



State of Washington

# SPACE PLANNING DATA SHEET

Last updated: October 2017

**Instructions:** This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- 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.

**Project Summary Information (compiled from the following tables)**

**Project Title:** DOR Bothell Office Relocation **Date Submitted:** 2/15/2022

**Existing Facilities Total Square Feet:** 11,493

| Facility Area Summary                                                     | Planned       |
|---------------------------------------------------------------------------|---------------|
| Square Feet for Workspaces                                                | 3,928         |
| Square Feet for Meeting & Focus Space                                     | 1,390         |
| Square Feet for Office Support                                            | 1,120         |
| Square Feet for Storage & Files                                           | 120           |
| Square Feet for Program Special                                           | 860           |
| <b>Occupant Area</b>                                                      | <b>7,418</b>  |
| Base Building Circulation (40% of Total Occupant Area)                    | 2,967         |
| <b>Usable (Total Occupant Area + Base Building Circulation)</b>           | <b>10,385</b> |
| Building Service and Amenity Areas (10% of Usable Square Feet)            | 1,039         |
| <b>Total Rentable Square Feet</b>                                         | <b>11,424</b> |
| Square Feet for Warehouse and Special Equipment (Not in Circulation Area) | 0             |
| <b>Total Project Square Feet</b>                                          | <b>11,424</b> |

| User and Workspace Summary                 | Existing   | Planned    |
|--------------------------------------------|------------|------------|
| Resident                                   | 48         | 37         |
| Internally Mobile                          | 0          | 0          |
| Externally Mobile                          | 20         | 35         |
| Remote                                     | 3          | 0          |
| Vacant                                     | 0          | 0          |
| <b>Total Users</b>                         | <b>71</b>  | <b>72</b>  |
| Total Offices                              | 6          | 6          |
| Total Workstations                         | 61         | 56         |
| Total Mobile Benches                       | 2          | 2          |
| Total Touchdown Spaces                     | 0          | 0          |
| <b>Total Workspaces</b>                    | <b>69</b>  | <b>64</b>  |
| <b>Rentable Square Feet Per Users</b>      | <b>162</b> | <b>159</b> |
| <b>Rentable Square Feet per Workspaces</b> | <b>167</b> | <b>178</b> |

|                                                 |              |              |
|-------------------------------------------------|--------------|--------------|
| <b>Percent of Workspaces to Number of Users</b> | <b>97.2%</b> | <b>88.9%</b> |
| <b>Planned User Growth</b>                      |              | <b>1.4%</b>  |
| <b>Planned Workspace Growth</b>                 |              | <b>-7.2%</b> |

