

STATE OF IOWA

GUIDANCE DOCUMENT for Executive Order Number 17

*Guidance on the placement of state offices in historic central
business districts or “downtowns”*

Developed by the Iowa Department of Administrative Services
in conjunction with the
Iowa Department of Cultural Affairs, the
Iowa Department of Public Safety
And the Iowa Department of Economic Development

Version 1

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Overview of Executive Order No. 17

[Executive Order 17](#), signed by Governor Chester J. Culver on September 25, 2009, emphasizes revitalization of historic properties and cultural and entertainment districts and also supports safe and healthy work places, sustainable design and cost effective use of state resources.

Specifically, the Executive Order requires that State entities managing or leasing real estate on behalf of the State shall give priority to the needs of public entities and the populations they serve consistent with the cost-effective use of state revenues. It also indicates that existing resources and facilities shall be used where adequate, cost competitive and appropriate for efficient and effective current state operations. The Executive Order establishes a foundation for sound and smart growth patterns, and further indicates that these growth patterns should include these considerations:

- a. Revitalization of infrastructure, structures, sites and areas suitable for economic use.
- b. Safe, healthy ADA compliant spaces suitable for modern day State operations.
- c. Historic nature of the property.
- d. Reforming, streamlining and otherwise minimizing regulations, policies and procedures that may impede the State's ability to establish or maintain a presence in historic districts.
- e. Seeking appropriate partnerships with local governments, Indian tribes and private organizations with the goal of enhancing participation of these parties in the National Historic Preservation Program.
- f. Proximity of public transit and other needed infrastructure; closeness to affordable and available housing; pedestrian access to retail and commercial facilities; and utilizing opportunities for mixed-use.
- g. Embracing sustainable design standards, including the US Green Building Council's LEED Program.

Pursuant to Executive Order No. 17, the Department of Administrative Services issues the following guidance document. It addresses recommendations to consider for placement of state offices in historic central business districts when agencies and departments purchase, lease or renovate office space for governmental uses.

The Executive Order applies to four key components relating to managing and maintaining State facilities, and also to facilities that the State may purchase:

1. Siting of State facilities.
2. Design of State facilities.
3. Operation of State facilities.
4. Economic factors relating to State facilities

This document provides some general guidelines relating to the application of principles outlined in Executive Order 17 specific to site location, design and operation of State facilities. Also included in this document are definitions, links to web sites, and sample criteria for evaluation of facilities and sites.

State employees should refer to this document when developing a Request for Proposal (RFP) for acquisition of leased facilities, when evaluating sites for new facilities, and when otherwise considering site alternatives for State facilities. Property owners and landlords interested in leasing or selling properties to the State may find this document helpful as they respond to inquiries from the State regarding available land and buildings.

Guidelines for Implementing Executive Order No. 17

Siting of State Facilities

When determining a site for State facilities, owned or leased, give consideration to the following factors:

1. Has the evaluation or selection of the site followed these priorities?
 - First Priority: Historic properties within a cultural and entertainment district or a historic district.
“When locating State facilities, State agencies shall give first consideration to historic properties offered within cultural and entertainment districts.”
 - Second Priority: Other developed or undeveloped sites within a cultural and entertainment district or a historic district.
“... state agencies shall [next] consider other developed or undeveloped sites within historic districts.”
 - Third Priority: Individual historic properties inside or outside of cultural and entertainment districts or historic districts.
“... then consider historic properties outside of historic districts, if no suitable site within a district exists.”

Contact the State Historic Preservation Office within the Department of Cultural Affairs at 515-281-4013 for assistance with evaluation of historic properties, historic districts, and cultural and entertainment districts.

2. Has the agency sought appropriate partnerships with Iowa's Historic Preservation and Iowa Main Street programs?
 - Local government partners could include historic preservation commissions, including those within the Certified Local Government program.
 - Private partners could also include local or statewide preservation non-profit organizations such as cultural and entertainment district organizers, Great Places organizers, and Main Street organizations.

