

V. Design Program – Space Program, Room Data Sheets, Drawings and Diagrams

I. Introduction and Overview

A. Introduction

This program contains the requirements for the new facility to house the Washington State Patrol (WSP), the Office of Financial Management (OFM) and specific legislative agencies. WSP and OFM are executive branch agencies. WSP combines executive and administrative functions. OFM provides information, fiscal services and policy support to the Governor, Legislature and state agencies. The Legislative agencies conduct research and audits and support several campus processes for the Legislature. The GA Building currently houses the majority of the tenants. Their move to the new building will make way for the GA Building’s planned demolition.

1. Methods & Process

The functional and space program described herein was developed in a streamlined process under the guidance of the Office of Financial Management (OFM) and the Department of Enterprise Services (DES), with considerable development provided by tenant representatives. Focus groups were conducted with each group and a survey was distributed on conference room needs, soliciting information about meeting size, frequency, etc. Reviews of the preliminary list of spaces and adjacencies were included in the process.

The descriptions below represent needs outlined by each of the 1063 Block user groups and the results of interim discussions. The quantity and quality of building features required to meet functional needs are described. Some confirmation and review by users will be required during the design process.

B. Summary of Requirements

The following paragraphs summarize requirements for the building and site and are spelled out in greater detail in the body of this section.

1. Staffing

Staffing levels were developed based on user input, including staffing by division. The breakdown by agency and staff type is shown in the table below.

Headcount Summary	Combined Total	
	occupants	notes
State	755	[96 Leg]+[142 OFM]+[517 WSP]
Contractor Employees	39	[3 Leg]+[36 WSP]
Other Occupants	6	[Leg Agency Interns]
Total Headcount:	800	total population that occupies the workplace

Table 1: Summary of Staffing

2. Building Space Requirements

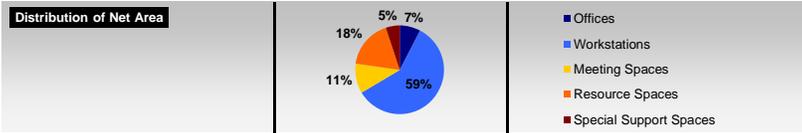
Detailed requirements for each space are explained in the Article XII, Room Criteria Sheets (see future addendum). Space needs were developed by 1063 Block tenant user groups using the staffing numbers and verified by the consultant team for consistency across agencies. Agency representatives along with the assistance from the consultant team also worked to identify space reduction and/or sharing opportunities. Certain jointly shared areas, such as meeting spaces and break rooms, are sized based on staffing occupancy and scheduling as well as current workplace standard space allocations.

3. Area Summaries

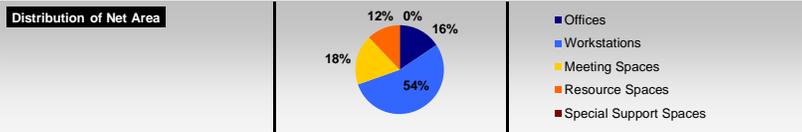
The following tables show a summary of each agency's space needs and the building as a whole. Each total represents net area (See Article XI, Space List for space requirements by tenant group). The largest tenant is WSP, occupying 97,157 sf. OFM and the Legislative agencies are similar in size and percent of offices-to-workstations.

Figure 1 is a graphic representation of each agency's make up of space types, the total net square footage of the building, overall common areas, and the build-up to the building's gross square footage. Please refer to Conversion of Assigned to Gross Space under Space Standards / Assumptions later in this section for further detail on grossing assumptions.

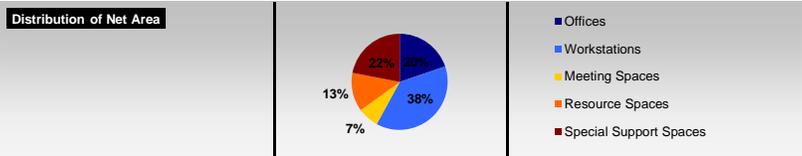
Summary Office Space		Legislative Summary	
	quantity	square feet	notes
Individual Workspaces Offices	5	912 sf	
Individual Workspaces Workstations	96	6,982 sf	
Standard Support Meeting Spaces		1,280 sf	dedicated
Standard Support Resource Spaces		2,110 sf	
Special Support Spaces		600 sf	
Legislative Program Net Area		11,884 sf	
Digital Archive Reduction		-530 sf	reflected in SF above, see File Reduction
Interior Circulation Factor		x 1.40	(from Space Standards)
Total Legislative Net Area		16,638 sf	



Summary Office Space		Office of Financial Management (OFM) Summary	
	quantity	square feet	notes
Individual Workspaces Offices	13	2,128 sf	
Individual Workspaces Workstations	115	7,332 sf	
Standard Support Meeting Spaces		2,500 sf	dedicated
Standard Support Resource Spaces		1,640 sf	
Special Support Spaces		0 sf	
OFM Program Net Area		13,600 sf	
Interior Circulation Factor		x 1.40	(from Space Standards)
Total OFM Net Area		19,040 sf	



Summary Office Space		Washington State Patrol (WSP) Summary	
	quantity	square feet	notes
Individual Workspaces Offices	107	13,868 sf	
Individual Workspaces Workstations	396	26,716 sf	
Standard Support Meeting Spaces		4,900 sf	dedicated
Standard Support Resource Spaces		9,185 sf	
Special Support Spaces		15,317 sf	
WSP Total Net Area		69,986 sf	
Digital Archive Reduction		-3,165 sf	reflected in SF above, see File Reduction
Interior Circulation Factor		x 1.40	(from Space Standards)
Total OFM Net Area		97,980 sf	



Overall Net Area	133,658 sf	(from above)
Common Areas	10.0%	13,366 sf includes restrooms, open lounge, building reception and custodian storage
Central Shared Conference		7,400 sf includes meeting space [50% utilization = 7,400 sf for tenant needs] (from Conference Matrix) and internal circulation
Distributed Shared Space		9,210 sf includes distributed meeting spaces (from space list), break rooms and vending areas
Other Shared Building Space		4,858 sf includes loading dock, bicycle storage [5% FTE], wellness rooms, locker rooms [0.5% FTE]
Total Rentable Area (rsf)	168,492 sf	total area occupied by the tenants
Grossing Factor		x 1.25 (from Space Standards)
Total Gross Area (gsf)	210,615 sf	total gross area (vert. circulation, utilities, envelope, structure, etc)

Table 2: Agency Program Summaries

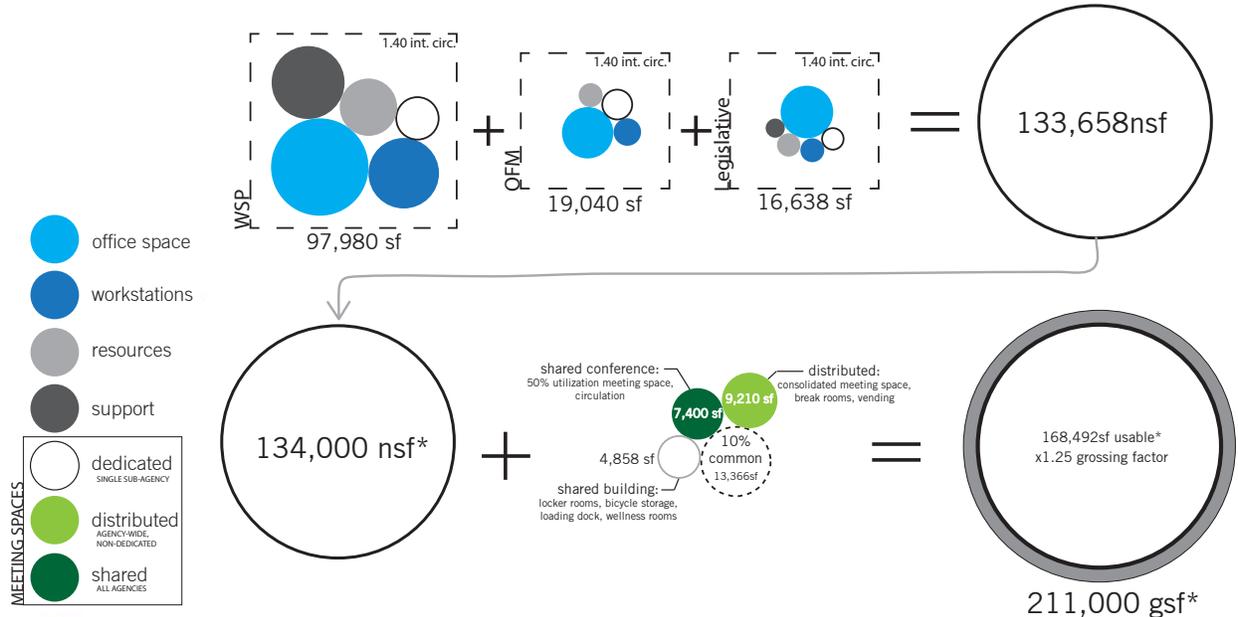


Figure 1: Gross Square Footage Build-up

*Numbers round up to nearest 500 sf.

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Table 3: Summary of Building Space Requirements

II. Mission, Goals and Objectives

1. Agency Missions

In planning for a future workplace, it is critical to understand the mission, goals, and objectives of the future tenants of the Block 1063 project. Through future tenant interviews, and program validation sessions, space programs were developed to create an alignment between organizational mission and space allocation. The following descriptions highlight the respective missions of the future 1063 Block tenants.

1. Executive Agencies

The mission of the Washington State Patrol (WSP) is to enhance the safety and security of the state by providing the best in public safety services. Commissioned and non-commissioned employees work in a variety of specialties and programs within the agency's six bureaus. These bureaus combine to administer the activities of over 2,200 commissioned officers and civil service personnel.

a. WSP includes 20 divisions

- i. Office of the Chief
- ii. Budget and Fiscal Services (BFS)
- iii. Government and Media Relations (GMR)
- iv. Fire Prevention
- v. Fire Protection
- vi. Criminal Investigations (CID)
- vii. Homeland Security (HSD)
- viii. Investigative Assistance (IAD)
- ix. Office of Professional Standards (OPS)
- x. Special Operations (SOD)
- xi. Criminal Records Division (CRD)
- xii. Communications
- xiii. Electronic Services (ESD)
- xiv. Human Resources (HRD)
- xv. Information Technology (ITD)
- xvi. Risk Management (RMD)
- xvii. Field Operations Bureau (FOB)
- xviii. Commercial Vehicles (CVD)
- xix. Motor Carrier Safety (MCSD)
- xx. Latent Print / Forensic Laboratory Services Bureau

Office of Financial Management

The mission of the Office of Financial Management (OFM) is to provide vital information, fiscal services, and policy support that the Governor, Legislature and state agencies need to serve the people of Washington. The Agency plays a central role in budget planning, policy development, and fiscal administration for the executive branch; prepares the executive budget proposal and monitor budget implementation; creates statewide technology policy and standards and provides strategic direction and enterprise architecture for state government; develops and maintains state administrative and accounting policies and prepare statewide financial reports; conducts executive policy research and develops legislation to support the Governor's policy goals; provides estimates of state and local population, monitors changes in the state economy and labor force; and conducts research on a variety of issues affecting the state budget and public policy, and manages statewide human resource policy functions including classification, compensation, workforce data, recruitment and other policy functions.

a. OFM includes 5 divisions

- i. Results Washington
- ii. Accounting
- iii. Employee Services
- iv. State Human Resources
- v. Office of the Chief Information Officer

2. Legislative Agencies

- a. The Joint Legislative Audit and Review Committee (JLARC) is a bipartisan legislative committee that conducts performance audits, program evaluations, and other studies on behalf of the legislature.
- b. The Washington State Institute for Public Policy (WSIPP) carries out practical, non-partisan research—at legislative direction—on issues of importance to Washington State. The Institute conducts research using its own policy analysts and economists, specialists from universities, and consultants. Fiscal and administrative services for the Institute are provided by the Evergreen State College.
- c. The Legislative Service Center (LSC)'s mission is to meet the law making, communication, research, and administrative needs of the Legislature and legislative agencies. It provides a full range of information technology hardware, software, telecommunications, operations, website development, training, and customer support services.
- d. The Legislative Evaluation and Accountability Program (LEAP) Committee provides consulting services to legislative committees and staff and provides analysis on special issues by legislative request. It serves as an independent source of information and technology for developing budgets, communicating budget decisions, and tracking revenue, expenditure, and staffing activity.
- e. The Joint Transportation Committee (JTC) conducts transportation studies and performs policy oversight at the direction of the Legislature. This bipartisan, bicameral legislative agency reviews and researches transportation programs and issues, and promotes the dissemination of transportation research to state and local policy makers.

3. Agency Structures

The following charts, provided by user groups and available at web links below, diagram the organizational structure of each agency. WSP tenant functions do not include the field offices. *(Figures do not include organization charts for every group.)

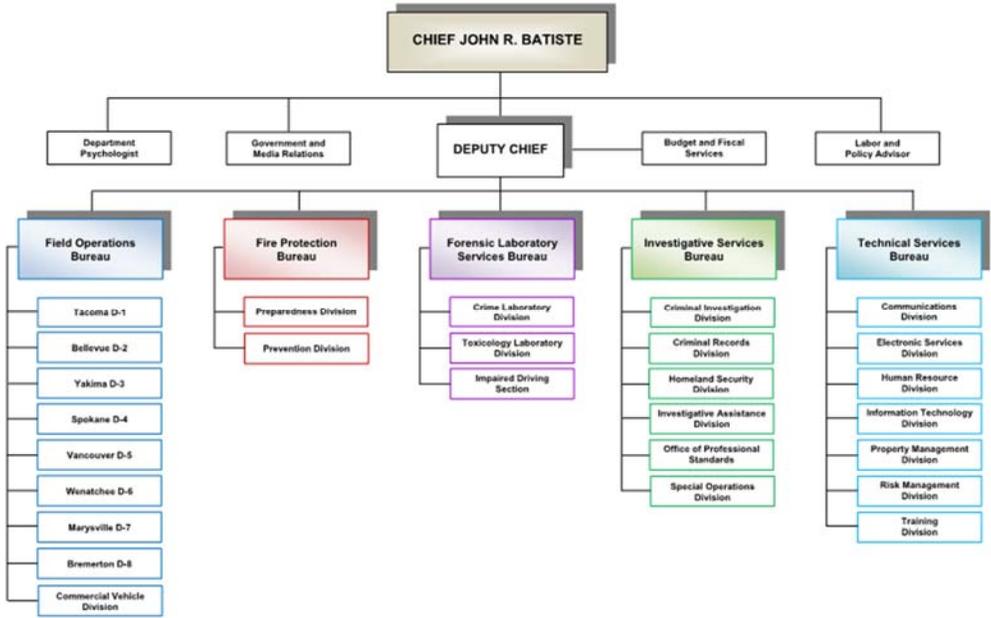


Figure 2. WSP Organizational Chart

<http://www.wsp.wa.gov/about/docs/orgchart.pdf>

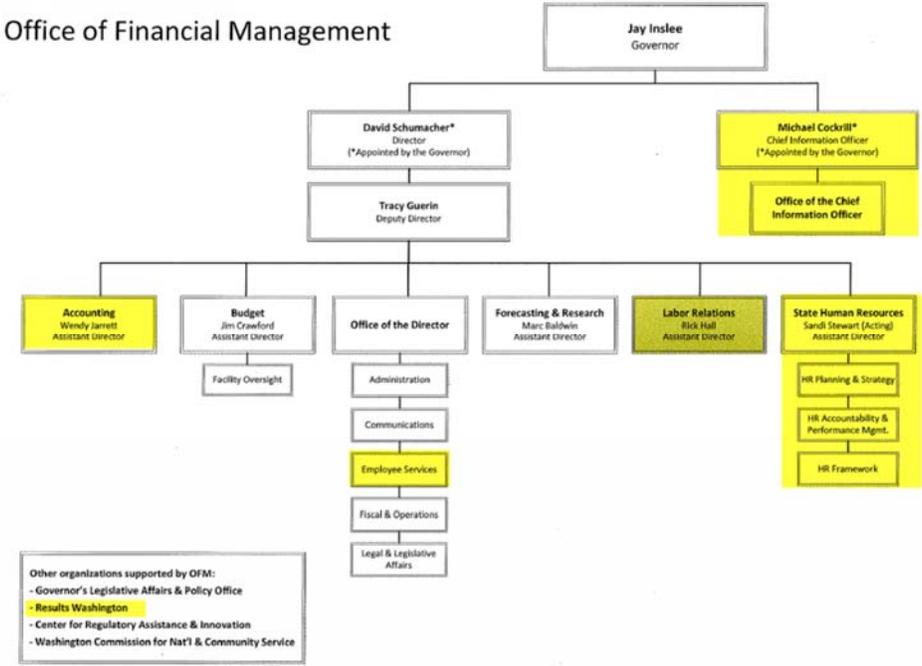


Figure 4. OFM Organizational Chart

(Note: highlighted functions will be housed in the building.)

<http://www.ofm.wa.gov/about/documents/ofmorgstructure.pdf>

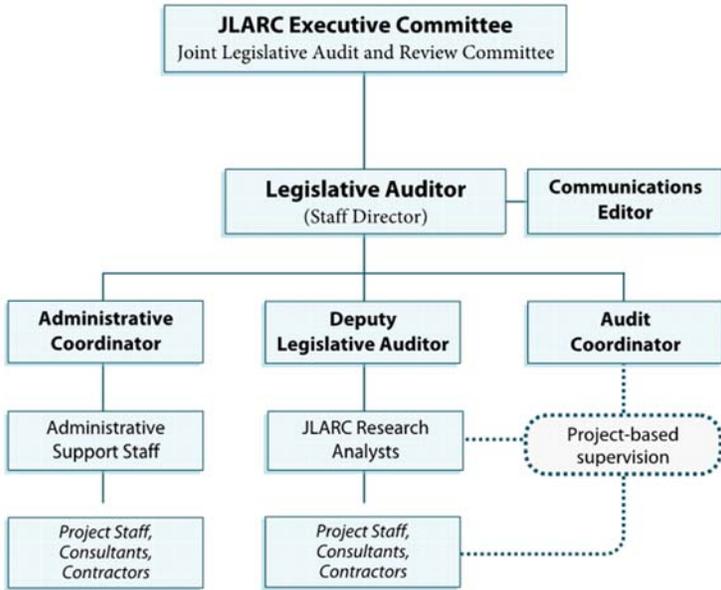


Figure 6. JLARC Organization Chart

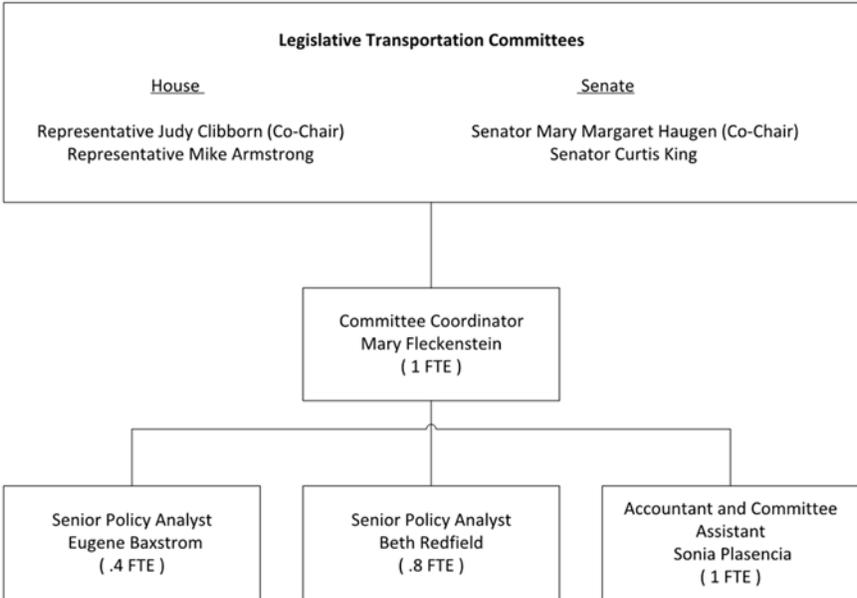


Figure 7. JTC Organization Chart

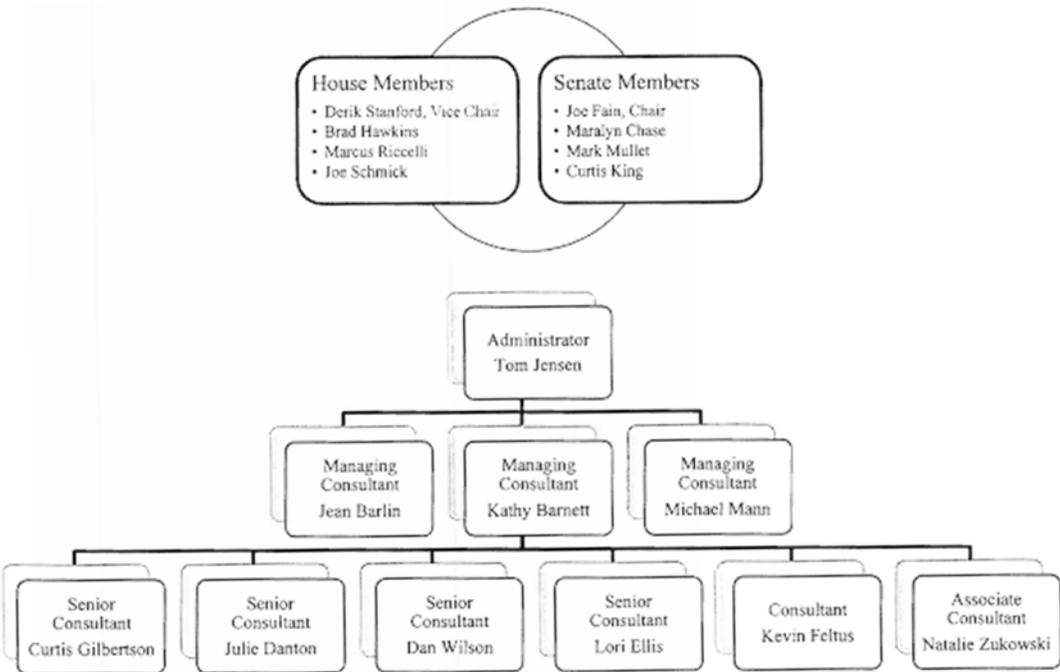


Figure 8. LEAP Organization Chart

4. Program Goals and Objectives

The following goals for the facility have served to guide development of the building functional and space program:

1. Efficient Operations

The facilities must support the smooth flow of work through well planned adjacencies.

