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|  | 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:** | **Relocate L&I Tukwila Office** |  | **Date Submitted:** | **11/13/2020** |
| **Existing Facilities Total Square Feet:** | | **22,984** |  | |
| **Facility Area Summary** | |  |  | **Planned** |
| Square Feet for Workspaces | |  |  | 5,406 |
| Square Feet for Meeting & Focus Space | |  |  | 4,565 |
| Square Feet for Office Support | |  |  | 2,670 |
| Square Feet for Storage & Files | |  |  | 772 |
| Square Feet for Program Special | |  |  | 600 |
| **Occupant Area** |  |  |  | **14,013** |
| Base Building Circulation (40% of Total Occupant Area) | | |  | 5,605 |
| **Usable (Total Occupant Area + Base Building Circulation)** | | |  | **19,618** |
| Building Service and Amenity Areas (10% of Usable Square Feet) | | | | 1,962 |
| **Total Rentable Square Feet** | |  |  | **21,580** |
| Square Feet for Warehouse and Special Equipment (Not in Circulation Area) | | | | 0 |
| **Total Project Square Feet** | |  |  | **21,580** |
| **User and Workspace Summary** | |  | **Existing** | **Planned** |
| Resident |  |  | 92 | 62 |
| Internally Mobile | |  | 0 | 0 |
| Externally Mobile | |  | 20 | 23 |
| Remote |  |  | 0 | 33 |
| Vacant |  |  | 0 | 6 |
| **Total Users** |  |  | **112** | **124** |
| Total Offices |  |  | 14 | 13 |
| Total Workstations | |  | 45 | 48 |
| Total Mobile Benches | |  | 0 | 0 |
| Total Touchdown Spaces | |  | 52 | 61 |
| **Total Workspaces** | |  | **111** | **122** |
| **Rentable Square Feet Per Users** | |  | **205** | **174** |
| **Rentable Square Feet per Workspaces** | |  | **207** | **178** |
|  | | | | |
| **Percent of Workspaces to Number of Users** | | | **99.1%** | **98.0%** |
| **Planned User Growth** | |  |  | **10.7%** |
| **Planned Workspace Growth** | |  |  | **9.5%** |



1 Project Summary

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|  |  | SF |
| Workstation | 7x7 | 49 |
| Typical office | 10x12 | 120 |
| Large office | 12.5x12 | 150 |
| Users to conference seat ratio | 1 to 1 |  |
| Worker Type | Assigned | SF |
| Resident | Workstation | 49 |
| Remote | Touchdown | 24 |
| Externally Mobile | Touchdown | 24 |
| Unassigned | Touchdown | 24 |

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| Managers/Supes |
| Regional Admin and Shared Offices |
| 0.725146199 |
| Notes |
| Resident/Teleworkers 1/2 days per week are allocated full workstations |
| Remote/Teleworkers 3/4 days per week are allocated touchdown plus 1.5 lat in storage |
| Externally Mobile/Field workers are allocated a touchdown plus 1.5 lat in storage |
| Vacant and unassigned tochdown workstations for overflow and visitors |