Contact the Department of Cultural Affairs State Historic Preservation Office at 515-281-4013 for additional advice on partnership possibilities. Contact the Department of Economic Development Iowa Downtown Resource Center at 515-725-3058 for additional information about the Iowa Main Streets Program.

3. Has the agency taken steps to reform, streamline and otherwise minimize regulations, policies and procedures?
 - Do policies, regulations and procedures impede the State's ability to establish or maintain a presence in historic districts or to acquire suitable historic properties to satisfy state government's space needs?
 - Are these policies, regulations and procedures designed to protect human health and safety or the environment?

Consider changes that can be made administratively or legislatively to reform and streamline these requirements or practices.

4. When selecting a site, has priority been given to the needs of public entities and the populations they serve, while also using cost-effective state resources?
 - Is the proposed site close to the constituents who will be served by it, and is that an important aspect of the facility?
 - Is it possible to locate the facility closer to these constituents while still being cost effective?
 - Is the proposed site close to public transit and other needed infrastructure?
 - Is the proposed site close to affordable and available housing?
 - Does the proposed site have pedestrian access to retail and commercial facilities?

- Is this a mixed-use facility or project?

Example: Can a field office intended to provide walk-in service to low income elderly citizens be located near senior housing?

5. Does the proposed location take advantage of existing resources and facilities?
 - Is it possible to locate the facility in an existing facility?
 - Is it possible to collocate with other compatible agencies or non-profits?
 - Is it possible to take advantage of shared facilities nearby, such as meeting halls or conference facilities, to reduce duplication?

Contact the Department of Administrative Services Vertical Infrastructure Program at 515-725-2073 for assistance or information on collocation and shared facility opportunities.

6. Is it possible to take advantage of existing infrastructure, structures and sites that can be rehabilitated for the proposed use?
 - Can the space be configured into efficient, safe, healthy, ADA-compliant spaces suitable for modern-day state operations?
 - Is such revitalization consistent with and supported by local and regional growth management plans?
 - Will locating in this neighborhood have a positive impact on revitalization efforts in the area?

Consult with the Department of Cultural Affairs State Historic Preservation Office at 515-281-4013, the Department of Administrative Services Vertical Infrastructure Program at 515-725-2073, or the Department of Economic Development Iowa Downtown Resource Center at 515-725-3058 for information or guidance on any of these issues.

Design of State Facilities

When evaluating the proposed design for a State facility, whether owned or leased, consider the following:

1. If the proposed facility will be located within a historic property, is the design compatible with the historic district or property?
 - *“Design of rehabilitation and construction that is undertaken pursuant to this Order must be architecturally compatible with the character of the surrounding historic district or properties and cost competitive with comparable construction outside the historic area.”*

Consult with the Department of Cultural Affairs State Historic Preservation Office at 515-281-4013 to ensure the rehabilitation or construction meets the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

2. Has the design taken into consideration the Sustainable Design Standards of the Department of Public Safety and Executive Order No. 6 (the Green Government Initiative)?
 - *“To the extent reasonably possible, state agencies shall embrace sustainable design standards and shall follow the U.S. Green Building Council’s LEED Program, which provides building owners and operations a concise framework for identifying and implementing practical and measurable green building design [and] construction ... solutions.”*

Consult with the Department of Public Safety Planning and Research at 515-725-6185 for additional information on sustainable design.

Operation of State Facilities

When operating a State facility, whether owned or leased, consider the following:

1. Will green cleaning procedures be followed in the maintenance of the building?

- *“To the extent reasonably possible, state agencies shall embrace sustainable design standards and shall follow the U.S. Green Building Council’s LEED Program, which provides building owners and operations a concise framework for identifying and implementing practical and measurable green building ... operations and maintenance solutions.”*
2. Does the facility include:
 - Operating systems that can be used to reduce energy consumption?
 - The ability to comply with State policies on temperature settings, i.e., 68 degrees in the winter months; 78 degrees in the summer months?
 3. For leased facilities, does the lease include:
 - Provisions that the temperature ranges shall comply with state policies, i.e., 68 degrees in the winter months; 78 degrees in the summer months?