2. Staff Support and Satisfaction

Staff health and safety are high priorities, and many supporting amenities will be provided (i.e. wellness / lactation rooms, bike storage and locker rooms).

3. Quality

A pleasant and conducive work environment should be provided as one means of contributing to increased productivity and staff satisfaction. This implies access to daylight, quality finishes and appropriate acoustics.

4. Flexibility

The facility should provide a high degree of flexibility to accommodate occupant churn, new furniture and equipment, changing organizational patterns, and/or different tenants.

5. Twenty-Four Hour Operations

Multiple groups require 24-access to facilities throughout the year. Secure and accessible workspaces should be adjacent to amenities such as break rooms, vending and restrooms.

6. Safety and Security

Security is a major concern in these facilities due to sensitive information and collocation of multiple agencies. Levels of security required range from public to highly secure room such as evidence storage. The primary security strategy for WSP will be to keep most WSP visitors from penetrating beyond the building lobby unescorted. The building and site design shall contribute to the safety of personnel and security of information and property.

7. Energy and Environment

The project is expected to be a high performance building. Sustainable and efficient systems should provide all tenants with flexible and modernized office space and amenities. Energy saving measures with reasonable life-cycle paybacks should be used (see Section IV. Design Program - Narratives for further sustainability goals and technical requirements). Attention must be paid to internal air quality (through material selection and mechanical system design).

8. Active Design

To encourage employee health and wellbeing, the project should encourage movement and healthy activities through strategies such as visible and attractive stairs, wayfinding signage that promotes stair use, attractive open space, space for lactation support and adequate covered bike storage.

III. LOCATION AND ACCESS

A. Public Transportation

The site is strategically located for employee commutes by public transit from all areas of Olympia, with frequent service during morning and early evening hours. Transit stops are within walking distance of the building for employee and visitor convenience, with free service provided by DASH transit.

B. Access

Convenient access to other state government offices is important to all tenants. Access to bicycle parking and storage is necessary as bicycle commuters are already prevalent. Outdoor racks for visitor bicycles should also be provided. Vehicular access for visitors includes designated on-street parking adjacent to the site, or at parking garages either on the capitol campus or private parking lots nearby and downtown.

C. Lobby

The main public entrance should be clearly visible from 11th Avenue SW and easy to locate from nearby sidewalks, parking and transit areas. Adequate, appropriate signage should be used to identify the building and direct visitors on the site. The main public lobby should be easy to find from all entrance points and directly accessible from 11th Avenue SW.

The lobby should be spacious with an attractive layout, seating, and coordinated colors corresponding to the overall image of the building. Materials should be durable for high traffic areas and help reinforce each department's desired image. WSP will provide staff for the receptionist station where access to the interior areas will be controlled. This area should look welcoming but convey the message that visitors have limited access to the facility.

The WSP pride should be expressed near or in the lobby and include information on its history and a memorial display.

D. Wayfinding

It should be easy for staff and the public to find the destinations they seek within the building. Unescorted public circulation within the building should be limited to a non-secure public use zone – this includes direct access to Legislative Agency, OFM and some WSP areas (see Building Access Zones Diagram for detail). Design and signage systems should reinforce wayfinding. There should be directories for each building and floor. Rooms and workstations should be identified with signs (see Article V., B. Signage and Identification for further detail).

IV. Space Standards / Assumptions

A. Section and Division Space Allocations

Legislative agencies, OFM and each division of WSP will have a range of open workstations, private offices, resource spaces, support spaces and dedicated or shared conferencing needs. Metrics for allocating square footage were established for each type of use and are as follows:

1. Open Workstations are included with a standard 64 sf or 100 sf.
2. Private offices follow a standard set by WSP (see Article XIV, Room Layout Sketches):
 - a. PO1 = 100 sf
 - b. PO2 = 120 sf
 - c. PO3 = 168 sf
 - d. PO4 = 224 sf
 - e. PO5 = 280 sf
 - f. PO6 = 320 sf
3. Space for common resources is based on industry-wide standards as follows:
 - a. 36" lateral files are 20 sf, (including storage and circulation space to access files).
 - b. Work rooms are sized based on user input and include space for items such as work tables, print/copy stations, mail and file storage within each agency's secured area (see Space List for detail).
 - c. Break Rooms on each floor¹, sized at (1) 100 sf to include a kitchenette and seating area and (2) 50 sf to accommodate a kitchenette. The design team may wish to explore aggregating space for larger, more dynamic yet fewer break areas. This is encouraged, however, allowing for 2.7sf / FTE. All break rooms to include acoustic buffering from work areas. Each provide at least a microwave oven and counter, and those in proximity to at least 25 FTE include sink and coffee machine.
 - d. Vending Areas on each floor, sized at 170 sf to accommodate 3 vending machines (1 machine per 70 staff, typ.).
 - e. Shared touchdown space located in open office spaces where staff can break away for private phone conversations, conversations with 1-2 others or work in a quiet space. These are provided at 1:25 FTE and are 40 sf each.²
 - f. Additional resource/support spaces are included per survey responses and interview input.

B. Meeting Areas

Conference and meeting spaces were allocated based on meeting information provided by the users including: frequency, size, access, priority, ongoing display of confidential material, etc. Meeting spaces with a net square footage over 500 sf were automatically designated shared-use. For shared spaces, a goal of 50% utilization was used in order to allow for scheduling flexibility.

¹ Preliminary site capacity studies indicate a possible building configuration of two major wings, shared core, and average 4 floors each above entry level. This was used to establish preliminary assumptions for the frequency of floor-wide support space.

² In some cases, this has been modified based on tenant preference.

Meeting space was based on facility planning best practices and 20 sf/occupant with the exception of the shared Extra Large Meeting Space at 15 sf/occupant; occupant data was indicated by each agency/division.

Three designations for conference space “ownership” were established based on analysis of survey responses:

1. Central Shared: Shared space for local and remote meetings. Typically ground floor, accessible to public and larger in size. See Article XIV, Room Layout Sketches for standard meeting space layouts, standard sizes are as follows:
 - a. Small: 1-15 people (300 sf)
 - b. Medium: 15-25 people (500 sf)
 - c. Large: 25-50 people (1,000 sf)
 - d. Extra Large: 150-200 people (3,000 sf)
2. Distributed Shared: Shared space that is distributed on all floors and openly accessible. See Article XIV, Room Layout Sketches for standard meeting space layouts, standard sizes are as follows:
 - a. Small: 1-5 people (100 sf)
 - b. Medium: 6-15 people (300 sf)
 - c. Large: 16-25 people (500 sf)
3. Dedicated: Space managed by a specific group or groups, typically to accommodate special needs such as confidentiality or a high frequency of use. Sizes are based on user input, see Article XI, Space List.

The shared meeting areas and a majority of other meeting rooms will contain videoconferencing equipment and audio/visual (AV by owner) integration including: monitor/screen, wireless keyboard, mouse, and a speaker phone optimized for conference room use. Other requirements include ventilation rates based on capacity, sound separation from other spaces, dry erase boards, AV equipment (by owner), phone and data lines, and clean power. Additionally writable surfaces such as whiteboards should be provided to allow for collaboration. All medium and large conference space should be capable of supporting cameras, projection equipment.

The following diagram shows the relationship between the various meeting room types and each of the divisions, along with a proportional break down of other support space types.

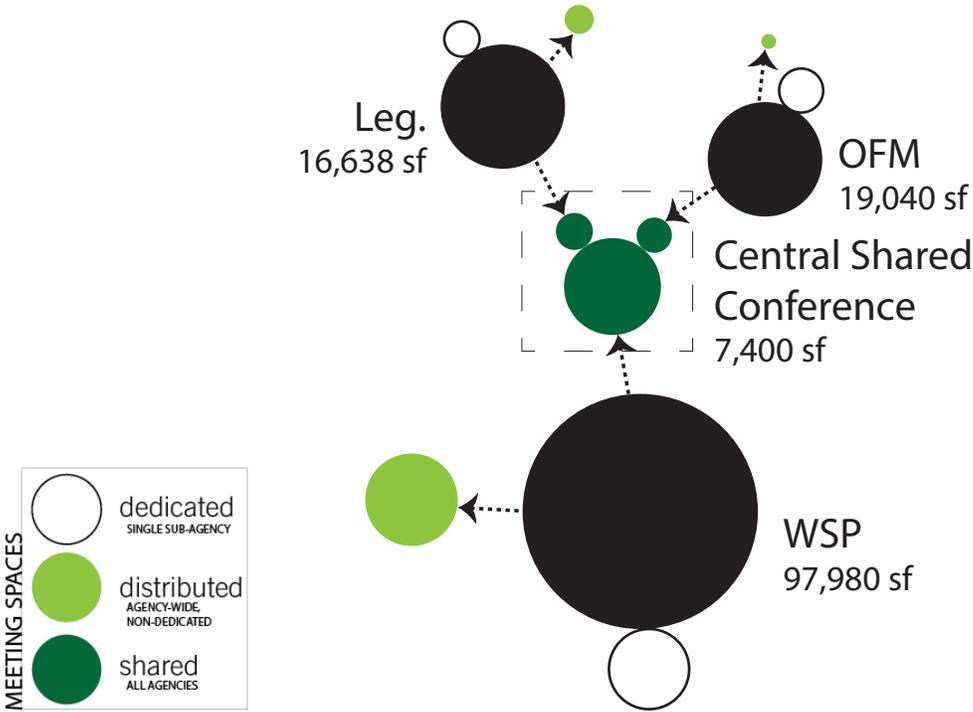


Figure 10: Support Space Allotment by Agency

C. Other Shared Spaces

1. Wellness/Lactation

A convenient, sanitary, safe, and private location, other than a restroom, allowing single occupant privacy for staff wellness and lactation needs.

2. Open Lounge

Similar to the 1500 Jefferson Building, space for informal seating, soft seating and tables and chairs, to be captured through design solution. Depending upon the amount available, this space may be consolidated as one area open and accessible to all tenants or also include space distributed evenly throughout the building. This is part of the 10% common space provided in the buildup to gross square feet (see below). It should have a relaxing, homey environment, with comfortable furniture, and a variety of opportunities for small groups or solitary seating with a mix of soft furniture and tables and chairs. Adequate reading light should be provided.

3. Loading Dock

Public (and truck) access to the loading docks should be controlled through a cardkey with direct dial phone for vendors. WSP's Electronic Services and Information Technology divisions will use the dock frequently, therefore direct/indirect adjacency is preferable for testing and assembly, with secure storage nearby. It should be noted that WSP requires use of 2 covered parking stalls directly adjacent to the dock area. The two spaces are required by the Electronic Services Division in order to service WSP patrol car technology systems. See Article XII, Room Criteria Sheets for detailed information. The loading dock should have direct access to elevators, but should be located away from office areas to prevent noise interference.

- 4. Incoming Mail and Packages**

A centralized incoming mail room should be located on the ground floor, with additional rooms distributed amongst the agencies and/or divisions within the building for convenient sorting and workspace.
 - 5. Locker Rooms**

Space is included for locker rooms based on LEED NC 2009. This includes showers in addition to changing and locker space.
 - 6. Bicycle Storage**

Space is included for secure bicycle storage based on LEED NC 2009. WSP Special Operations Division bicycles shall be in a dedicated secure area within the space. See Article XII, Room Criteria Sheets for detailed information.
 - 7. Storage**

Storage was provided in the quantities indicated by each agency in their survey responses, minus their assessment of digitized storage potential. All agencies reviewed quantities indicated in the surveys and adjusted storage space to allow for high levels of efficiency and consolidation. These adjustments have been incorporated into the building program.
- D. Conversion of Assignable to Gross Space**
The tally of individual assignable spaces (ASF) required, based on user input and space standards, an assumed 40% circulation factor to allow for circulation between office, workstation, collaboration spaces and other space types. This results in total net square footage (NSF) requirements for the building. A 10% factor was then applied to allow for common areas such as restrooms, open lounge area(s), and building reception. A grossing factor of 1.25 accounts for building services such as mechanical and electrical equipment, building structure, vertical circulation and building envelope and determines the final gross square footage (GSF) of the building.

V. Image & Identity

The following summarizes image and identity of the building from a user perspective. For more information on related design requirements, please also refer to Section IV, Design Narrative.

The site plan should be well-defined, coordinated and respond to the surrounding Capitol Campus and downtown Olympia street grid. The building shall be human-scaled at the sidewalk and open space levels. The street and site should be clean and well landscaped.

A. Organizational Identity

The building should have the appearance of a single, integrated entity with flexibility for future occupants. Agencies may have distinct and individual identities once inside the building. The design should offer an aesthetically pleasing, efficient and functional building that inspires confidence and trust. Materials should be of good quality, contributing to an overall appearance that is businesslike, but not extravagant. The use of a permanent, quality exterior finish is preferred.

Refer to the Capitol Campus Master Plan for aesthetic continuity between the building design and existing structures on the campus.

B. Signage and Identification³

Adequate, appropriate signage should be used to identify the building and direct visitors on the site. External signage and identification of the building should be appropriately coordinated with the building design, durable, and effective. Signage should provide building identification and help orient the user. It should also be used to help distinguish agencies and their respective divisions. Building identity from the campus, downtown core, and freeway is desirable. Through the site and near the entrance, signage should be easily visible.

The following signage shall be provided (wording for safety information and instructions and the building directory should be verified by the State Fire Marshal prior to fabrication):

1. Building directory (one per floor).
2. Floor Identification and directories.
3. Room numbering and identification of defined uses for each room.
4. Workstation identification.
5. Safety information and instructions as required by code.

C. Other Public Spaces

There are no zones within the interior designated for open public use. Jointly shared spaces such as the shared conference rooms, elevators and elevator lobbies may be accessed most often by visitors and should have a good overall appearance.

³ Refer to signage standards in RFP exhibits.

VI. Building Layout and Organization

A. General

The project will have a public access zone, a service access zone and a large zone of workspace. Building layouts must provide floors that are of a sufficient size to allow efficient layouts of large work groups, without sacrificing access to day light and external views. Enclosed offices located at the perimeter should be limited as much as possible so that daylight is available at the open workstations. Shared facilities, such as the shared conference rooms, lounge, locker rooms and dedicated secure bicycle storage should be located in an area that is most convenient to all building users. Similarly, shared spaces on each floor should be centrally located and easily accessible.

B. Building Zones

The complex should be divided into zones based upon at least two criteria: level of access and building services. The five main access zones include:

1. Public access zone, with reception/information desk, waiting area, and public access to WSP's Criminal Records division counter.

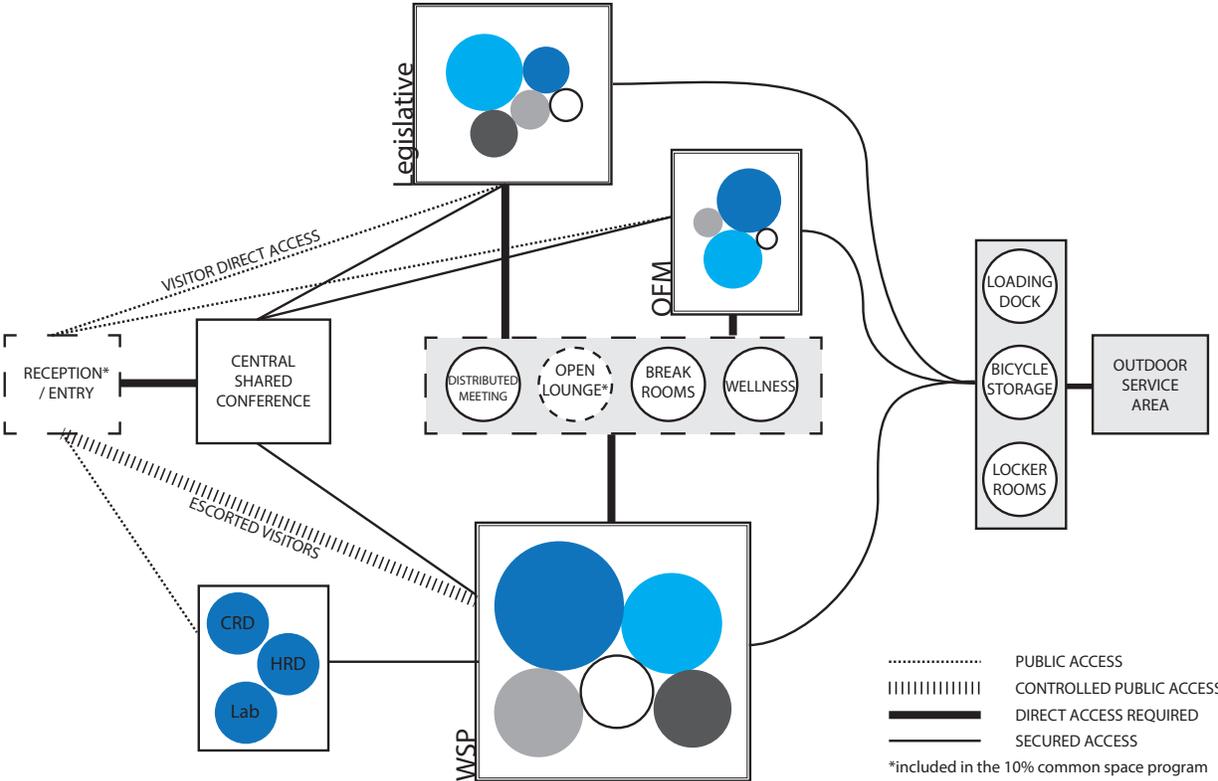


Figure 11. Building Access Zones

*Lab requires reception window for public with second secure window for law enforcement. Visual access into space not ideal though convenience is important.

2. Shared areas zone, with central conference spaces, distributed conference spaces, open seating area, wellness rooms; access for all building staff.
3. Service access zone, with the loading dock, trash area, maintenance and storage, and central plant.
4. Workspace zone, within the general workspace.

C. Organization of a Typical Floor

Flexibility is one of the prime considerations in the organization of a typical floor. As a result, floors can accommodate a mixture of open workstations and enclosed offices.

Each floor should have a core, which includes vertical circulation components, duct risers and mechanical/electrical closets, trash staging area (and/or chute) and restrooms. Vending areas and/or coffee counters, enclosed copy rooms, and enclosed conference rooms may also be included. It is preferable to have break rooms located outside the core to allow for daylight and views.

Elevators, toilets, shared and conference rooms should be in a zone of easy access to all users, without going through a lockable door. Further access to the work areas on each floor would be controllable by key-card.

D. Building Depth and Floor-to-Floor Height

1. Depth

In order to promote access to day light and allow distant views to rest eyes, building depth should be limited and should be studied closely. Daylight access may also be accomplished through the use of shallower wings and/or or lowering open office partition heights at the perimeter.

2. Floor-to-Floor Height

Floor-to-floor dimensions should provide the maximum possible interstitial space for ease of access without compromising quality of the work area. Ten foot floor-to-finished ceiling heights should be the minimum in occupied areas, and greater than ten feet wherever possible.

E. Stacking

Most or all public access and service areas should be located on the ground floor. As the major tenant, WSP will occupy a large proportion of the building and its need for public access varies. For example, WSP's Office of the Chief will be located on higher floors with specified views of downtown Olympia, whereas the Criminal Records division with its public counter and Latent Prints division shall be located on the ground floor with convenient public access. In addition, Special Operations requires ground floor access for emergency response.

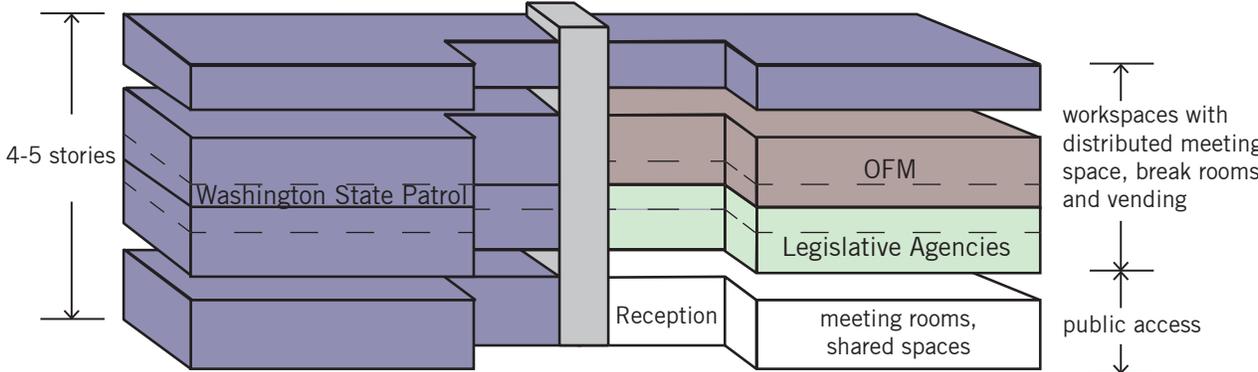


Figure 12: Example Stacking of Functions

Note: WSP includes specific location requirements for select divisions, refer to room data sheets for detail. OFM and Legislative Agencies can be located on any floor above ground level.

F. Adjacency Requirements

WSP divisions, OFM and Legislative Agency relationships are shown in the following diagram. In general, the legislative agencies, being part of the legislative branch, need to be well-separated from the other two agencies while most prefer to be near each other. Several critical adjacencies apply to divisions within WSP. OFM has no specific adjacency needs.

