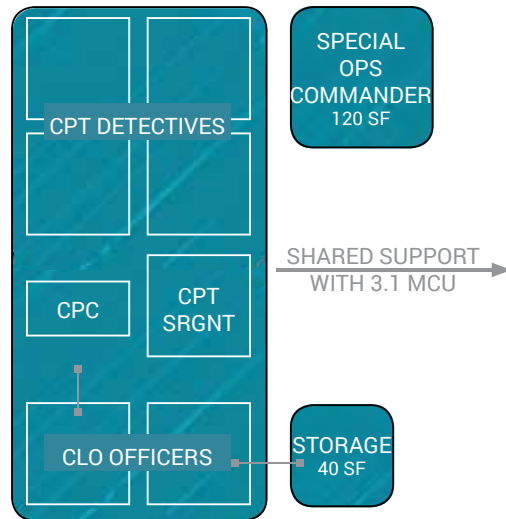
There are workstations here for the Traffic Sergeant and four motor officers. Traffic has a dedicated storage room and needs access to their motorcycles in the secure lot. All other office support functions are provided in Major Crimes, which is adjacent to Traffic.

COMMUNITY POLICE TEAM (CPT)

Program:		Tukwila Police Department (Justice Center)			
Program Code:		5.0			
Function/Area:		Special Ops			
Sub-Area Code:		5.2			
Sub-Area(s):		Community Police Team (CPT)			
Component Number	Staff/Component Description	2018 Area			Comments
		Staff 2018	Unit NSF	Units	
5.2	Community Police Team (CPT)				
5.2 1.00	Reception				Special Ops offices are part of Investigations Suite, sharing interview rooms, conference rooms and support spaces with MCU, tab 3.1
5.2 2.00	Supporting Functions				
	Special Ops Commander	1	120		120 Office with workstation, closet, (2) guest chairs
	Community Policing Team (CPT)				
	CPT Sergeant	1	60		60 Private office with workstation, (2) guest chairs, OH storage
	CPT Detectives	4	60		240 6'-0" x 10'-0" workstations
	Community Liaison Officers (CLO)				
	CLO Officers	2	60		120 6'-0" x 10'-0" workstations
	Community Policing Coordinator (CPC)	1	36		36 6'-0" x 8'-0" workstation, adj to CLO officers
5.2 3.00	Support Spaces				
	Storage		40	1	40 Storage closet for misc CPT/CLO storage, includes CLO brochures and event supplies
	Copy & Workroom		0	1	0 Shared copy room with MCU, tab 3.1
	Galley		60	0	0 Shared with MCU, tab 3.1
	Conference Room				Shared access to conference room/areas in ACT, tab 3.2 and MCU, tab 3.1
	Staff Toilet				Access to toilets in MCU, tab 3.1
5.1	TOTAL STAFF	9			
	Sworn Staff	9			
	Subtotal - Net Square Feet				652
	Circulation Factor (25%)				163
	TOTAL DGSF				815



.2 CPT



LEGEND:

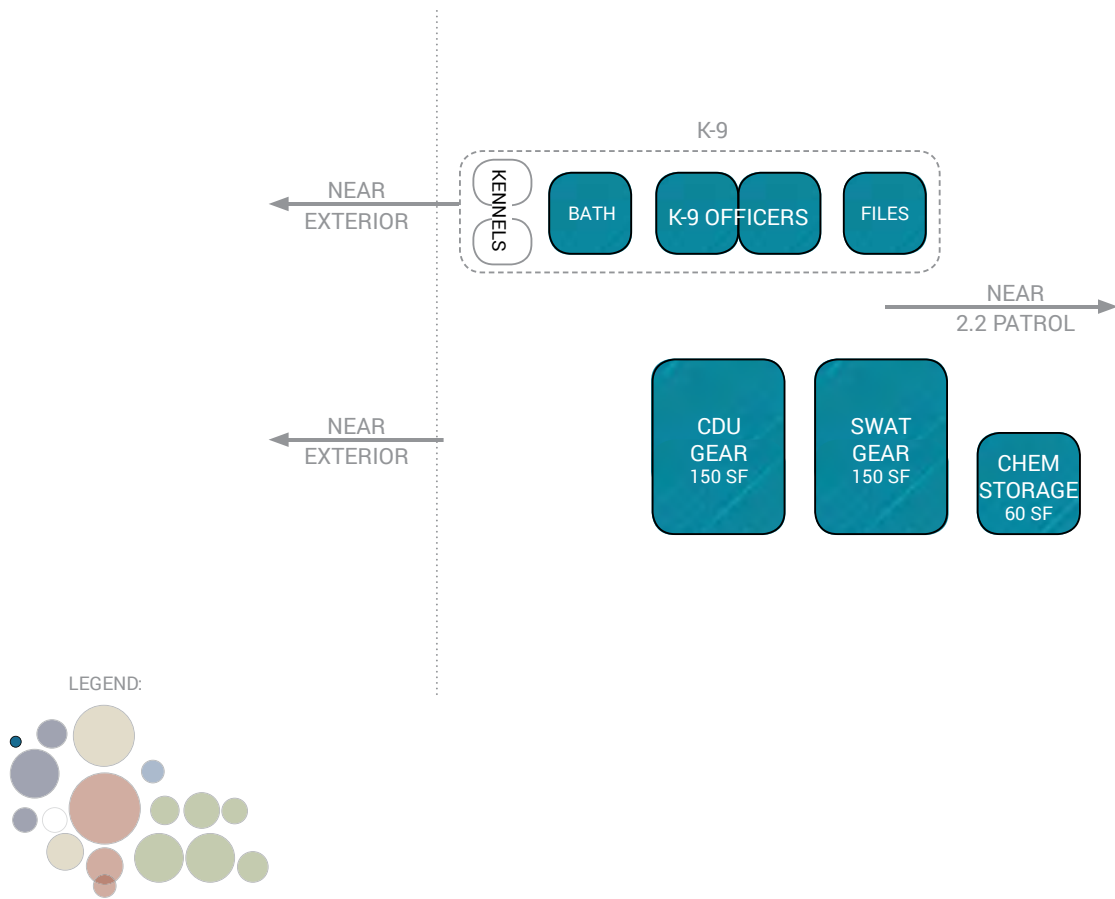


The Community Policing Team (CPT) consists of a Special Operations Commander, Community Policing Team, and Community Liaison Officers (CLO) Team. The Special Operations Commander has a dedicated office and the CPT Sergeant and both CPT and CLO officers have workstations in an open environment. Much like ACT and Traffic, this office is part of the large Investigations suite and will have access to interview rooms, conference rooms, and support spaces that are provided as part of the Major Crimes Unit space.

SPECIAL OPS

Program:		Tukwila Police Department (Justice Center)				
Program Code:		5.0				
Function/Area:		Special Ops				
Sub-Area Code:		5.3				
Sub-Area(s):		Special Teams				
Component Number	Staff/Component Description	2018 Area				Comments
		Staff 2018	Unit NSF	Units	SubTotal NSF	
5.3	Special Teams					
5.3 1.00	Reception					K-9 and SWAT/CDU spaces need adjacency to Patrol and should share Laundry/Decon areas, tab 2.2
5.3 2.00	Supporting Functions					
	K-9 Office		36	2	72	6'-0" x 6'-0" L-shaped workstation with guest chair & OH cabinets, pedestal file, shared by collateral staff
	K-9 Files		40	1	40	Small file area adjacent to workstations
5.3 3.00	Support Spaces					
	SWAT/CDU Support Spaces					
	Bicycle Storage		200	1	200	Storage area for (20) department bikes, used by CDU and Patrol, small maintenance bench area and storage for pumps included in area. Wall hangers for bikes - exterior; 200SF for future expansion
	SWAT/CDU Gear Room		150	2	300	Two rooms (one for CDU, one for SWAT) adj to each other with storage shelving for SWAT/CDU duty bags, changing area, outlets and USB for charging
	SWAT/CDU Storage Cages		20	1	20	File nook with (2) 4D 42" lateral files for current and archive files with counter on top, printer on top
	Chemical Munitions Storage		60	1	60	Hardened room for storage of safe for chemical munitions and masks
	K-9 Support Spaces					
	K-9 Storage		40	0	0	Small storage room with wall hooks and storage shelving for bite suit, harnesses, epoxy/tile flooring, floor drain
	K-9 Kennels		24	2	48	4' x 6' space for each kennel, SS partitions in between to cut down on sight between kennels. Epoxy flooring, trench drains, wall hydrant
	K-9 Bath		50	1	50	Area for SS dog bath unit, provide floor drain
	K-9 Outdoor Area		0	0	0	K-9 to have direct access to large outdoor recreation area for dog exercise.
5.3	TOTAL STAFF	0				
	Sworn Staff	0				
	Subtotal - Net Square Feet				790	
	Circulation Factor (20%)				158	
	TOTAL DGFSF				948	

5.3 SPECIAL OPS

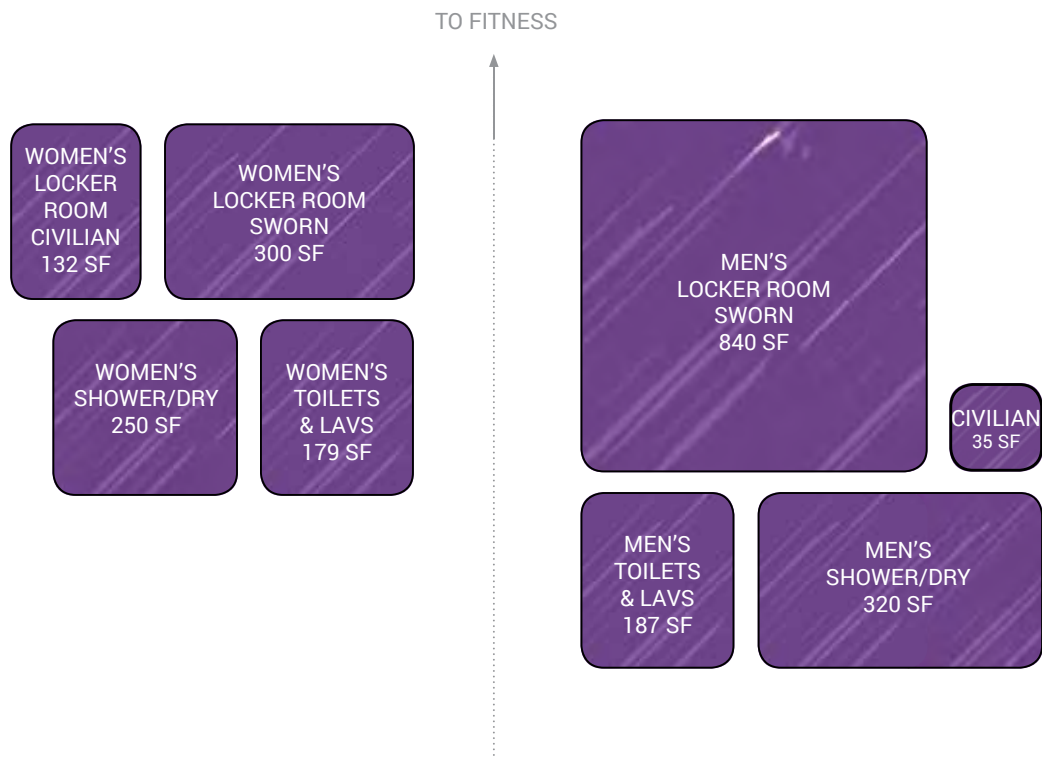


An area adjacent to the main Patrol area is dedicated to the storage of materials for special operating teams that support collateral Patrol duties. These special teams include SWAT, Civil Disturbance (CDU), and K-9. There are storage cages near the parking area for SWAT and CDU storage, as well as an exterior fenced bicycle storage area for bikes used by CDU for crowd control. There is also a secured, explosives-rated munitions vault that supports these special teams. Unmanned Air Vehicles (UAV) storage and charging will be located here. The K-9 area has a washable area near the outside with two fenced dog kennels and stainless-steel dog wash.

