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# Idaho State Capitol Commission

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## Official Minutes

June 22, 2006

A meeting of the Idaho State Capitol Commission was held on this date in the Senate Caucus Room, #350, 3<sup>rd</sup> Floor, Statehouse. Major General Jack Kane, Commission Chairman, called the meeting to order at 1:30 p.m.

## Attendees

### Members Present:

President Pro Tem Robert Geddes

Major General Jack Kane, Chairman

Andrew Erstad

Will Storey

Stephen Hartgen

Sandy Patano

Evan Frasure

Carl Bianchi, Director, Legislative Services Office, and Ex-Officio Member

Steve Guerber, Director, Idaho State Historical Society, and Ex-Officio Member

Pam Ahrens, Director, Department of Administration, Secretary/Ex-Officio Member

### Others Present:

Rick Thompson, Administrator, Div. of Internal Management Systems, Dept. of Administration

Tim Mason, Administrator, Division of Public Works, Department of Administration

Jan Cox, Administrator, Division of Purchasing, Department of Administration

Jan Frew, Deputy Administrator, Division of Public Works, Department of Administration

Joanna Guilfooy, Deputy Attorney General, Department of Administration

Joe Rutledge, Construction Inspector, Division of Public Works, Dept. of Administration

Ric Johnston, Facilities Services Manager, Div. of Public Works, Dept. of Administration

Diane Blume, Management Assistant, Department of Administration

Jeff Youtz, Supervisor, Legislative Budget and Policy Analysis

Paul Brown, Parsons/3D International (was 3D/International)

Bob Nertney, Lemley International  
Rich Bauer, Lemley International  
Jeff Shneider, CSHQA Architects  
John Maulin, CSHQA Architects  
Wayne Meuleman, Idaho State Building Authority  
Laura Steffler, State Treasurer's Office  
Mark Brison, State Treasurer's Office

## **General Commission Business**

### **Farewell to Commissioner Storey**

Commissioner Storey will soon move out-of-state, and as a result has resigned from the Capitol Commission after five years of service. On behalf of the Commission, Chairman Kane honored him with a framed rendering of the Capitol Building.

### **Approval of Minutes**

**MOTION: Commissioner Erstad moved and it was seconded by Commissioner Hartgen to approve the minutes of the April 26, 2006 Idaho State Capitol Commission meeting. The motion passed unanimously.**

### **Fiscal Year 2006 Budget Update**

Mr. Thompson distributed the budget report for the end of FY06 illustrating the total allocated budget for the Commission at \$2,403,329 (via appropriation bills, HB358, HB395, and SB1230), and its total expenditures of \$1,618,295. The remaining \$785,033 will be carried over into FY07.

He reported the balance of the Commission's **Endowment Fund** remains constant at \$6,620,326. The Commission's **Income Fund** balance on July 1, 2005 was \$3,062,277. Since, it received \$232,183 in interest and license plate revenue, and \$1,649,470 was expended mostly for Commission and project expenses. Future liabilities for the remainder of the fiscal year are \$785,033, leaving estimated cash balance of \$864,437.

Commissioner Ahrens noted this balance includes \$33,000 of unspent personnel funds that can be carried over in FY07 and could be utilized for the initial implementation of the Commission's communications plan.

## **Building Authority/Bonding**

Commissioner Ahrens presented a timeline showing the various actions and issues that will need to be addressed as part of the overall project. Issuing bonds, which is one of the first activities, is projected on the timeline to begin this Fall.

# **Capitol Restoration/Addition Project Activities**

## **Project Sequence Review / Tenant Meetings**

The project timeline is very aggressive in order to have the project underway by April 2007, Commissioner Ahrens said. The authorization for two underground wings, adding 100,000 additional square feet to the building, prompted several meetings with tenants and project consultant, Lemley + Parsons/3D International, Mr. Mason reported. Utilization of the wings and resulting changes in the uses of existing space was discussed. Consequently, the consultants were able to come up with an allocation plan for both the executive space on the first and second floors, and legislative space in the basement/wings, and third and fourth floor spaces, with close advisement of the Legislative Advisory Committees.