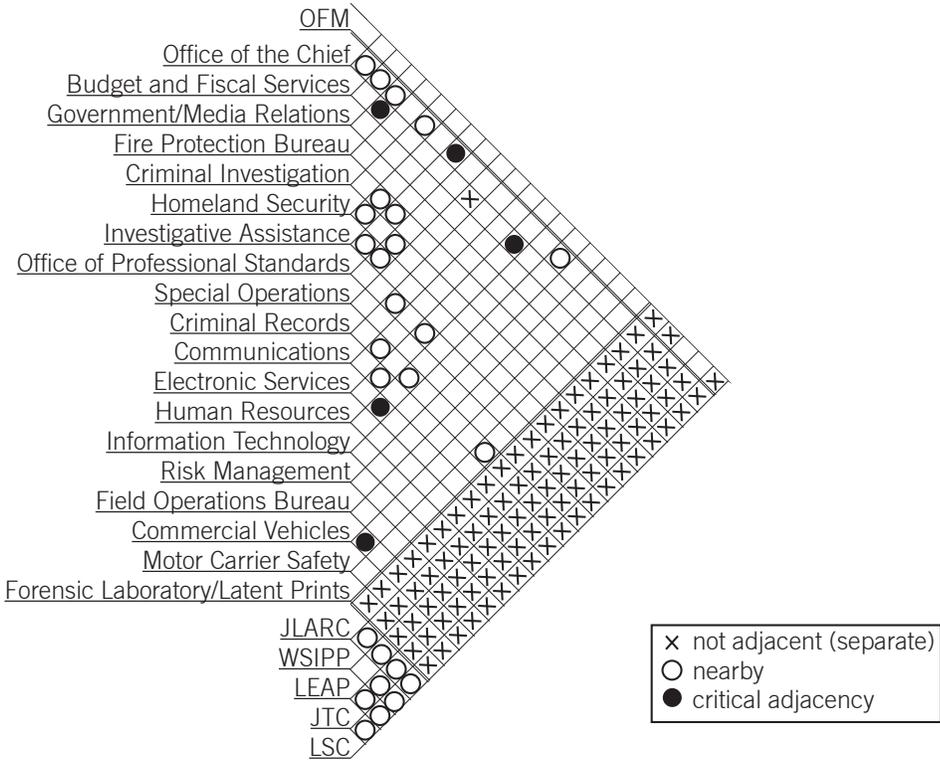


Figure 13: Division Adjacencies

VII. Security

Tenants of Block 1063 represent a variety of agencies with a range security concerns. While security requirements are important, the building should not sacrifice the openness and permeability of the work environment in order to enforce high security standards. As a result, 1063 Block will use a layered approach to controlling access to various spaces in the building. This ensures that the appropriate provision of public spaces is balanced with the security needs of the tenants. The following are key principles governing security:

A. Ensure secure access points to the workspace while maintaining convenient access for building tenants.

1. A consolidated public lobby will minimize points of public entry. As mentioned, visitors may be escorted by staff, typically for WSP functions, or directed to their destination where they will be greeted by staff.
2. Install card readers in elevators and at secure perimeter door entries to department areas. Provide non-entry alarmed fire egress doors. Incorporate hold-opens on fire doors.
3. Equip the entry point with sufficient 24-hour lighting for security cameras. Position security cameras to monitor entry/exit for physical characteristics of persons and items carried out. Cameras will observe all building entries and public lobbies, the loading docks, and exterior circulation.
4. Ensure receptionist has a clear line of sight and direct line of travel to entry.

B. Utilize a layered approach to security system organization.

1. Configure space in terms of security zones. A second level of security for areas with sensitive information such as evidence and files will be provided.
2. Ensure control where possible but maximize openness. Create opportunities to “lock down” the space when needed.
3. Reception areas and loading docks require two layers of security. Public space in department reception areas needs to be accessible for all with card accessed doors securing the workspaces. Loading docks need to be secured for delivery access as well as for further access to the interior space.
4. Consider crime-preventing landscape and lighting, and environmental design features/configurations.

C. Ensure that sufficient security and privacy measures are taken to adequately secure a variety of space types.

1. Video cameras will be used for surveillance of sensitive and remote areas, as well as, for added off-hours security and access control.
2. Intrusion alarms will be placed on perimeter doors of individual departments.
3. Access to private offices will be provided with keys. Assume 10% private offices to receive locksets, if cardkey required this will be provided by tenant(s).
4. Equip secured doors with electric locking hardware, integrated with the control system. Card readers should be installed at door-handle height (+/-1”).
5. Secure IDF/MDF rooms within the typical security perimeter.

6. Confidential waste is to be shredded, as contracted with an outside firm. The waste typically will be collected on each floor requiring a secure depository that is separate from the other trash receptacles. A secure holding area must be provided near the loading dock for pick-up.

For more detail on security requirements, please refer to Section IV, Design Narrative.

VIII. Special Requirements and Facilities

A. WSP's Command Post

The command post is part of WSP's Special Operations division. It provides emergency support for large scale Capitol Campus events and/or demonstrations planning. This space requires monitors, closed circuit (CC) feeds, aerial downlink and AV equipment. This space can also function as a meeting space when not in use. Refer to Section IV for technical requirements and Room Criteria Sheets.

B. WSP Technology Equipment Maintenance

A maintenance area shall be provided for maintenance of electronic equipment in WSP vehicles. The space should include two covered parking spaces for maintenance with secure storage nearby. This space is included in the loading dock area.

C. WSP Latent Prints Lab

The Latent Prints Lab processes evidence for latent prints in its laboratory and at crime scenes. The division requires an evidence vault (per ASCLAD requirements), 2 wet labs, 2 photo labs and direct access to showers.

IX. Site Development and Outdoor Uses

A. Outdoor Use Areas

Outdoor seating area should be partially covered for weather protection and partially sunny. Locate the area to provide sun access year round and provide shelter from prevailing winds. Trash/recycling receptacles should be included.

B. Utilities and Mechanical Equipment

Provision shall be made for the connection of all required utilities and services, including water, natural gas, sewer, storm drainage, electrical, telephone and CATV. All utilities shall enter the site underground. All utility company requirements shall be determined and met. Meters shall be located conveniently for utility company staff. Meters are to be located in a weatherproof, protected area that does not provide access to utility controls.

If there is ground mounted mechanical equipment, it should be fully screened and located where any fumes, noise or vibration it generates do not interfere with operations or cause annoyance to employees.

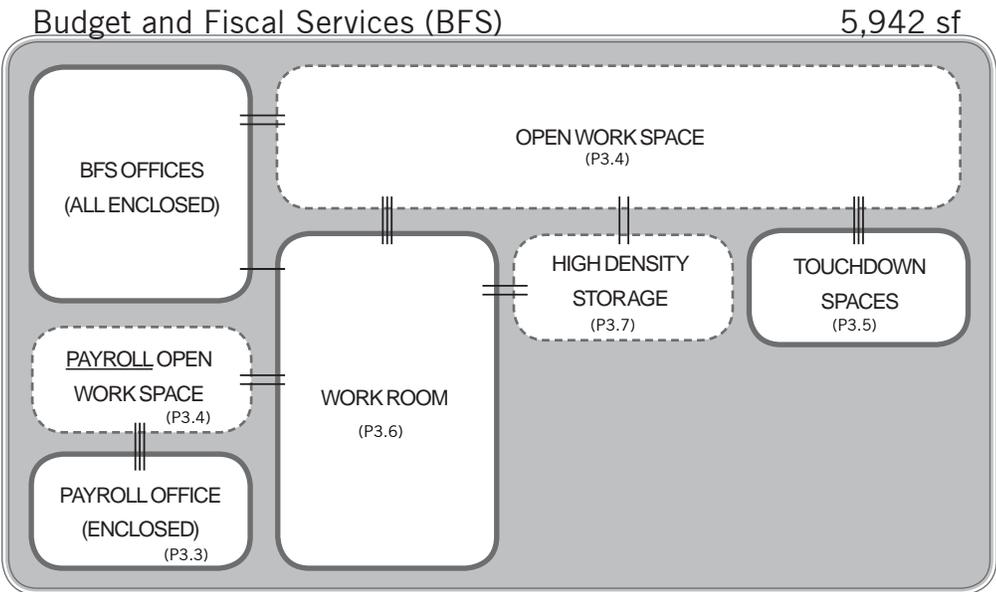
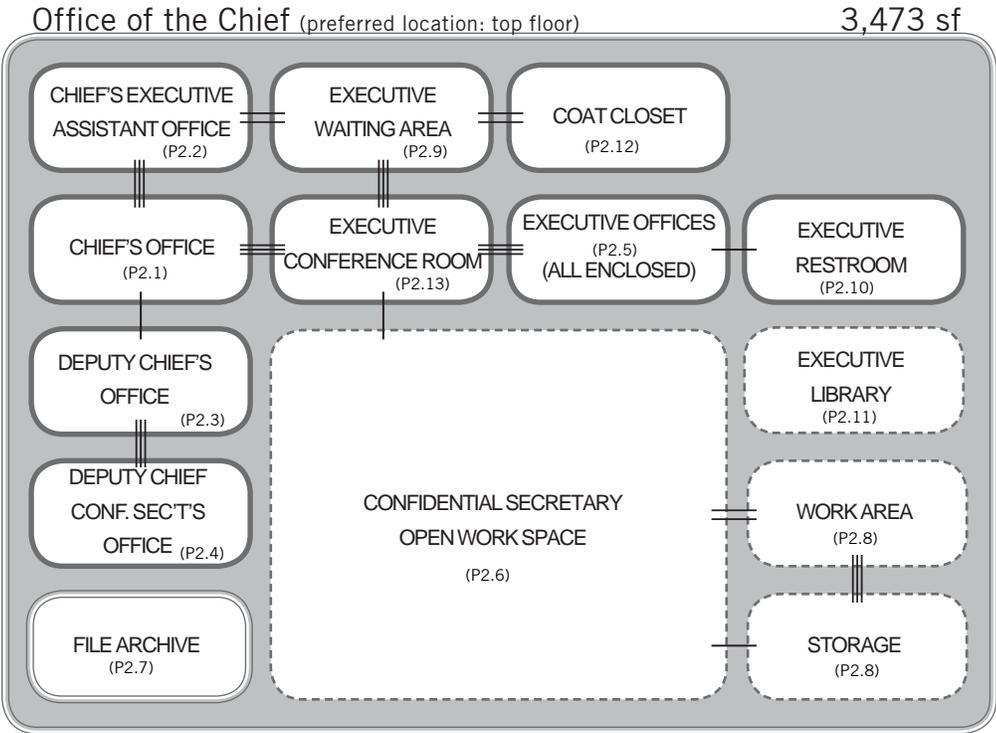
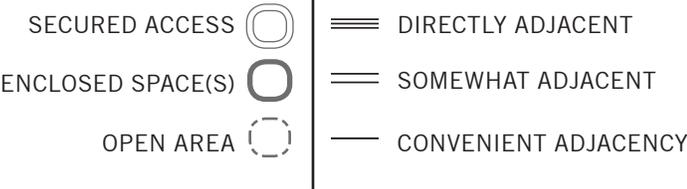
C. Site Perimeter

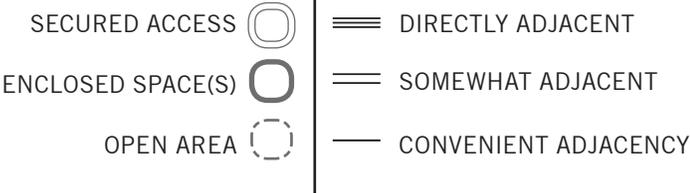
The perimeter of the site does not need to be permanently fenced.

D. ADA Parking and Drop-off

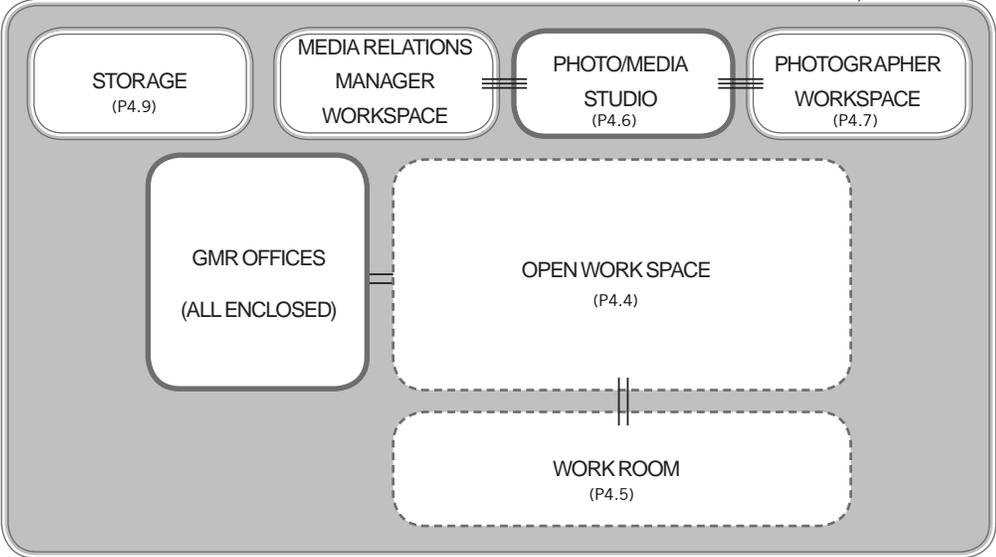
ADA parking to meet code requirements and a drop-off area for private passenger vehicles should be provided, each with easy access to the front door.

X. Agency Adjacencies per Division

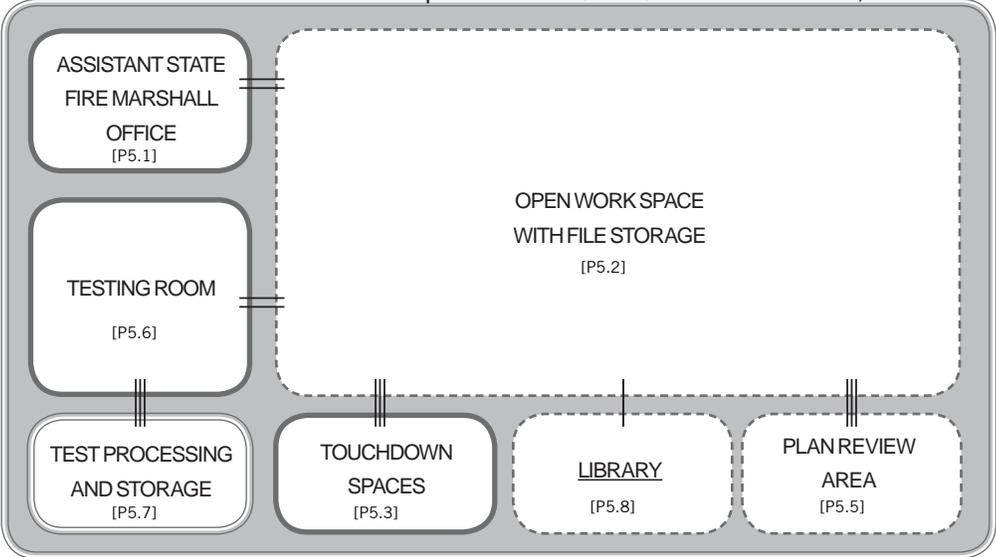


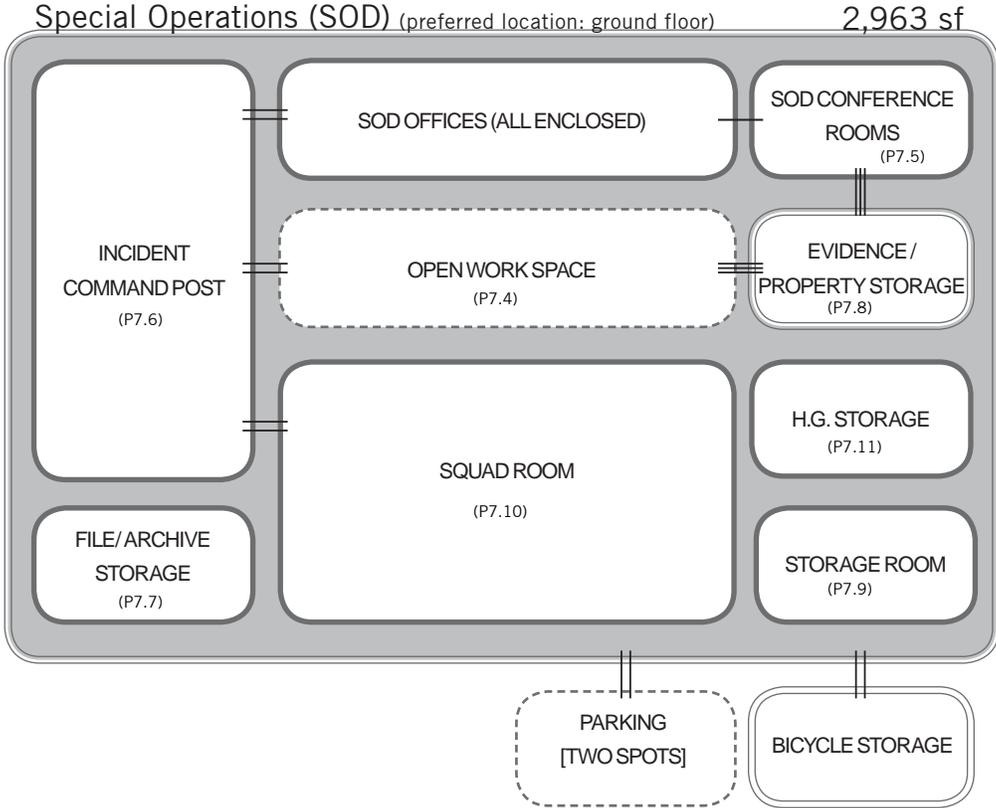
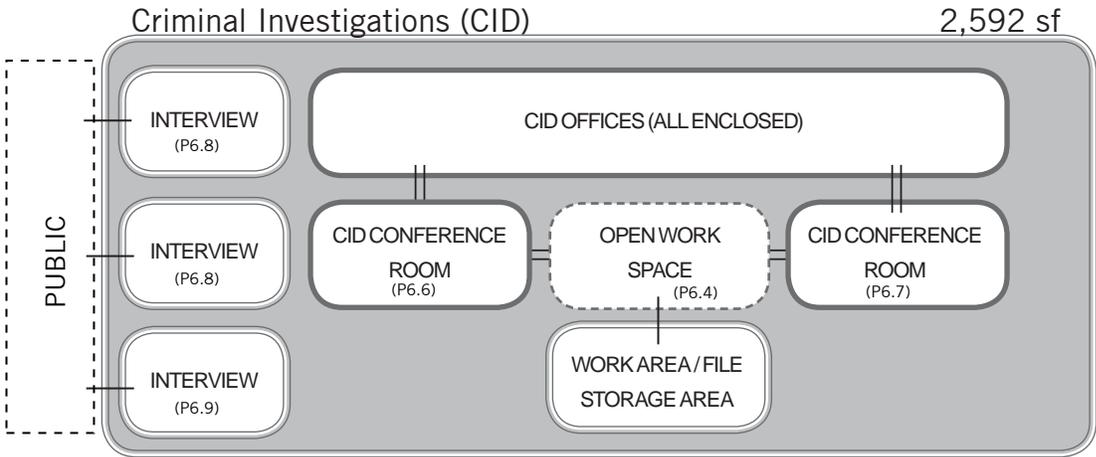
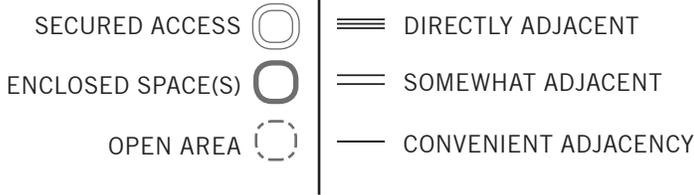


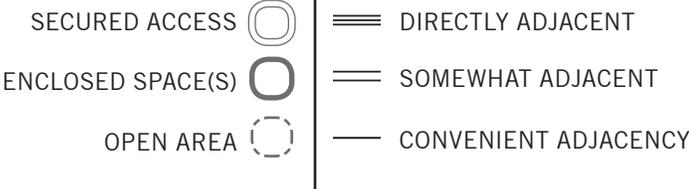
Government and Media Relations (GMR) 1,846 sf



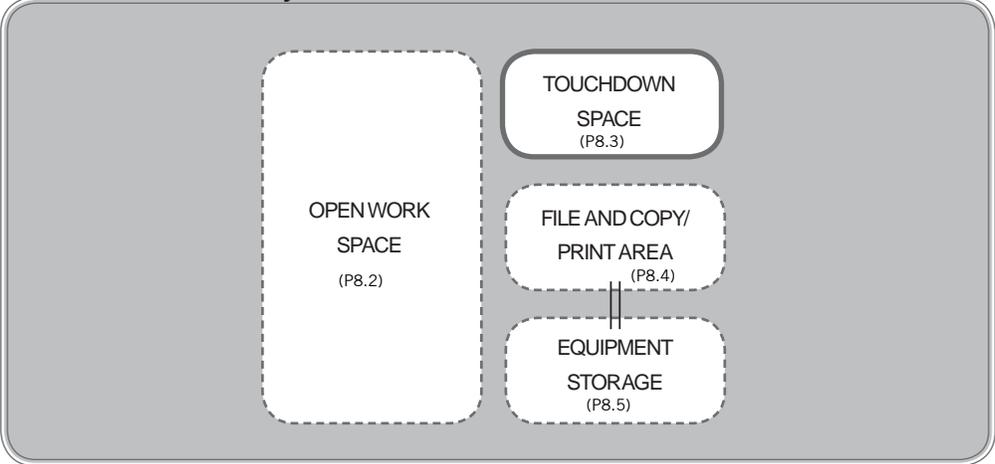
Fire Prevention and Fire Preparedness (FPP) 3,080 sf