**PROJECT TITLE: DOR Bothell Office Relocation** **Date: 02/15/2022**

**Instructions:** Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

**USERS AND WORKSPACES**

| USER INFORMATION                      |                           |                           |                              |                    | WORKSPACE INFORMATION |                                    |                               |                     |                           | NOTES<br>If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria. |
|---------------------------------------|---------------------------|---------------------------|------------------------------|--------------------|-----------------------|------------------------------------|-------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| POSITION / USER TYPE                  | CURRENT WORK PATTERN TYPE | PLANNED WORK PATTERN TYPE | EXISTING FACILITY USER COUNT | PLANNED USER COUNT | WORKSPACE TYPE        | SPACE ALLOCATED FOR EACH WORKSPACE | EXISTING FACILITY WORK-SPACES | PLANNED WORK-SPACES | TOTAL PLANNED SQUARE FEET |                                                                                                                                    |
| District Compliance Manager           | Resident                  | Resident                  | 2                            | 2                  | Office                | 120                                | 2                             | 2                   | 240                       |                                                                                                                                    |
| Tax Information Specialist            | Resident                  | Resident                  | 2                            | 2                  | Workstation           | 54                                 | 2                             | 2                   | 108                       | Cubicles 1001 - 1004                                                                                                               |
| Tax Information Specialist            | Externally Mobile         |                           |                              |                    | Workstation - Shared  | 54                                 | 2                             | 2                   | 108                       |                                                                                                                                    |
| Front Counter Back-up                 | Resident                  | Resident                  |                              |                    | Workstation           | 58                                 | 18                            | 6                   | 348                       | Cubicles 1005 - 1014 & 1021 - 1028                                                                                                 |
| Front Counter Back-up                 | Externally Mobile         |                           |                              |                    | Workstation - Shared  | 58                                 |                               | 10                  | 580                       |                                                                                                                                    |
| Revenue Agent 1                       | Resident                  | Resident                  | 6                            |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Revenue Agent 1                       | Externally Mobile         | Externally Mobile         |                              | 5                  |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Revenue Agent 2                       | Resident                  | Resident                  | 5                            |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Revenue Agent 2                       | Externally Mobile         | Externally Mobile         |                              | 7                  |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Revenue Agent 3                       | Resident                  | Resident                  | 5                            | 5                  |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Revenue Agent 3                       | Externally Mobile         |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Revenue Agent 4                       | Resident                  | Resident                  | 1                            | 1                  |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Revenue Agent 4                       | Externally Mobile         |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Visiting Manager                      | Externally Mobile         | Externally Mobile         | 2                            | 2                  | Office - Shared       | 120                                | 1                             | 1                   | 120                       |                                                                                                                                    |
| Revenue Auditor Supervisor            | Resident                  | Resident                  | 3                            | 3                  | Office                | 120                                | 3                             | 3                   | 360                       |                                                                                                                                    |
|                                       |                           |                           |                              |                    | Workstation           | 56                                 | 10                            | 24                  | 1,344                     | Cubicles, 1036 – 1039 and 1043 - 1050                                                                                              |
| Management Analyst 4 (Audit)          | Externally Mobile         | Externally Mobile         | 1                            | 1                  | Workstation - Shared  | 56                                 |                               | 12                  | 672                       |                                                                                                                                    |
| Revenue Auditor 1                     | Resident                  | Resident                  | 4                            | 4                  | Workstation           | 56                                 | 5                             |                     | -                         | Window cubicles 1029, 1040 – 1042 and 1051                                                                                         |
| Revenue Auditor 1                     | Externally Mobile         |                           | 0                            |                    | Workstation - Shared  | 56                                 | 0                             |                     | -                         |                                                                                                                                    |
| Revenue Auditor2                      | Resident                  | Resident                  | 13                           | 13                 | Workstation           | 76                                 | 3                             |                     | -                         | Cubicles 1031, 1032, 1052, 1059, 1060 and 1067                                                                                     |
| Revenue Auditor 2                     | Externally Mobile         | Externally Mobile         | 7                            | 7                  | Workstation - Shared  | 76                                 |                               |                     | -                         |                                                                                                                                    |
| Revenue Auditor 3                     | Resident                  | Resident                  | 6                            | 6                  | Workstation           | 81                                 | 12                            |                     | -                         | Cubicles 1030, 1033 – 1035, 1053 – 1058 and 1061 - 1066                                                                            |
| Revenue Auditor 3                     | Externally Mobile         | Externally Mobile         | 4                            | 4                  | Workstation - Shared  | 81                                 |                               |                     | -                         |                                                                                                                                    |
| Revenue Auditor 2 (working from home) | Remote                    | Externally Mobile         | 2                            | 2                  | Workstation - Shared  | 58                                 | 4                             |                     | -                         | Cubicles 1015 - 1020                                                                                                               |
| Revenue Auditor 4 (working from home) | Remote                    | Externally Mobile         | 1                            | 1                  |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| Property Acquisition Specialist 4     | Resident                  | Resident                  | 1                            | 1                  | Workstation           | 81                                 | 2                             |                     | -                         | See notes for Row 30                                                                                                               |
| Property Acquisition Specialist 4     | Externally Mobile         | Externally Mobile         | 3                            | 3                  | Workstation           | 81                                 |                               |                     | -                         |                                                                                                                                    |
| Property Acquisition Specialist 5     | Resident                  |                           |                              |                    | Workstation           | 76                                 | 3                             |                     | -                         | See notes for Row 28                                                                                                               |
| Property Acquisition Specialist 5     | Externally Mobile         | Externally Mobile         | 1                            | 1                  | Workstation           | 76                                 |                               |                     | -                         |                                                                                                                                    |
| Taxpayer Kiosk                        | Externally Mobile         | Externally Mobile         | 2                            | 2                  | Mobile Bench - Shared | 24                                 | 2                             | 2                   | 48                        |                                                                                                                                    |
| <b>TOTAL</b>                          |                           |                           | <b>71</b>                    | <b>72</b>          |                       |                                    | <b>69</b>                     | <b>64</b>           | <b>3,928</b>              |                                                                                                                                    |