One of the biggest challenges, he said, will be to relocate everyone out of the building into adequate accommodations for the construction. The Legislature and Legislative Services Office will relocate into the old county courthouse (Capitol Annex). The remainder of the tenants will be accommodated on the Capitol Mall in existing state-owned buildings, although the details have not been finalized.

## **Space Utilization Design**

Paul Brown of Parsons/3D International provided the Commission with a presentation of the design work in progress, taking into account how the new space will relieve demands of areas within the existing building. The design phase at this point is still conceptual. CSHQA Architects has been working on the restoration design for the existing building and the wings will have a minimal impact, with the exception of two areas on the northeast and northwest corners of the building where elevators and stairways will be added.

With the addition of the two underground wings, the basement (garden level) of the Statehouse will become more important than in the past. The wings concept develops the basement of the Capitol significantly, and the transition between the old and new spaces will blend, he said. Since the garden level rotunda of the Capitol will be used for organizing group tours, the new design will accommodate access directly from the front exterior of the building. Big groups of people will not have to travel through the Capitol to get to the basement.

Legislative hearing rooms will be located in the lower-level of the two-story wings. Each wing will have one large meeting room and access may be designed so that the public would not need to enter through the Statehouse. It was determined, he said, that the large auditorium on the House side should have a sloping floor and a two-story ceiling height with a balcony. The House auditorium will accommodate 300 and the Senate 250. Legislative staff will occupy office spaces in the garden level of the wings as well as around both chambers on the third floor. The upper level, where the offices are planned, will benefit from skylights allowing large amounts of natural light into the area; some natural light will filter into the next level down.

Commissioner Ahrens reminded the group that it was the intent of the Legislature that the garden level additions design take into account future connectivity of a tunnel between the Capitol and the adjacent property on each the east and west sides. It may be possible to add the Borah Building to the tunnel system sometime in the future as well, she said. She also noted that although this project will not add more employees to the Capitol Mall, it will be adding more visitors during the Legislative session, which will impact the present parking situation. Citizen parking will need to be accommodated before additional employee parking is addressed.

In response to an inquiry about security, Mr. Brown explained that the National Council of State Legislators advises that these types of buildings should feel open. 3D/International recently built into the Utah Capitol five levels of security for opening and closing the building depending on the national alert status. Chairman Kane advised that the Commission will need to look at how the State Capitol will be secured, when needed.

### **Construction Delivery Method**

Ms. Frew introduced Joe Rutledge, Division Public Works Construction Inspector, who has been assigned full time to the Capitol construction project, along with herself, she said.

CSHQA Architects was selected in 1999 to develop the Master Plan for the Capitol Building, and it was intended at that time that the firm would proceed with design documents. In 2001, Lemley + 3D/International were selected as project manager for the restoration construction. She recommended that the Commission maintain these two professional firms since productive working relationships have been established and both firms have acquired a valuable knowledge base and background in regard to the Idaho Statehouse.

Specifically, for the wings addition, she proposed Lemley + Parsons/3D International serve as project manager and prepare a Request for Proposal (RFP)

to select a firm for design/build services for the shell of the wings, and to also create the RFP for a contractor-at-risk to construct the interior tenant improvements. The shell could be completed at the same time that the interior is being designed by CSHQA, she said.

A contractor-at-risk, she explained, creates bid packages to go out to trade contractors, and identifies which areas of work those contractors will be bidding on. They receive the bids and prequalify contractors to do specialized construction. The construction manager at-risk is also able to conduct some of the work themselves. The process involves many trade contractors and possibly general contractors in the area.

Relocation efforts, she said, will also involve these two firms, plus LKV Architects, which is conducting the design of the Capitol Annex for occupancy by the Legislature. Preparation of the swing space does not come under the purview of the Capitol Commission although the plan is to keep all work involved with the Capitol construction under one umbrella of oversight.