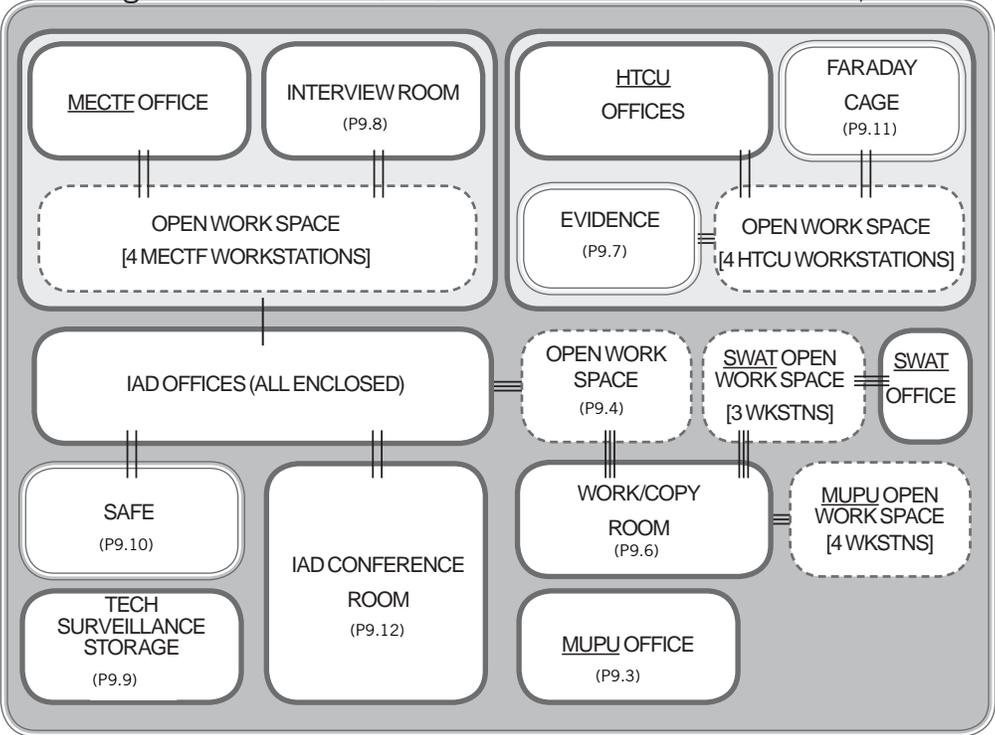


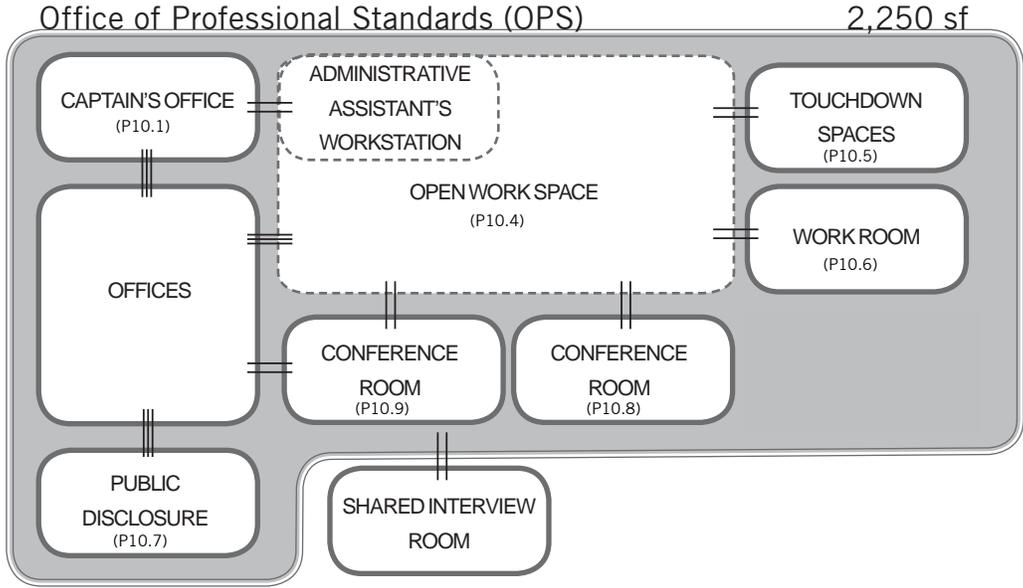
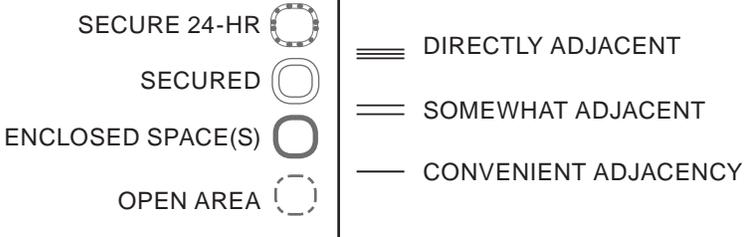


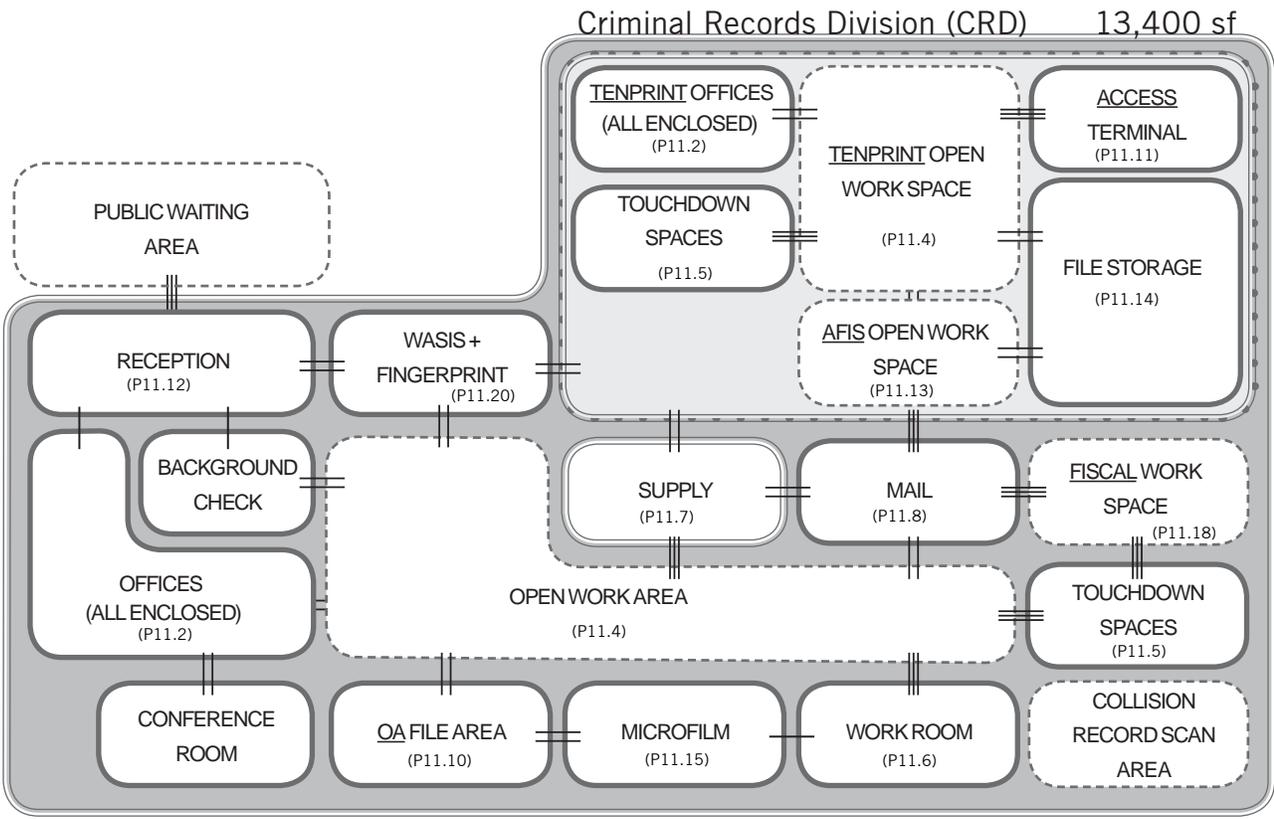
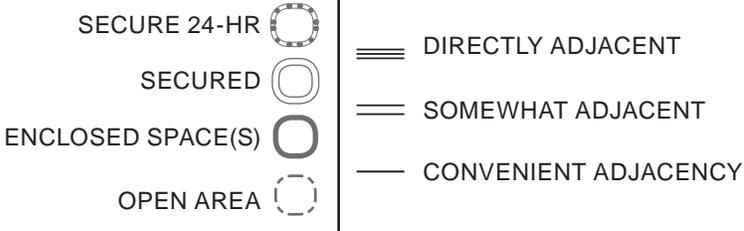
Homeland Security (HSD) 538 sf

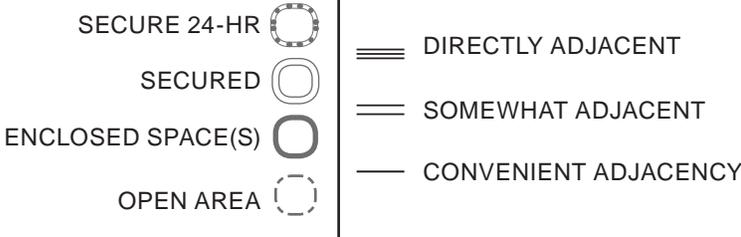


Investigative Assistance (IAD) 3,958 sf

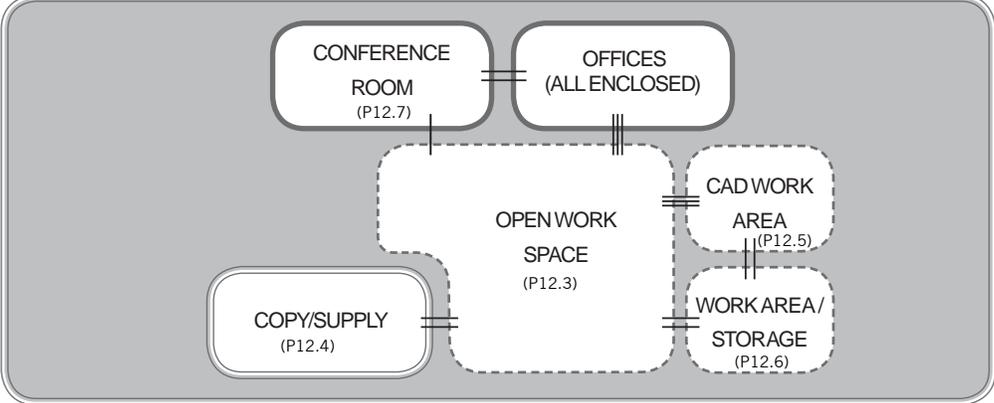




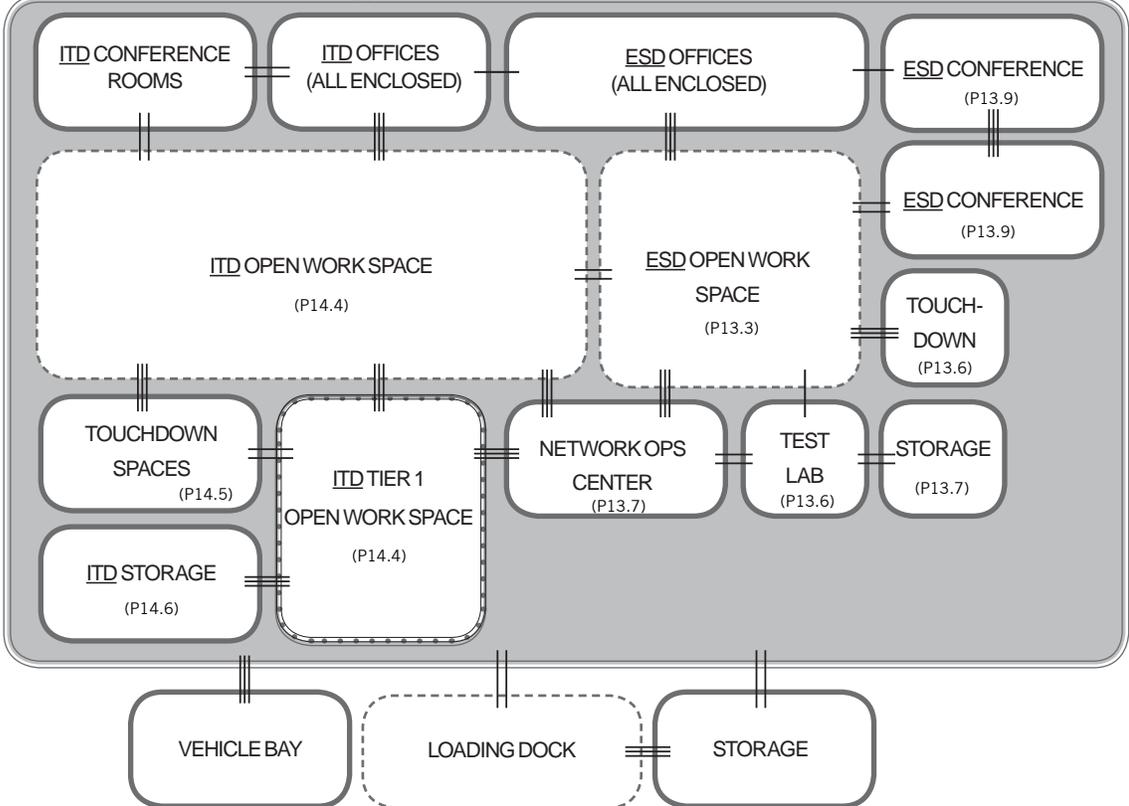


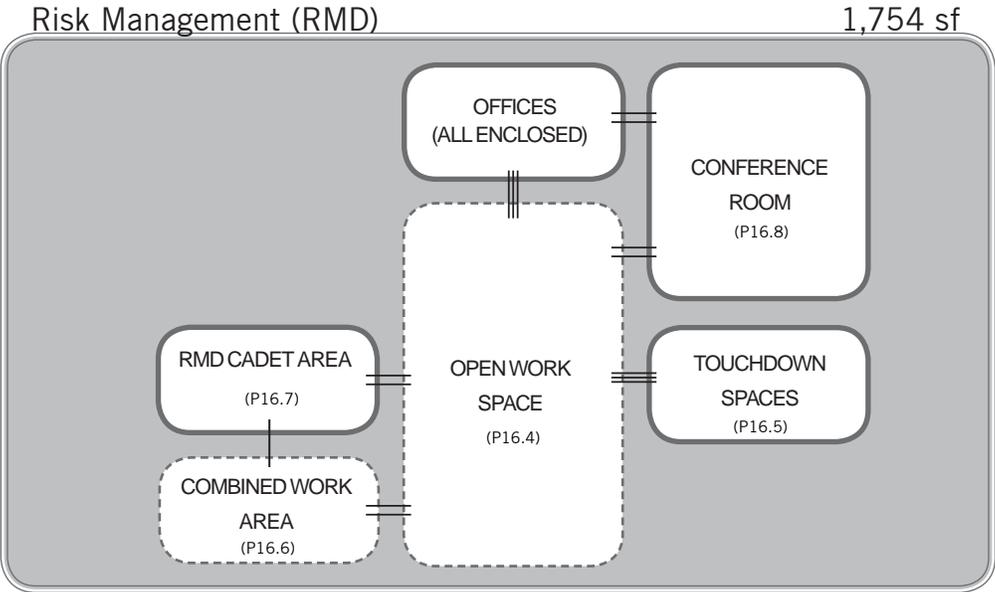
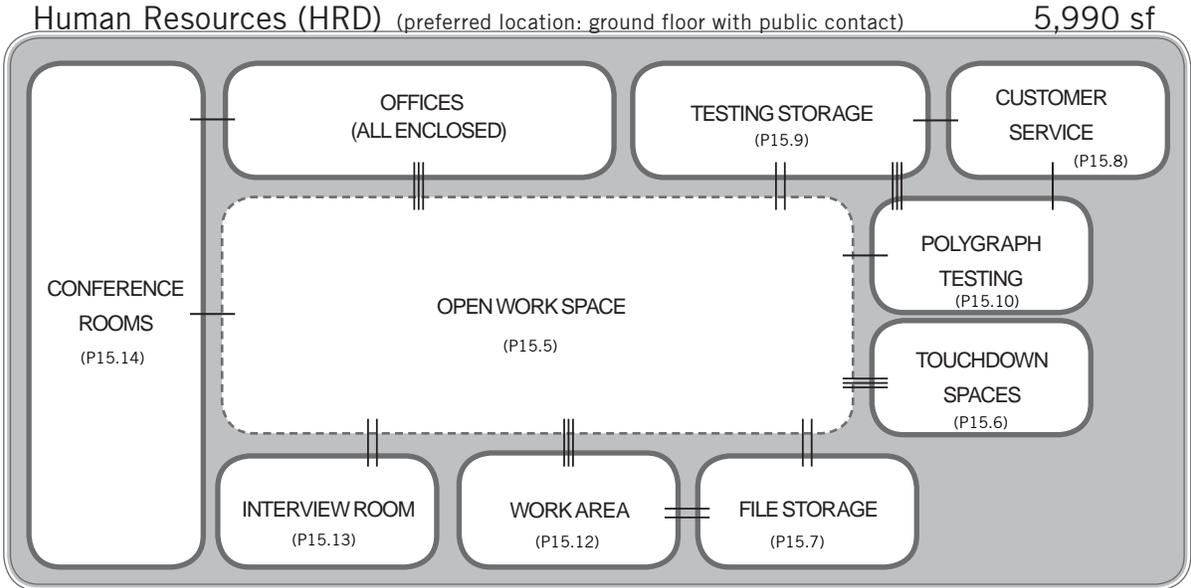
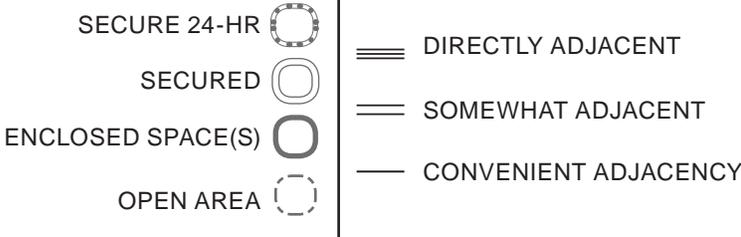


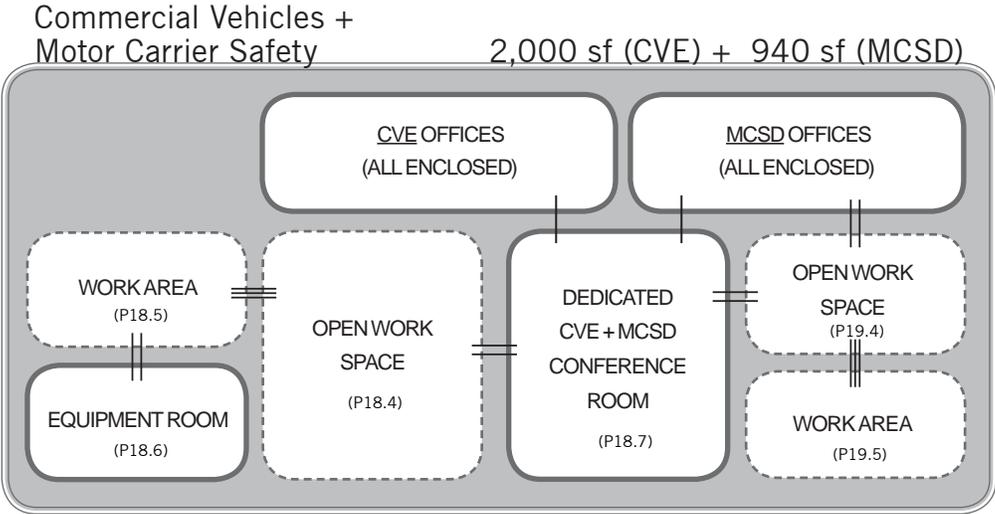
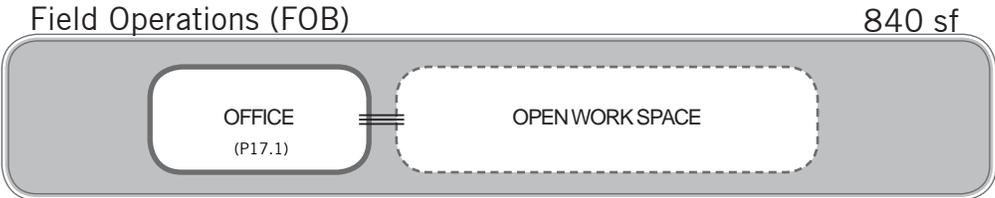
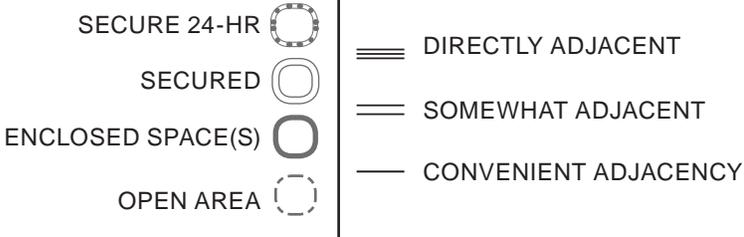
Communications Division (Comm.) 1,124 sf

