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: WDFW Southwest Regional HQ - Resubmittal **Date:** 1/17/2013

	5-Year	10-Year
Square Feet for Workspaces: Private Office/Workstation	8,610	9,314
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	4,375	4,375
Square Feet for Equipment, Storage and Workrooms	950	950
Square Feet for Other Office Support Areas	1,800	1,800
Square Feet for Special Areas	1,200	1,200
Total Program Area	*16,935*	*17,639*
Internal Circulation (40% of Total Program Area)	*6,774*	*7,056*
Usable Square Feet (Total Program Area+Internal Circulation)	***23,709***	***24,695***
Non-Assignable Common Areas (10% of Usable Square Feet)	*2,371*	*2,469*
Total Rentable Square Feet (Usable + Non-Assignable Common Areas)	***26,080***	***27,164***
Total Workspaces	***124***	***135***
Square Feet Per Workspace	***210***	***201***

Project Title	WDFW Southwest Regional HQ - Resubmi	Date:	1/17/2013

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

	SPACE TYPE	WORKSPACE COUNTS			SIZE		
TYPE OF POSITION (Include Volunteers and Contractors)	Private Office or Workstation	Present	5-Year	10- Year	Square Foot per Work Space	Total Square Feet (5-Year)	Total Square Feet (10-Year)
Regional Director	Private Office	1	1	1	150	150	150
Office Manager	Workstation	1	1	1	100	100	100
Customer Service Representative	Workstation	2	3	3	64	192	192
Enforcement Captain	Private Office	1	1	1	120	120	120
Enforcement Sergeant	Private Office	1	1	1	100	100	100
Enforcement Officers	Workstation	7	9	11	64	576	704
Enforcement Detective	Private Office	1	1	1	100	100	100
Intergovernmental Manager	Private Office	1	1	1	120	120	120
Intergovernmental Asst - Bio 3	Workstation	1	1	1	64	64	64
Wildlife Regional Program Mgr	Private Office	1	1	1	120	120	120
Wildlife Regional Program Asst Mgr	Workstation	1	1	1	100	100	100
WLM Biologist & Env. Eng.	Workstation	4	5	6	64	320	384
WLM Technician	Workstation	3	3	3	64	192	192
WLM Lands Agent	Private Office	1	1	1	100	100	100
WLM Maintenance Mechanic	Workstation	1	1	1	64	64	64
Habitat Regional Program Manager	Private Office	1	1	1	120	120	120
Habitat Regional Program Asst Mgr	Workstation	1	1	1	100	100	100
Habitat Biologist	Workstation	4	5	6	64	320	384
Fish Regional Program Manager	Private Office	1	1	1	120	120	120
Fish Regional Program Asst Manager	Workstation	1	1	1	100	100	100
Fish Biologist Supervisor	Workstation	4	4	4	64	256	256
Fish Biologist	Workstation	19	21	23	64	1344	1472
Fish Lab Biologist	Workstation	1	1	1	64	64	64
Fish IT Support	Workstation	1	1	1	64	64	64
Fish Science Technician	Workstation	13	15	17	64	960	1088
Fish Science Technician-Seasonal	Workstation	15	15	15	64	960	960
						0	0
						0	0
DoEcology	Workstation	20	21	24	64	1344	1536
DoEcology	Private Office	1	1	1	120	120	120
						0	0
Army Corp of Engineers	Workstation	5	5	5	64	320	320
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
**The numbers below represent all thre						0	0
TOTALS		114	124	135		8610	9314
TOTAL GROWTH PROJECTED			9%	9%			
AVERAGE SQUARE FEET PER WORKSPACE						69.4	69.0
PERCENT OF PRIVATE OFFICES TO OPEN OFFICE						9%	8%

roject Title	WDFW Southwest Regional HQ - Resubmittal	Date:	1/17/2013

istructions: Identify the types of conference and training room spaces that are necessary for this facility. See the guides at the bottom of the page to assist in ompleting the required fields. The square feet per occupant guide is provided as general information and the intended use of the space should be considered when alculating the square feet per occupant need.