**MOTION: Commissioner Bianchi moved and it was seconded by Commissioner Patano that the Commission approve the construction delivery method and that the Department retain CSHQA and Lemley + Parsons/3D International in their current roles as outlined by Ms. Frew. The Commission passed it unanimously.**

To comment on an inquiry by Commissioner Storey regarding whether the Department has adequate staffing for the project, Ms. Frew noted that this project is a Department-wide priority, and everyone is on call to step in when needed. The Division is advertising right now for another construction inspector and project manager to backfill the work that she and Mr. Rutledge will be setting aside to work on the Capitol. A relocation specialist has also been approved for the Department and one for the Legislature, as well as a project coordinator who will file all documents as they occur. Lemley + Parsons/3D International has discussed creating an on-line project center for filing electronic documents that will be routinely backed-up on servers. The Department also has the flexibility to hire specialty consultants, as needed, she added.

Commissioner Hartgen inquired whether bidding is required for the firms to continue with work on the wings. Commissioner Erstad explained that this issue was reviewed by the Design Construction Subcommittee and it was determined that the work has been deemed a continuation of their original contracts.

## **Relocation Planning**

Mr. Mason explained space is being identified for tenants to temporarily relocate, and now that the project methodology has been approved, the areas can be prepared. Meetings will take place with each of tenants regarding how the moves will take place.

Commissioner Ahrens commented on Commissioner Storey's inquiry about staffing and noted the Department has been working on identifying the right talent and expertise for each component of this project. In addition to the Department's new positions, the Commission has two new positions—a Project Liaison and an Administrative Assistant who would report directly to the Commission. The Liaison will need to know everything going on with the construction project as well as the Historical Society's work; and, this individual will keep the public informed of the project progression.

## **Preservation / Archival Process**

### **Planning / Timelines**

Commissioner Guerber explained that the Historical Society's role will be to address Capitol artifacts (three-dimensional items) and records. Four additional employees will be hired to accomplish this work over the next three years.

A curator and a curator assistant are in the process of being hired. They will inventory, catalog, and ultimately remove, store, and then return all artifacts to the building. As early as July, the inventory process will begin, and he said he would like to get as many of the artifacts out of the building as soon as possible so not to conflict with other aspects of the move. A space has been identified to temporarily store the items.

The actual removal of items will probably begin in August and continue through November, he anticipated. From January through March, those items not relocated with agencies will also be moved into storage. During the construction period, several of the historic artifacts will be restored and/or repaired.

In regard to records, he said, several rooms have been discovered in the Capitol full of boxes of materials that need to be catalogued and removed. Initially, he stressed, tenants of the building will be educated about the records storage process, and cautioned not to throw anything away. A facility has been identified close to the Capitol Mall to store the records so they will be easily accessible to agencies via courier services provided by the Historical Society. Also during the time the records are stored, the archivist will go through materials to identify those records that either can be disposed of, or sent to permanent storage and not moved back into the restored Capitol Building.

## Oregon Trail Monument

Commissioner Guerber remarked that the 100-year anniversary of the Oregon Trail Monument was in May. At that time the Oregon Trail Monument Committee had hoped to unveil a time capsule that was believed to have been inside the monument. However, no time capsule was found.

In July a new time capsule will be installed under the base of the monument to be opened in the next 100 years. He presented a drawing of the new plaque, which was designed within guidelines established by the Capitol Commission.

OREGON TRAIL MONUMENT  
Placed here by EZRA MEEKER on May 9, 1906  
Pioneer \* Preservationist \* Visionary

Erza Meeker was largely responsible for locating and preserving the Old Oregon Trail. To commemorate the centennial of this monument, a time capsule of artifacts was placed beneath its base to be opened after 100 years.

REDEDICATED JULY 27, 2006

James E. Risch                      David H. Bieter  
Governor of Idaho                  Mayor of Boise

2006 Meeker Monument Centennial Committee

The seal on the capsule itself will read that the plaque is to be sealed until 2106 by order of Idaho's 31<sup>st</sup> Governor, James E. Risch.