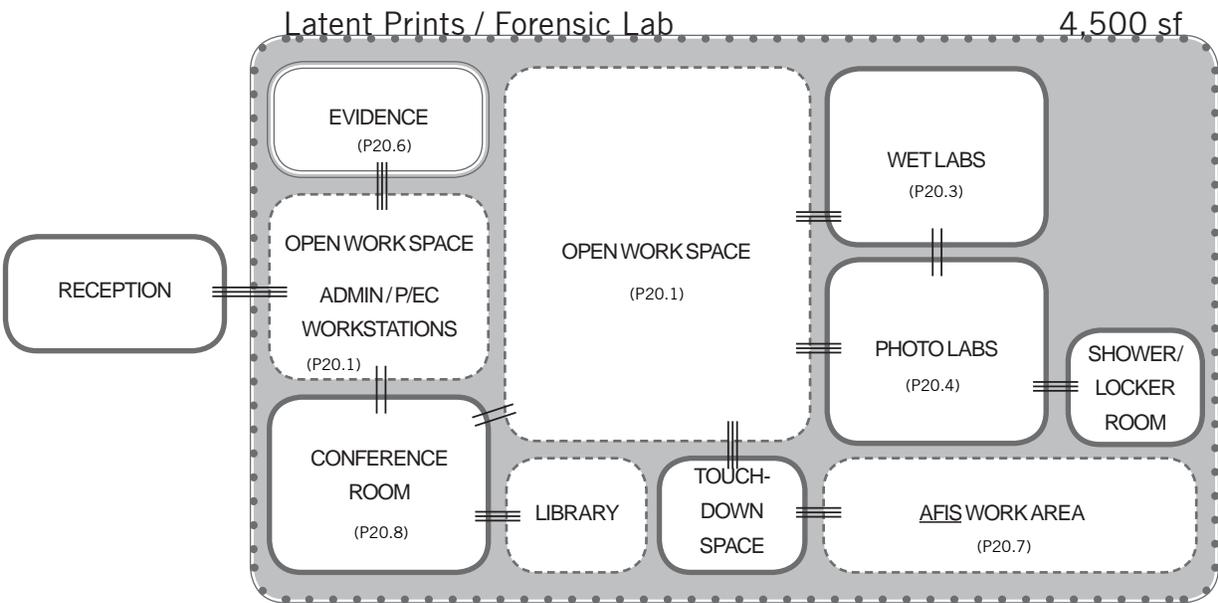
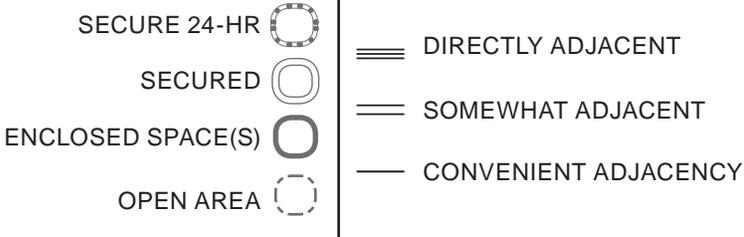


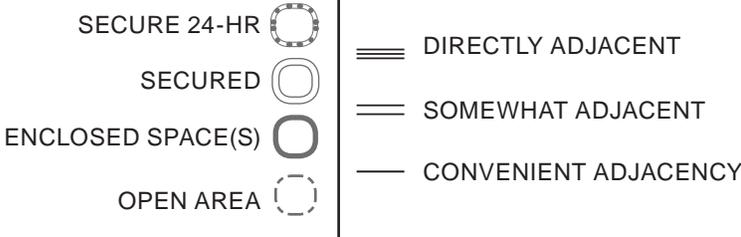
Electronic Services + Information Technology 4,008 sf (ESD) + 8,268 sf (ITD)





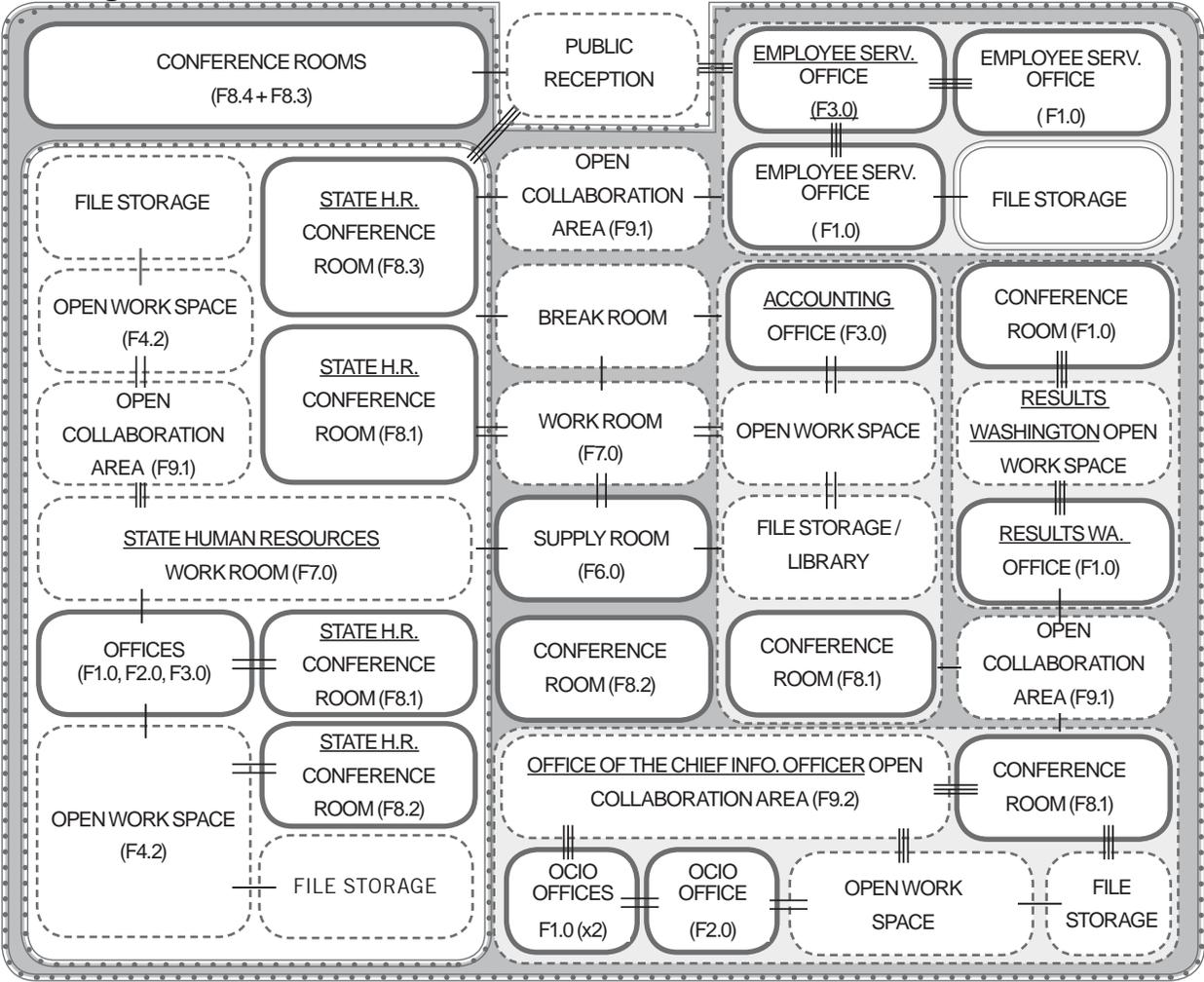


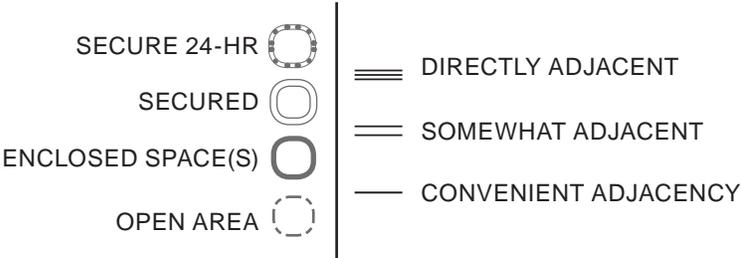




Office of Financial Management (OFM)

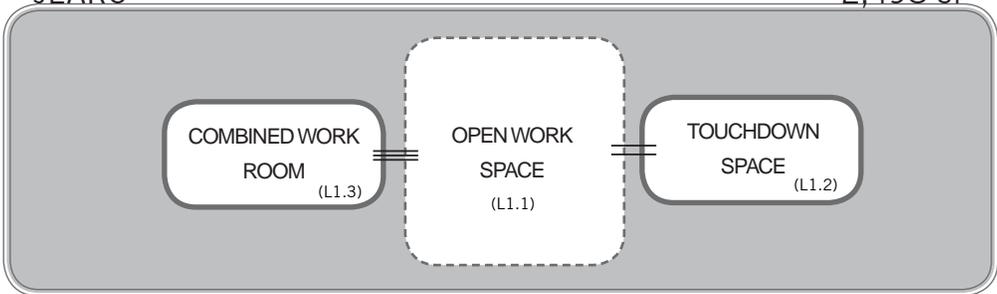
19,040 sf





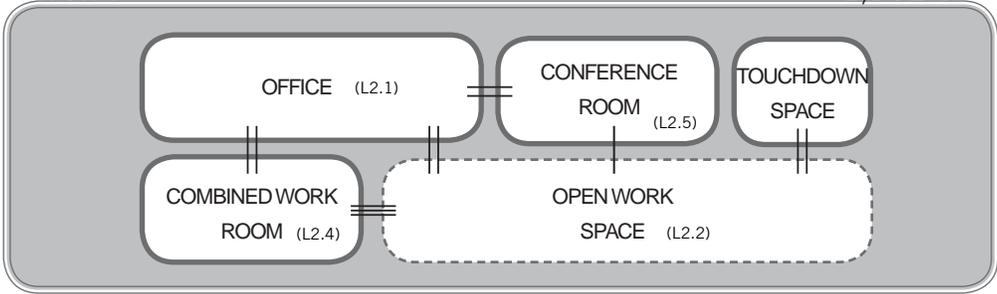
JLARC

2,498 sf



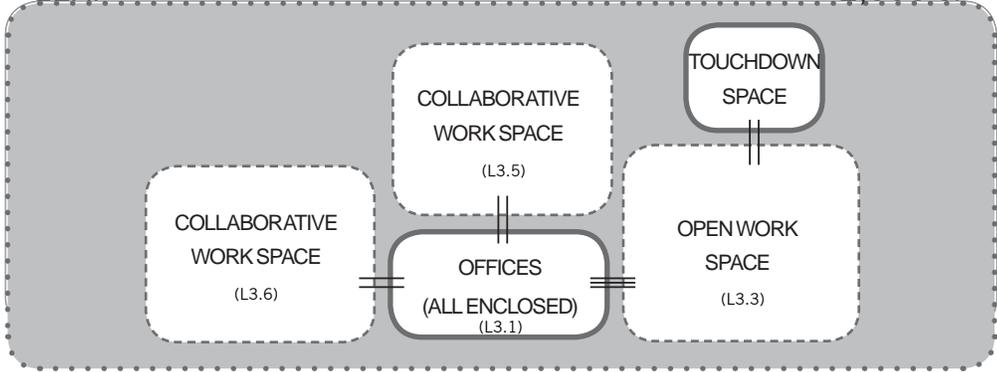
WSIPP

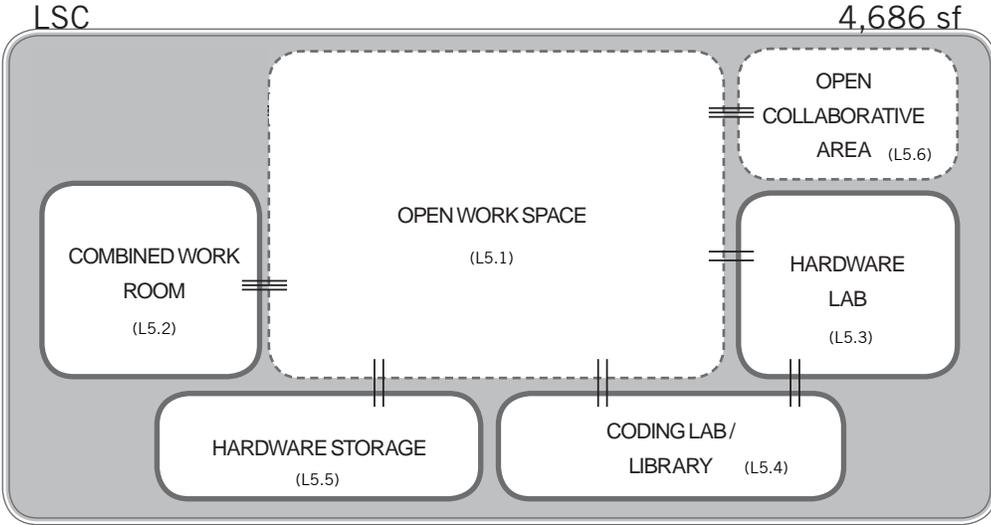
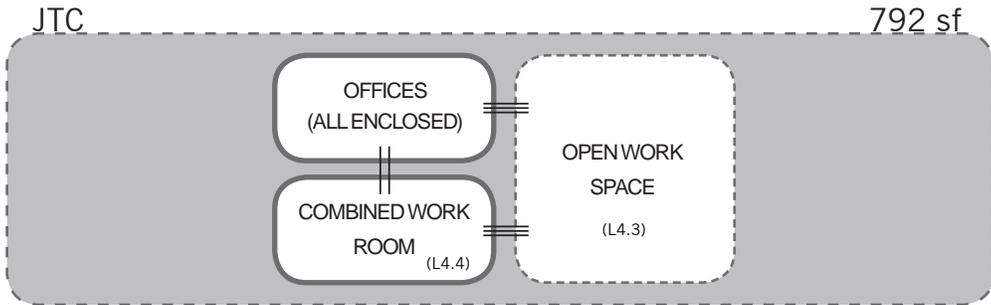
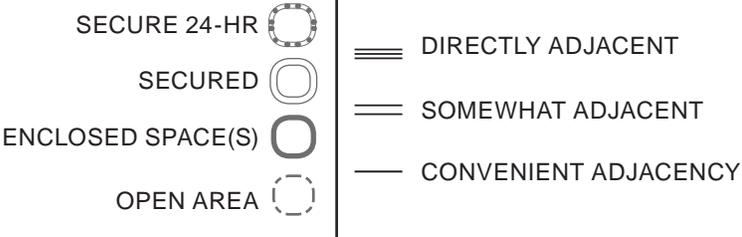
1,902 sf



LEAP

2,006 sf





XI. Space List

*See diagram for typical layout

Location	No.	* Category	NFS	#	Total	Notes	
Building Common Area	10% Common	B1.0	Reception / Main Lobby	1,000 sf	1	1,000 sf	<p>one staffed-reception-desk, minimum 1,000 sf lobby, mail and packages delivered here code-driven, based on occupancy, location, etc. Unisex restroom required on entry floor and every other floor above; includes interior bench for use by assist attendant.</p> <p>Near freight elevator or loading dock*. Minimum 8'h, 42"w door; floor sink, floor drain. Minimum (2) outlets, direct exhaust to exterior. (needs 24-30"d industrial shelving) Bracing in wall construction for hanging backpack vacuums for recharging. Eyewash station.</p> <p>Conditioned space with workstation, coffee bar, table/chairs for staff. Lockers for staff in this space or bulk storage</p> <p>1 per floor at 50 sf; Adjacent to restrooms, floor sink, floor drain, shelves for storage, 42"w door that swings out, direct exhaust.</p> <p>to be distributed throughout building as allowed through design</p>
		B2.0	Restrooms	varies	varies		
		B3.0	Custodial Supply / Bulb Storage	400 sf	1	400 sf	
		B3.1	Custodial Office / Break Room	320 sf	1	320 sf	
		B3.2	Custodial Closet		-		
		B3.3	Lounge (informal seating)	varies	varies		
	<i>Net Program 10% =</i>					13,366 sf	
	Shared Building	B5.0	Loading Dock	3,620 sf	1	3,620 sf	3520sf + 100sf for staging; Space for not less than (3) Vehicles. Truck bed level unloading, minimum of (1) deck leveler. Includes two parking spaces for WSP maintenance.
		B6.0	* Lactation Room	48 sf	1	48 sf	sink and refrigerator per RCW 43.70.640; Utility sink w/insta-hot, goose neck faucet, paper towel dispenser. Min. (2) receptacles, Cardkey or indicator deadbolt w/occupied feature. Magazine rack, bulletin board, mirror, wall clock, cove lighting + task, or dimmer. Sound attenuation to structure. Small, 4-tier locker.
		B7.0	Wellness Room	80 sf	1	80 sf	Sink & paper towel dispenser. Space for medical-style scale, wall hung blood pressure monitor, wall-mount sharps container. Includes space to recline.
B8.0		Bicycle Storage	410 sf	1	410 sf	per LEEDv2009 (approx 41 bicycles at 10sf each); Stored on racks. Wall hooks to hang wet garments, matting or no-slip surface. Small locker towers=1/2 bikes; includes secure WSP SOD bicycle storage area (150sf)	
B9.0		Locker Room	350 sf	2	700 sf	per LEEDv2009; includes showers and lockers	
total:					4,858 sf		
Central Shared Conference	C1.0	* Extra Large Meeting (150-200 people)	3,000 sf	1	3,000 sf	<p>15sf per person; 1x/month use by WSP; divisible into (3) Large Meeting Rooms at 1,000sf</p> <p>OFM, desire to consolidate with C1.0 if possible</p> <p>includes (1) dedicated WSP News Conference Room / Rules Hearing</p>	
	C1.1	* Results Washington (25 to 50 people and greater)	1,000 sf	1	1,000 sf		
	C2.0	* Medium Meeting (15 to 25 people)	500 sf	5	2,500 sf		
	C3.0	* Small Meeting (6 to 15 people)	300 sf	3	900 sf		
total:					7,400 sf		
Distributed Shared	D1.0	* Large Meeting (16 to 25 people and greater)	500 sf	4	2,000 sf	<p>(1) priority access room for JTC April-Dec; (1) priority access for JLARC within secured Leg. perimeter.</p> <p>(1) priority access for JLARC within secured Leg. perimeter.</p>	
	D2.0	* Medium Meeting (6 to 15 people)	300 sf	10	3,000 sf		
	D3.0	* Small Meeting (1 to 5 people)	100 sf	7	700 sf		
Distributed	D4.1	Break Rooms (large)	100 sf	varies	2,150 sf	<p>total square footage = 2.7sf/FTE; divisions with less than 10 FTE may share break room with adjacent divisions, plumbing at break rooms over 25 FTE.</p> <p>1 per floor; accommodate 3 machines (1:70)</p>	
	D4.2	Break Rooms (small)	50 sf	varies			
	D5	Vending Areas	170 sf	8			1,360 sf
total:					9,210 sf		

Office of Financial Management (OFM)	F1.0	* Office Type 2	120 sf	7	840 sf	5 offices located in enclosed HR space
	F2.0	* Office Type 3	168 sf	1	168 sf	2 people per room, office located in enclosed HR space
	F3.0	* Office Type 4	224 sf	5	1,120 sf	1 office located in enclosed HR space
	F4.1	Open Work Space	3,492 sf	1	3,492 sf	54.5625 workstations at 64sf each
	F4.2	Open Work Space - State HR Only	3,840 sf	1	3,840 sf	60 workstations located in enclosed HR space
	F5.0	* Touchdown Space	40 sf	6	240 sf	1:25 FTE
	F6.0	Supply Room	200 sf	1	200 sf	shared use space
	F7.0	Work Room	600 sf	2	1,200 sf	includes files (282sf) + copiers (600sf) + work area (250sf)
	F8.1	Meeting Room	100 sf	6	600 sf	6 rooms for 4 people at 100 sf
	F8.2	Meeting Room	160 sf	2	320 sf	1 room for 8 people at 20 sf per person
	F8.3	Meeting Room	240 sf	2	480 sf	1 rooms for 12 people at 20 sf per person
	F8.4	Meeting Room	400 sf	1	400 sf	1 rooms for 20 people at 20 sf per person
	F9.1	Open Collaboration Area	100 sf	3	300 sf	3 areas for 5 people at 20 sf per person
	F9.2	* Open Collaboration Area	400 sf	1	400 sf	1 area for 20 people at 20 sf per person (flexible seating)
	OFM subtotal:					13,600 sf
<i>internal circulation factor:</i> 1.4					19,040 sf	

Washington State Patrol (WSP)		Office of the Chief (Executive Suite)					
		Code	Description	Area (sf)	Count		Total Area (sf)
Office of the Chief (Executive Suite)		P1.1	Shared Library	120 sf	1	120 sf	shared by all WSP divisions shared by all WSP divisions top floor, with views of downtown Olympia entry to Chief's office behind assistant's desk, visitor waiting area in front 6 workstations at 64sf each includes legal file area (200sf) + print/copy (100sf) + storage/work area (80sf) reflects 50% archive reduction of report storage break room and coffee bar nearby; 1 room for 10 people at 20sf per person
		P1.2	Shared File / Archive Storage	400 sf	1	400 sf	
		P2.1	* Office of the Chief, Chief's Office	320 sf	1	320 sf	
		P2.2	* Office of the Chief, Executive Assistant's Office	120 sf	1	120 sf	
		P2.3	* Deputy Chief's Office	280 sf	1	280 sf	
		P2.4	* Deputy Chief Confidential Secretary's Office	120 sf	1	120 sf	
		P2.5	* Assistant Chief / State Fire Marshall's Offices	224 sf	6	1,344 sf	
		P2.6	Confidential Secretary Open Work Space	384 sf	1	384 sf	
		P2.7	Secured File Archive Storage	120 sf	1	120 sf	
		P2.8	Storage Room / Work Area	380 sf	1	380 sf	
		P2.9	Dedicated Waiting Area	108 sf	1	108 sf	
		P2.10	Executive Restroom	35 sf	1	35 sf	
		P2.11	Library	50 sf	1	50 sf	
P2.12	Coat Closet	12 sf	1	12 sf			
P2.13	Executive Conference Room	200 sf	1	200 sf			
				total:	3,473 sf		
Budget & Fiscal Services		P3.1	* BFS Administrator's Office	168 sf	1	168 sf	payroll manager in secluded area (1 office) supervisors distributed among staff 42 workstations at 64sf each 1:25 FTE includes 24 lateral files at 20 sf (480sf) + 50% archive storage (250sf) + microfiche (96sf) + work area (800sf) 2 Lektrievers (accounting) + 9 sets HD files (payroll) + rolling files (contracts)
		P3.2	* BFS Managers' Offices	120 sf	4	480 sf	
		P3.3	* BFS Analyst's Office	100 sf	1	100 sf	
		P3.4	Open Work Space	2,688 sf	1	2,688 sf	
		P3.5	* Touchdown Space	40 sf	2	80 sf	
		P3.6	Work Room (large)	1,626 sf	1	1,626 sf	
		P3.7	High Density Storage	800 sf	1	800 sf	
				total:	5,942 sf		
Government and Media Relations		P4.1	* GMR Captain's Office	168 sf	1	168 sf	6 workstations at 64sf each for collating brochures/booklets; can double as meeting room shared use between photographer and media manager
		P4.2	* Comm & Media Relations Officer	120 sf	1	120 sf	
		P4.3	* Analyst's Office	100 sf	1	100 sf	
		P4.4	Open Work Space	384 sf	1	384 sf	
		P4.5	Work Room	250 sf	1	250 sf	
		P4.6	Photo / Media Studio	120 sf	1	120 sf	
		P4.7	Photographer Work Space	280 sf	1	280 sf	
		P4.8	Elect. Media Manager Work Space	280 sf	1	280 sf	
		P4.9	Secured Storage Room	144 sf	1	144 sf	
				total:	1,846 sf		
Fire Prevention/Preparedness		P5.1	* Assistant State Fire Marshall Office	168 sf	2	336 sf	20 workstations at 64sf, and 4 Station Manager workstations at 96sf 1:25 FTE includes 50% reduction of files (300sf) + mail/supplies/copier (100sf) + document storage (64sf) two drafting tables 1 room for 8 people at 20sf per person paper tests and scantrons; required for accreditation to house codes, standards, technical books and training materials
		P5.2	Open Work Space	1,664 sf	1	1,664 sf	
		P5.3	* Touchdown Space	40 sf	1	40 sf	
		P5.4	Work Area / File Storage Area	464 sf	1	464 sf	
		P5.5	Plan Review Area	80 sf	1	80 sf	
		P5.6	Testing Room	160 sf	1	160 sf	
		P5.7	Test Processing / Test Storage	96 sf	1	96 sf	
		P5.8	Library	240 sf	1	240 sf	
				total:	3,080 sf		
Criminal Investigations		P6.1	* CID Commander's Office	168 sf	1	168 sf	5 workstations at 64sf each includes case files (80sf) + 1st & 3rd divisions files (200sf) + print/copy (100sf) 1 room for 10 people at 20sf per person 1 room for 8 people at 20sf per person shared use with IAD and OPS to accommodate Capitol Campus BAC
		P6.2	* CID Detectives / Lt. Office	120 sf	6	720 sf	
		P6.3	* CID Private Offices	100 sf	3	300 sf	
		P6.4	Open Work Space	320 sf	1	320 sf	
		P6.5	Work Area / File Storage Area	380 sf	1	380 sf	
		P6.6	CID Conference Room	200 sf	1	200 sf	
		P6.7	CID Conference Room	160 sf	1	160 sf	
		P6.8	Secure Interview Room 1	100 sf	2	200 sf	
		P6.9	Secure Interview Room 2	144 sf	1	144 sf	
				total:	2,592 sf		