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| **PROJECT TITLE: Relocate L&I Tukwila Office** | |  |  |  | **Date: 11/13/2020** |  |  |  |  |  |
| **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. | | | | | | | | | | |
| **USERS AND WORKSPACES** | | | | | | | | | | |
| USER INFORMATION | | | | | WORKSPACE INFORMATION | | | | |  |
| POSITION / USER TYPE | CURRENT WORK PATTERN TYPE | PLANNED WORK PATTERN TYPE | 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 | NOTES  If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria. |
| Staff | Resident | Resident | 1 | 1 | Office | 150 | 1 | 1 | 150 |  |
|  | Resident | Resident | 2 | 2 | Office - Shared | 150 | 1 | 1 | 150 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Remote | 1 | 1 | Touch Down Space | 24 | 1 | 1 | 24 |  |
|  | Resident | Resident | 1 | 1 | Office - Shared | 150 | 1 | 1 | 75 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Remote | 3 | 3 | Touch Down Space | 24 | 3 | 3 | 72 |  |
|  | Externally Mobile | Externally Mobile | 7 | 10 | Touch Down Space | 24 | 7 | 10 | 240 |  |
|  | Resident | Remote | 1 | 1 | Office - Shared | 120 | 1 | 1 | 60 |  |
|  | Resident | Resident | 1 | 1 | Workstation | 49 | 1 | 1 | 49 |  |
|  | Externally Mobile | Externally Mobile | 4 | 4 | Touch Down Space | 24 | 4 | 4 | 96 |  |
|  | Resident | Remote | 6 | 6 | Touch Down Space | 24 | 6 | 6 | 144 |  |
|  | Resident | Remote | 6 | 6 | Touch Down Space | 24 | 6 | 6 | 144 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Remote | 10 | 10 | Touch Down Space | 24 | 10 | 10 | 240 |  |
|  | Resident | Remote | 3 | 3 | Touch Down Space | 24 | 3 | 3 | 72 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Resident | 11 | 13 | Workstation | 49 | 11 | 13 | 637 |  |
|  | Resident | Resident | 3 | 4 | Workstation | 49 | 3 | 4 | 196 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Resident | 14 | 14 | Workstation | 49 | 14 | 14 | 686 |  |
|  | Resident | Resident | 2 | 2 | Workstation | 49 | 2 | 2 | 98 |  |
|  | Resident | Resident | 1 | 1 | Workstation | 49 | 1 | 1 | 49 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Resident | 3 | 3 | Workstation | 49 | 3 | 3 | 147 |  |
|  | Resident | Resident | 2 | 2 | Workstation | 49 | 2 | 2 | 98 |  |
|  | Externally Mobile | Externally Mobile | 3 | 3 | Touch Down Space | 24 | 3 | 3 | 72 |  |
|  | Externally Mobile | Externally Mobile | 4 | 4 | Touch Down Space | 24 | 4 | 4 | 96 |  |
|  | Resident | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  | Resident | Resident | 2 | 2 | Workstation | 49 | 2 | 2 | 98 |  |
|  | Resident | Resident | 1 | 1 | Workstation | 49 | 1 | 1 | 49 |  |
|  | Vacant | Vacant | 0 | 6 | Touch Down Space | 24 | 0 | 6 | 144 |  |
| **TOTAL** | | | **100** | **112** |  | | **99** | **110** | **4,846** |  |

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| **WORKSPACE TYPE** | **SQUARE FEET RANGE** | **DEFINITION** |
| Office | 100-150 | An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls. |
| Workstation | 42-64 | An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user. |
| Mobile Bench | 24-36 | A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user. |
| Touchdown Space | 24 | 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 more than 50 percent of his/her time at the same workspace in the facility.

**Internally Mobile**: A user who typically spends more than 50 percent of his/her time in the facility with as much or more time spent away from their workspace than at it.

**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.

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| **PROJECT TITLE: Relocate L&I Tukwila Office** | |  |  |  | **Date: 11/13/2020** |  |  |  |  |  |
| **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** | | | | | | | | | | |
| USER INFORMATION | | | | | WORKSPACE INFORMATION | | | | |  |
| POSITION / USER TYPE | CURRENT WORK PATTERN TYPE | PLANNED WORK PATTERN TYPE | 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 | NOTES  If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria. |
|  |  | Resident | 1 | 1 | Office | 120 | 1 | 1 | 120 |  |
|  |  | Resident | 4 | 4 | Workstation | 49 | 4 | 4 | 196 |  |
|  |  | Resident | 1 | 1 | Office - Shared | 150 | 1 | 1 | 75 |  |
|  |  | Externally Mobile | 1 | 1 | Touch Down Space | 24 | 1 | 1 | 24 |  |
|  | Resident | Resident | 1 | 1 | Workstation | 49 | 1 | 1 | 49 |  |
|  | Externally Mobile | Externally Mobile | 1 | 1 | Touch Down Space | 24 | 1 | 1 | 24 |  |
|  | Resident | Remote | 3 | 3 | Touch Down Space | 24 | 3 | 3 | 72 |  |
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| **TOTAL** | | | **12** | **12** |  | | **12** | **12** | **560** |  |

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| **WORKSPACE TYPE** | **SQUARE FEET RANGE** | **DEFINITION** |
| Office | 100-150 | An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls. |
| Workstation | 42-64 | An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user. |
| Mobile Bench | 24-36 | A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user. |
| Touchdown Space | 24 | 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.

