

# Strategic Lean Project Report

## UTC Relocation to provide a safe, modern, and efficient work environment for its employees and improve access to the public and customers

**Agency:** Utilities and Transportation Commission

**Partners and Customers:** OFM, DES, Correctional Industries, Desco Audio and Video, WaTech, MJR Development, ARC Architects

### Project Impact

In 2019, the Utilities and Transportation Commission (UTC) relocated to a remodeled existing three-story structure resulting in numerous building efficiencies, a safe and modern work environment, and improved access to the public and employees.

### Project Summary

Since 1985, the UTC had been in an Olympia location where it had not been remodeled or updated since. The lease on the building had expired, and the new state guidelines require a smaller footprint for the UTC's 176 employees. It is the commission's long-term goal to provide a safe, modern, and efficient work environment for its employees and improved access to the public and customers. In March 2018, the UTC signed a 10-year lease with MJR development to remodel an existing three-story structure in Lacey for the UTC. The design and floorplan of the new building reflects the needs and desires of the commission employees and the requirements of the Governor's Executive Order 16-07, and the modified predesigned approved by OFM. The UTC occupied the newly constructed building in July 2019.

The UTC gains significant advantages and improvement from relocating to a new and improved building:

- **Building efficiencies** – The building is about 10,000 square feet smaller than the previous headquarters (HQ), exponentially more energy efficient.
  - A typical office building has an energy-use intensity (EUI) of 55-65. The new HQ uses EUI of 30.
  - The new HQ uses a variable-air volume (VAV) system combined with dedicated outside air system (DOAS), this combination of VAV and DOAS results in a high-performance HVAC solution.
- **Additional collaborative and modern workspaces** – Variety of open meeting spaces and conference rooms, ranging in size from single-person phone rooms to 20-person conference rooms.
- **Workplace Mobility** – All employees are equipped with mobile technology. The new design is modern, and the unique office layout creates a more flexible workspace.
- **Better service to public and secure access to employees** – The building is designed to be accessible to the public while providing employees a secure and safe workspace. The public hearing room and video conference room are located on the first floor for visitors. Security badges are required to access all areas outside of the main lobby and hearing room. Safe rooms for employees are available in case of an emergency.
- **Solar Energy** – The solar panels are installed on the southern roof for sustainable energy, cost savings and increased reliability.
- **Smart Lighting** - Advanced LED lighting systems are used to dim and brighten depending on natural lights.
- **Audio/Visual Technology** – An improved AV system used for the public hearing room and conference room. Video conference rooms are designed to meet commission's strategic goal of conducting more virtual proceedings. Many rooms are skype-enabled to hold meetings and hearings online.
- **Sustainable landscaping** - Outdoor spaces feature native, drought-tolerant plants. All roof water drains into filtration landscaping ponds. The parking lot contains mechanical filters that clean storm water and then direct rainwater back to groundwater systems.
- **Electric car charging** – The parking lot is equipped with electric vehicle charging infrastructure.

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## Project Results



### Cost

Decreased electricity cost **from** \$6,917 average per month **to** \$2,529 average per month.



*63% reduction in electric cost due to the lesser square footage of the building and an improved energy efficiency.*



### Employee Engagement

Increased the percent of employees equipped with mobile laptop **from** 65% in 2018 **to** 100% by the move date of July 2019 to support a mobile workforce. The UTC employees have embraced the idea of telecommuting, remote work, or even being able to move from one location to another within the office building. **80%** of UTC employees have signed up for telecommuting work. The availability of online and virtual meetings allows employees to stay productive and connected.



*Benefits of a mobile workforce include mobility, optimizing productivity, cost effective, reduction in turnover, improved work life balance, lower stress, improve moral, and reduce carbon footprint.*

## Project Details

**Date improvement project was initiated:** October 2017.

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