Contact the Department of Administrative Services Vertical Infrastructure Program at 515-725-2073 for further information on green building operations and maintenance solutions.

Economic Factors Relating to State Facilities

1. Will the project provide economic benefits to the neighborhood?
 - *“State entities managing or leasing real estate on behalf of the State shall give priority to the needs of public entities and the populations they serve consistent with the cost-effective use of state revenues.”*
2. Is the project cost effective to the State?
 - *“Rehabilitation and construction that is undertaken pursuant to this Order must be architecturally compatible with the character of the surrounding historic district or properties and cost competitive with comparable construction outside the historic area.”*

Consult with the Department of Cultural Affairs State Historic Preservation Office at 515-281-4013, the Department of Administrative Services Vertical Infrastructure Program at 515-725-2073, or the Department of Economic Development Iowa Downtown Resource Center at 515-725-3058 for information or guidance on any of these issues.

Other Factors to Consider

1. Agencies should clearly define their internal needs for facilities before starting the site selection process.
2. Agencies should develop clear scoring criteria to determine how best to select one site over another. Sample criteria are included below.
3. Agencies should maintain proper records of properties considered, price for the same, and why one was chosen over another.

Consult with the Department of Cultural Affairs State Historic Preservation Office at 515-281-4013, the Department of Administrative Services Vertical Infrastructure Program at 515-725-2073, or the Department of Economic Development Iowa Downtown Resource Center at 515-725-3058 for information or guidance on any of these issues.

Sample Criteria

1. Here are some suggested evaluation criteria specific to Executive Order 17 that could be incorporated into a Request for Proposal (RFP) process or other evaluation processes that might be used when an agency is selecting a site for a State facility. These criteria will, of course, need to be adjusted for a variety of project-specific factors that will need to be determined by the selection team.
2. Additional information specific to leasing procedures can be found at the DAS leasing website: http://das.gse.iowa.gov/lease_space/index.html

Sample Criteria for Evaluating Proposed Facilities

Criteria for Evaluation		Points Possible for Each Category	Points Awarded
1. Site Selection			100 Points Possible
A.	Historic District or Cultural and Entertainment District Siting	20 Points Possible	
	Historic property within defined historic district or cultural & entertainment district	16-20	
	Non-historic property or new construction within defined historic district or cultural & entertainment district	11-15	
	Historic property outside the cultural and entertainment district or defined historic district	6-10	
	None of the above	0-5	
B.	Proximity to Transit Systems and Other Needed Infrastructure	20 Points Possible	
	Directly adjacent to site	16-20	
	Fairly close to site	11-15	
	Within a reasonable distance of site	6-10	
	No adjacent infrastructure or public transit	0-5	
C.	Proximity to Housing	20 Points Possible	
	Directly adjacent to site	16-20	
	Fairly close to site	11-15	
	Within a reasonable distance of site	6-10	
	No adjacent infrastructure or public transit	0-5	
D.	Pedestrian Access to Retail and Commercial Facilities	20 Points Possible	
	Directly adjacent to site	16-20	
	Fairly close to site	11-15	
	Within a reasonable distance of site	6-10	
	No adjacent infrastructure or public transit	0-5	
E.	Proposed Site Provides Opportunities for Mixed Use	20 Points Possible	
	Significant opportunity	16-20	
	Fair amount of opportunity	11-15	
	Some opportunity	6-10	
	No opportunity	0-5	
TOTAL POINTS AWARDED FOR SITE SELECTION			/ 100
2. Design Requirements			60 Points Possible
A.	Sustainability	20 Points Possible	
	Meets Sustainable Design Standards of the State Building Code, Iowa green Streets Criteria or LEED Certification.	16-20	