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| **PROJECT TITLE: Relocate L&I Tukwila Office** | |  |  |  |  | **Date: 11/13/2020** | |  |
| **Instructions:** To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category. | | | | | | | | |
| **MEETING & FOCUS AREAS** | | | | | | | | |
|  | SPACE CALCULATION | | | | | | |  |
| TYPE OF SPACE | NUMBER OF USERS PER  SPACE | SQUARE FEET PER USER | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY | TOTAL USERS PLANNED | PLANNED SQUARE FEET | NOTES |
| Conference Room | 8 | 15 | 120 | 3 | 3 | 24 | 360 | Small conference room |
| Conference Room | 12 | 15 | 180 | 3 | 3 | 36 | 540 | Medium conference room |
| Collaboration Space | 4 | 20 | 80 | 5 | 5 | 20 | 400 |  |
| Other | 4 | 40 | 160 | 1 | 4 | 16 | 640 | Interview rooms |
| Training Rooms | 25 | 35 | 875 | 3 | 3 | 75 | 2,625 | 1 large room divisible down to 2 and 1 regional computer  training room |
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| **TOTAL USERS** |  |  |  |  |  | 171 |  | Higher than 1 to 1 seating due to regional and public use of  training facilities |
| **TOTAL MEETING AND FOCUS SPACE** | | | | |  |  | 4,565 |  |
|  | | | | | | | | |
| **SPACE TYPE** | **SQUARE FEET PER USER** | | **DEFINITION** | | | | | |
| Conference Rooms | 15 | | An enclosed space for meetings. | | | | | |
| Collaboration Space | 20 | | A nonreservable space that is open or semi-enclosed for informal meeting. | | | | | |
| Focus Rooms | 40 | | An enclosed space with limited visual and/or acoustical distractions for one to four users. | | | | | |
| Focus Points | 40 | | A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user. | | | | | |
| Training Rooms | 25-35 | | An enclosed space for recurring specialized training. | | | | | |

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| **PROJECT TITLE: Relocate L&I Tukwila Office** | |  |  |  | **Date: 11/13/2020** |
| **Instructions:** Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category. | | | | | |
| **OFFICE SUPPORT** | | | | | |
|  | **SPACE CALCULATION** | | | |  |
| TYPE OF SPACE | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY | TOTAL PLANNED SQUARE FEET | NOTES |
| Wellness room | 150 | - | - | - | Combined w/ lactation room |
| Lactation room | 150 | 1 | 1 | 150 |  |
| Social Hub | 350 | 1 | 1 | 350 | Combination breakroom and informal meeting area |
| Data room | 120 | 1 | 1 | 120 |  |
| Copier Area | 150 | 1 | 2 | 300 |  |
| Mail station | 150 | 1 | 1 | 150 |  |
| Lobby | 1,000 | 1 | 1 | 1,000 | Includes both the waiting area and front counter w/ 8 service stations |
| Men/Women Restrooms | 600 | 1 | 1 | 600 | Accounts for 2 sets of restrooms: 1 in grossing factor for employees  and 1 extra set in the lobby for public |
| Shower room | 300 |  |  | - | Nice to have but not required |
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| **TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS** | | | | 2,670 |  |
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| **SPACE TYPE** | **DEFINITION** | | | | |
| Wellness | A semi-enclosed or enclosed space provided for staff. | | | | |
| Lactation Space | An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk. | | | | |
| Break/Social Hub | A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive  work, and enjoy beverages and food. | | | | |
| Shower |  | | | | |
| Staff Lockers |  | | | | |
| Print/Scan |  | | | | |
| Telecom/LAN |  | | | | |

