

Exhibit 4 Space Planning Data



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: CSCC Hub - Lynnwood/Everett **Date Submitted:** 12/16/2019

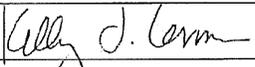
Existing Facilities Total Square Feet: -

Facility Area Summary	Planned
Square Feet for Workspaces	4,488
Square Feet for Meeting & Focus Space	3,140
Square Feet for Office Support	1,895
Square Feet for Storage & Files	450
Square Feet for Program Special	100
Occupant Area	10,073
Base Building Circulation (40% of Total Occupant Area)	4,029
Usable (Total Occupant Area + Base Building Circulation)	14,102
Building Service and Amenity Areas (10% of Usable Square Feet)	1,410
Total Rentable Square Feet	15,512
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)	0
Total Project Square Feet	15,512

User and Workspace Summary	Existing	Planned
Resident	81	95
Internally Mobile	0	0
Externally Mobile	0	0
Remote	0	0
Vacant	0	0
Total Users	81	95
Total Offices	8	8
Total Workstations	73	71
Total Mobile Benches	0	0
Total Touchdown Spaces	0	0
Total Workspaces	81	79
Rentable Square Feet Per Users	0	163
Rentable Square Feet per Workspaces	0	196

Percent of Workspaces to Number of Users	100.0%	83.2%
Planned User Growth		17.3%
Planned Workspace Growth		-2.5%

I certify that the requested space is necessary, funds are available to implement this request and that all information is accurate based on the best available information. I acknowledge that my agency is required to report the results of the project to OFM once complete.

Agency Financial Manager Signature			Date: 1/21/2020
Printed Name and Title	Kelly Lerner		
Agency Director or Designee Signature			Date: 1-26
Printed Name and Title	Judy Fitzgerald		

LOCATION AND SITE REQUIREMENTS	
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 boundry: Everett, Hwy. 2 South boundry:164th Street SW. West boundry: Hwy 525. East Boundry: 35th Avenue SE.	
Location restrictions, if any:	
We do not wish to be near the 1-5 and 1-405 interchange.	
Define the service area using zip codes, cities, counties, or regions:	
Statewide	
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:	
Near Paine Field/Boeing if possible, Easy highway access, on an established bus routes, near restaurants if possible.	
Define any public transportation requirements:	
Bus Routes. On SWIFT GreenLine Route if possible	
Define any access requirements to major routes of travel:	
N/A	
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):	
All alternative transportation oportunites desired	
Describe any special site requirements (access, large turning radius, etc.):	
N/A	
Describe any special pedestrian access requirements:	
ADA and easy wheelchair access from any transportation stop to building	
Will this facility house public employees that may also serve the general public? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Describe any unique parking requirements:	
N/A	
<i>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.</i>	