



State of Washington

MODIFIED PRE-DESIGN (SPACE PLANNING DATA)

As required by RCW 43.82.035

As of October 30, 2009

Instructions: This form should accompany the appropriate **Modified Pre-design** and is to be completed for all agency requests for new leases, purchases, relocations or expansions. This tool is expected to provide an estimated rentable square footage and an understanding of how the requested space will be used. When complete print the entire workbook.

In addition to providing the necessary information to gain preliminary project approval, data supplied in this document will be used to:

- Develop the request for proposal or market search for space,
- Evaluate qualifying proposals ability to meet the program needs,
- Develop a space plan.

The following pages include summary instructions at the top of each page. Prompts are provided through out the document. If you are unclear about how to complete any of the elements or need assistance calculating space, the Department of General Administration's Real Estate Services can assist in developing this document.

Project Summary Information (from the following sheets)

Project Title: Ecology Central Regional Office **Date:** 2/14/2014

	5-Year	10-Year
Square Feet for Workspaces: Private Office/Workstation	10,562	10,562
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	3,975	3,975
Square Feet for Equipment, Storage and Workrooms	2,300	2,300
Square Feet for Other Office Support Areas	1,325	1,325
Square Feet for Special Areas	5,300	5,300
Total Program Area	23,462	23,462
<i>Internal Circulation (40% of Total Program Area)</i>	<i>9,385</i>	<i>9,385</i>
Usable Square Feet (Total Program Area+Internal Circulation)	32,847	32,847
<i>Non-Assignable Common Areas (10% of Usable Square Feet)</i>	<i>3,285</i>	<i>3,285</i>
Total Rentable Square Feet (Usable + Non-Assignable Common Areas)	36,131	36,131
Total Workspaces	146	146
Square Feet Per Workspace	247	247

Project Title	Ecology Central Regional Office			Date:	2/14/2014		
Instructions: Identify the type of personnel that require a private office or a workstation, provide a count, and the square footage per workspace.							
WORKSPACES: PRIVATE OFFICE/WORKSTATION							
TYPE OF POSITION (Include Volunteers and Contractors)	SPACE TYPE	WORKSPACE COUNTS			SIZE		
	Private Office or Workstation	Present	5-Year	10- Year	Square Foot per Work Space	Total Square Feet (5-Year)	Total Square Feet (10-Year)
Central Regional Director	Private Office	1	1	1	200	200	200
Regional Business Administrator	Private Office	1	1	1	150	150	150
WMS2 Section Head	Private Office	9	9	9	150	1350	1350
WMS1 Unit Supervisor	Workstation	5	5	5	64	320	320
Administrative Assistant 3	Workstation	1	1	1	64	64	64
Administrative Assistant 4	Workstation	1	1	1	64	64	64
CO & Env. ED SP 3	Workstation	1	1	1	64	64	64
Communication Consultant 5	Private Office	1	1	1	150	150	150
Customer SVS Spec. 3	Workstation	1	1	1	64	64	64
Environmental Planner 2	Workstation	1	1	1	64	64	64
Environmental Planner 3	Workstation	2	2	2	64	128	128
Environmental Tech.	Workstation	1	1	1	64	64	64
Environmental Specialist 1	Workstation	5	5	5	64	320	320
Environmental Specialist 2	Workstation	7	7	7	64	448	448
Environmental Specialist 3	Workstation	18	18	18	64	1152	1152
Environmental Specialist 4	Workstation	27	27	27	64	1728	1728
Environmental Specialist 5	Workstation	9	9	9	64	576	576
Environmental Engineer 2	Workstation	4	4	4	64	256	256
Environmental Engineer 3	Workstation	2	2	2	64	128	128
Environmental Engineer 5	Workstation	3	3	3	64	192	192
Forest Tech.	Workstation	6	6	6	64	384	384
Forms / Records Analyst 3	Workstation	1	1	1	64	64	64
Hydrogeologist 1	Workstation	1	1	1	64	64	64
Hydrogeologist 2	Workstation	5	5	5	64	320	320
Hydrogeologist 3	Workstation	6	6	6	64	384	384
Hydrogeologist 4	Workstation	4	4	4	64	256	256
Hydrogeologist 5	Workstation	1	1	1	64	64	64
IT Specialist 1	Workstation	1	1	1	64	64	64
IT Specialist 4	Workstation	2	2	2	64	128	128
IT Specialist 5	Workstation	1	1	1	64	64	64
Natural Resource Scientist 3	Workstation	3	3	3	64	192	192
Natural Resource Specialist 5	Workstation	1	1	1	64	64	64
Office Assistance 3	Workstation	3	3	3	64	192	192
Office of Columbia River Director	Private Office	1	1	1	200	200	200
Secretary Lead	Workstation	1	1	1	64	64	64
Secretary Senior	Workstation	8	8	8	64	512	512
Secretary Supervisor	Workstation	1	1	1	64	64	64
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
TOTALS		146	146	146		10562	10562
TOTAL GROWTH PROJECTED			0%	0%			
AVERAGE SQUARE FEET PER WORKSPACE						72.3	72.3
PERCENT OF PRIVATE OFFICES TO OPEN OFFICE						10%	10%