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| **PROJECT TITLE: Relocate L&I Tukwila Office** | |  |  |  | **Date: 11/13/2020** |
| **Instructions:** Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category. | | | | | |
| **STORAGE & FILES AREAS** | | | | | |
|  | SPACE CALCULATION | | | |  |
| TYPE OF SPACE | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY | TOTAL PLANNED SQUARE FEET | NOTES  (Include any floor loading information) |
| Supply room | 100 | 1 | 1 | 100 |  |
| Janitor room | 100 | 1 | 1 | 100 |  |
| File storage | 6 | 40 | 20 | 120 | 20x 3-drawer file cabs |
| General storage | 100 | 1 | 1 | 100 |  |
| IT storage | 100 | 1 | 1 | 100 | Combine w IT office |
|  |  |  |  | - |  |
| Additional storage for field staff | 3 | 40 | 84 | 252 | Extra lateral file per employee |
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| **TOTAL SQUARE FEET FOR STORAGE & FILES** | | |  | 772 |  |
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| **SPACE TYPE** |  | | | | |
| Supply-Workroom |
| Storage |
| Janitor Closet |
| Files |
| High Density Files |

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| **PROJECT TITLE: Relocate L&I Tukwila Office** | |  |  |  | **Date: 11/13/2020** |
| **Instructions:** Identify the types of special areas that are necessary for this facility. See the guide below the table for types of space to consider in this category. | | | | | |
| **PROGRAM SPECIFIC AREAS** | | | | | |
|  | SPACE CALCULATION | | | |  |
| TYPE OF SPACE | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY | TOTAL PLANNED SQUARE FEET | NOTES |
| DOSH Equipment Room | 600 | 1 | 1 | 600 |  |
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| **TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS** | | |  | 600 |  |
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| **SPACE TYPE** | | | |  | |
| Hearing & Interview | Laboratory | | |
| Health Care Delivery | Secure Storage | | |
| Service Delivery Lobby | Entrance Lobby | | |
| Client Restrooms | Emergency Operations Center | | |

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| **PROJECT TITLE: Relocate L&I Tukwila Office** | |  |  |  |  | **Date: 11/13/2020** |
| **Instructions:** Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category. | | | | | | |
| **WAREHOUSE AND SPECIAL EQUIPMENT** | | | | | | |
|  |  | SPACE CALCULATION | | | |  |
| TYPE OF SPACE | CONDITIONED/ NOT CONDITIONED | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY | TOTAL PLANNED SQUARE FEET | NOTES  (Include any floor loading information) |
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| **TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT** | | | |  | - |  |
|  | | | | | | |
| **SPACE TYPE** | | |  |  | | |
| Shop | Loading Dock | |  |
| Special Equipment Storage | Secure Vehicle Storage | |
| Emergency Generator System | Vehicle Storage | |

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| **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:** |
| New location should be in Tukwila or surrounding areas south of Seattle to Federal Way. |
| **Location restrictions, if any:** |
| Avoid Howard Hanson Dam floodplain |
| **Define the service area using zip codes, cities, counties, or regions:** |
| Kent, (98032, 98031, 98030) Tukwila (98168), Auburn (98002, 98001, 98092, 98044), Renton (98056, 98032, 98057,  98055, 98058, 98059), Seattle (98158), Federal Way (98003, 98023). |
| **Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:** |
| n/a |
| **Define any public transportation requirements:** |
| Required to be near public transit; ideal to be near sounder or link light rail station |
| **Define any access requirements to major routes of travel:** |
| Proximity to freeways preferred |
| **Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles,**  **vanpools, charging stations for electric vehicles):** |
| 6 EV charging stations required |
| **Describe any special site requirements (access, large turning radius, etc.):** |
| n/a |
| **Describe any special pedestrian access requirements:** |
| ADA building access |
| **Will this facility house public employees that may also serve the general public?** Yes No |
| **Describe any unique parking requirements:** |
| Dedicated and fenced fleet vehicle parking preferred but not required; dedicated customer parking preferred but not  required; ideally free/non-permitted parking |
| *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 webite. 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.* |