Criteria for Evaluation		Points Possible for Each Category	Points Awarded
	Meets some elements of Sustainable Design Standards of the State Building Code, Iowa green Streets Criteria or potential for LEED Certification.	11-15	
	Some sustainability features	6-10	
	No green features	0-5	
B.	Revitalization and Rehabilitation	20 Points Possible	
	Historic property will be rehabilitated to meet Secretary of Interior's standards	16-20	
	Historic neighborhood will be revitalized as result of the project	11-15	
	An existing facility will be rehabilitated	6-10	
	This is new construction	0-5	
C.	Safe and Healthy Office Environment	20 Points Possible	
	Provides efficient, safe, healthy and ADA-compliant spaces	16-20	
	Some compromises are required to meet the agency's needs	11-15	
	Numerous compromises are required to meet the agency's needs	6-10	
	Does not provide efficient, safe, healthy or ADA-compliant spaces	0-5	
TOTAL POINTS AWARDED FOR DESIGN REQUIREMENTS			/ 60
3. Operational Features		40 Points Possible	
A.	Building Utilizes Green Cleaning Practices	20 Points Possible	
	Demonstrates full green cleaning practices	16-20	
	Demonstrates some green cleaning practices	11-15	
	Demonstrates few green cleaning practices	6-10	
	Demonstrates no green cleaning practices	0-5	
B.	Energy Saving Features	20 Points Possible	
	Building is LEED-certified with many energy-saving features	16-20	
	Building has LEED elements with some energy-efficient features	11-15	
	Building has some energy-efficient features	6-10	
	Building is not energy efficient	0-5	
TOTAL POINTS AWARDED FOR OPERATIONAL FEATURES			/ 40
4. Economic Factors		40 Points Possible	
A.	Provides Economic Benefits to the Neighborhood	20 Points Possible	
	Project will aid in the revitalization of the neighborhood	16-20	
	Project will somewhat assist in the revitalization of the neighborhood	11-15	
	Project will have limited impact on the revitalization of the neighborhood	6-10	
	Project will have no impact on the revitalization of the neighborhood	0-5	

Criteria for Evaluation		Points Possible for Each Category	Points Awarded
B.	Project is Cost Effective for the State	20 Points Possible	
	Project saves the State funds	16-20	
	Project somewhat saves the State funds	11-15	
	Project has limited impact on the saving of state funds	6-10	
	Project has no impact on the saving of state funds	0-5	
TOTAL POINTS AWARDED FOR ECONOMIC FACTORS			/ 40
5. Concluding Factors			40 Points Possible
A.	Project Meets E017 Goals	20 Points Possible	
	Project meets all of E017 goals	16-20	
	Project meets most of E017 goals	11-15	
	Project meets some of E017 goals	6-10	
	Project meets none of E017 goals	0-5	
B.	Project Meets Agency Needs	20 Points Possible	
	Project meets all of agency needs	16-20	
	Project meets most of agency needs	11-15	
	Project meets some of agency needs	6-10	
	Project meets none of agency needs	0-5	
TOTAL POINTS AWARDED FOR CONCLUDING FACTORS			/ 40
TOTAL POINTS AWARDED FOR ALL CATEGORIES			/ 280

Definitions for the Purposes of Executive Order No. 17

ADA-compliant spaces: Rooms, spaces and facilities that meet the requirements for accessibility for persons with disabilities as described by the Americans with Disabilities Act Architectural Guidelines and the Iowa State Building Code requirements for accessibility. The Great Plains ADA Center is a great resource for issues relating to the Americans with Disabilities Act. <http://www.adaproject.org/>

Advisory Council on Historic Preservation: The Advisory Council on Historic Preservation (ACHP) is an independent federal agency that promotes the preservation, enhancement, and productive use of our nation's historic resources and advises the President and Congress on national historic preservation policy. <http://www.achp.gov/>

Cultural and entertainment districts: Districts defined as “cultural and entertainment districts” or similar terms by the zoning ordinances of the particular community. Cultural and entertainment districts are certified by the Iowa Department of Cultural Affairs under Iowa Code 303.3B.