Washington State Patrol (WSP)	Special Operations	P7.1 * SOD Captain's Office	168 sf	1	168 sf	
		P7.2 * Executive Service Lieutenant	120 sf	1	120 sf	
		P7.3 * Sergeants' Office	100 sf	2	200 sf	2 removed for offsite use (11/08)
		P7.4 Open Work Space	320 sf	1	320 sf	5 workstations at 64sf each
		P7.5 SOD Conference Room	220 sf	1	220 sf	1 room for 11 people at 20sf per person
		P7.6 Incident Command Post / Conference Room	500 sf	1	500 sf	includes campus security monitors, cc camera feeds, AV
		P7.7 File / Archive Storage	105 sf	1	105 sf	reduced by 50% through digital storage
		P7.8 Evidence / Property Room	150 sf	1	150 sf	
		P7.9 Store Room	80 sf	1	80 sf	campus security
		P7.10 Squad Room	1,020 sf	1	1,020 sf	includes kitchenette, 2 workstations, lockers, ammo storage, meeting table, and physical training area
		P7.11 H.G. Storage	80 sf	1	80 sf	head gear storage
				total:	2,963 sf	
	Homeland Security	P8.1 * HSD Captain's / Manager's workstations	100 sf	2	200 sf	workstation, with area for two visitors for each
		P8.2 Open Work Space	128 sf	1	128 sf	2 workstations at 64sf each
		P8.3 * Touchdown Space	40 sf	1	40 sf	1:25 FTE
		P8.4 File / Copy Print Area	70 sf	1	70 sf	includes grant/contract file storage (40sf) + admin assistant's copy/print (30sf)
		P8.5 Equipment Storage	100 sf	1	100 sf	
				total:	538 sf	
Investigative Assistance	P9.1 * IAD Captain's Office	168 sf	1	168 sf		
	P9.2 * IAD Lieutenant / Sergeant Office	120 sf	2	240 sf	(1) SWAT + (1) Narcotics	
	P9.3 * IAD Private Office	100 sf	6	600 sf	(2) CPU + (1) MECTF +(1) MUPU + (2) HTCUCU	
	P9.4 Open Work Space	1,216 sf	1	1,216 sf	19 workstations at 64sf each	
	P9.5 * Touchdown Space	40 sf	2	80 sf	1:25 FTE	
	P9.6 Work Room	560 sf	1	560 sf	includes copy/print (100sf) + case file storage (300sf) + equipment storage (80sf) + tear down stations (80sf)(HTCU)	
	P9.7 Secured Evidence Room (HTCU)	300 sf	1	300 sf	CALEA (Commission on Accreditation for Law Enforcement Agencies) requirements	
	P9.8 Viewing / Interview Room (MECTF)	100 sf	1	100 sf	CALEA (Commission on Accreditation for Law Enforcement Agencies) requirements	
	P9.9 Tech. Surveillance Storage	300 sf	1	300 sf		
	P9.10 Safe (CPU)	50 sf	1	50 sf		
	P9.11 Faraday Cage (HTCU)	144 sf	1	144 sf	CALEA (Commission on Accreditation for Law Enforcement Agencies) requirements	
	P9.12 IAD Conference Room	200 sf	1	200 sf	1 room for 10 people at 20sf per person	
			total:	3,958 sf		
Office of Professional Standards	P10.1 * OPS Captain's Office	168 sf	1	168 sf	Captain's Assistant should be located at the entrance to his/her office	
	P10.2 * OPS Lieutenants' Office	120 sf	2	240 sf		
	P10.3 * OPS Private Office	100 sf	7	700 sf		
	P10.4 Open Work Space	384 sf	1	384 sf	6 workstations at 64sf each	
	P10.5 * Touchdown Space	40 sf	1	40 sf	1:25 FTE	
	P10.6 Work Room	250 sf	1	250 sf	combined with file / fax area	
	P10.7 Public Disclosure Viewing Area	108 sf	1	108 sf		
	P10.8 OPS Conference Room (small)	120 sf	1	120 sf	1 room for 6 people at 20sf per person	
	P10.9 OPS Conference Room (medium)	240 sf	1	240 sf	1 room for 12 people at 20sf per person	
			total:	2,250 sf		
Criminal Records	P11.1 * CRD Administrator's Office	168 sf	1	168 sf		
	P11.2 * CRD Managers' Office	120 sf	7	840 sf		
	P11.3 * Correctional Records Supervisor Office	100 sf	8	800 sf		
	P11.4 Open Work Space	6,080 sf	1	6,080 sf	95 workstations at 64sf each	
	P11.5 * Touchdown Space	40 sf	5	200 sf	1:25 FTE	
	P11.6 Work Room	500 sf	1	500 sf		
	P11.7 Secured Supply Area	250 sf	1	250 sf	contains records to go to archives	
	P11.8 Mail	400 sf	1	400 sf	includes supplies, storage, copier, shredder	

Washington State Patrol (WSP)		Category	Item	Area	Count	Area (sf)	Notes
Criminal Records	P11.9	High Density Storage	600 sf	1	600 sf	based on existing, verify floor loading implications	
	P11.10	OA file area	100 sf	1	100 sf		
	P11.11	ACCESS Terminal and Storage	264 sf	1	264 sf	workstation (64sf) + storage area (200sf)	
	P11.12	Reception Counter	100 sf	1	100 sf	3 windows	
	P11.13	AFIS (automated fingerprint ID system) Work Area	900 sf	1	900 sf	6-7 workstations; 24-hr operation	
	P11.14	HD (high density) storage	600 sf	1	600 sf	Lektrievers	
	P11.15	Digital Image / Microfilm Area	320 sf	1	320 sf	5 workstations at 64sf each	
	P11.16	Collision Record Scan Area	300 sf	1	300 sf	workstation with storage and scanner	
	P11.17	Fingerprint Room	400 sf	1	400 sf		
	P11.18	Fiscal Combined Workspace	250 sf	1	250 sf	2 workstations at 64 sf each + 1 table for mail processing	
	P11.19	Background Check Scanner	64 sf	1	64 sf	workstation	
	P11.20	WASIS Test Area	64 sf	1	64 sf	workstation	
	P11.21	CRD Conference Room (medium)	200 sf	1	200 sf	1 room for 10 people at 20sf per person	
	total:					13,400 sf	
	Communications	P12.1	* Communications Administrator's Office	168 sf	1	168 sf	
		P12.2	* Assistant Administrator's Office	120 sf	1	120 sf	
		P12.3	Open Work Space	448 sf	1	448 sf	7 workstations at 64sf each
		P12.4	Secure Copy / Supply	200 sf	1	200 sf	
		P12.5	CAD work area	64 sf	1	64 sf	workstation
		P12.6	Work Area / File Storage Area	64 sf	1	64 sf	
		P12.7	Communications Conference Room (small)	60 sf	1	60 sf	1 room for 3 people at 20sf per person
total:					1,124 sf		
Electronic Services	P13.1	* ESD Administrator's Office	168 sf	1	168 sf		
	P13.2	* ESD Managers' Office	120 sf	1	120 sf		
	P13.3	Open Work Space	1,740 sf	1	1,740 sf	15 workstations (64sf) each + 3 managers (100sf) + 6 workstations (80sf) each (per 12/13/13)	
	P13.4	* Touchdown Space	40 sf	1	40 sf	1:25 FTE	
	P13.5	Combined Storage Area	400 sf	1	400 sf	includes files (80sf) + tele/data storage (120sf) + supplies storage (120sf)	
	P13.6	Computer Storage / Test Lab	400 sf	1	400 sf	[shared with ITD only]	
	P13.7	NOC (Network Ops Center)	400 sf	1	400 sf	200sf of ESD's NOC + 200sf of ITD's OIR [shared with ITD only] (revised per 12/13/13 comments)	
	P13.8	ESD Conference Room (medium)	240 sf	1	240 sf	1 room for 12 people at 20sf per person. (revised per 12/13/13 comments) [shared with ITD only]	
	P13.9	ESD Conference Room (large)	500 sf	1	500 sf	1 room for 25 people at 20sf per person (revised per 12/13/13 comments) [shared with ITD only]	
total:					4,008 sf		
Information Technology	P14.1	* ITD Administrator's Office	168 sf	1	168 sf		
	P14.2	* ITD Managers' Office	120 sf	4	480 sf		
	P14.3	* ITD Private Office	100 sf	3	300 sf		
	P14.4	Open Work Space	5,760 sf	1	5,760 sf	90 workstations at 64sf each	
	P14.5	* Touchdown Space	40 sf	4	160 sf	1:25 FTE	
	P14.6	Secured Computer Storage	700 sf	1	700 sf	secure storage/test area/server prep area and STR PC staging (per 12/13/12) [shared with ESD only]	
	P14.7	ITD Conference Room 1	200 sf	1	200 sf	1 room for 10 people at 20sf per person. (revised per 12/13/13 comments) [shared with ESD only]	
	P14.8	ITD Conference Room 2	500 sf	1	500 sf	1 room for 25 people at 20sf per person. (revised per 12/13/13 comments) [shared with ESD only]	
total:					8,268 sf		
Human Resources	P15.1	* HRD Commander's Office	168 sf	1	168 sf		
	P15.2	* HRD Private Office	120 sf	3	360 sf		
	P15.3	* HRD Private Office	100 sf	5	500 sf		
	P15.4	Financial Analyst	168 sf	1	168 sf	transferred from the Office of the Chief (11/08/13)	
	P15.5	Open Work Space	1,896 sf	1	1,896 sf	23 workstations at 64sf each (1,472sf) + trooper recruiter area (360sf) + 1 confidential secretary (64sf)	
	P15.6	* Touchdown Space	40 sf	2	80 sf	1:25 FTE; for test scoring and decentralized recruiters who work in HRD occasionally	
	P15.7	File Storage	400 sf	1	400 sf	includes 50% reduction of file room with digital archiving (400sf) (TBD by T.L.)	
	P15.8	Customer Service Area	64 sf	1	64 sf	includes kiosk, TV monitor, and employment resource material; no seating	
	P15.9	Testing / Recruitment Storage	650 sf	1	650 sf	storage testing/recruiting (200sf) + cadet application storage (450sf)	
	P15.10	Polygraph Testing	144 sf	4	576 sf		
	P15.11	Polygraph Open Area	192 sf	1	192 sf		
	P15.12	Work Area	144 sf	1	144 sf	includes ID card system, fingerprint live-scan workstation, microfiche area	
	P15.13	Interview Room	192 sf	1	192 sf		
	P15.14	HRD Conference Room (medium)	200 sf	3	600 sf	3 rooms for 30 people at 20sf per person	
total:					5,990 sf		

Washington State Patrol (WSP)	Risk Management	P16.1 * RMD Administrator's Office	168 sf	1	168 sf	8 workstations at 64sf each 1:25 FTE includes work room (80sf) + awards work area (64sf) + copy/print (100sf) enclosed space 1 room for 10 people at 20sf per person	
		P16.2 * RMD Managers' Office	120 sf	2	240 sf		
		P16.3 * Evidence Control Officer's Office	100 sf	1	100 sf		
		P16.4 Open Work Space	512 sf	1	512 sf		
		P16.5 * Touchdown Space	40 sf	1	40 sf		
		P16.6 Combined Work Area	244 sf	1	244 sf		
		P16.7 SAF Equipment and files	100 sf	1	100 sf		
		P16.7 RMD Cadet Area	150 sf	1	150 sf		
		P16.8 RMD Conference Room (medium)	200 sf	1	200 sf		
	total:					1,754 sf	
	Field Operat	P17.1 * FOB Captain's Office	168 sf	1	168 sf	3 workstations at 64sf each + 3 workstations at 100sf each + file storage (80sf) + copy/print (100sf)	
		P17.2 Open Work Space	672 sf	1	672 sf		
	total:					840 sf	
	Commercial Vehicles	P18.1 * CVD Captain's Office	168 sf	1	168 sf	12 workstations at 64sf each work space (64sf) + work room (160sf) 1 room for 15 people at 20sf per person; shared w/ MCSD	
		P18.2 * CVD Private Office	120 sf	3	360 sf		
		P18.3 * CVD Private Office	100 sf	1	100 sf		
		P18.4 Open Work Space	768 sf	1	768 sf		
		P18.5 Combined Work Area	224 sf	1	224 sf		
		P18.6 Equipment Room	80 sf	1	80 sf		
		P18.7 CVE / MCSD Conference Room (medium)	300 sf	1	300 sf		
total:					2,000 sf		
Motor Carrier Safety	P19.1 * MCSD Captain's Office	168 sf	1	168 sf	3 workstations at 64sf each work space (160sf) + supply area (40sf)		
	P19.2 * MCSD Lieutenant's Office	120 sf	1	120 sf			
	P19.3 * MCSD Private Office	100 sf	3	300 sf			
	P19.4 Open Work Space	192 sf	1	192 sf			
	P19.5 Work Area	160 sf	1	160 sf			
total:					940 sf		
Latent Prints / Forensic Lab	P20.1 Open Work Space	960 sf	1	960 sf	15 workstations at 64sf each 1:25 FTE ASCLAD Requirements 1 room for 13 people at 20sf per person; for training		
	P20.2 * Touchdown Space	40 sf	1	40 sf			
	P20.3 Wet Lab	750 sf	2	1,500 sf			
	P20.4 Photo Lab	120 sf	2	240 sf			
	P20.5 Shower / Locker Room	300 sf	1	300 sf			
	P20.6 Secured Evidence Storage	1,000 sf	1	1,000 sf			
	P20.7 AFIS Workstation Area	200 sf	1	200 sf			
	P20.8 Latent Print Conference Room (medium)	260 sf	1	260 sf			
total:					4,500 sf		
WSP subtotal:					69,986 sf		
internal circulation factor: 1.40					97,980 sf		

1063 Block Replacement Project
Request for Proposal

Legislative Agencies	JLARC	L1.1	Open Work Space	1,968 sf	1	1,968 sf	22 workstations at 64sf each, and 3 workstations at 96sf each (offices converted to workstations 12/18/13) 1:25 FTE work room (250sf) + copy/print (160sf)	
		L1.2	* Touchdown Space	40 sf	3	120 sf		
		L1.3	Combined Work Room	410 sf	1	410 sf		
							total:	2,498 sf
	WSIPP	L2.1	* WSIPP Director Office	224 sf	1	224 sf	15 workstations at 64sf each, and 1 workstation at 96sf (office converted to workstation 12/18/13) 1:25 FTE includes workroom (250sf) + copy/print (60sf) + binder storage (7 linear feet per person) 1 room for 8 people at 20sf per person	
		L2.2	Open Work Space	1,128 sf	1	1,128 sf		
		L2.3	* Touchdown Space	40 sf	2	80 sf		
		L2.4	Combined Work Room	310 sf	1	310 sf		
		L2.5	* WSIPP Conference Room (small)	160 sf	1	160 sf		
							total:	1,902 sf
	LEAP	L3.1	* LEAP Administrator's Office	224 sf	1	224 sf	(added 12/18/13) 10 workstations at 64sf each + 1 workstation at 48sf + 75% reduced file storage (50sf) (added 12/18/13) 1 room for 16 people at 20sf per person 1 room for 25 people at 20sf per person	
		L3.2	Private Office	120 sf	1	120 sf		
		L3.3	Open Work Space	802 sf	1	802 sf		
		L3.4	Touchdown Space	40 sf	1	40 sf		
		L3.5	LEAP Collaborative Work Space (small)	320 sf	1	320 sf		
		L3.6	LEAP Collaborative Work Space (large)	500 sf	1	500 sf		
							total:	2,006 sf
	JTC	L4.1	* JTC Committee Coordinator Office	224 sf	1	224 sf	(added 12/18/13) 2 workstations at 64sf each reduced file storage for digitizing (75sf) + copy/print (100sf) + work room (120sf) + meeting supplies (24sf)	
L4.2		Private Office	120 sf	1	120 sf			
L4.3		Open Work Space	128 sf	1	128 sf			
L4.4		Combined Work Room	320 sf	1	320 sf			
						total:	792 sf	
LSC	L5.1	Open Work Space	2,956 sf	1	2,956 sf	38 workstations at 64sf each, and 4 workstations at 96sf (offices converted to workstations 12/19/13) files (80sf) + work room (250sf) + print/copy (100sf) hardware and configuration and counter space dedicated quiet space for coding hardware storage		
	L5.2	Combined Work Room	430 sf	1	430 sf			
	L5.3	Hardware Lab	300 sf	1	300 sf			
	L5.4	Coding Lab / Library	300 sf	1	300 sf			
	L5.5	Storage	400 sf	1	400 sf			
	L5.6	* LSC Open Collaborative Area (medium)	300 sf	1	300 sf			
						total:	4,686 sf	
		internal circulation factor:		1.4			11,884 sf	
							16,638 sf	
Building Summary		Overall Net Area	133,658 sf				Preliminary site capacity studies indicate a possible building configuration of two major wings, shared core, average 4 floors above entry level. This was used to establish preliminary assumptions for the frequency of floor-wide support space.	
		Common Areas (10%)	13,366 sf				including internal circulation (1.4 factor)	
		Shared Conference	7,400 sf				includes restrooms, open lounge, building reception and custodian storage	
		Distributed Shared Space	9,210 sf				includes consolidated meeting space [50% utilization = 3,600 sf for tenant needs] (from Conference Matrix) and internal circulation	
		Other Shared Building Space	4,858 sf				includes distributed/consolidated meeting spaces (from space list), break rooms and vending areas	
		Total rentable area	168,492 sf				includes loading dock, bicycle storage [5% FTE], wellness rooms, locker rooms [0.5% FTE]	
		grossing factor	1.25				total area occupied by the tenants (from Space Standards)	
	Total Gross Area (gsf)	210,615 sf				total gross area (vert. circulation, utilities, envelope, structure, etc)		