LOCKER ROOMS

Program:		Tukwila Police Department (Justice Center)				
Program Code:		6.0				
Function/Area:		Shared Support Facilities				
Sub-Area Code:		6.1				
Sub-Area(s):		Locker Rooms				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
6.1	Locker Rooms					
6.1 1.00	Locker Room - Men					
	Sworn:		84	10	840	24" x 24" x 72" patrol wardrobe locker with integral drawer & bench, ventilated, electrical. SF Calculation includes 2'-6" aisle space in front of each locker
	Civilian		7	5	35	Half-height lockers for civilians, calculated at half of full locker value to account for doubles
6.1 2.00	Locker Room - Women					
	Sworn:		30	10	300	24" x 24" x 72" patrol wardrobe locker with integral drawer & bench, ventilated, electrical. SF Calculation includes 2'-6" aisle space in front of each locker.
	Civilian:		26	5	130	Half-height lockers for civilians, calculated at half of full locker value to account for doubles
						Sworn numbers above based on ratio of 75% men to 25% female, TPD to confirm ratio. Possible swing space/transgender locker room in design to mitigate ratios. Civilian ratios figured a 80%
6.1 3.00	Toilet & Shower - Men					
	Lavatories		20	4	80	
	ADA Toilet		35	1	35	5'-0" x 7'-0" stall
	Toilet		21	2	42	3'-0" x 7'-0" stall
	Urinal		10	3	30	3'-0" x 3'-0" area
	ADA Shower/dry		70	1	70	7'-0" x 10'-0" stall with dry area
	Shower/dry		50	5	250	5'-0" x 10'-0" stall with dry area
	Entry Screen		0	2	0	
	End Cap Grooming Stations		0	4	0	Grooming Stations at locker ends adj to toilets, with mirrors, cabinets, counters w/ hairdryer cutouts - in crossing area
6.1 4.00	Toilet & Shower -Women					
	Lavatories		20	3	60	
	ADA Toilet		35	1	35	5'-0" x 7'-0" stall
	Toilet		21	4	84	3'-0" x 7'-0" stall
	ADA Shower/dry		70	1	70	7'-0" x 10'-0" stall with dry area
	Shower/dry		50	3	150	5'-0" x 10'-0" stall with dry area
	Entry Screen		0	2	0	
	End Cap Grooming Stations		0	3	0	Grooming Stations at locker ends adj to toilets, with mirrors, cabinets, counters w/ hairdryer cutouts - in crossing area
6.1	Subtotal - Net Square Feet				2,211	
	Circulation Factor (15%)				332	
	TOTAL DGSF				2,543	

6.1 LOCKER ROOMS



The locker rooms are a critical part of the patrol officer movement circulatory systems through the building and an important tool in officer recruitment and retention. These rooms are located on the second level of the facility and have direct adjacency to the exercise room (6.2). The locker room is sized to include 24"W x 24"L x 72"H police personnel lockers for all sworn members of the organization. These lockers have hanging space for multiple uniforms and vests, along with lockable compartments for firearms and general storage. Power is to be provided to the lockers to allow for

flashlights and radios to be charged in the lockers. There is a pull-out drawer unit that contains boots and shoes, but also has an integrated bench on top of it, as it extends a foot past the face of the lockers. Civilian employees will also have lockers in the main locker rooms, but in half-height to allow for more of them

There are toilet and showering facilities dedicated for men and women in their respective locker rooms, as well as integrated grooming stations with counters for hair-dryers and mirrors.

EXERCISE ROOM

Program:		Tukwila Police Department (Justice Center)				
Program Code:		6.0				
Function/Area:		Shared Support Facilities				
Sub-Area Code:		6.2				
Sub-Area(s):		Exercise Room				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
6.2	Exercise Room				Open, cross-fit style exercise area, with high ceilings and flexible areas. Doubles as a DT	
6.2 1.00	Exercise Room					
	Free weight and exercise equipment		600	1	600	16' -18' ceiling height ideal, rubber flooring throughout provide curtain to separate into two areas
	DT Room		1,400	1	1,400	Matted room
	DT Storage Room		60	1	60	Room for storage of cuffing dummies, mats, etc.
6.2	Subtotal - Net Square Feet				2,060	
	Circulation Factor (10%)				206	
	TOTAL DGSF				2,266	



6.2 EXERCISE ROOM



LEGEND:



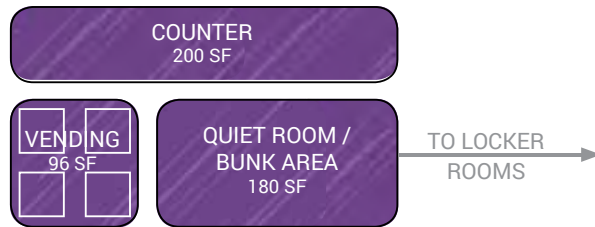
The exercise room is accessed via the locker rooms and features double duty as a fitness facility for all staff and a defensive tactics room (DT Room) for training. The fitness facility will feature rubber flooring and high ceilings for a variety of cardio and free weight equipment, along with mirrors and monitors on the walls and network connections to provide audio-visual features to machine equipment. With mats and cuffing props stored in a DT storage closet, the room can be transitioned to a defensive tactics room. This exercise room is a key element of a holistic officer wellness strategy that couples with more passive connectivity, communication and identity strategies.

BREAK AREAS

Program:		Tukwila Police Department (Justice Center)				
Program Code:		6.0				
Function/Area:		Shared Support Facilities				
Sub-Area Code:		6.3				
Sub-Area(s):		Break Areas				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
6.3	Break Areas				Concept is to locate more open and casual break areas on each level of the building for more collegial, shared communication. Shared with	
6.3 1.00	Break Areas					
	12' Counter w/ Sink, garbage disposal, microwave, dishwasher, overhead cabinets		200	1	200	Area for seating and kitchen casework (12'x5' casework + 120SF for sitting 15sf/occ)
	Vending Machines		24	4	96	Vending machine alcove adj to break room
	Quiet Room/Bunk Area		180	1	180	Space for quiet reflection and soft seating, (4) chairs fold out into sleeping areas, access to locker rooms
	Seating/Bar		0	6	0	Seating for up to (12) at tables/counter/bar areas - Use grossing areas
6.3	Subtotal - Net Square Feet				476	
	Circulation Factor (20%)				95	
	TOTAL DGSF				571	



6.3 BREAK AREAS



LEGEND:



Another key strategy in creating a collaborative environment that increases internal camaraderie and communication is having multiple, casual break areas, in replacement of more enclosed, traditional break rooms. The program accounts for table seating and kitchenettes with appliances, which will be distributed on each level, ideally with a connection to vertical connection between floors, such as an open, communicating stair.

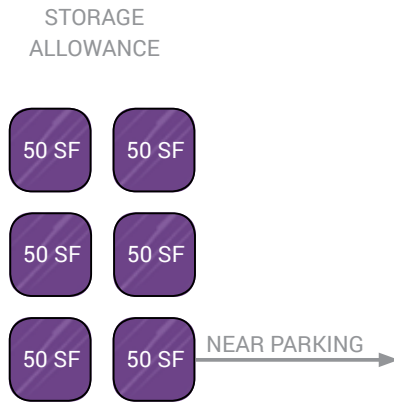
BUILDING STORAGE / CUSTODIAL & MAINTENANCE

Program:		Tukwila Police Department (Justice Center)				
Program Code:		6.0				
Function/Area:		Shared Support Facilities				
Sub-Area Code:		6.4				
Sub-Area(s):		Building Storage				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
6.4	Building Storage					
6.4 1.00	Storage Storage Allowance		50	6	300	Storage in expanded metal caged areas in or near outdoor area, near parking
6.4	Subtotal - Net Square Feet				300	
	Circulation Factor (10%)				30	
	TOTAL DGSF				330	

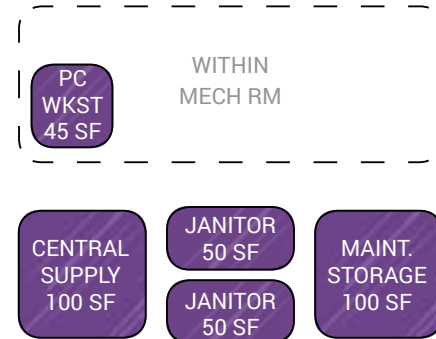
Program:		Tukwila Police Department (Justice Center)				
Program Code:		6.0				
Function/Area:		Shared Support Facilities				
Sub-Area Code:		6.5				
Sub-Area(s):		Custodial & Maintenance				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
6.5	Custodial					
6.5 1.00	Custodial					
	PC Work Station		45	1	45	Locate in mechanical room
	Central Supply		100	1	100	For surplus bulbs, filters, and equipment
	Janitor's Closets		50	2	100	Allowance for building
6.5 2.00	Maintenance					
	Storage		100	1	100	
6.5	Subtotal - Net Square Feet				345	
	Circulation Factor (10%)				35	
	TOTAL DGSF				380	



6.4 BUILDING STORAGE



6.5 CUSTODIAL



An important strategy for building longevity into the facility is by dedicating space to general building storage. There will be a zone inside the building, near the parking lot with caged sections for storage by different departments. This generalized kind of storage is key for holding large items that police department collect, such as child seats, traffic cones, and community event and brochure storage. There is an allowance for six 50 SF cages within this area.

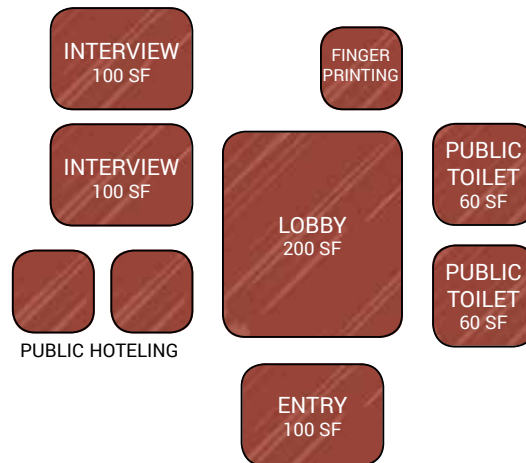
The program includes an allowance for items like janitors closets, which will need to exist at each floor of the building, at a minimum, along with a central room for storage of surplus building parts, such as light bulbs and air filters. The use of LED fixtures in the design will lessen the need to storage of light bulbs, due to the long service life of LED light sources. There is also a dedicated 100 SF maintenance storage room to be located somewhere in the justice facility.

SHARD FACILITIES

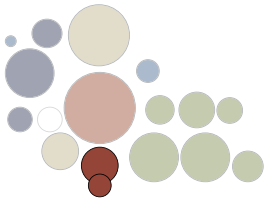
Program:		Tukwila Police Department (Justice Center)				
Program Code:		7.0				
Function/Area:		Facilities				
Sub-Area Code:		7.1				
Sub-Area(s):		Public/Shared Facilities				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
8.1	Public/Shared Facilities				Outdoor public plaza is adj to this zone	
	Entry Vestibule		100	1	100	Walk-off mats, phone for contacting dispatch in after hours or in case of duress
	Lobby Open Space		200	1	200	With seating area for up to (8), includes prescription drop box, writing counters, Records window in tab 4.1 at head of lobby, keep visibility
	Community Spaces					Dedicated area adj to lobby, but in its own suite for community or corporate group meetings
	Dedicated Community Group Room		0	2	0	(2) small conference rooms seating up to (6) that can be organizing rooms for community groups
	Public Hoteling Stations		36	2	72	6'-0" x 6'-0" hoteling workstations for private groups, access to Wi-Fi
	Public Toilets		60	2	120	Lobby toilets for public with multiple openings, shared with community room
	Semi-Secure Public Zone					Public area beyond a secure door, but not within police secure space, containing more sensitive and private functions, preserving anonymity and privacy of functions for general lobby.
	Fingerprinting		60	1	60	Office for fingerprinting (livescan) and sex offender registration, workstation with OH storage, needs for Records in tab 4.1 (located in semi-public area) - in a workstation
	Report/Interview Rooms		100	2	200	Use as small public report/interview rooms
						Note: Community room support spaces also support combined room with EOC Grand Room/Police Training space in combined use mode for up to (130) seated and (100) in classroom layout
8.1	Subtotal - Net Square Feet				752	
	Circulation Factor (15%)				113	
	TOTAL DGFS				865	



7.1 SHARED FACILITIES



LEGEND:



The public zone is shared between courts and police, but police needs include a large seating area for public to wait for services at a main public counter, which is connected to the Records department. This relationship describes the majority of public interaction in the police facility. There are toilets for the public, access for which will be provided by Records, via remote push-button. To encourage community interaction in the facility, a couple of workstations will be provided in the lobby for people to work or connect to the internet there. There may be the introduction of a food cart or coffee stand to this area to activate the space

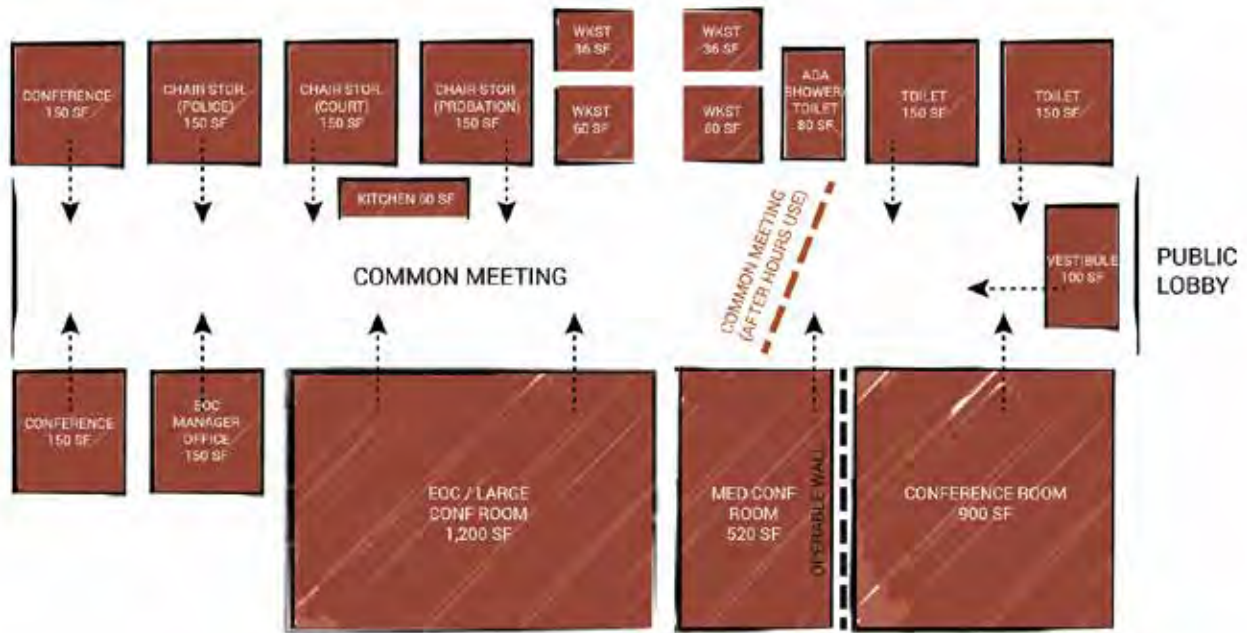
and to offer a conversation spot for members of the public, court, and police officers, including department leadership

For more involved public interaction, a pair of semi-private report rooms and a fingerprinting room, located in a semi-secure public zone, which is public but separated from the main public lobby by a door. The type of information exchanged in this zone is privileged and not for mass consumption in the main public lobby, thus protecting the privacy of both the public and officers involved.