The Commission expressed concern that the monument may be at risk during the construction process, but Commissioner Guerber indicated he was advised the monument will be protected.

**MOTION: Commissioner Hartgen moved and it was seconded by Commissioner Ahrens that the Commission approve the design and language of the Oregon Trail Monument. The Commission passed it by unanimous vote. Commissioner Storey voted no.**

## Communication/Outreach

Commissioner Ahrens distributed a draft communication plan and commented that carrying it out will be a critical element in the success of this project.

Initially, she said, communications will focus on the tenants of the building to report on the archival/records process, and relocation preparations. She provided a draft memo from Chairman Kane addressed to all tenants of the Capitol along with the initial edition of “Capitol Construction Bulletin”, which will be issued periodically when information needs to be dispersed.

The main goal in the draft communications plan, she said, is *“To assure effective communication to the citizens of the State of Idaho on matters and events involving the restoration of the Idaho State Capitol Building”*

Proposed objectives include:

- Deliver timely information regarding construction activities impacting Statehouse tenants and Capitol Mall employees and visitors.
- Increase public awareness of restoration effort, Idaho Capitol history and overall integrity and importance of the project.
- Create positive environment for public involvement in the restoration project and its promotion/education statewide.

Specific methodologies would then be:

**Develop and define a list of target constituent groups and audiences.**

- Current and retired elected officials and legislators, historical organizations, children’s groups, educators, service clubs, senior citizen groups, state agencies and employees, construction community, chambers of commerce, state associations, local governments, high schools, etc.
- Building tenants and Capitol Mall tenants; City of Boise, Ada County, Ada County Highway District personnel; lobbyists, etc.
- Media including print, television, radio, internet, and newsletters publishers.

**Identify and select the most credible, effective and popular communication “channels” amongst the target constituent groups and audiences (news stories, editorials, posters, public serve announcements, paid advertising, etc.)**

- Develop relationships with media outlets and contacts providing news releases and access to the project to members of the various communication channels.
- Expand the use of the Commission’s website, create awareness of its existence, provide relevant hot links, etc.
- Develop or expand the Commission’s “Capitol Construction Bulletin” newsletter, and send electronically to list of constituent groups.

- Document restoration project with digital pictures and stories from construction crew, tenants and others (oral history).
- Create a formal presentation or talking points to be used by Capitol Commission members or other state officials when giving speeches regarding the restoration project (word of mouth channel).

**Organize and develop special events related to significant phase of the restoration.**

- Statewide bond release by the Idaho State Building Authority.
- Key Historical Society events, removal/return of artifacts.
- Tenants moving out of the Statehouse/return to their new office space.
- Groundbreaking for the new wings.
- Opening of first Legislative Session in the old courthouse.
- Phased tours/demolition/work on the scagliola.
- Tours by distinguished visitors.

**Establish a timetable and schedule of events.**

- Develop a strategy for managing the occasional blast of publicity as well as creating interest in the steady flow of daily construction progress.
- Create a strategy for how the Commission will handle unforeseen events or delays.

**Develop a communication budget.**

- Include cost for website management, print materials, travel, pictorial documentation, posters, remembrance items, tour guides, consultant fees, etc.

**Measure and evaluate the communications/outreach plan and regular Commission meetings.**

- Report on restoration communication efforts as a standing agenda item.

Commissioner Patano, Public Relations and Communications Subcommittee Chairman, agreed that the Commission's primary goal is not only to communicate, but also to educate and minimize confusion and frustration. Money has been allocated and a position established for a Commission Liaison, who would carry out the communications plan, Commissioner Ahrens said.

## **Upcoming Meeting Date**

The next meetings of the Commission are scheduled for August 24, 2006; October 26, 2006; and, December 19, 2006. All meetings are scheduled for 1:30 p.m. in the Senate Caucus Room, third floor State Capitol.

## **Adjournment**

The June 22, 2006 meeting of the Idaho State Capitol Commission adjourned at 4:00 p.m.

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Diane K. Blume, Management Assistant  
Department of Administration