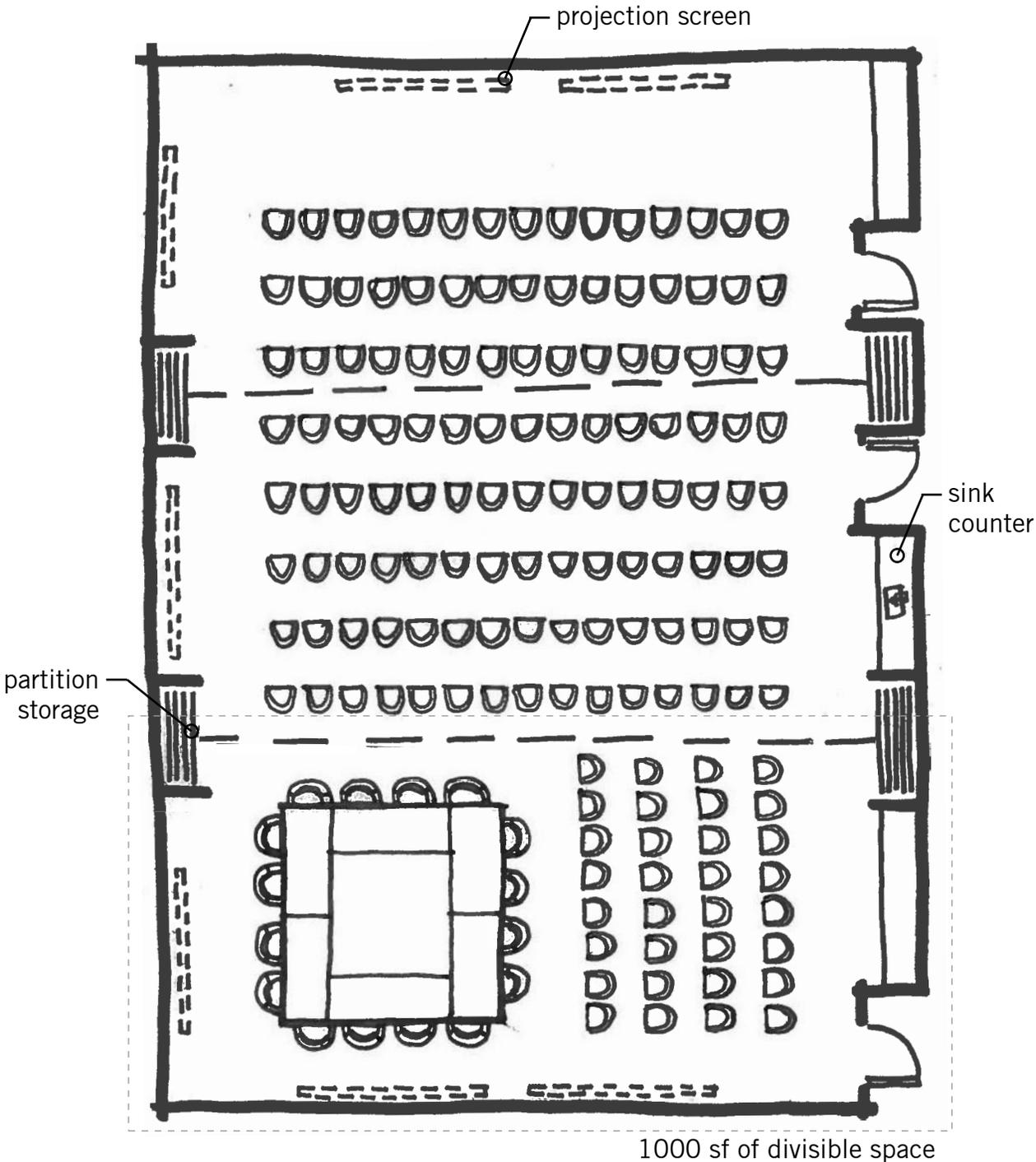
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XII. Room Criteria Sheets ~~(To be included in future addendum)~~

See Addendum #4

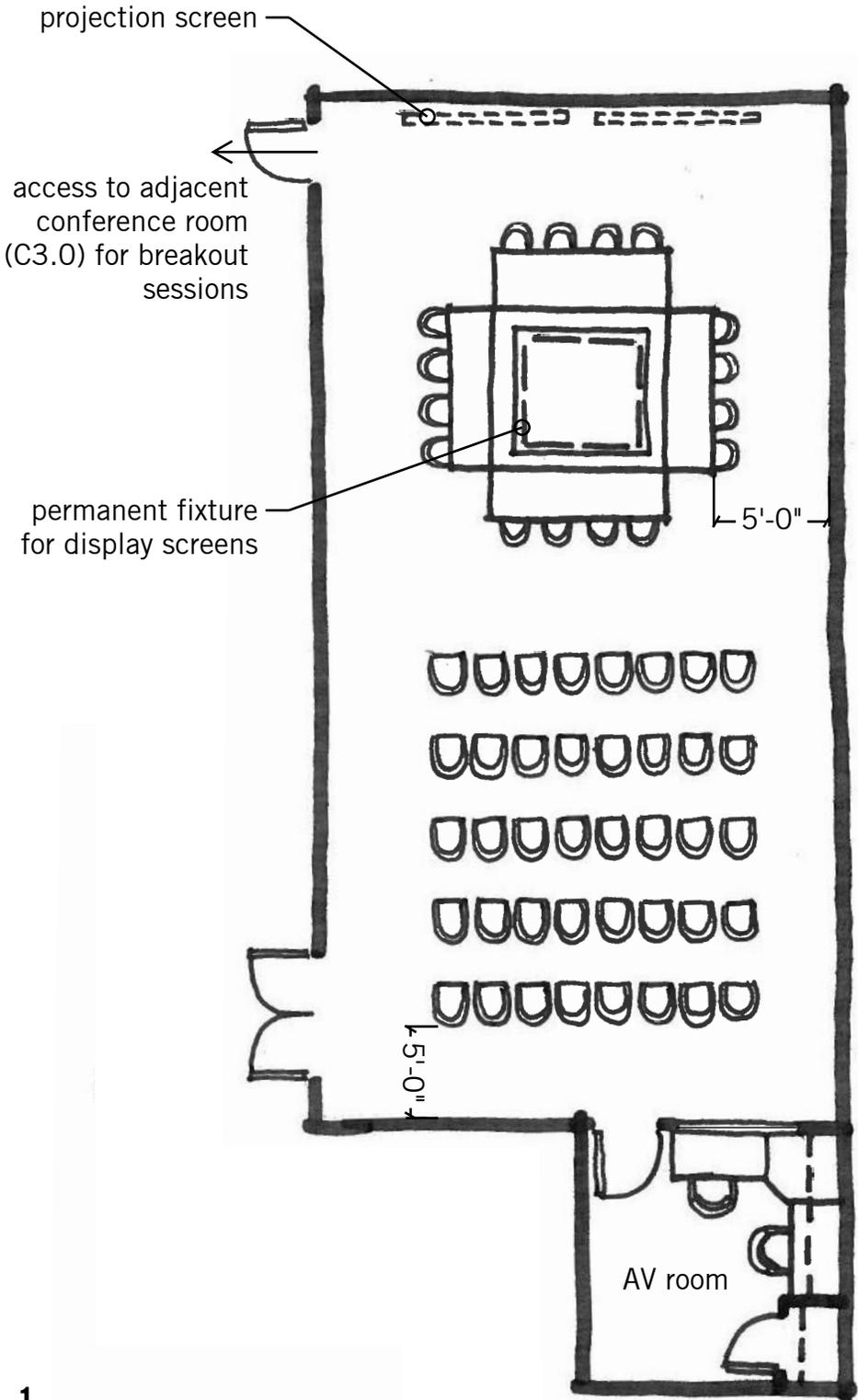
XIII. Room Layout Sketches

The following diagrams were used to work with users to clarify meeting and office needs. They represent the concepts behind space requirements – specific dimensions and details may vary depending on design solutions and further input from users.

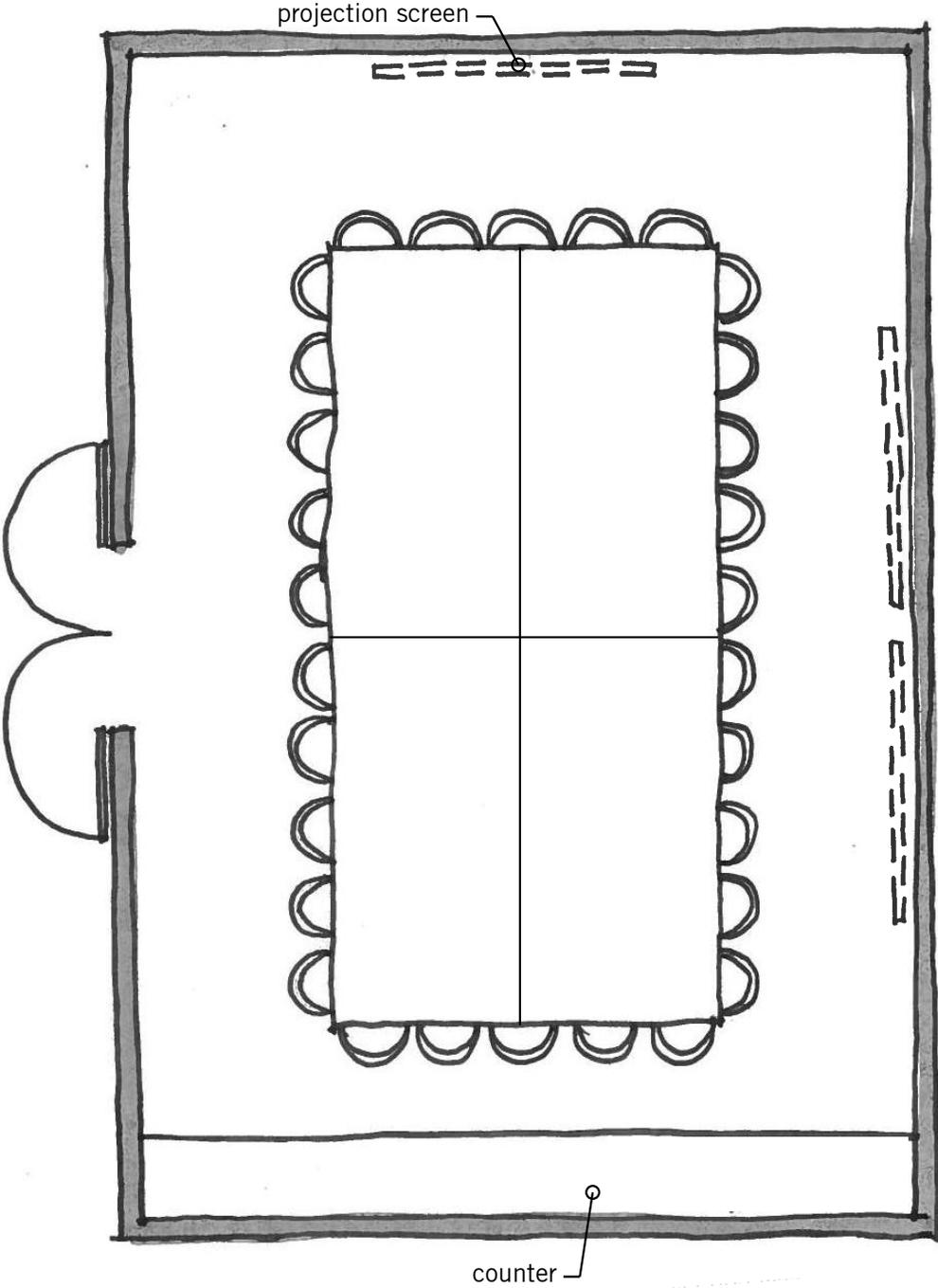


C1.0
Shared Conference
3000 sf
[uo to 200 people]

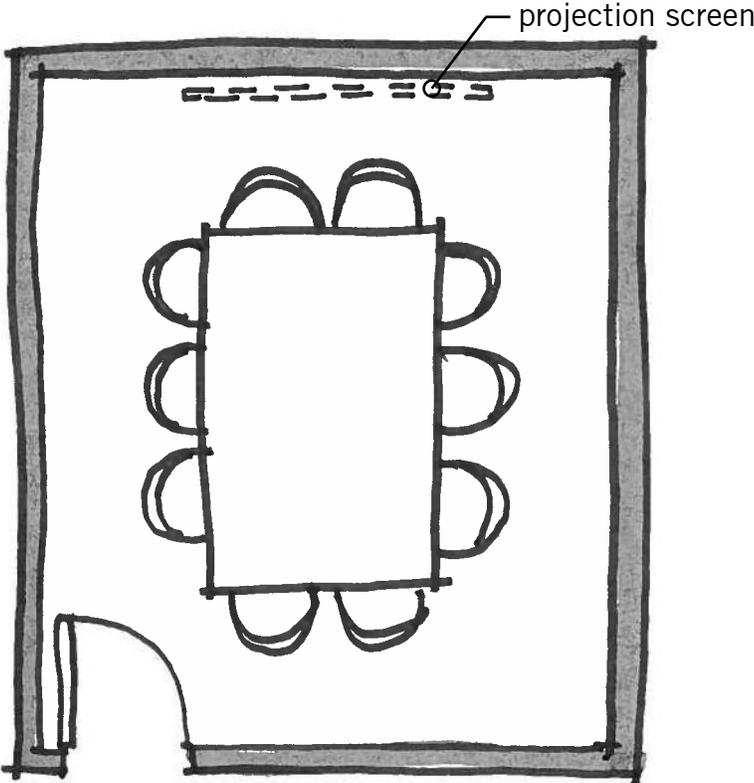
1063 Block Predesign



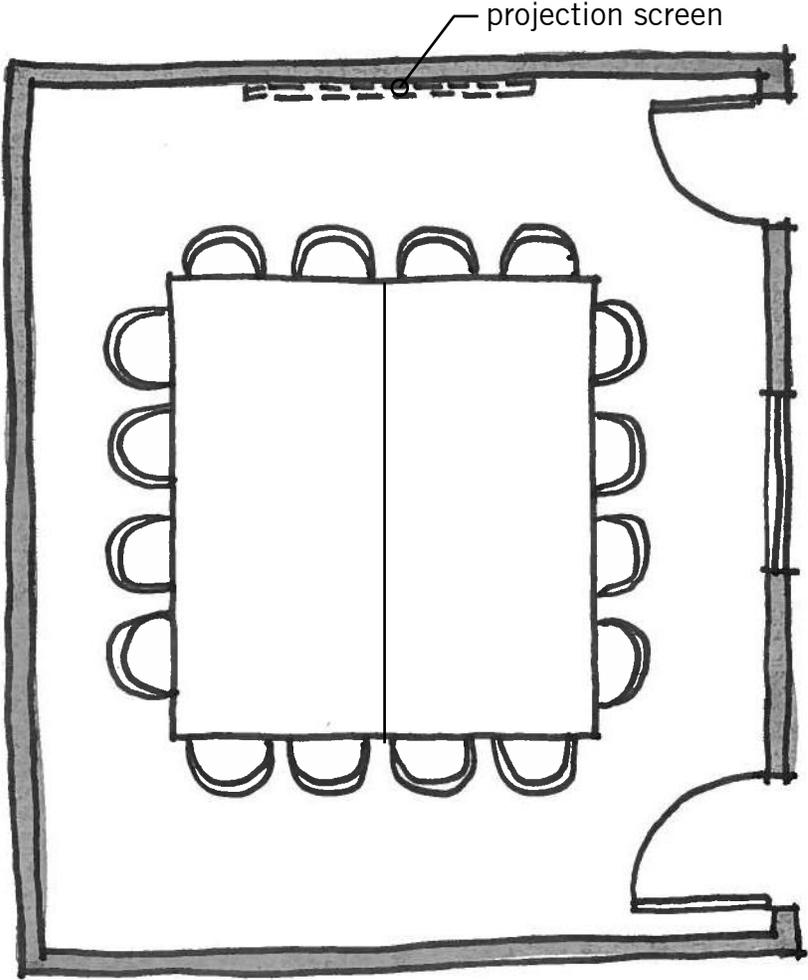
C1.1
Results Washington (OFM)
1000 sf
[31 to 50 people]



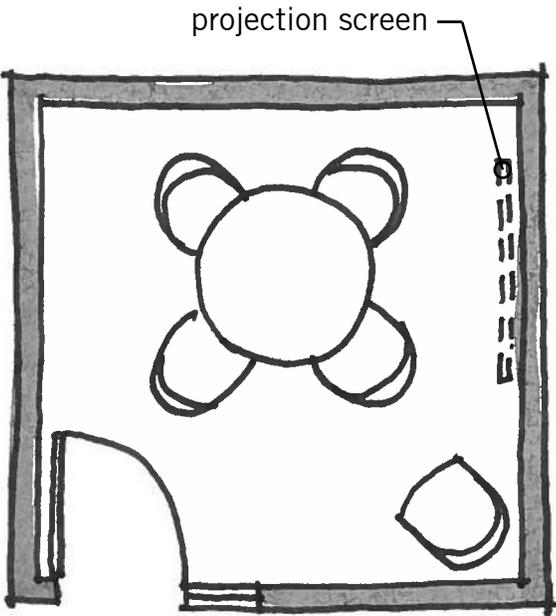
C2.0 + D1.0
Shared Conference
varies
[11 to 30 people]



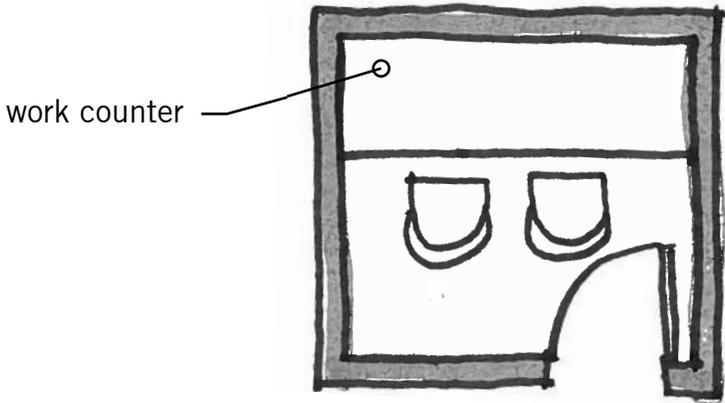
C3.0
Conference Center
200 sf
[up to 10 people]



D2.0
Distributed Meeting Space
300 sf
[6 to 15 people]

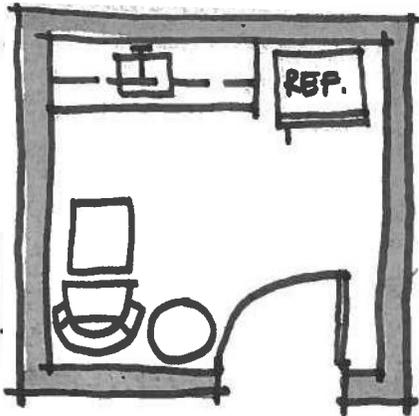


D3.0
Distributed Meeting Space
100 sf
[up to 5 people]

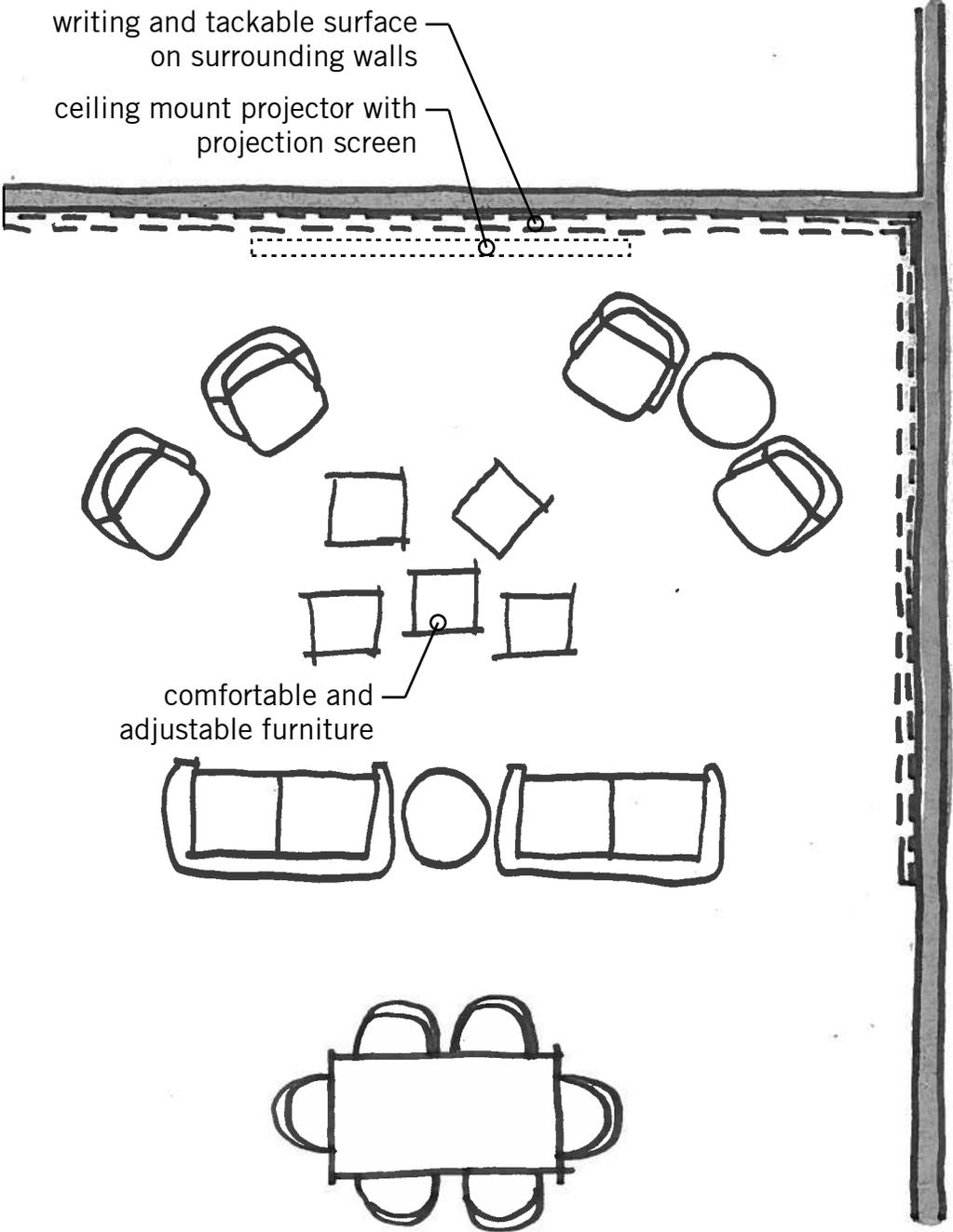


Touchdown Space

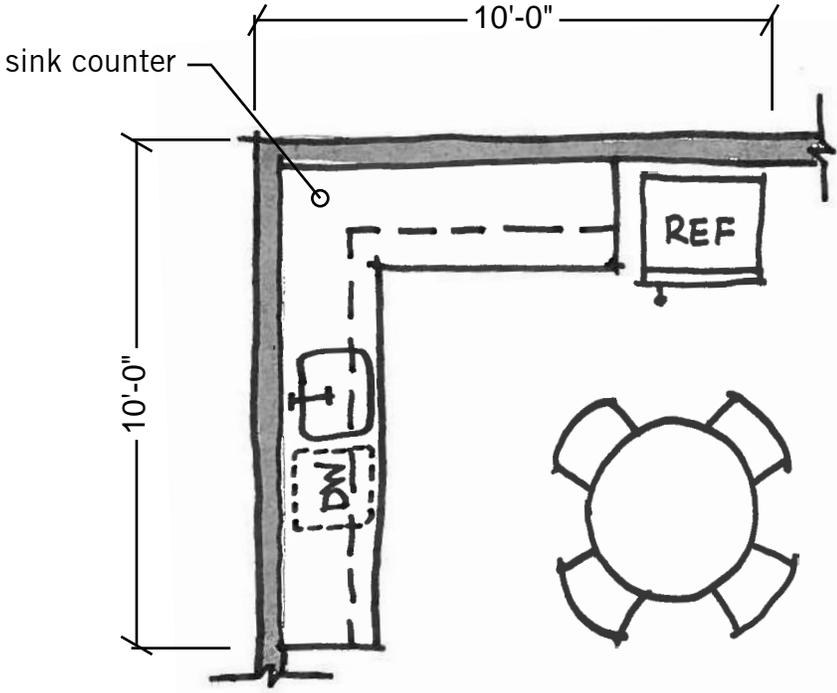
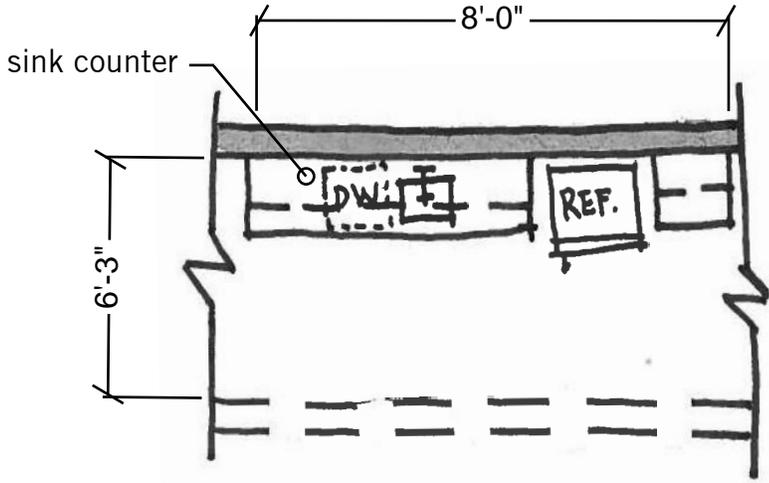
40 sf
[heads-down, private work area]