| WORKSPACE TYPE  | SQUARE FEET RANGE | DEFINITION                                                                                                                          |
|-----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Office          | 100-150           | An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.                                       |
| Workstation     | 42-64             | An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.                           |
| Mobile Bench    | 24-36             | A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.                           |
| Touchdown Space | 24                | An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time. |

**Definitions**

- User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.
- Resident:** A user who typically spends more than 50 percent of his/her time at the same workspace in the facility.
- Internally Mobile:** A user who typically spends more than 50 percent of his/her time in the facility with as much or more time spent away from their workspace than at it.
- Externally Mobile:** A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.
- Remote / Visitor:** A user who is occasionally (one-four days per month) in the facility.

**Instructions:** Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

| <b>ADDITIONAL USERS AND WORKSPACES</b> |                           |                           |                              |                    |                       |                                    |                               |                     |                           |                                                                                                                                    |
|----------------------------------------|---------------------------|---------------------------|------------------------------|--------------------|-----------------------|------------------------------------|-------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| USER INFORMATION                       |                           |                           |                              |                    | WORKSPACE INFORMATION |                                    |                               |                     |                           | NOTES<br>If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria. |
| POSITION / USER TYPE                   | CURRENT WORK PATTERN TYPE | PLANNED WORK PATTERN TYPE | EXISTING FACILITY USER COUNT | PLANNED USER COUNT | WORKSPACE TYPE        | SPACE ALLOCATED FOR EACH WORKSPACE | EXISTING FACILITY WORK-SPACES | PLANNED WORK-SPACES | TOTAL PLANNED SQUARE FEET |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
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|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
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|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
|                                        |                           |                           |                              |                    |                       |                                    |                               |                     | -                         |                                                                                                                                    |
| <b>TOTAL</b>                           |                           |                           | -                            | -                  |                       |                                    | -                             | -                   | -                         |                                                                                                                                    |

| WORKSPACE TYPE  | SQUARE FEET RANGE | DEFINITION                                                                                                                          |
|-----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Office          | 100-150           | An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.                                       |
| Workstation     | 42-64             | An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.                           |
| Mobile Bench    | 24-36             | A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.                           |
| Touchdown Space | 24                | An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time. |

- Definitions**
- User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.
  - Resident:** A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).
  - Internally Mobile:** A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.
  - Externally Mobile:** A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.
  - Remote / Visitor:** A user who is occasionally (one-four days per month) in the facility.

**Instructions:** To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.

**MEETING & FOCUS AREAS**

| TYPE OF SPACE                        | SPACE CALCULATION         |                      |                       |                   |                  |                     |                     | NOTES                                            |
|--------------------------------------|---------------------------|----------------------|-----------------------|-------------------|------------------|---------------------|---------------------|--------------------------------------------------|
|                                      | NUMBER OF USERS PER SPACE | SQUARE FEET PER USER | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY | TOTAL USERS PLANNED | PLANNED SQUARE FEET |                                                  |
| Conference Room                      | 50                        | 15                   | 750                   |                   | 1                | 50                  | 750                 | Moveable divider wall to convert to two rooms?   |
| Conference Room                      | 26                        | 15                   | 390                   | 1                 | -                | -                   | -                   | Current "large" conference room is not adequate. |
| Focus Room                           | 4                         | 40                   | 160                   |                   | 4                | 16                  | 640                 |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
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|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
|                                      |                           |                      | -                     |                   |                  | -                   | -                   |                                                  |
| <b>TOTAL USERS</b>                   |                           |                      |                       |                   |                  | 66                  |                     |                                                  |
| <b>TOTAL MEETING AND FOCUS SPACE</b> |                           |                      |                       |                   |                  |                     | 1,390               |                                                  |

| SPACE TYPE          | SQUARE FEET PER USER | DEFINITION                                                                                              |
|---------------------|----------------------|---------------------------------------------------------------------------------------------------------|
| Conference Rooms    | 15                   | An enclosed space for meetings.                                                                         |
| Collaboration Space | 20                   | A nonreservable space that is open or semi-enclosed for informal meeting.                               |
| Focus Rooms         | 40                   | An enclosed space with limited visual and/or acoustical distractions for one to four users.             |
| Focus Points        | 40                   | A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user. |
| Training Rooms      | 25-35                | An enclosed space for recurring specialized training.                                                   |