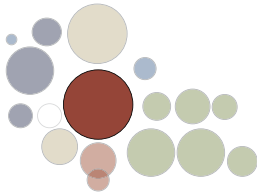
CONFERENCE, TRAINING CENTER & EMERGENCY OPERATIONS CENTER (EOC)

Program:		Tukwila Police Department (Justice Center)				
Program Code:		7.0				
Function/Area:		Facilities				
Sub-Area Code:		7.2				
Sub-Area(s):		Conference, Training Center & Emergency Operations Center (EOC)				
Component Number	Staff/Component Description	2018 Area			Comments	
		Staff 2018	Unit NSF	Units		SubTotal NSF
7.2	Conference, Training Center & Emergency Operations Center (EOC)				Self-contained area with it's own secure entry, but accessible from other areas in the justice center for multiple functions. Needs adj to lobby/Community Room.	
7.2 1.00	<i>Reception</i> Conference Center Vestibule		100	1	100	Non-staffed entry area with a few chairs for waiting
7.2 2.00	<i>Supporting Functions</i> Emergency Manager Office		150	1	150	Office areas are staffed by city staff, not included in staff numbers Private Office, locate adjacent to EOC control room but connected to the rest of the facility.
	Manager Workstation		60	2	120	6'-0" x 10'-0" workstation; hoteling config
	Hotelling stations		36	2	72	6'-0" x 6'-0" hoteling stations for interns
7.2 3.00	<i>Support Spaces</i> Main Conference room & EOC control room		1,200	1	1,200	Breakout room, operable partition between three conference rooms to create very large room; <u>Lockable IT cabinet for infrastructure</u>
	Conference Room		520	1	520	Breakout room, operable partition between three conference rooms to create very large room; <u>Lockable IT cabinet for infrastructure</u>
	Small Conference Room		900	1	900	U-shaped seating setup with seating space with tables for (20); was Police Briefing.; <u>Lockable IT cabinet for infrastructure</u>
	Conference Room		150	2	300	Small conference room for private discussion/disciplinary, seating for 4-6; <u>Lockable IT cabinet for infrastructure</u>
	Chair & Table Storage		150	3	450	Table and chair storage; Probation, Courts, Police each get one storage room
	Large Galley Kitchenette		57	1	57	Galley kitchen with additional counter length for spreads
	Conference Center Toilets		150	2	300	Large
	ADA Shower / Toilet		80	1	80	(1) ADA Shower
7.2	TOTAL STAFF		0			
	Sworn Staff		0			
	Subtotal - Net Square Feet				4,251	
	Circulation Factor (20%)				850	
	TOTAL DGSF				5,101	

7.2 EOC



LEGEND:



As the centerpiece of the first-floor plan, this large shared zone features four large rooms ranging in size from 150 SF to 1,200 SF. The largest room acts as the Emergency Operations Center (EOC) grand room in the event of an EOC activation. This grand room is supported by the smaller conference rooms as breakout rooms, along with a dedicated office space for Emergency Management personnel, which includes an office for the Emergency Manager and two manager workstations. There are also hoteling workstations for interns to use.

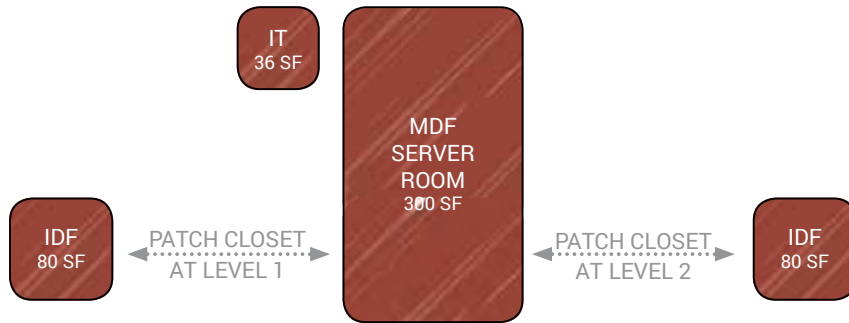
This grand room can easily double as a large training room to be used by Tukwila Police, Courts, or outside agencies. When not activated, the breakout rooms and briefing rooms are available for use by other departments. For example, a briefing by Community Liasion Officers to community groups could be going on in one room, while a Anti-Crime Team meeting with outside agencies could be going on in another. This is multi-use space at its best and is located in a place that allows other secure functions to surround it without being negatively impacted.

INFORMATION TECHNOLOGY (IT)

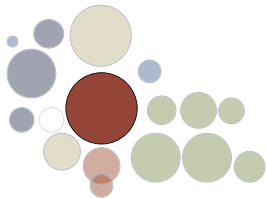
Program:		Tukwila Police Department (Justice Center)				
Program Code:		7.0				
Function/Area:		Facilities				
Sub-Area Code:		7.3				
Sub-Area(s):		Information Technology (IT)				
Component Number	Staff/Component Description	2018 Area				Comments
		Staff 2018	Unit NSF	Units	SubTotal NSF	
7.3	Information Technology (IT)					
	IT Staff		36	1	36	6'-8" x 6'-8" L-shaped workstations in office area directly adj to MDF room, for city staff not housed within PD
	MDF Server Room		300	1	300	30' L x 16' W room, predicated on a total of (15) server cabinets arranged in two rows
	IDF Closets		80	2	160	Patch closets on each floor level for distribution
7.2	TOTAL STAFF	0				
	Sworn Staff	0				
	Subtotal - Net Square Feet				496	
	Circulation Factor (10%)				50	
	TOTAL DGSF				546	



7.3 INFORMATION TECHNOLOGY



LEGEND:



LEGEND:



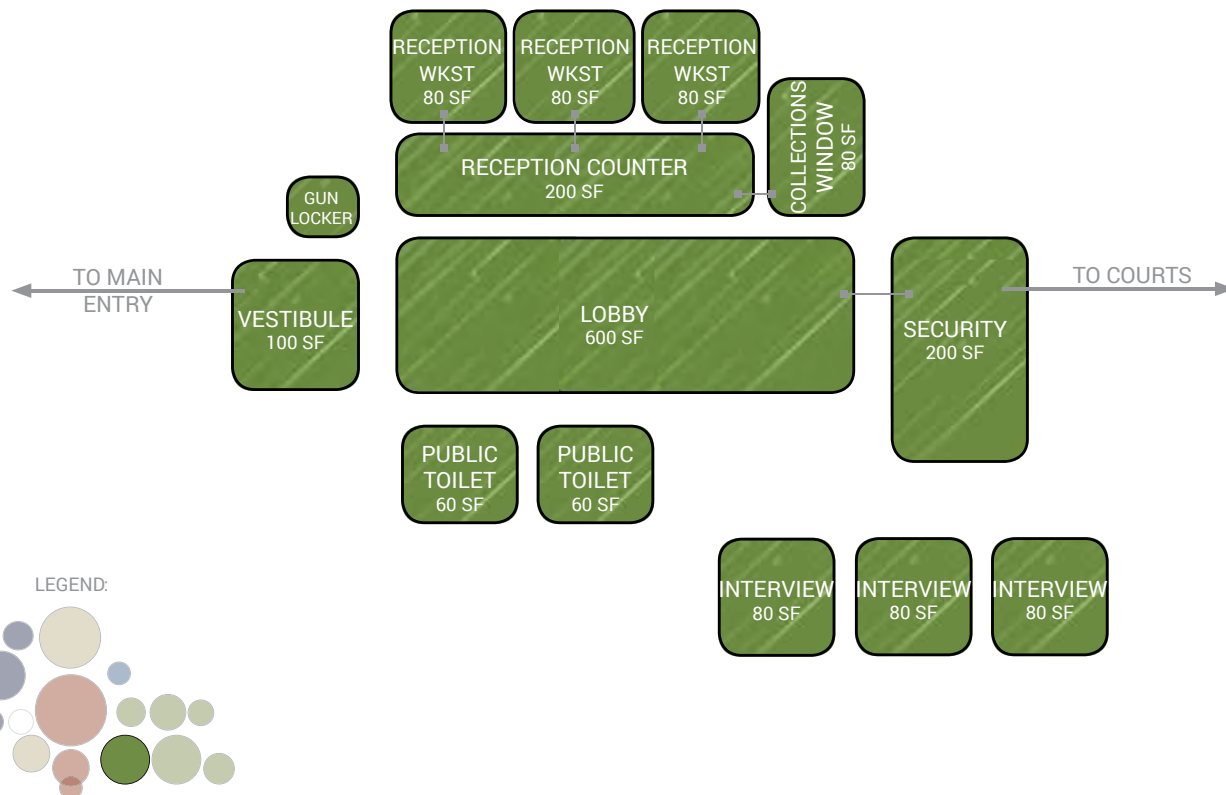
An allowance was made in the program to allow space in the building for a main server room (MDF) and for distribution closets on each floor (IDF). Within this program and adjacent to the MDF is a workstation for city IT staff to hotel in the building to deal with police IT needs.

COURT RECEPTION

Program:		Tukwila Municipal Court (Justice Center)			
Program Code:		8.0			
Function/Area:		Court Administration			
Sub-Area Code:		8.1 - 8.3			
Sub-Area(s):		Court Administration			
		2018 Square Footage			
RECEPTION	2018 Staff	Qty	SF/Space	Total	Comments
1.001	Vestibule	1	80	80	Kiosks outside for paying bills. Court docket displayed outside.
1.002	Lobby	1	600	600	Everyone goes through security. Need to determine split of lobby between pre screening and waiting. Court docket displayed.
1.003	Gun Locker	1	30	30	
1.004	Reception Counter	1	200	200	Public side. 3 Walk-up spaces (1 ADA)
1.005	Reception Workstation	3	60	180	Secure. 3 Walk-up spaces (1 ADA) stand up counter
1.006	Contracted Collections Window	1	60	60	Separate from Court window.
1.007	Security	1	200	200	staff station. magnetometer and package screening
1.008	Public Restroom	2	60	120	with baby changing station
		Subtotal		1,470	
		Grossing		368	25%
		Total		1,838	



8.1 RECEPTION



Court reception represents the initial interface with the public. The Court would like to have a set of docket monitors outside the building as well as in the lobby. Once in the lobby visitors have access to secure clerk windows as well as a window for a private collections function. If going into court, all visitors will go through security. There are also 2 public restrooms in lobby past the security screening area.

See subsequent pages for information regarding the interview rooms (6.005) indicated on this diagram because of their direct connection to the public lobby.

COURT ADMINISTRATION / ADMINISTRATION SUPPORT

Program:	Tukwila Municipal Court (Justice Center)			
Program Code:	8.0			
Function/Area:	Court Administration			
Sub-Area Code:	8.1 - 8.3			
Sub-Area(s):	Court Administration			