OBBIES, MEETING ROOMS, AND TRAINING ROOMS

	SPACE CALCULATION							ADDITIONAL SPACE USE INFORMATION	
TYPE OF SPACE	NUMBER OF OCCUPANTS	SQUARE FOOT PER OCCUPANT	SQUARE FEET PER ROOM	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	FREQUENCY OF USE	ADDITIONAL NOTES REGARDING USE OF THE ROOM
ublic Lobby Area	15	25	375	1	1	375	375	Heavy	Include educational display area
onference room	150	15	2250	1	1	2250	2250	High	Public mtgs, training & public use
onference room	25	25	625	2	2	1250	1250	High	One each for WDFW & DoE use w/video conference ability
onference room	10	25	250	2	2	500	500	High	also function as interview room for those in WS, one each WDFW & DoE
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
			0			0	0		
EETING AND TRAINING ROOMS						4375	4375		

QUARE FEET PER OCCUPANT GUIDE

TYPE OF ROOM	SQ FT PER OCCUPANT	TYPE OF ROOM	SQ FT PER OCCUPANT
obbies/Auditorium/ Assembly pace	7-15 sf / person	Hearings Room	20 sf / person
onference/Breakout Room	15 sf / person	Classroom Training	25 sf / person
deo Conference Room	20 sf / person	Computer Training	36 sf / person

FREQUENCY OF USE GUIDE

Heavy	Used 35-40 hours per week
High	Used 25-35 hours per week
Medium	Used 25-15 hours per week
Low	Used less than 15 hours per week

Project Title	WDFW Southwest Regional HQ - Resubmittal	Date:	1/17/2013

Instructions: Identify the types of equipment, storage, and workroom spaces that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

EQUIPMENT, STORAGE, AND WORKROOMS

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
opy Room	300	1	1	300	300	Shared
lail/Receiving Area	300	1	1	300	300	Shared
				0	0	
oE Map room	200	1	1	200	200	
oE File & Copy room	150	1	1	150	150	
oE Furniture storage	0	1	1	0	0	w/special areas, interior storage
oE Field Equipment Storage	0	1	1	0	0	w/special areas, interior storage
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
OTAL SQUARE FEET FOR EQUIPMENT, STORAGE, AND WORKROOMS				950	950	

YPE OF SPACE TO CONSIDER FOR THIS CATEGORY

opy/Printer Area	Central File Area	Map Room
le Areas	General Storage	
pecial Equipment Storage	Supply/Workroom	
ail Room	IT Storage/Workroom Area	

Project Title	WDFW Southwest Regional HQ - Resubmittal	Date:	1/17/2013

Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

OTHER OFFICE SUPPORT AREAS

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
ibrary Area	600	1	1	600	600	
amplet (public document) storage	150	1	1	150	150	
unch/Break room	500	1	1	500	500	
offee bar area	50	2	2	100	100	
Vellness room	150	1	1	150	150	
closet	200	1	1	200	200	Center of building location
anitorial Support Closet	100	1	1	100	100	Center of building location
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
OTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				**1800**	**1800**	

YPE OF SPACE TO CONSIDER FOR THIS CATEGORY

eception	Lunch Rooms	Coffee Bars
elecom Closets	Break Rooms	LAN Room
Vellness Room	Library/Resource Area	Showers
anitor Closet		

Project Title	WDFW Southwest Regional HQ - Resubmittal	Date:	7/2013

Instructions: Identify the types of special areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this

SPECIAL AREAS

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
FW Fish Lab	300	1	1	300	300	special exhaust requirements for fume hood
FW Enforcement Evidence Storage	300	1	1	300	300	Preserve chain of custody
				0	0	
hared showers & changing area	500	1	1	500	500	Shared DFW & DoE
				0	0	
oE Public reference area	100	1	1	100	100	In lobby area to facilitate public info requests
				0	0	
xterior needs				0	0	
hared secured exterior vehicle/vessel storage compou		100	100	0	0	shared by all occupants - w/electrical outlets at 10 stalls
oE 12x24 canopy		1	1	0	0	
oE 8x8 storage shed		1	1	0	0	Spill Response samples
oE 10x14		1	1	0	0	Spill Response supplies
				0	0	
				0	0	**NOTE: 10,000sf of shared interior storage for electronic equipment, fishing nets, traps, boats, trailers, etc. is not included in this document as it is not relevant to the square feet per workspace calculations. HOWEVER it would be required in a lease solicitation in a request for proposal. ***See Below*****
				0	0	***** DOE Special Needs *****
				0	0	- Chain of Custody / Sample Prep Rooms = 300 sq.ft.
				0	0	- Field Gear Storage = 250 sq.ft.
				0	0	- Modular Furniture Parts / Attic Stock = 150 sq.ft.
				0	0	
				0	0	***** Shared Special Needs *****
				0	0	- Mens & Womens Showers / Changing / Restooms 1,000 sq.ft.
				0	0	
OTAL SQUARE FEET FOR SPECIAL AREAS				**1200**	**1200**	

YPE OF SPACE TO CONSIDER FOR THIS CATEGORY

nterview Rooms	Clinic/Health Unit	Emergency Operations Center
aboratory	Loading Dock	Emergency Generator System
hop	Locker Room	Client Restrooms