**PROJECT TITLE: DOR Bothell Office Relocation**

**Date: 02/15/2022**

**Instructions:** Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.

| OFFICE SUPPORT                                          |                       |                   |                  |                           |                                        |
|---------------------------------------------------------|-----------------------|-------------------|------------------|---------------------------|----------------------------------------|
| TYPE OF SPACE                                           | SPACE CALCULATION     |                   |                  |                           | NOTES                                  |
|                                                         | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY | TOTAL PLANNED SQUARE FEET |                                        |
| Lunch Room                                              | 400                   | 1                 | 1                | 400                       | Consider smaller lunch room?           |
| Telecom/LAN                                             | 120                   | 1                 | 1                | 120                       |                                        |
| Mail Room                                               | 120                   |                   | 1                | 120                       |                                        |
| Wellness Room                                           | 120                   |                   | 1                | 120                       | also available for lactation           |
| Safe Room/Alcove                                        | 80                    |                   | 1                | 80                        | Not visible from outside.              |
| Cash room                                               | 120                   |                   | 1                | 120                       | Accessible from customer service lobby |
| Print/Scan                                              | 80                    |                   | 2                | 160                       |                                        |
|                                                         |                       |                   |                  | -                         |                                        |
|                                                         |                       |                   |                  | -                         |                                        |
|                                                         |                       |                   |                  | -                         |                                        |
|                                                         |                       |                   |                  | -                         |                                        |
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|                                                         |                       |                   |                  | -                         |                                        |
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|                                                         |                       |                   |                  | -                         |                                        |
|                                                         |                       |                   |                  | -                         |                                        |
| <b>TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS</b> |                       |                   |                  | 1,120                     |                                        |

| SPACE TYPE       | DEFINITION                                                                                                                                                                                               |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wellness         | A semi-enclosed or enclosed space provided for staff.                                                                                                                                                    |
| Lactation Space  | An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.                                                                       |
| Break/Social Hub | A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food. |
| Shower           |                                                                                                                                                                                                          |
| Staff Lockers    |                                                                                                                                                                                                          |
| Print/Scan       |                                                                                                                                                                                                          |
| Telecom/LAN      |                                                                                                                                                                                                          |

**PROJECT TITLE: DOR Bothell Office Relocation** **Date: 02/15/2022**

**Instructions:** Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

**STORAGE & FILES AREAS**

| TYPE OF SPACE                                    | SPACE CALCULATION     |                   |                  | TOTAL PLANNED SQUARE FEET | NOTES<br>(Include any floor loading information) |
|--------------------------------------------------|-----------------------|-------------------|------------------|---------------------------|--------------------------------------------------|
|                                                  | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY |                           |                                                  |
| Supply-Workroom                                  | 120                   | 1                 | 1                | 120                       |                                                  |
|                                                  |                       |                   |                  | -                         |                                                  |
|                                                  |                       |                   |                  | -                         |                                                  |
|                                                  |                       |                   |                  | -                         |                                                  |
|                                                  |                       |                   |                  | -                         |                                                  |
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|                                                  |                       |                   |                  | -                         |                                                  |
| <b>TOTAL SQUARE FEET FOR STORAGE &amp; FILES</b> |                       |                   |                  | 120                       |                                                  |

| SPACE TYPE         |
|--------------------|
| Supply-Workroom    |
| Storage            |
| Janitor Closet     |
| Files              |
| High Density Files |