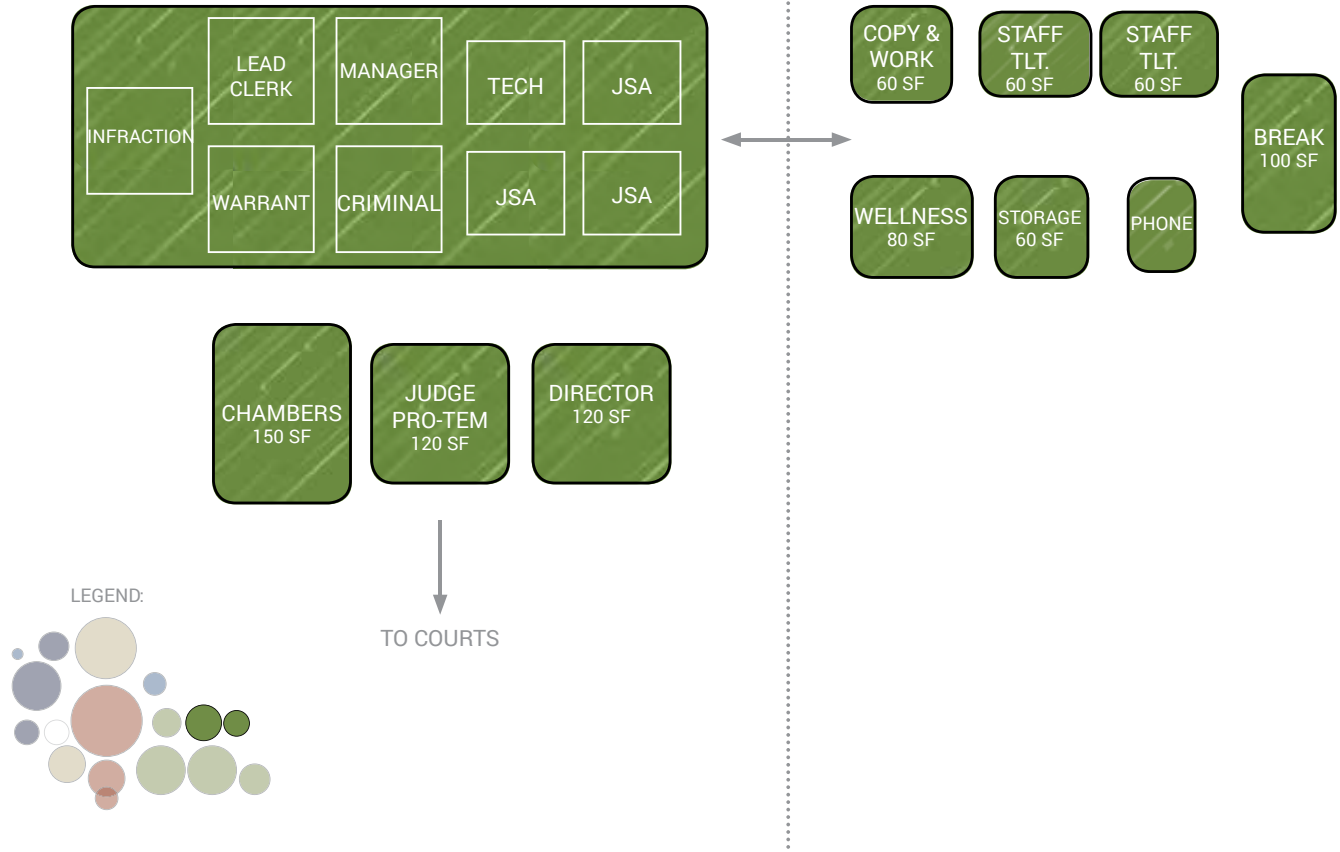
COURT ADMINISTRATION	Qty	SF/Space	Total	Comments
2.001 Chambers	1	150	150	Private office, desk, credenza, 2 visitor chairs
2.002 Judge Pro-Tem	1	120	120	Private office, desk, 2 visitor chairs
2.003 Director of Court Services	1	120	120	Private office, desk, credenza, 2 visitor chairs
2.004 Court Innovative Technology Coordinator	0	60	-	Workstation
2.005 Lead Clerk	1	60	60	Workstation
2.006 Warrant/In-Custody	1	60	60	Workstation
2.007 Criminal	1	60	60	Workstation
2.008 Infraction	1	60	60	Workstation
2.009 Electronic Files Technician	1	36	36	Workstation
2.010 In-Court Services Manager	1	60	60	Workstation, Bailiff
2.011 Arraignment/Review JSA	1	36	36	Workstation
2.012 Pretrial/Public Defender JSA	1	36	36	Workstation
2.013 Video JSA	1	36	36	Workstation
		Subtotal	834	
		Grossing	250	30%
		Total	1,084	

COURT ADMINISTRATION SUPPORT	Qty	SF/Space	Total	Comments
3.001 Breakroom	1	100	100	Will use building break room too. Wants access to stove/oven (in building-wide breakroom)
3.002 Workroom	1	60	60	Copier, shredder, office supplies
3.004 Wellness Room	1	80	80	sink, counter, small fridge
3.005 Phone Room	1	40	40	
3.006 Storage	1	60	60	Shelving
3.007 Staff Restroom	2	60	120	ADA
		Subtotal	460	
		Grossing	138	30%
		Total	598	



8.2 COURT ADMINISTRATION

8.3 COURT ADMIN SUPPORT



Court administration includes offices for the Judge, a Judge Pro-Tem, and the Director of Court Services. The rest of the court staff are grouped in an open office area.

The breakroom is small with the intent that Court and Probation staff would use the building-wide breakroom. The workroom houses the copier and office supplies.

The wellness room functions as a decompression, privacy, and lactation space available for all Justice Center employees. In addition there is a phone room for private or confidential conversations, a storage room, and two staff restrooms.

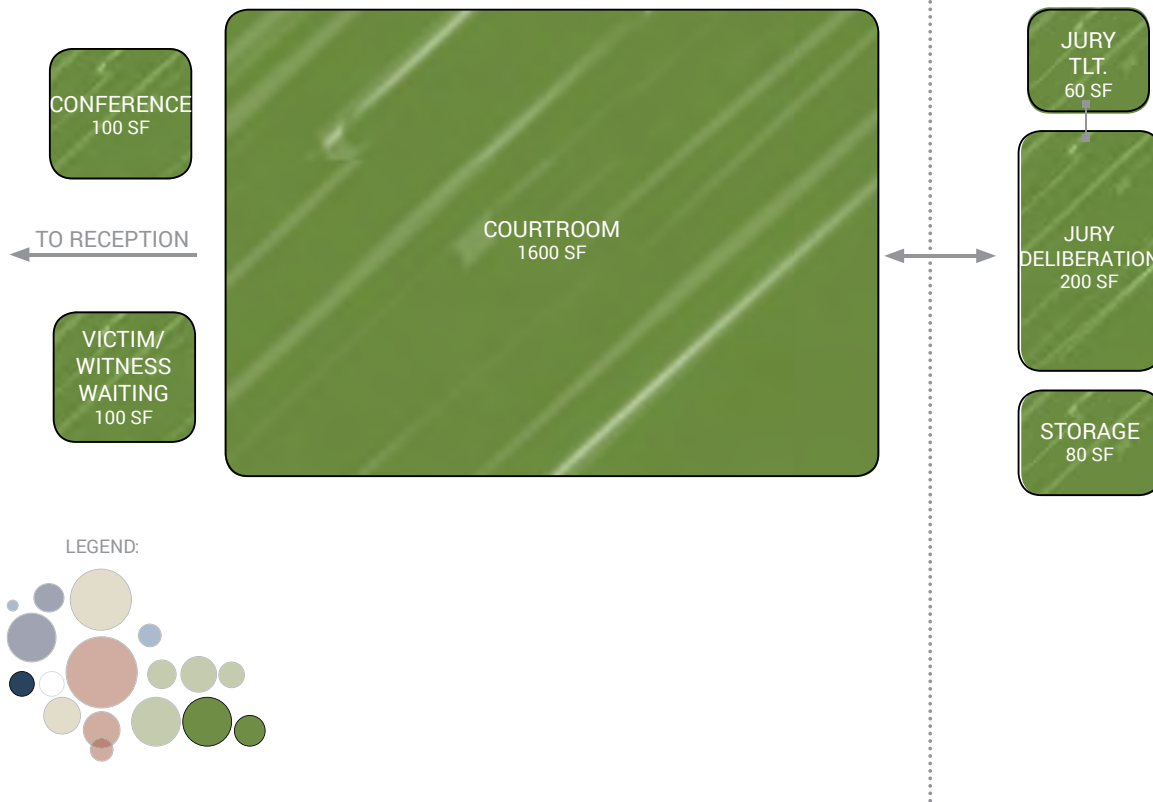
COURTROOM / COURTROOM SUPPORT

Program:		Tukwila Municipal Court (Justice Center)				
Program Code:		8.0				
Function/Area:		Court Administration				
Sub-Area Code:		8.4 - 8.7				
Sub-Area(s):		Court Room & Support				
		2018 Square Footage				
COURTROOM		2018 Staff	Qty	SF/Space	Total	Comments
4.001	Courtroom		1	1,600	1,600	Gallery for 65, Oversized well, center bench, 6-person jury.
4.002	Sound Vestibule		1	0	-	
4.003	Conference		1	100	100	adjacent to sound vestibule
4.004	Victim/Witness Waiting		1	100	100	adjacent to sound vestibule
				Subtotal	1,800	
				Grossing	180	10%
				Total	1,980	
HEARINGS ROOM			Qty	SF / Space	Total	Comments
5.001	Hearings Room		0	1,000	-	Gallery for 30, standard well, center bench, 6-person jury.
5.002	Sound Vestibule		0	100	-	
5.003	Conference		0	140	-	adjacent to sound vestibule
5.004	Victim/Witness Waiting		0	140	-	adjacent to sound vestibule
				Subtotal	-	
				Grossing	-	
				Total	-	
COURT SUPPORT			Qty	SF/Space	Total	Comments
6.001	Jury Deliberation Room		1	200	200	seating for 6-8, kitchenette
6.002	Jury Restroom		1	60	60	off Jury Deliberation
6.004	Secure Exhibit Storage		0	50	-	
6.005	Interview Room		3	80	240	Video capabilities for interpreters & workspace for Public Defender. Off court lobby.
6.007	Storage		1	80	80	Shelving
				Subtotal	580	
				Grossing	174	30%
				Total	754	



8.4 COURTROOM

8.6 COURT SUPPORT



The courtroom component includes a typical courtroom with a 6-person jury. There are conference and victim/witness waiting areas between the lobby and the courtroom.

At times when a second courtroom is required for hearings or court proceedings, one of the larger rooms in the Conference Center will be used as a second courtroom. Special provisions in that space will be made for the special equipment and technology required by the Court.

In the court support area are spaces that serve court functions including a jury deliberation room with attached restroom and a storage room. The three interview rooms are located adjacent to the lobby and will serve as interpreter video stations as well as public defender work areas.

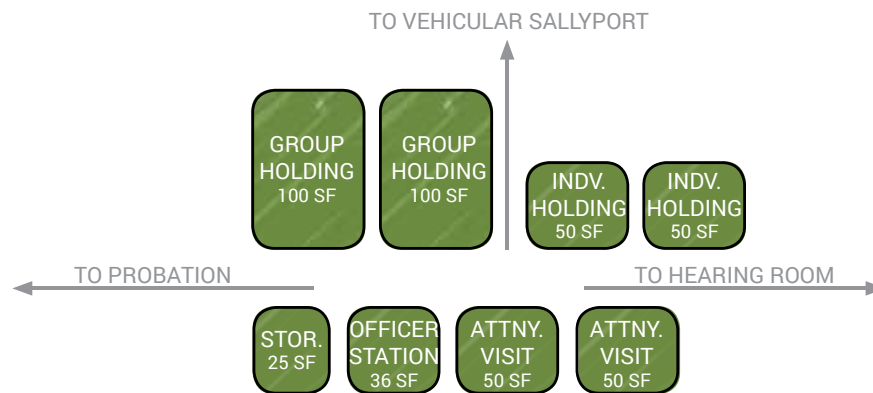
The three interview rooms noted in the program 6.005 have been indicated on the previous pages as part of the public lobby because of their direct relationship with public functions.

IN-CUSTODY SUPPORT

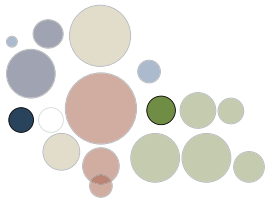
Program:	Tukwila Municipal Court (Justice Center)			
Program Code:	8.0			
Function/Area:	Court Administration			
Sub-Area Code:	8.4 - 8.7			
Sub-Area(s):	Court Room & Support			
			Police Holding after adjacency	
7.003	Attorney Visitation	2	50 100	1 ADA, window to individual holding, private
7.004	Officer Station	1	36 36	Counter station with computer
7.005	Staff Restroom	0	60 -	ADA
7.006	Storage	1	25 25	closet w/ shelving
7.007	Secure Vehicular Sally	0	600 -	Provided in Police Program
			Subtotal	461
			Grossing	184 40%
			Total	645



8.7 IN-CUSTODY SUPPORT



LEGEND:



In-custody support is the holding area for the courtroom. It will be positioned as if there were another courtroom in the building so that when it is added in the future, both courtrooms will be serviced from the same holding area. This space includes two group holding areas. The two individual holding areas will also serve as the inmate side of attorney visitation spaces with the attorney side accessible from the lobby.

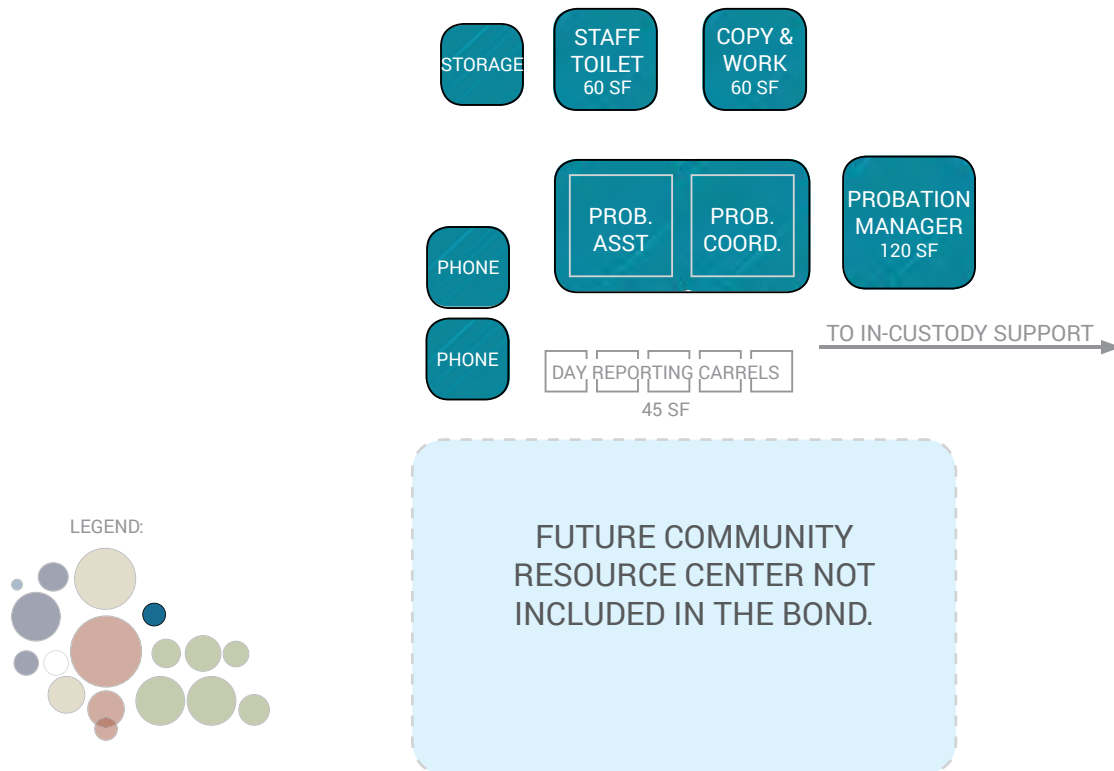
There is a small officer's station with storage. It is assumed that the vehicular sally needs will be served by the police's secure vehicle parking.

