



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:** Toppenish - New Space **Date:** 6/11/2013

	<b>5-Year</b>	<b>10-Year</b>
Square Feet for Workspaces: Private Office/Workstation	2,696	2,760
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	1,903	1,903
Square Feet for Equipment, Storage and Workrooms	350	350
Square Feet for Other Office Support Areas	664	664
Square Feet for Special Areas	500	500
<b>Total Program Area</b>	<b>6,113</b>	<b>6,177</b>
<i>Internal Circulation (40% of Total Program Area)</i>	<i>2,445</i>	<i>2,471</i>
<b>Usable Square Feet (Total Program Area+Internal Circulation)</b>	<b>8,558</b>	<b>8,648</b>
<i>Non-Assignable Common Areas (10% of Usable Square Feet)</i>	<i>856</i>	<i>865</i>
<b>Total Rentable Square Feet (Usable + Non-Assignable Common Areas)</b>	<b>9,414</b>	<b>9,513</b>
<b>Total Workspaces</b>	<b>37</b>	<b>38</b>
<b>Square Feet Per Workspace</b>	<b>254</b>	<b>250</b>