**PROJECT TITLE: DOR Bothell Office Relocation**

**Date: 02/15/2022**

**Instructions:** Identify the types of special areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

**PROGRAM SPECIFIC AREAS**

| TYPE OF SPACE                                       | SPACE CALCULATION     |                   |                  | TOTAL PLANNED SQUARE FEET | NOTES |
|-----------------------------------------------------|-----------------------|-------------------|------------------|---------------------------|-------|
|                                                     | SQUARE FEET PER SPACE | EXISTING QUANTITY | PLANNED QUANTITY |                           |       |
| Interview Room                                      | 120                   | 3                 | 3                | 360                       |       |
| Service Delivery Lobby                              | 500                   | 1                 | 1                | 500                       |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
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|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
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|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
|                                                     |                       |                   |                  | -                         |       |
| <b>TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS</b> |                       |                   |                  | 860                       |       |

| SPACE TYPE             |                             |
|------------------------|-----------------------------|
| Hearing & Interview    | Laboratory                  |
| Health Care Delivery   | Secure Storage              |
| Service Delivery Lobby | Entrance Lobby              |
| Client Restrooms       | Emergency Operations Center |

**PROJECT TITLE:** DOR Bothell Office Relocation **Date:** 02/15/2022

**Instructions:** Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

**WAREHOUSE AND SPECIAL EQUIPMENT**

| TYPE OF SPACE                                                 | CONDITIONED/<br>NOT<br>CONDITIONED | SPACE CALCULATION        |                      |                     | TOTAL<br>PLANNED<br>SQUARE FEET | NOTES<br>(Include any floor loading information) |
|---------------------------------------------------------------|------------------------------------|--------------------------|----------------------|---------------------|---------------------------------|--------------------------------------------------|
|                                                               |                                    | SQUARE FEET<br>PER SPACE | EXISTING<br>QUANTITY | PLANNED<br>QUANTITY |                                 |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
|                                                               |                                    |                          |                      |                     | -                               |                                                  |
| <b>TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT</b> |                                    |                          |                      |                     | -                               |                                                  |

| SPACE TYPE                 |                        |
|----------------------------|------------------------|
| Shop                       | Loading Dock           |
| Special Equipment Storage  | Secure Vehicle Storage |
| Emergency Generator System | Vehicle Storage        |



| <b>LOCATION AND SITE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                      |                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.                                                                                                                                                  |                                                                     |
| <b>Provide requested geographic boundaries:</b>                                                                                                                                                                                                                                                                                                                            |                                                                     |
| King County, North of Bellevue and South of the I-5/405 interchange.                                                                                                                                                                                                                                                                                                       |                                                                     |
| <b>Location restrictions, if any:</b>                                                                                                                                                                                                                                                                                                                                      |                                                                     |
| N/A                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| <b>Define the service area using zip codes, cities, counties, or regions:</b>                                                                                                                                                                                                                                                                                              |                                                                     |
| East King County (I-90 North) and Snohomish                                                                                                                                                                                                                                                                                                                                |                                                                     |
| <b>Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:</b>                                                                                                                                                                                                                                                                    |                                                                     |
| N/A                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| <b>Define any public transportation requirements:</b>                                                                                                                                                                                                                                                                                                                      |                                                                     |
| N/A                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| <b>Define any access requirements to major routes of travel:</b>                                                                                                                                                                                                                                                                                                           |                                                                     |
| Close proximity to I-405 is preferred.                                                                                                                                                                                                                                                                                                                                     |                                                                     |
| <b>Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):</b>                                                                                                                                                                                                        |                                                                     |
| Access to Electric Vehicle (EV) charging stations on site or capability/capacity to install EV charging station(s) preferred.                                                                                                                                                                                                                                              |                                                                     |
| <b>Describe any special site requirements (access, large turning radius, etc.):</b>                                                                                                                                                                                                                                                                                        |                                                                     |
| Many of the Department's programs conduct business that requires special considerations for preventing exposure of confidential taxpayer information (CTI). Fiber optic connectivity to the State Governmental Network (SGN) and Intergovernmental Network (IGN) is required.                                                                                              |                                                                     |
| <b>Describe any special pedestrian access requirements:</b>                                                                                                                                                                                                                                                                                                                |                                                                     |
| N/A                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| <b>Will this facility house public employees that may also serve the general public?</b>                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Describe any unique parking requirements:</b>                                                                                                                                                                                                                                                                                                                           |                                                                     |
| Future space will have a front counter available to the public so public parking should be available.                                                                                                                                                                                                                                                                      |                                                                     |
| <i>Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES website. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.</i> |                                                                     |