PROBATION

Program:		Tukwila Probation Department (Justice Center)				
Program Code:		9.0				
Function/Area:		Probation				
Sub-Area Code:		9.1 - 9.3				
Sub-Area(s):		Probation				
		2018 Square Footage				
PROBATION		2018 Staff	Qty	SF/Space	Total	Comments
1.001	Probation Manager		1	120	120	PO.
1.002	Probation Officer		0	60	-	PO.
1.003	Probation Assistant		1	60	60	WS. Reception counter
1.004	Probation Services Coordinator		1	60	60	PO.
				Subtotal	240	
				Grossing	72	30%
				Total	312	
PROBATION SUPPORT			Qty	SF/Space	Total	Comments
2.002	Multipurpose Storage		0	50	-	Shelving
2.003	UA Restroom		0	80	-	Locked storage for supplies
2.004	Workroom		1	60	60	copier, shredder, office supply storage
2.005	Storage		1	45	45	Shelving
2.006	Staff Restroom		1	60	60	ADA
2.007	Phone Room		2	40	80	
2.008	Day Reporting Carrels		5	9	45	Small carrels for day reporters to sit. Maybe outside classroom (in view of office area)
				Subtotal	290	
				Grossing	87	30%
				Total	377	



9.1 PROBATION

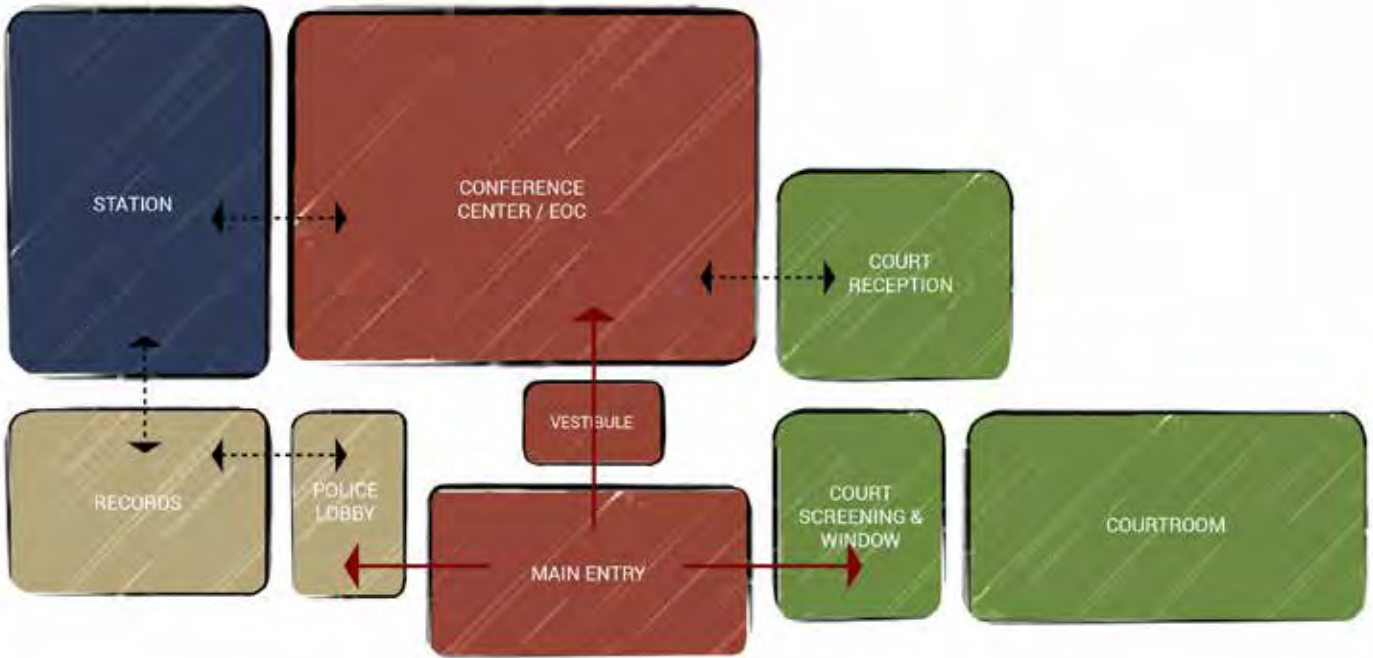


Probation works very closely with the Court. Therefore, adjacency between the two functions is critical.

There is one office for the Probation Manager and open office workstations for the Probation Assistant and the Probation Services Coordinator. This office area is supported with a workroom for office equipment and supplies, storage, a staff restroom, and two phone rooms.

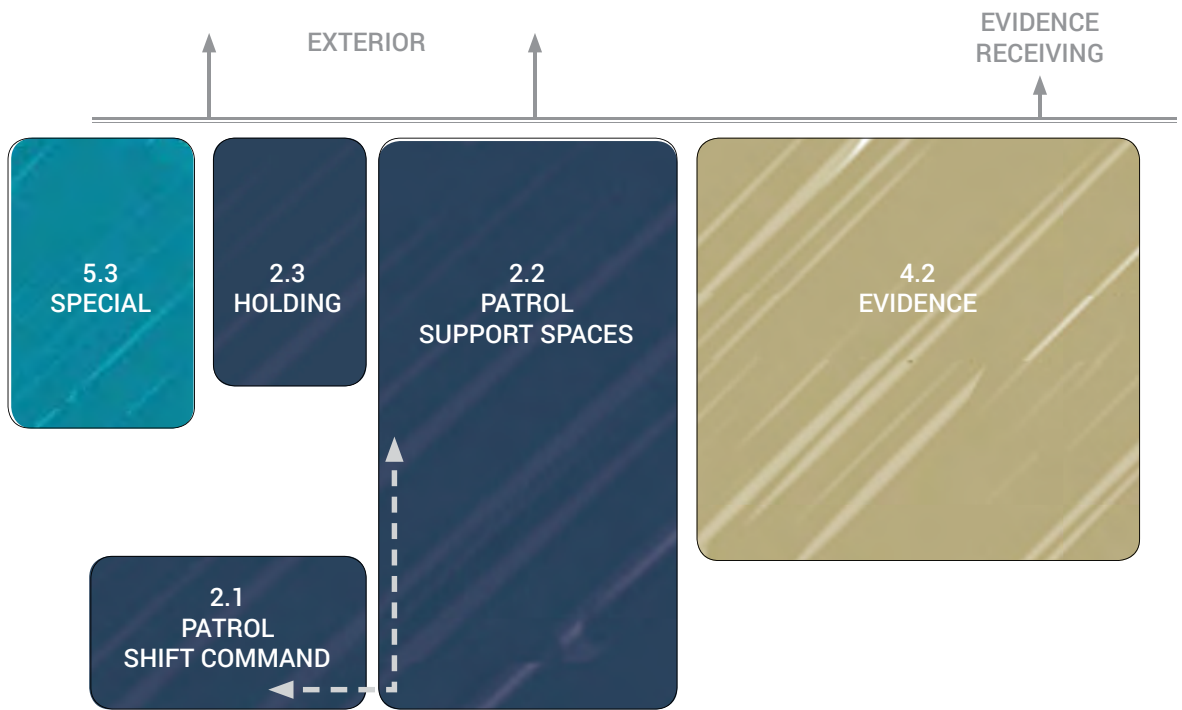
In addition, there are 5 day reporting carrels for Probation's very successful program. Probation also has a myriad of other programs that require classroom space and will use one of the multi-purpose rooms in the conference center. All programs provided by the court and probation will be provided in the conference center. Probation and courts provide critical services to clients including classroom activities, clothing assistance, food assistance, hygiene assistance, and making connections to other community support agencies. A future program component for Probation is a dedicated Community Resource Center (CRC).

