



State of Washington

MODIFIED PRE-DESIGN (SPACE PLANNING DATA)

As required by RCW 43.82.036

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: Dept. of Ecology, Bellingham Field Office Date: 7/23/2015

	5-Year	10-Year
Square Feet for Workspaces: Private Office/Workstation	2,700	2,700
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	900	900
Square Feet for Equipment, Storage and Workrooms	725	725
Square Feet for Other Office Support Areas	280	260
Square Feet for Special Areas	1,100	1,100
Total Program Area	5,685	5,685
<i>Internal Circulation (40% of Total Program Area)</i>	<i>2,274</i>	<i>2,274</i>
Usable Square Feet (Total Program Area+Internal Circulation)	7,959	7,959
<i>Non-Assignable Common Areas (10% of Usable Square Feet)</i>	<i>796</i>	<i>796</i>
Total Rentable Square Feet (Usable + Non-Assignable Common Areas)	8,755	8,755
Total Workspaces	37	37
Square Feet Per Workspace	237	237

Additional Project Requirements

Dry Storage / Field Work Prep Environment	1,500	1,500
Secure parking for 14 large vehicles		

Project Title Dept. of Ecology, Bellingham Field Office **Date:** 7/23/2015

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

TYPE OF SPACE	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
	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)
Mail Center & Work Room	200	1	1	200	200	ECY staff frequently use large maps as part of their job.
Server / Telephone Room	150	1	1	150	150	Server / Telephone room will require cooling support.
Large Printer / Copier Area	150	1	1	150	150	
Central Filing Area / Equipment	225	1	1	225	225	Filing system requires 130 pounds per sq. ft. floor support.
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				0	0	
				0	0	
TOTAL SQUARE FEET FOR EQUIPMENT, STORAGE, AND WORKROOMS				725	725	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Copy/Printer Area	Central File Area	Map Room
File Areas	General Storage	
Special Equipment Storage	Supply/Workroom	
Mail Room	IT Storage/Workroom Area	

Project Title Dept. of Ecology, Bellingham Field Office **Date:** 7/23/2015

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

TYPE OF SPACE	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	
Lunch / Break Room	200	1	1	200	200	
Janitorial Support Closet	60	1	1	60	60	
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TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				260	260	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Reception	Lunch Rooms	Coffee Bars
Telecom Closets	Break Rooms	LAN Room
Wellness Room	Library/Resource Area	Showers
Janitor Closet		

Project Title Dept. of Ecology, Bellingham Field Office Date: 7/23/2015

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 category.

SPECIAL AREAS						
TYPE OF SPACE	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	
Internal Environmentally Conditioned Space						
Sample Prep/Chain of Custody Rm.	200	1	1	200	200	ECY collects field samples as part of everyday business.
Agency / Employee Field Gear Storage	300	1	1	300	300	Personal field gear for ECY staff to protect them in the field.
Shower, Locker, Changing Area (Mens & Womens)	500	1	1	500	500	
Mod. Rm. Parts & access. Storage	100	1	1	100	100	On-site parts storage to efficiently address needed changes
<p>The <u>Dry Storage / Field Work Prep Environment</u> described below together with the <u>Secure State Vehicle Parking Area</u> are separate functions from the office space and are not used in calculations for office rentable square footage. <u>HOWEVER, all of these spaces together with the Secure State Vehicle Parking Area are required elements for all proposals.</u></p>						
Dry Storage / Field Work Prep Environment						
Covered Loading / Unloading Area	200					These areas are excluded from the Space Planning Calculation.
Specialized Vehicle Storage (Boat & Response Equip)	1000					These functions / areas are a critical need for the specialized field activities and spill response requirements of the agency.
Spill Response Supplies and Hazmat Storage	300					
Total Dry Storage / Field Work Prep Area	1500					
Secure State Vehicle Parking Area						
Secure parking for 14 large vehicles						The secure parking area / compound is necessary to reduce agency loss from vandalism and theft, and to increase employee safety. Parking stall numbers in this secure area are in addition to code required parking for the facility.
TOTAL SQUARE FEET FOR SPECIAL AREAS				1100	1100	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY		
Interview Rooms	Clinic/Health Unit	Emergency Operations Center
Laboratory	Loading Dock	Emergency Generator System
Shop	Locker Room	Client Restrooms