



State of Washington

# SPACE PLANNING DATA SHEET

Last updated: October 2017

**Instructions:** This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

## Project Summary Information (compiled from the following tables)

**Project Title:** Dept of Licensing - Relocate Tacoma LSO **Date Submitted:**

**Existing Facilities Total Square Feet:** 5,800

### Facility Area Summary Planned

Square Feet for Workspaces 1,520

Square Feet for Meeting & Focus Space 468

Square Feet for Office Support 1,420

Square Feet for Storage & Files 50

Square Feet for Program Special 400

**Occupant Area 3,858**

Base Building Circulation (40% of Total Occupant Area) 1,543

**Usable (Total Occupant Area + Base Building Circulation) 5,401**

Building Service and Amenity Areas (10% of Usable Square Feet) 540

**Total Rentable Square Feet 5,941**

Square Feet for Warehouse and Special Equipment (Not in Circulation Area) 3,000

**Total Project Square Feet 8,941**

### User and Workspace Summary Existing Planned

Resident 28 29

Internally Mobile 0 0

Externally Mobile 0 0

Remote 0 2

Vacant 0 0

**Total Users 28 31**

Total Offices 2 3

Total Workstations 13 22

Total Mobile Benches 0 0

Total Touchdown Spaces 0 2

**Total Workspaces 15 27**

**Rentable Square Feet Per Users 207 192**

**Rentable Square Feet per Workspaces 387 220**

**Percent of Workspaces to Number of Users 53.6% 87.1%**

**Planned User Growth 10.7%**

**Planned Workspace Growth 80.0%**





Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type.  
 Definitions are below the table.

ADDITIONAL USERS AND WORKSPACES

POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	USER INFORMATION		WORKSPACE INFORMATION						NOTES	
			EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK-SPACES	PLANNED WORK-SPACES	TOTAL PLANNED SQUARE FEET			
<b>TOTAL</b>												
<b>WORKSPACE TYPE</b>												
Office	100-150	DEFINITION	An enclosed, unassigned or assigned space used by a resident user with floor-to-ceiling walls.									
Workstation	42-64	DEFINITION	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.									
Mobile Bench	24-36	DEFINITION	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.									
Touchdown Space	24	DEFINITION	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.									

Definitions

- User: Any person who routinely works at a facility of any amount of time and may have an assigned workspace.
- Resident: A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).
- Internally Mobile: A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.
- Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.
- Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.











<b>LOCATION AND SITE REQUIREMENTS</b>
Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.
Provide requested geographic boundaries: North: S 19th St, South: 112th St SW & 112th St S, West: Lakewood Dr W, East: Highway 7
Location restrictions, if any:
Define the service area using zip codes, cities, counties, or regions: Tacoma, Pierce County
Describe any important adjacent agencies, such as proximity to a courthouse, a community partner, etc: Collaboration with other State agencies would be welcomed, or by a Vehicle subagent
Define any public transportation requirements: None. However our current location does have access to Transit and Para-transit routes.
Define any access requirements to major routes of travel: We will conduct drive tests, reexamination drive tests so the location would have to meet our drive test requirements on the route (approximately 2 miles long, covered in 15-20 minutes, hills, traffic control devices, 3 right turns, 3 left turns, intersections, business/residential/school zones).
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vans/pools, charging stations for electric vehicles): N/A
Describe any special site requirements (access, large turning radius, etc.): 100-120 parking stalls as customer volumes are expected to greatly increase per day. Easy access/egress from major routes of travel will be very important
Describe any special pedestrian access requirements: Disabled parking stalls close to entrance; sidewalks for pedestrian traffic, ADA compliant ramp in front/rear entrances
Will this facility house public employees that may also serve the general public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe any unique parking requirements: Drive test parking stalls close to the office, but not directly in front of building entrance. Two onsite parallel parking stalls. Employee parking area close to building for 35 employees, relief/temporary staff
Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES website. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.