ZONING DIAGRAMS

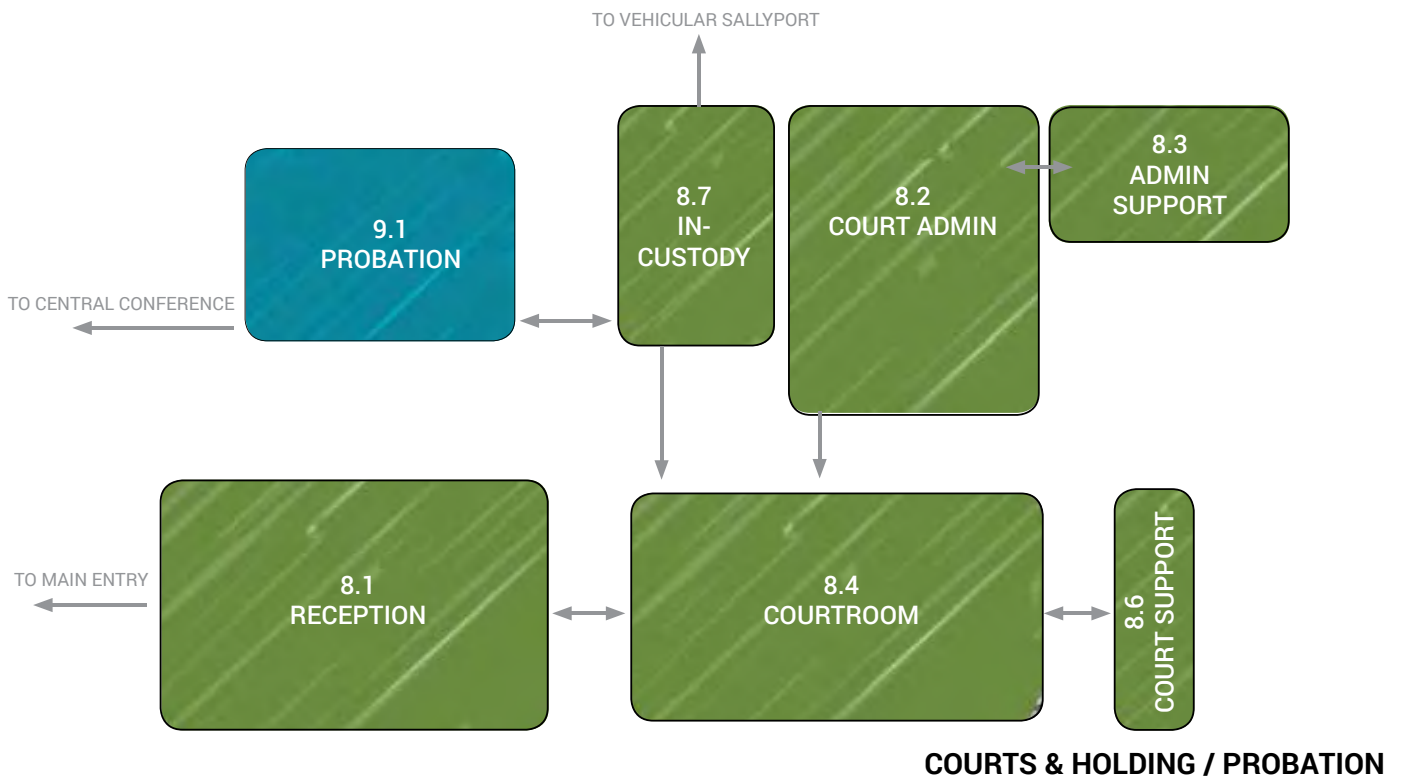


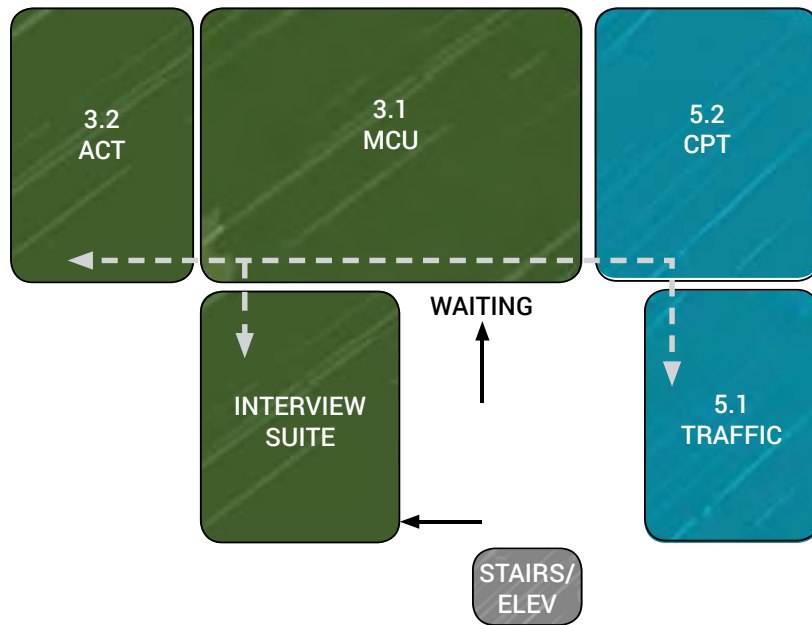
SINGLE LOBBY CONCEPT





PATROL / SPECIAL OPS & SUPPORT OPERATIONS





INVESTIGATIONS / SPECIALS OPS

City of Tukwila



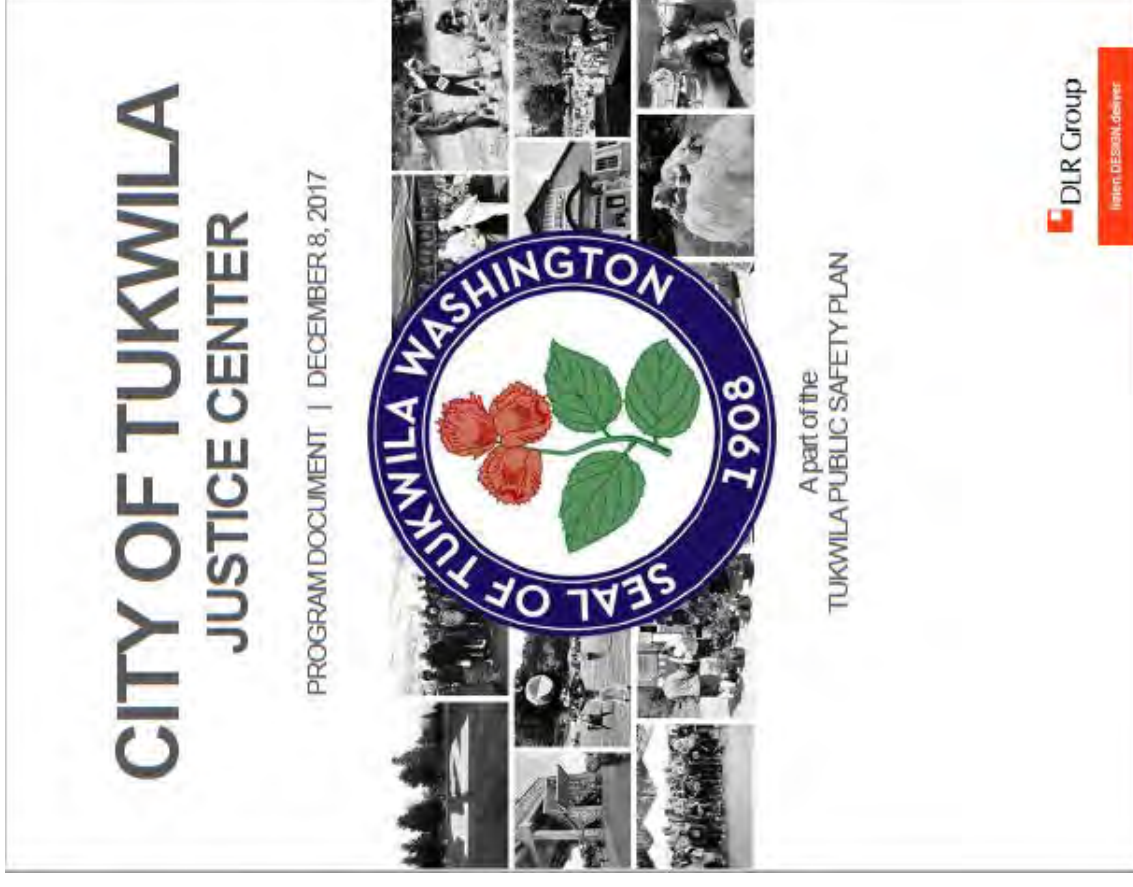
PUBLIC SAFETY PLAN

Justice Center Program

Facility program, program estimate and strategies to close the gap

Why we are here tonight

- Program phase complete
- Program estimate first look at potential cost but based on many unknowns
- Schematic Design is the next phase and will provide a better cost estimate
- The City has a plan to identify ways to mitigate the funding gap
- Staff is seeking consensus to move forward to the Schematic Design phase



Justice Center Program Report

- Council vision provided foundation for program goals
- Staff and community weighed in on program in various ways
 - open houses, interviews, surveys, etc.
- Best practices for such buildings reviewed
- Site tours of modern facilities

CITY COUNCIL VISION

The Tukwila City Council looks forward to a community Justice Center that is **contemporary, secure, and efficient** in its delivery of outstanding Police and Court services. We envision a **beautiful** facility that is **aesthetically reflective** of Tukwila's **historical** and **cultural** character, **environmentally** and **fiscally responsible**, and that will serve as a **safe** and **inclusive** space that will foster **pride** in our community. The location of the Justice Center must be closely aligned and responsive to the siting criteria that was previously adopted by Council with input from the community. The design should be **respectful** of the existing neighborhood character and surrounding land use.

Justice Center Program Report

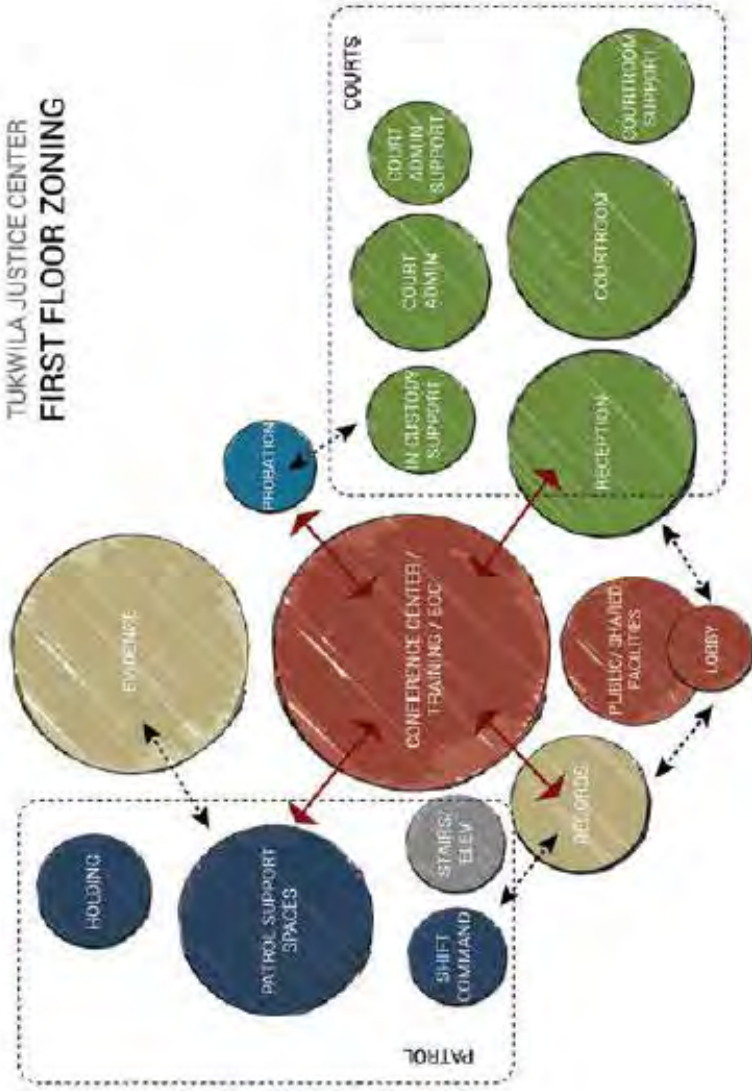
- Limited the scope to the 45,500 square foot building in the Public Safety Bond
- Plan always included an 8,000 sq ft Police precinct to come online later
- Planning for future growth on site while designing the Justice Center

Scenario	Police Area	Court Area	EOC Area / Conference Center	Subtotal (DSF)	Total Area (BGSF)	Staff
Existing Buildings	17,539 DSF	7,676 DSF	2,305	29,386	35,264	91 Pol. 8 Ct.
The Bond Proposal	25,228 DSF <small>(Including Conference Center Shared Space = 30,329 DSF) Total includes shared public space for the whole building (Lobby, IT, etc.)</small>	7,588 DSF <small>(Including Conference Center Shared Space = 12,689 DSF)</small>	5,101 DSF* <small>[* 1,200 NSF is for Conference Room designed to meet EOC requirements.]</small>	37,917	45,500 <small>(20% grossing factor)</small>	91 Pol. 8 Ct.
Increase from Existing	7,689 DSF (+44%)	- 88 DSF (-1%)	2,796 DSF (+121%)			
Increase from Existing (with Conference Center)	12,790 (+73%)	5,013 DSF (+65%)	n/a			
2034 Planned Growth	8,000 DSF (potential offsite precinct)					112.5 Pol. 12.5 Ct.
Other Identified Program Needs	Future Growth	Future Growth Community Resource Center Hearings Room Adjacent to Court				112.5 Pol. 12.5 Ct.

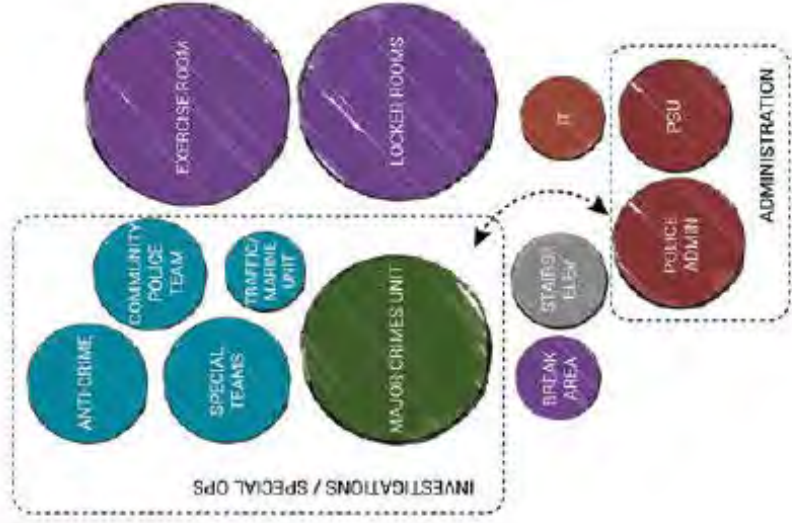
NSF = Net Square Foot
 DSF = Departmental Square Foot
 BGSF = Building Gross Square Foot
 Pol. = Police
 Ct. = Court

Justice Center Program Report

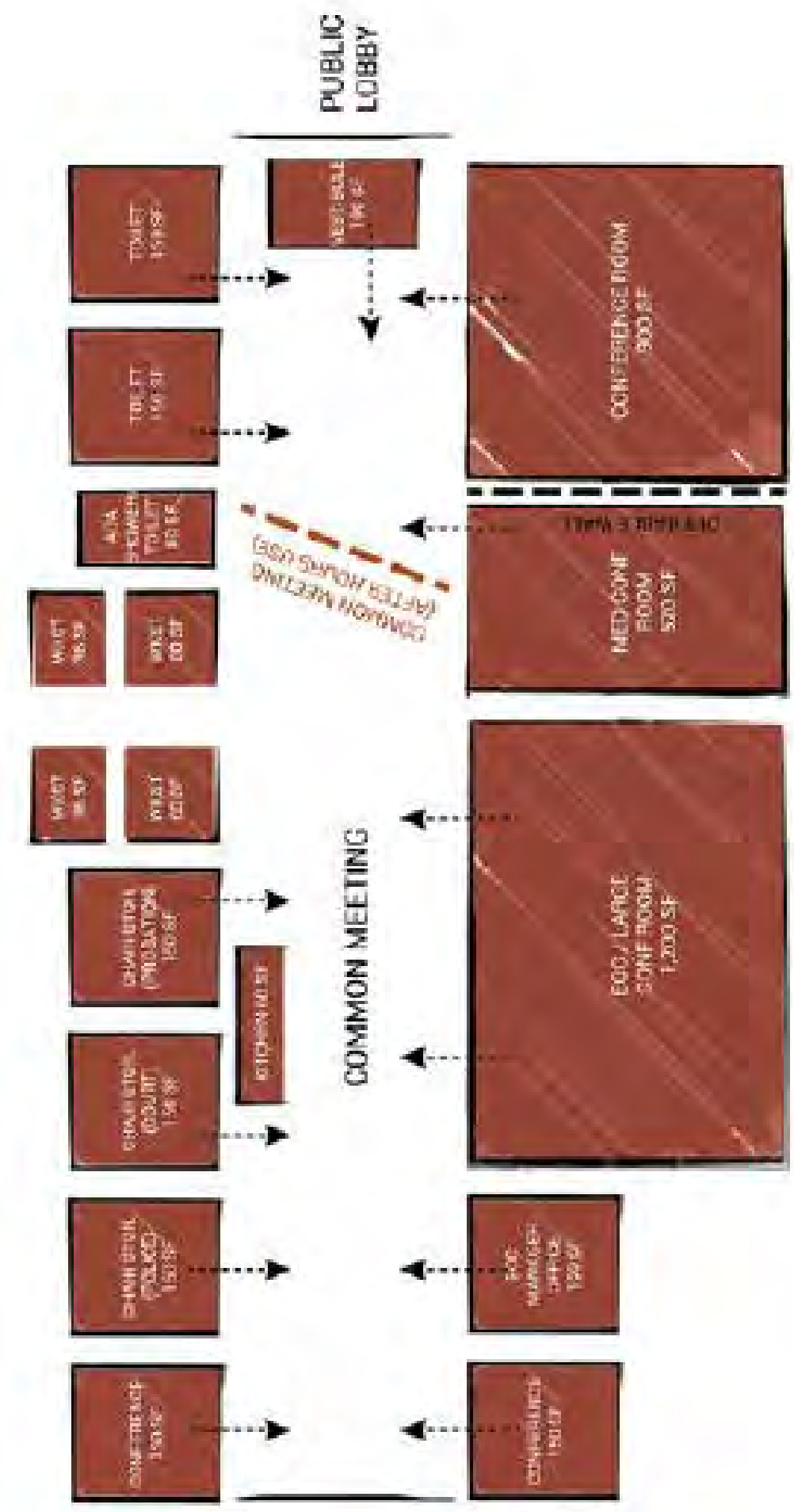
TUKWILA JUSTICE CENTER FIRST FLOOR ZONING