Green government initiative: See Governor Culver’s Executive Order #6. http://www.governor.iowa.gov/files/Executive_Order_No6.pdf

Historic districts: Districts defined as “historic districts” or similar terms by the zoning ordinances of the particular community, by the State of Iowa or by the National Park Service. Historic districts are considered “historical sites” as defined under Iowa Code 303.2.

Historic properties outside of historic districts: Historic properties which are not located within a historic district. Historic properties are considered “historical sites” as defined under Iowa Code 303.2.

Historic properties: Individual structures defined as “historic properties” or similar terms by the zoning ordinances of the particular community, the State of Iowa or the National Park Service. Historic properties are considered “historical sites” as defined under Iowa Code 303.2.

Iowa Department of Economic Development Main Street Program: Main Street Iowa is a historic commercial district revitalization program. The program is trademarked and copyrighted by the National Trust for Historic Preservation. IDED holds the contract to manage and implement the program in Iowa. The mission of the Main Street Iowa Program is to improve the social and economic well-being of Iowa's communities by assisting selected communities to capitalize on the unique identity, assets and character of their historic commercial districts. Main Street is economic development within the context of historic preservation. <http://www.iowalifechanging.com/community/mainstreetiowa/>

Iowa Green Streets Criteria: The Iowa Green Streets Criteria promotes public health, energy efficiency, water conservation, smart locations, operational savings and sustainable building practices. The Iowa Green Streets Criteria applies to Iowa Department of Economic Development Housing Fund, Community Development Block Grant Program Community Facilities and Services Fund, and Main Street Iowa Challenge Grant projects. <http://www.iowalifechanging.com/community/downloads/green-criteria08.pdf>

National Historic Preservation Act: The National Historic Preservation Act (NHPA; Public Law 89-665; 16 U.S.C. 470 et seq.) is legislation intended to preserve historical and archaeological sites in the United States of America. The act created the National Register of Historic Places, the list of National Historic Landmarks, and the State Historic Preservation Offices.

Senate Bill 3035, the National Historic Preservation Act, was signed into law on October 15, 1966, and is the most far-reaching preservation legislation ever enacted in the United States. Several amendments have been made since. Among other things, the act requires Federal agencies to evaluate the impact of all federally funded or permitted projects on historic properties (buildings, archaeological sites, etc.) through a process known as Section 106 Review. <http://www.achp.gov/nhpa.html>

National Historic Preservation Program: With passage of the National Historic Preservation Act in 1966 (NHPA), Congress made the federal government a full partner and a leader in historic preservation. While Congress recognized that national goals for historic preservation could best be achieved by supporting the drive, enthusiasm, and wishes of local citizens and communities, it understood that the federal government must set an example through enlightened policies and practices. In the words of the Act, the federal government's role would be to "provide leadership" for preservation, "contribute to" and "give maximum encouragement" to preservation, and "foster conditions under which our modern society and our prehistoric and historic resources can exist in productive harmony."

Indeed, an underlying motivation in passage of the Act was to transform the federal government from an agent of indifference, frequently responsible for needless loss of historic resources, to a facilitator, an agent of thoughtful change, and a responsible steward for future generations.

<http://www.achp.gov/nhpa.html>

Secretary of the Interior: The U.S. Secretary of the Interior, specifically with respect to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Sustainable design standards: Various standards for sustainable design but, specifically, the Sustainable Design Standards that have been developed and adopted by the Iowa Department of Public Safety.

<http://www.dps.state.ia.us/fm/building/sustainable/index.shtml>

Also see US Green Building Council's LEED Program (see link below) and Iowa Green Streets Criteria (see link above).

Sustainable development: A pattern of resource use that aims to meet human needs while preserving the environment so that these needs can be met not only in the present, but also for future generations.

U.S. Green Building Council's LEED Program: Leadership in Energy and Environmental Design (LEED) is a program sponsored by the U.S. Green Building Council for the purpose of evaluating the sustainable design features of buildings, including new and existing structures and commercial interiors.

http://www.usgbc.org/?qclid=CLe0y_GUm6ACFQUMDQodnTvqYw

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