



State of Washington

**MODIFIED PRE-DESIGN (SPACE PLANNING DATA)**

As required by 43.82.035

**Instructions:** This form should accompany the appropriate Modified Pre-design and is to be completed for all new leases, purchases, relocations or expansions. This tool is expected to provide an estimated rentable square footage.

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
- Assist in developing a space plan

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

**Project Summary Information (from the following sheets)**

<b>Project Title:</b>	<b>Relocation of HCA Mail Services &amp; Warehouse</b>	<b>Date:</b>	<b>9/2/2015</b>	
		<b>Current</b>	<b>5-Year</b>	<b>10-Year</b>
Square Feet for Workspaces:		228	996	0
Square Feet for Lobbies, Collaboration, and Training Rooms		0	150	0
Square Feet for Equipment, Storage and Workrooms		0	2,000	0
Square Feet for Other Office Support Areas		0	1,777	0
Square Feet for Special Areas		0	240	0
<b>Occupant Area</b>		<b>228</b>	<b>5,163</b>	<b>0</b>
Base Building Circulation (40% of Total Occupant Area)		91	2,065	0
<b>Usable (Total Occupant Area + Base Building Circulation)</b>		<b>319</b>	<b>7,228</b>	<b>0</b>
Building Service and Amenity Areas (10% of Usable Square Feet)		32	723	0
<b>Total Rentable Square Feet</b>		<b>351</b>	<b>7,951</b>	<b>0</b>
Square Feet Not in Circulation Area (Warehouse and Special Equipment)		0	5,640	0
<b>Total Project Square Feet</b>		<b>351</b>	<b>13,591</b>	<b>0</b>
<b>Total Workspaces</b>		<b>4</b>	<b>23</b>	<b>0</b>
<b>Total Users</b>		<b>4</b>	<b>33</b>	<b>0</b>
<b>Square Feet Per Workspace</b>		<b>88</b>	<b>346</b>	<b>#DIV/0!</b>
<b>Square Feet per User</b>		<b>88</b>	<b>241</b>	<b>#DIV/0!</b>

<b>Number of Workspaces to Number or Users</b>	<b>1.00</b>	<b>0.70</b>	<b>#DIV/0!</b>
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Appendix B, Space Planning Data, 330-10-15

PROJECT TITLE: Relocation of HCA Mail Services & Warehouse		DATE: 9/2/2015						
Instructions: Identify the types of equipment and general storage 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 AND GENERAL STORAGE								
TYPE OF SPACE	SPACE CALCULATION						ADDITIONAL SPACE USE INFORMATION	
	SQUARE FEET PER SPACE	CURRENT QUANTITY	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (CURRENT)	TOTAL SQUARE FEET (5-YEAR)		TOTAL SQUARE FEET (10-YEAR)
Incoming Mail Work Area	1,250		1		-	1,250	-	Includes open workspace for: - Mail Services (work area for opening, sorting mail) - Morningside (approx. 6-8 clients, 1 supervisor) - COB units (work area for opening, sorting mail)
Outgoing Mail Work Area	750		1		-	750	-	
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<b>TOTAL SQUARE FEET FOR EQUIPMENT AND GENERAL STORAGE</b>					-	2,000	-	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY	
Copy/Printer Area	Central File Area
File Areas	General Storage
Supply Workroom	IT Storage/Workroom Area
Mail Room	