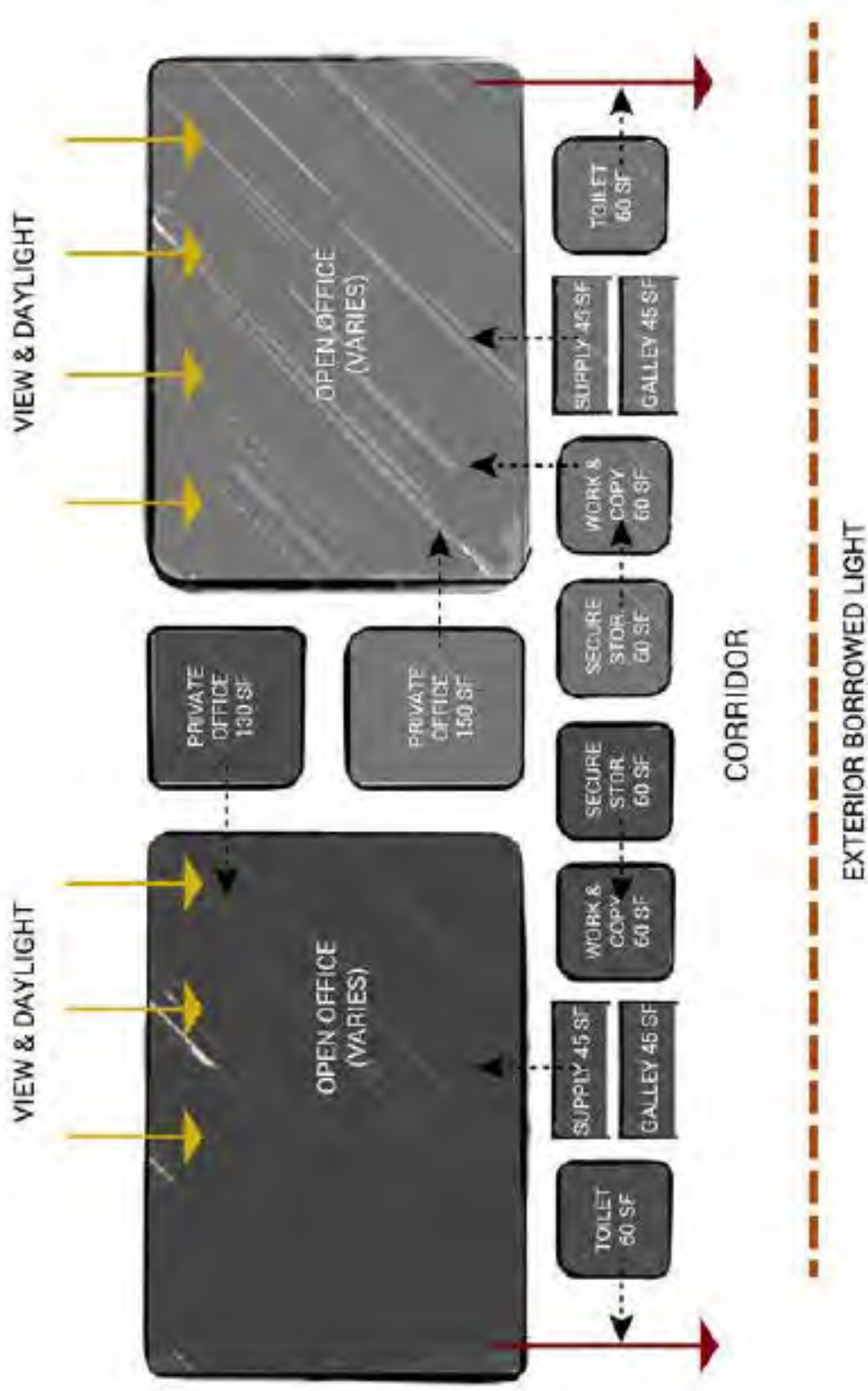
TUKWILA JUSTICE CENTER SECOND FLOOR ZONING



Justice Center Program Report



Justice Center Program Report



Program Estimate

- Cost estimate at this stage made with lots of unknowns
- Unknowns with significant cost ramifications include:
 - Site Development
 - Environmental
 - Market conditions
- More realistic numbers will be available after Schematic Design phase

Program Estimate

PROJECT COSTS	
Justice Center Program - INITIAL BUDGET ESTIMATE	
Project Category	Justice Center
A/E Services (both design & CA)	2,292,714
Land Acquisition	6,000,000
Permits/Fees	439,890
Construction for building (pre-con, const, tax)	16,532,615
Construction for Site Development	-
Construction Related Costs (incl bond)	1,034,797
PM Services (incl other prof svcs)	1,269,789
Contingency (incl Construction & Proj)	1,059,195
TOTAL	\$28,629,000

Justice Center Program –		
REVISED BUDGET ESTIMATE (as of 12/12/17)		
Project Category	Justice Center	FUNDING GAP
A/E Services (both design & CA)	3,500,000	1,207,286
Land Acquisition	13,768,546	7,768,546
Permits/Fees	700,000	260,110
Construction for building (pre-con, const, tax)	30,892,230	14,359,615
Construction for Site Development	10,671,179	10,671,179
Construction Related Costs (incl bond)	1,750,000	715,203
PM Services (incl other prof svcs)	1,594,000	324,211
Contingency (incl Construction & Proj)	5,660,388	4,601,193
TOTAL	68,536,343	\$39,907,343

Program Estimate

- The Council's Program Management Quality Assurance consultant concurs with recommendation to move forward with Schematic Design

Closing the Gap

- Collaboration between the Administration and Finance Committee to identify strategies to close the Public Safety Plan financial gap
- Codify strategies in the 2019/2020 Budget
- Strategies for fire stations already identified
- Proceeding with schematic design allows for a better target

Closing the Gap

- Some available strategies:
 - REET 1
 - Reprioritizing other capital projects
 - Land sales
 - Slow rate of growth in General Fund
 - Ending fund balance
 - New revenue
 - Reducing the scope and timeline of the project
 - Contingency funds

Closing the Gap

- Finance Committee
- Council workshops
- Full Council decision
- Codify in 2019/2020 Budget

Next Steps – Near Term Milestones with Better Cost Estimates

- Schematic Design Estimate for Fire Station 51 – January, 2018
- Schematic Design Estimate for Justice Center – May, 2018

Recommendation

- Move forward to Schematic Design phase for the Justice Center
- Act now to not lose schedule laid out
- Costs only continue to go up
- Continue momentum built during Programming Phase



INFORMATIONAL MEMORANDUM

TO: Public Safety Committee

FROM: Rachel Bianchi Communications/Government Relations Manager

CC: Mayor Ekberg

DATE: December 11, 2017

SUBJECT: Lydig Construction Inclusion Overview and Discussion

ISSUE

The Committee continues to deliberate the vehicle for ensuring participation of disadvantaged business enterprises (DBEs), apprenticeship utilization and the potential for a local hire program associated with the Public Safety Plan. As a part of this deliberation, staff offered to make Lydig Construction, the chosen GC/CM for the fire stations project, available for a discussion with the committee on their inclusion and diversity efforts.

BACKGROUND

Lydig has provided the attached presentation for the Committee meeting and their representatives will be there for a question and answer session with Councilmembers. Lydig has a commitment to inclusion efforts and a full-time staff member focused on this issue.

RECOMMENDATION

Information only at this time while the Committee continues to deliberate on how it achieves the City's goals of inclusion around contracting and other opportunities associated with the Public Safety Plan.

ATTACHMENTS

-Approach to Workforce Diversity presentation, Lydig Construction
-Memo to Public Safety Committee: Local hiring, apprenticeship and disadvantaged business enterprises direction for the Public Safety Plan dated November 15, 2017



City of Tukwila

Fire Stations 51, 52, 54 Project

Approach to Workforce Diversity

| LYDIG

TOPICS

- Apprenticeship Program
- DBE Strategies
- Demonstrated Success



Apprenticeship Program

Apprenticeship Goal = 10%

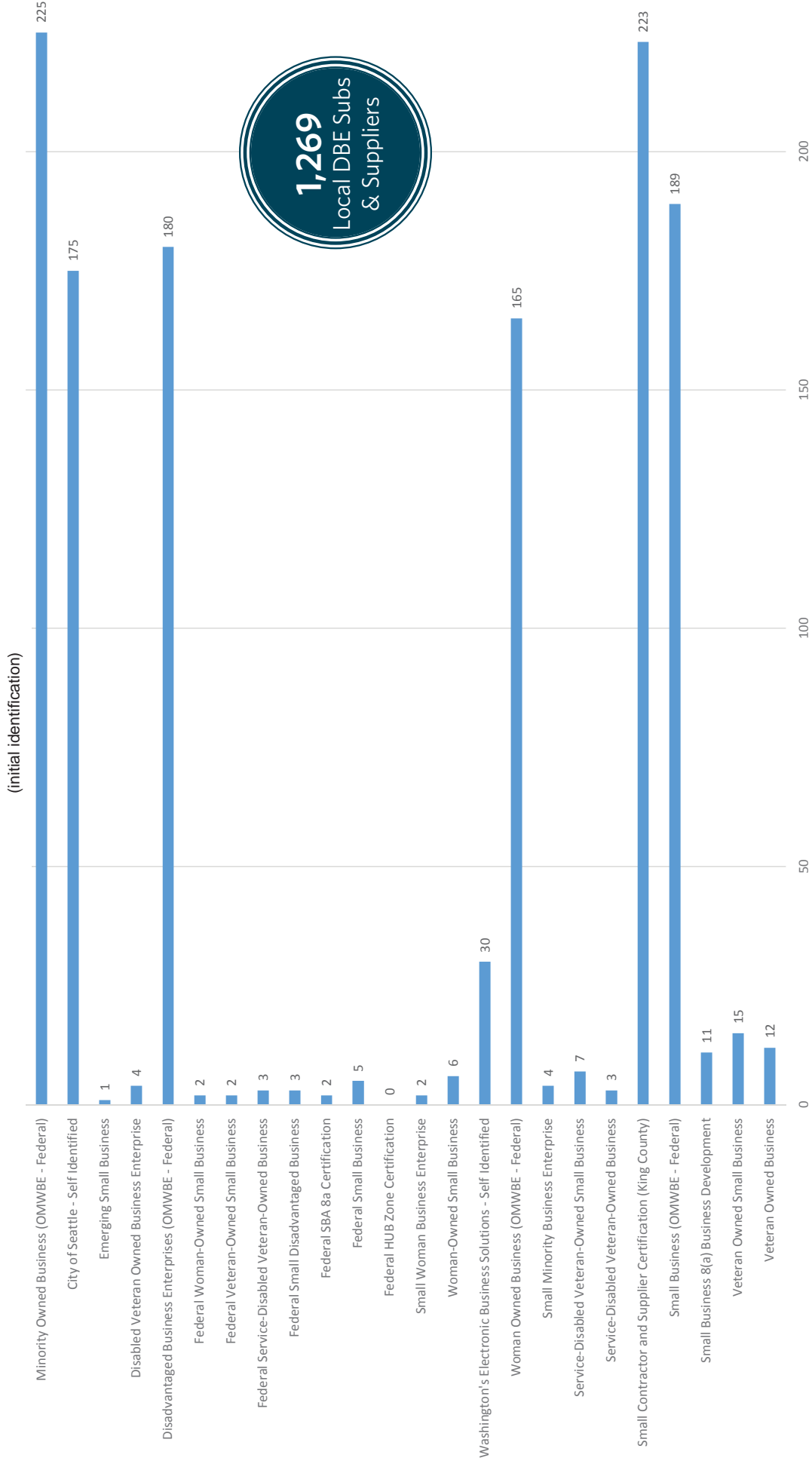
- Lydig has delivered 15% or more in Apprenticeship utilization on past projects
- This a contractual requirement for our subcontractors



14 DBE Strategies

LOCAL POOL OF SUBCONTRACTORS AND SUPPLIERS

Local Subcontractors and Suppliers
(initial identification)



1,269
Local DBE Subs
& Suppliers

DBE Strategies

OUTREACH

Tukwila Fire Stations Approach

- Local Networking/Outreach Events and planned connections to:
 - » Tukwila Chamber of Commerce and Rotary Club of Tukwila presentations
 - » Washington PTAC
 - » Tukwila Workforce Agencies
 - » AGC of Washington
- Local labor organization
- Local Advertising and Public Notices
- Relationship and Business Mentoring Program
 - » Provide Business/Technical Support to potential local subs and suppliers
 - » Providing information to potential subs and suppliers on where to obtain plans, specifications and requirements under Lydig's Smart Bid database
 - » Identify and make efforts to assist local firms, regarding bonding, certificate of insurance, materials, supplies and equipment