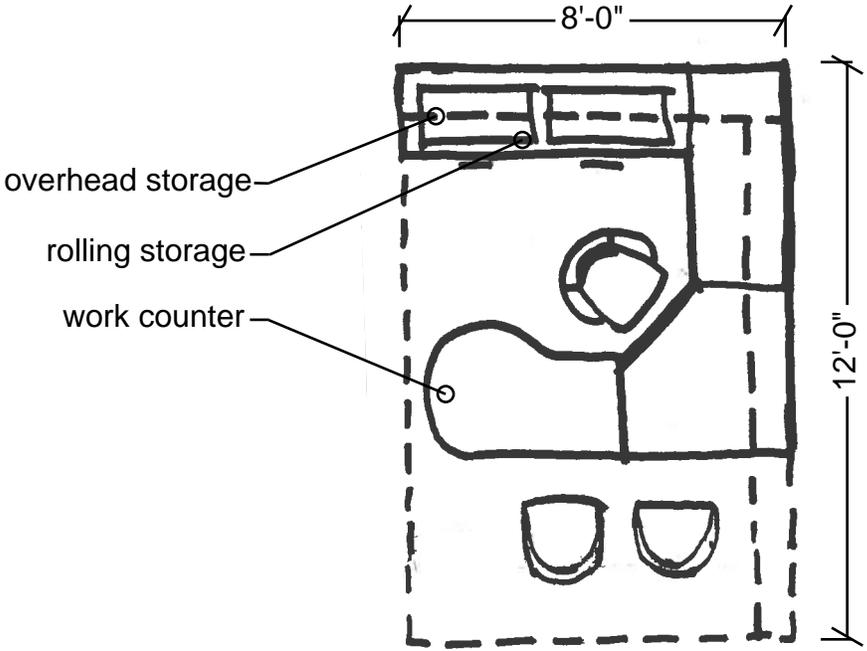
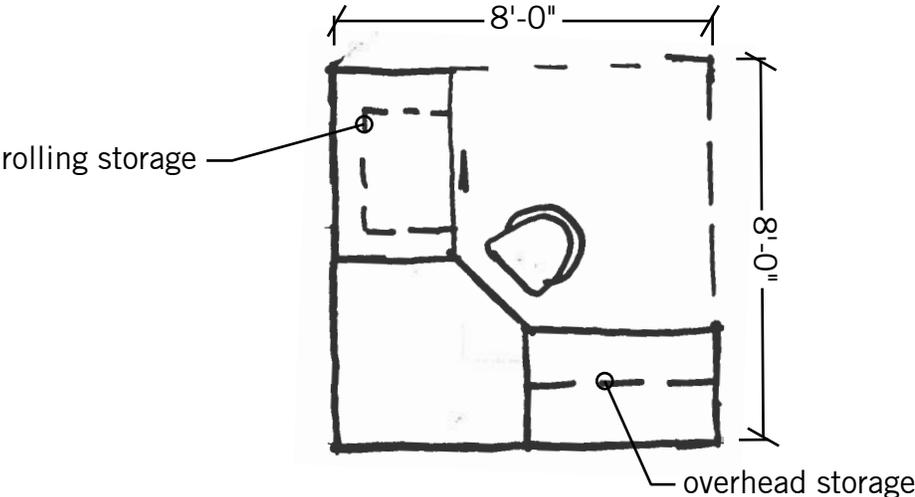
Wellness / Lactation Room
48 sf



F9.2
Open Collaboration Area
varies
[up to 20 people]

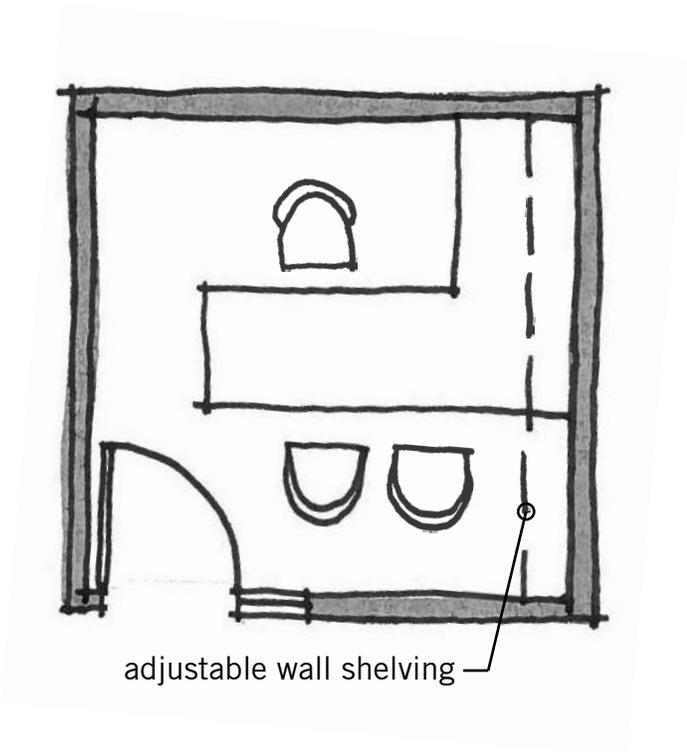


D4.1, D4.2
Break Room Example Layout Options
50 sf, 100 sf
[2.7 sf / FTE]

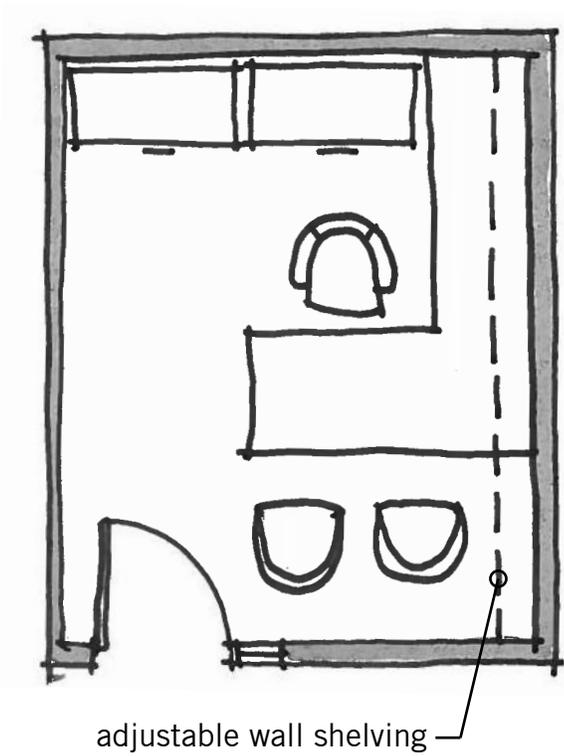


Workstations

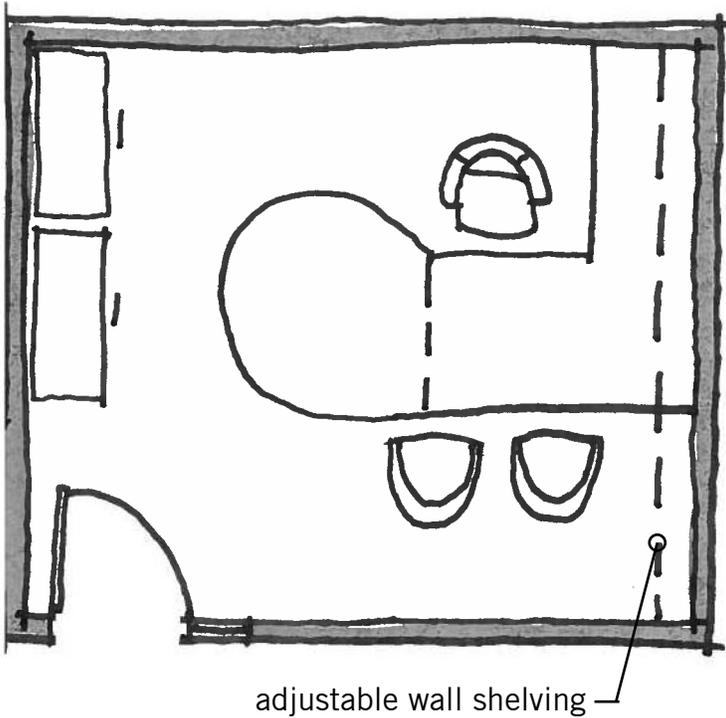
Example Layout Options
[DOC modular dimensions]



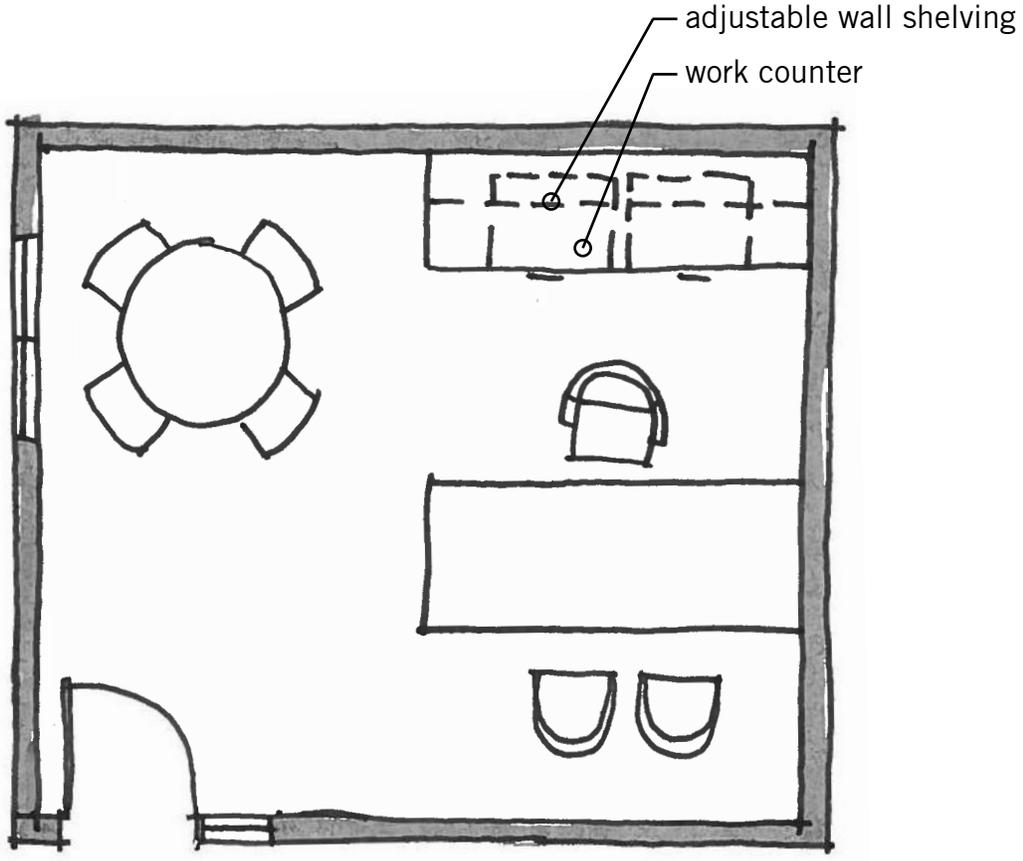
Private Office
100 sf



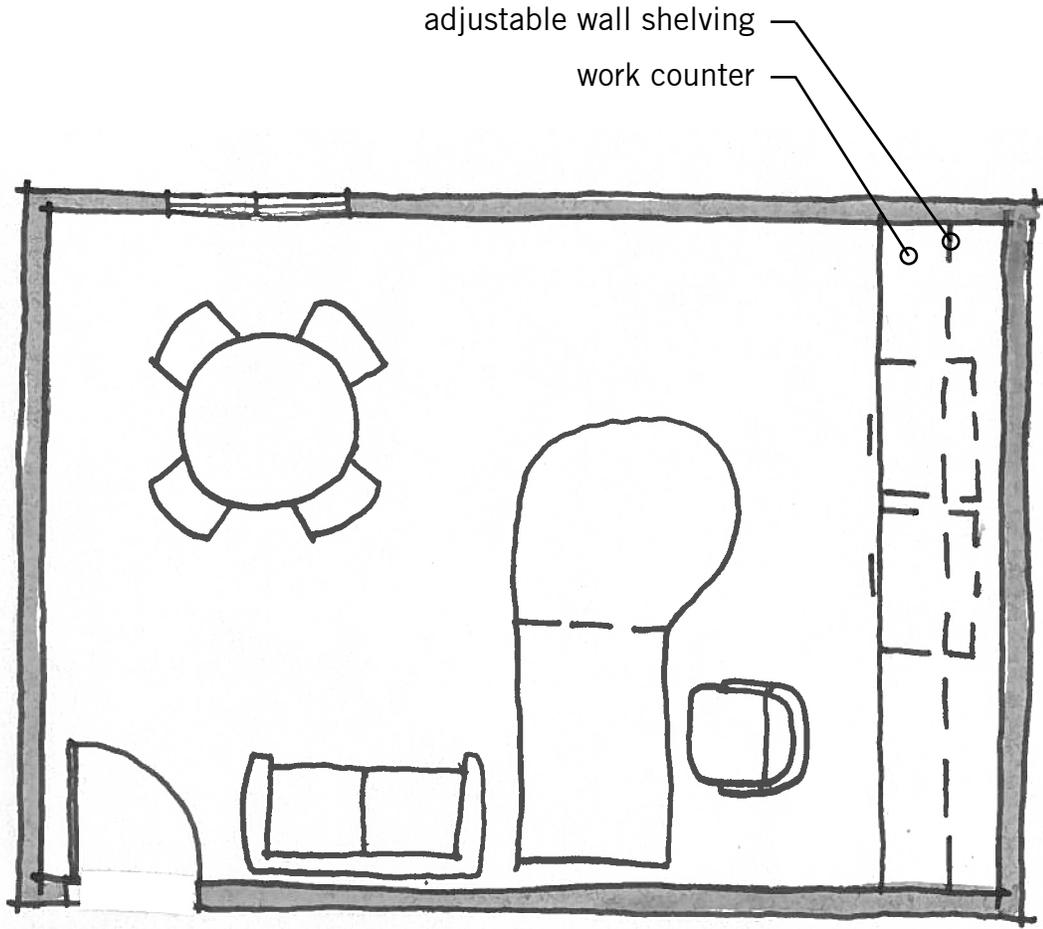
Private Office
120 sf



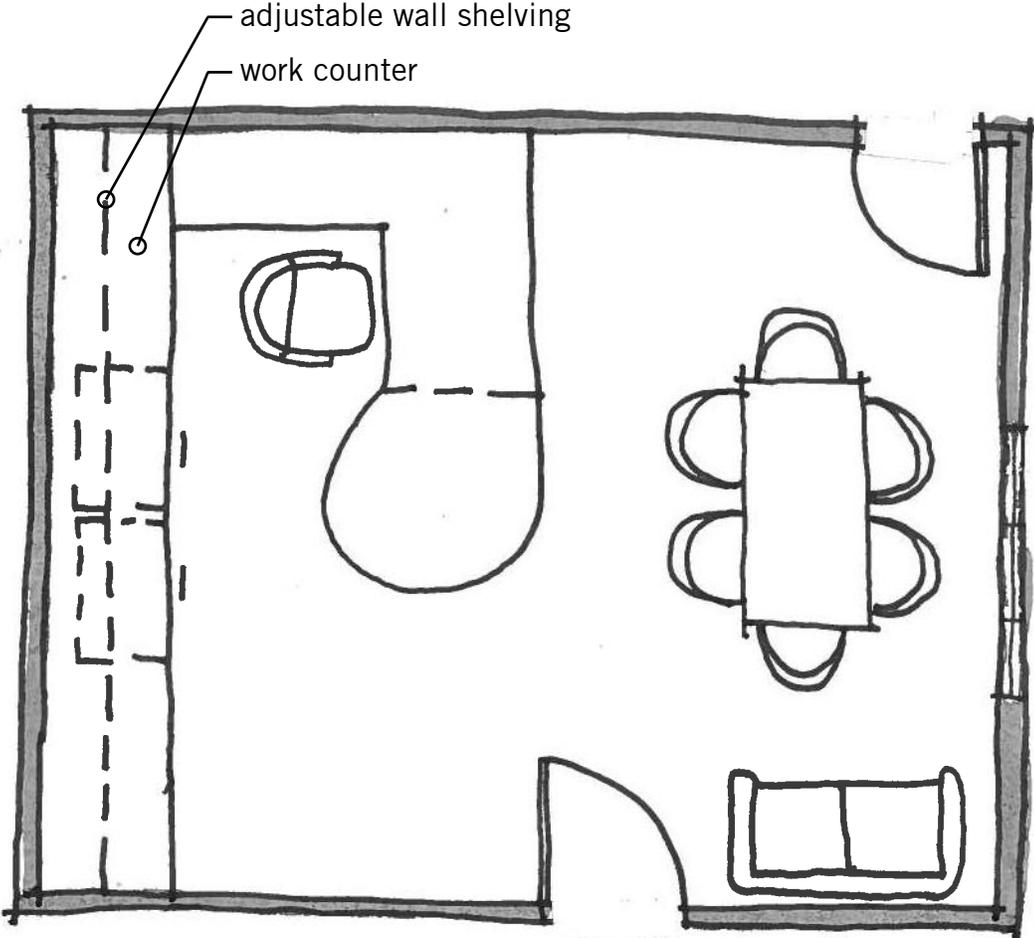
Private Office
168 sf



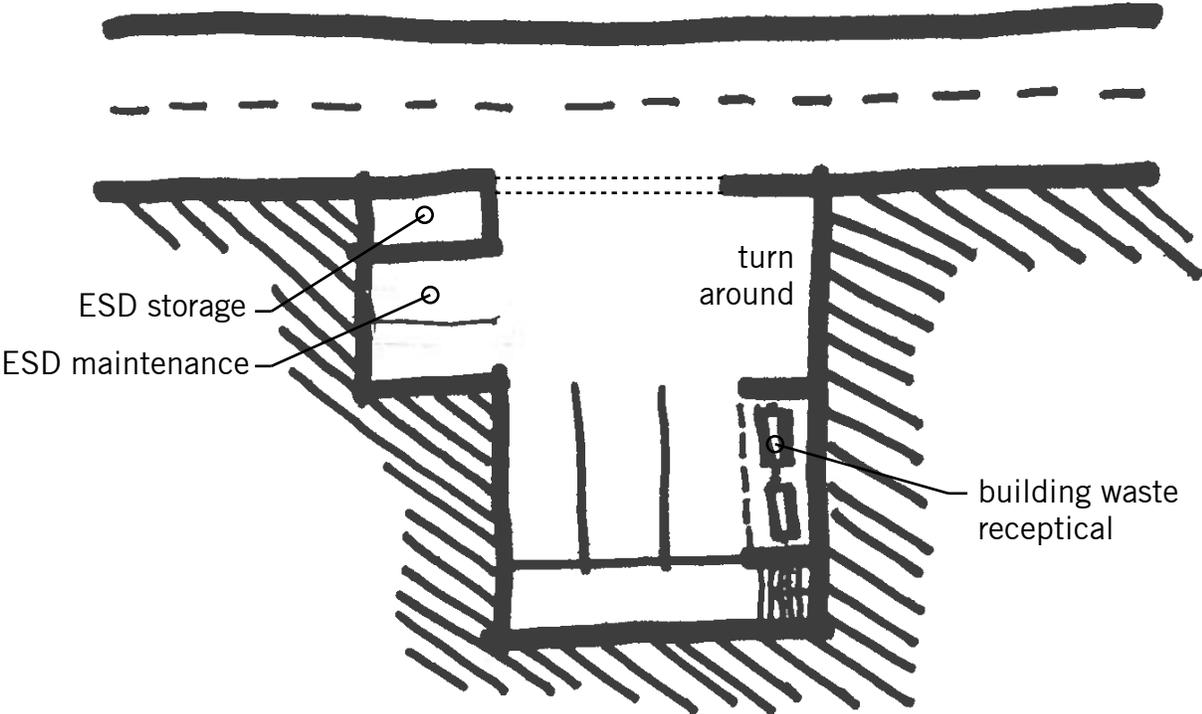
Private Office
224 sf



Private Office
280 sf



Private Office
320 sf



Loading Dock Example

3,620 sf
[includes 3 truck spaces and 2 ESD vehicle maintenance spaces]