



State of Washington

SPACE PLANNING DATA SHEET

Last updated: June 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:	WSP New King Co Toxicology Laboratory	Date Submitted:	3/30/2020
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Existing Facilities Total Square Feet:	10,000	
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Facility Area Summary	Planned
Square Feet for Workspaces	864
Square Feet for Meeting & Focus Space	430
Square Feet for Office Support	290
Square Feet for Storage & Files	710
Square Feet for Program Special	4,245
Occupant Area	6,539
Base Building Circulation (40% of Total Occupant Area)	2,616
Usable (Total Occupant Area + Base Building Circulation)	9,155
Building Service and Amenity Areas (10% of Usable Square Feet)	915
Total Rentable Square Feet	10,070
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)	100
Total Project Square Feet	10,170

User and Workspace Summary	Existing	Planned
Resident	13	9
Internally Mobile	0	0
Externally Mobile	0	4
Remote	2	4
Vacant	0	0
Total Users	15	17
Total Offices	2	2
Total Workstations	3	10
Total Mobile Benches	0	0
Total Touchdown Spaces	3	3
Total Workspaces	8	15
Rentable Square Feet Per Users	667	592
Rentable Square Feet per Workspaces	1,250	671

Percent of Workspaces to Number of Users	53.3%	88.2%
Planned User Growth		13.3%
Planned Workspace Growth		87.5%

LOCATION AND SITE REQUIREMENTS		
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.		
Provide requested geographic boundaries:		
Within King County, preferred. Could also consider Tacoma/Fife area (Pierce County).		
Location restrictions, if any:		
Prefer south King County (e.g. Federal Way, Kent)		
Define the service area using zip codes, cities, counties, or regions:		
Service area is entire state		
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:		
South site should be easily accessible to courthouses between downtown Seattle/King Co and Pierce County (e.g. Federal Way).		
Define any public transportation requirements:		
Prefer access to Light Rail and buses		
Define any access requirements to major routes of travel:		
Close to I5		
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):		
Prefer access to/for bicycles, vanpools, charging station for electric vehicles		
Describe any special site requirements (access, large turning radius, etc.):		
Need loading dock to be readily accessible for large delivery trucks; need easy access for police cars/customers delivering evidence		
Describe any special pedestrian access requirements:		
Will this facility house public employees that may also serve the general public?	Yes	No
Describe any unique parking requirements:		
Require numerous visitor parking spots (e.g., 12). Would prefer parking for personnel.		
<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>		