DBE Strategies

OUTREACH

Meetings and Events

- Tukwila Fire Stations focused outreach events
 - » One outreach event several months before procurement begins
 - » One outreach meeting just prior to announcement for bids
 - » Will attend all meetings scheduled with the community for the Tukwila Public Safety Program
- Monthly Meetings
 - » NAMC
 - » Tabor 100
- Outreach Events with Agencies
 - » March - Alliance NW Government Contracting Training & Outreach Event
 - » April - King County Regional Contracting Forum

DBE Strategies

TRACKING

Landsburg Facilities & Chlorination Project

Seattle Public Utilities
Subcontracting Plan

Original goal 22% \$ 1,247,877 20% Current calculated % on current
Current Goal with CO's* 22% \$ 1,458,654 1,322,096 \$ 986,086

Bid Package #	Spec	Scope Description	Bid Package Estimate	Apparent Low Bidder	Awarded Amount without Bond, GCCM fee & tax	MACC WMBE Percentage Goal	Final Bid WMBE Percentage Goal	Spread Work Inclusion			Actual Inclusion		
								WMBE Expected (50% Inc. Form)	WMBE Amount (by budget)	WMBE	WMBE Expected (50% Inc. Form)	WMBE	WMBE
NSS	Negotiated Support Services Total		\$443,405			16%	15.31%		67,875		51,142	51,185	100%
NSS	NSS - Surveying	Surveying	\$7,500	Intelligence Geomatics	\$ 4,800	100.00%	100.00%	Tallance, Whiteshield, LLC, SAZ Engineering	7,500	MBE	10,078	10,078	100%
NSS	NSS - Fill/Grade Existing Roads	Road Repairs	\$10,000			100.00%	100.00%	Accountable Custodial & Maintenance	10,000	WBE			#DIV/0!
NSS	NSS - Trailer Cleaning & Final Cleaning	Trailer Cleaning	\$6,400			100.00%	100.00%	The Home Team, Accountable Cleaning	6,400	MBE	6,480	6,480	100%
NSS	NSS - Temporary Power Connections to Trailers	Temp Power	\$2,400	GETS	\$ 11,000	0%	100.00%	Fuller, GETS	11,000	MBE	11,000	11,000	100%
NSS	NSS - Document Reproduction	Reproduction	\$8,250	United		100.00%	100.00%		8,250	MBE	2,822	2,822	100%
NSS	NSS - Equipment Fueling	Fueling	\$6,325	Seaport		100.00%	100.00%		6,325	WBE	15,294	15,294	100%
NSS	NSS - Office Supplies	Supplies	\$0	Keenleys		0.00%	0.00%		1,000	WBE	964	1,007	104%
NSS	NSS - Crane Services	Hoisting	\$2,000	Magnum		100.00%	100.00%		2,000	MBE	2,382	2,382	100%
NSS	NSS - Project Signage	Signage	\$1,000	Signs Now		100.00%	100.00%		1,000	MBE	2,122	2,122	100%
1	Bid Package #1 Electrical Total	Electrical	\$ 1,239,303	Valley	\$ 1,114,500	30%	35%	Cochran, GETS, Etom	\$ 445,055	WBE	\$ 314,834	\$ 183,087	58%
1	Spread Work WMBE - Mobile Electric Distributors					0%	0%		\$ 178,260	WBE	\$ 186,666	\$ 183,087	98%
1	Spread Work WMBE - Fuller Electric	Generator				0%	0%		\$ 266,795	WBE			#DIV/0!
1	Transcom	Set Gen				0%	0%		\$ 126,528	MBE	\$ 126,528	\$ 115,321	91%
1	Magnum Crane					0%	0%		\$ 1,640	MBE	\$ 1,640	\$ 1,254	76%
2	Bid Package #2 Plumbing/HVAC Total	Mechanical	\$ 364,000	Johansen	\$ 598,391	22%	12%	Johansen, Avolio, Heimbarg, Hermaison, Hawk	\$ 71,045.00	WBE	\$ 72,661	\$ 72,661	100%
2	Spread Work WMBE - Laboratory Design & Construction					0%	0%		\$ 12,125	WBE	\$ 11,080	\$ 11,080	100%
2	Guarantee WMBE - Air Flow Mechanical					0%	0%		\$ 58,920	MBE	\$ 61,581	\$ 61,581	100%
3	Bid Package #3 LOC Building	LOC Bldg	\$ 1,678,937	Lydig	\$ 1,633,253	24%	21%		\$ 295,051.00	WBE	\$ 489,536	\$ 315,635	64%
3	Spread Work & Guarantee WMBE - Ceramic Tile			Bear Creek	\$ 21,096				\$ 21,096	WBE			#DIV/0!
3	Spread Work & Guarantee WMBE - Concrete Floor Polishing			Ironclad	\$ 7,633				\$ 7,633	WBE			#DIV/0!
3	Guarantee WMBE - Queen City			Queen City	\$ 225,850				\$ 225,850	WBE	\$ 272,725	\$ 272,725	100%
3	Change flooring sub to Fryor Knowles			Fryor Knowles					\$ 40,472	WBE	\$ 44,548	\$ 42,910	96%
3	Change order for epoxy flooring - Ironclad			Ironclad					\$ 28,755	MBE	\$ 31,369	\$ 31,369	100%
3	Guarantee WMBE - Rainier Steel - Rebar			Rainier Steel	\$ 44,000				\$ 44,000	MBE	\$ 51,655	\$ 49,064	95%
3	Corona Steel - Steel erection			Corona					\$ 40,965	MBE	\$ 59,144	\$ 59,144	100%
3	Profile Steel - Joists & decking			Profile					\$ 26,364	WBE	\$ 30,095	\$ 30,095	100%
4	Bid Package #4 Fire Suppression	Fire Prot.	\$ 105,950	Fire Sprinklers Inc	\$ 23,515	25%	0%	Freshfield, Reliance, Fox Fire Protection	\$ -	NA			#DIV/0!
4	Spread Work WMBE -					0%	0%		\$ -				#DIV/0!
4	Spread Work WMBE -					0%	0%		\$ -				#DIV/0!
5	Bid Package #5 Demo and Abatement	Demo	\$ 97,435	NCM	\$ 61,358	23%	23%	NCM, Ascendant	\$ 14,113.00	MBE	\$ 5,355	\$ 5,355	100%
5	Spread Work & Guarantee WMBE - Magnum Crane					0%	0%		\$ 14,113	Magnum Crane	\$ 5,355	\$ 5,355	100%
5	Spread Work WMBE -					0%	0%		\$ -				#DIV/0!
5	Spread Work WMBE -					0%	0%		\$ -				#DIV/0!


14 Demonstrated Success

PREVIOUS SUCCESS EXAMPLES



39.2%
SDMBE

Eastern Washington University,
Student Sports & Rec Center - Cheney, WA



20.6%
SDMBE

Mt. Rainier High School - Des Moines, WA



19.0%
SDMBE

Chiawana High School - Pasco, WA



18.0%
SDMBE

Central Washington University,
Dean Hall Renovation - Ellensburg, WA



11.7%
SDMBE

Mead Middle School - Mead, WA

Bow Lake Transfer Station



GOALS ACHIEVED | VALUE PAID: **27.2%** | \$11,251,551

OWNER'S UTILIZATION GOALS: 15%

OWNER'S APPRENTICESHIP GOALS ACHIEVED: 15%

Cascadia Elementary & Robert Eagle Staff Middle Schools



GOALS ACHIEVED | VALUE PAID: **24%** | \$20,684,070

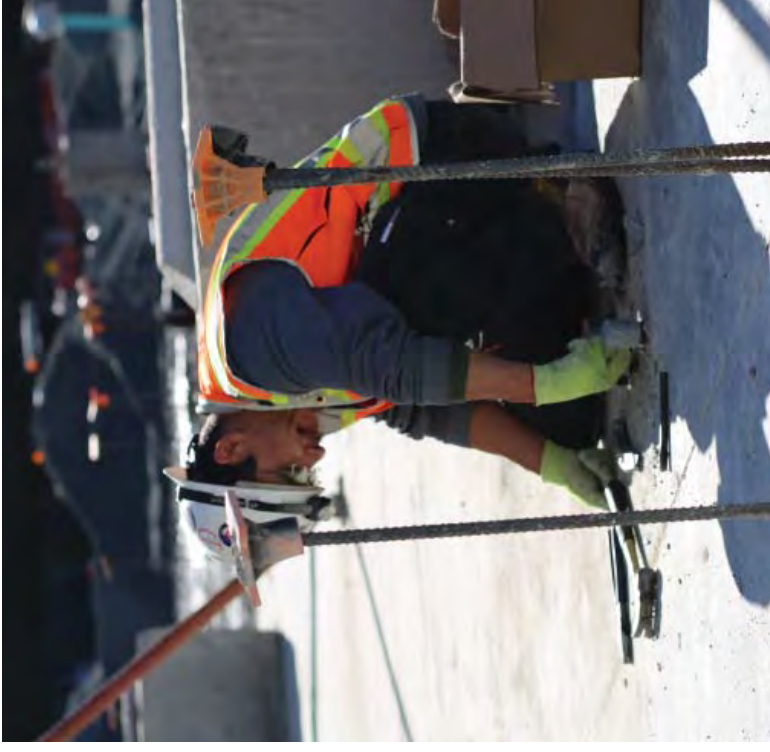
OWNER'S UTILIZATION GOALS: None

OWNER'S APPRENTICESHIP GOALS ACHIEVED: 15%

Demonstrated Success

CURRENT SUCCESS EXAMPLE

Mount Vernon School District
East Division Elementary School



Approximately **\$22 Million** have been awarded to local vendors in Whatcom and Skagit County which equates to **80%** of the total project volume.



INFORMATIONAL MEMORANDUM

TO: Public Safety Committee

FROM: Rachel Bianchi

CC: Mayor Ekberg

DATE: November 15, 2017

SUBJECT: Local hiring, apprenticeship and disadvantaged business enterprises direction for the Public Safety Plan

ISSUE

Staff is seeking committee direction as to how we achieve our shared goals of including local hiring, disadvantaged business enterprises (DBEs) and apprenticeships on Public Safety Plan projects.

BACKGROUND

In May, staff brought to committee draft pilot policies to secure local (within 10 miles of Tukwila) workers on Public Safety Plan projects and encourage the use of DBEs in the construction of the projects. The City's previous resolution of utilizing apprenticeships on public works projects over \$1 million would also apply. Staff was directed to return with a more formal approach to securing these policy goals due to the concern that such policies were more aspirational in nature.

Staff has been working to develop a draft Community Workforce Agreement/Project Labor Agreement (CWA/PLA) and has sought technical assistance from the City of Seattle. Seattle staff reviewed the draft agreement attached here and provided insight into their experiences executing and monitoring CWA/PLAs.

In the meantime, the Council's Program Management Quality Assurance (PMQA) consultant noted in the September monthly report that "The Council needs to weigh the cost and efficacy of a formal PLA/CWA approach in light of your draft equity policy and the stations' budget stress. An alternative approach like the University of Washington's would be less costly and equally effective." The Public Safety Committee discussed the PMQA's observations at the October 16 council meeting and directed staff to return with both the CWA/PLA, which it had not yet seen, and the initial draft policies.

There are many different reasons to choose either option. Below are facts that may help the Committee provide additional direction to staff:

- The City's RFP process for the GC/CM for the fire stations included scored questions on firms' experience with and commitment to workforce diversity. This will also be true for the Justice Center and Public Works facility.
- The GC/CM selected for the fire stations is a signatory to both the carpenters and laborer's collective bargaining agreement (CBA), meaning that they already comply with all working condition issues laid out in the CWA/PLA. However, the local hire portion is not in the CBA they are currently under.
- A CWA/PLA would require ongoing monitoring, auditing and job-site visits by either staff or a third-party consultant charged with this task. The City does not currently have budget or staff available for this.
- Lydig, the GC/CM selected for the fire stations, has a strong commitment to DBE and local workforce diversity. They have a dedicated staff member focused on these issues and

have ongoing relationships with DBE contractors and organizations such as Tabor 100. They have identified strategies for local networking and outreach activities in the area and have an active mentoring and technical support program for potential local subcontractors and suppliers. They have experience exceeding aspirational DBE achievement goals, including:

- Bow Lake Transfer Station: Owner's DBE utilization goal was 15%, Lydig achieved 27.2% with a 15% apprenticeship utilization.
- Cascadia Elementary & Robert Eagle Staff Middle Schools: Owner did not have a DBE utilization goal, Lydig achieved 24% with a 15% apprenticeship utilization.
- Mt. Rainier High School (Des Moines): Achieved 26% DBE utilization.
- A CWA/PLA ensures no work stoppages, strikes, pickets or lockouts.
- A formally adopted CWA/PLA could result in a change order from the contractor, increasing the cost of the overall project.

RECOMMENDATION

Staff is seeking direction from the committee as to which direction to move forward to achieve our shared goals of local workforce participation, and DBE and apprenticeship utilization.

ATTACHMENTS

May 10, 2017 Public Safety Committee Memo and proposed policies for DBE and local hiring
October 16, 2017 Public Safety Committee Memo
Draft CWA/PLA