

Washington State Judicial Branch

2024 Supplemental Budget

OPD Office Relocation

Agency: Office of Public Defense

Decision Package Code/Title: BG – OPD Office Relocation

Agency Recommendation Summary Text:

The Office of Public Defense (OPD) requests one-time funding to relocate its office and support the relocation project led by the Office of Financial Management Facilities Oversight and Planning team. Funding is requested for tenant improvements, technology infrastructure, new office furniture, and moving expenses. Funding is requested from the biennial JSTA fund in the event moving costs are split between FY 2024 and FY 2025. (Judicial Stabilization Trust Account-State)

Fiscal Summary:

	FY 2024	FY 2025	Biennial	FY 2026	FY 2027	Biennial
Staffing						
FTEs	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Fund 16A-1 (Expend Auth. 030)	\$0	\$334,880	\$334,880	\$0	\$0	\$0
Total Expenditures						
	\$0	\$334,880	\$334,800	\$0	\$0	\$0

NOTE: OPD receives funding from JSTA with three different expenditure codes assigned by the Office of Financial Management and this should be appropriated in Expenditure Authority 030 as noted above.

Package Description:

Background and Current Situation:

OPD moved into leased space at the Evergreen Plaza Building in downtown Olympia in June 2005 with 5.0 FTEs. OPD will employ nearly ten times as many FTEs when the current lease expires June 30, 2025.

Since 2005, the Legislature has expanded OPD’s duties to include numerous statewide indigent defense programs (Appellate, Parent Representation, Trial Court Improvement, RCW 71.09 Civil Commitment, Youth Access to Counsel, Blake Defense and Triage, RCW 10.77 not guilty by reason of insanity (NGRI), Postconviction Access to Counsel , and Simple Possession Advocacy and Representation). Implementing these initiatives has required substantial growth in agency staffing for program management as well as general administrative and fiscal duties. Based on existing legislative policy directives, OPD expects to add more than 20.0 FTEs by June 2025.

In recent months it has become clear that OPD’s existing office space is insufficient to ensure a modern, purpose-driven environment that can accommodate work best handled by a blend of in-person and remote workers.

OPD employees speak on a daily basis with attorney contractors and clients involved in the criminal justice and child welfare systems, often about sensitive and sometimes disturbing subjects that should not be overheard by others in their home or a shared office space. In addition, attorney and law office ethics rules require that at least some of these

conversations must be private and confidential. To maintain confidentiality, it is necessary for many OPD employees to work onsite at a private work station.

As agency programs and staff grew over the years, OPD remodeled and added noncontiguous work space on multiple floors of its current leased building. Currently, several employees must work remotely on a full-time basis and several others must alternate remote work with shared onsite work stations. This arrangement is not conducive to an effective, collaborative law office environment on an ongoing basis.

Problem:

Currently, all OPD work stations are fully occupied. Within its existing footprint OPD can further remodel to add up to six more work stations, but this will not be sufficient to accommodate staffing requirements beyond Fiscal Year 2025. OPD's current leased building space is old with outdated HVAC, mechanical, and other basic systems that frequently break down.

Proposed Solution:

In consultation with the Office of Financial Management (OFM) Facilities Oversight and Planning staff, OPD has identified relocation as the preferred option to obtain a more efficient, modern work site that meets the agency's current and future needs for office space. OFM has approved the request to relocate, and the Department of Enterprise Services (DES) Real Estate Services will assist OPD in securing suitable leased office space that meets state requirements.

Monthly rent is projected to remain stable. OFM and DES anticipate that OPD will be able to meet its needs with less square footage that is more efficiently designed and maintained.

Fully describe and quantify expected impacts on state residents and specific populations served:

OPD administers public defense programs that serve clients throughout the state. Suitable office space will help OPD staff to meet the needs of clients statewide.

Explain what alternatives were explored by the agency and why they were rejected as solutions:

As a temporary measure OPD is installing six cubicle work spaces based on availability of network access and power. OPD will outgrow this addition by Fiscal Year 2026, perhaps before then. Expansion within the same building might be possible, but is disfavored due to the building's age and ongoing facilities breakdowns.

What are the consequences of not funding this request?

If this request is not funded, OPD will not be able to pursue relocation to a more suitable work site.

Is this an expansion or alteration of a current program or service?

No.

Decision Package expenditure, FTE and revenue assumptions:

Additional Costs	Round to Nearest \$1,000				Description/Assumptions
	FY 24	FY 25	FY 26	FY 27	
Goods and Services	\$0	\$334,880	\$0	\$0	Modified Predesign costs: \$236,000 DES real estate services: \$18,900 Legal, advertising, filing fees: \$4,980 Additional moving costs: \$75,000 One-time costs. See attached funding estimates provided by OFM, DES and OPD

How does the package relate to the Judicial Branch principal policy objectives?

OPD’s mission is to uphold the rights of all people who are facing the loss of liberty or family by providing statewide leadership, administration, and support to the multidisciplinary public defense profession. To effectuate this mission, OPD staff must be able to collaborate in a modern work environment. This aligns with Judicial Branch principal policy objectives by supporting access to necessary representation and maintaining sufficient staffing and support.

Are there impacts to other governmental entities?

No.

Stakeholder response:

Washington residents impacted by the state legal system, whether as a parent at risk of losing a child, an individual faced with criminal charges or any of the ancillary impacts as a result of those events, will benefit from OPD’s ability to effectively support public defense services throughout the state.

Are there legal or administrative mandates that require this package to be funded?

No.

Does current law need to be changed to successfully implement this package?

No. However, transfers from the General Fund-State into the Judicial Stabilization Trust Account will be needed to fund this request in the budget bill under Special Appropriations, Part VII.

FOR THE OFFICE OF FINANCIAL MANAGEMENT— JUDICIAL STABILIZATION TRUST ACCOUNT

General Fund—State Appropriation (FY 2024). \$0

General Fund—State Appropriation (FY 2025). \$334,880

TOTAL APPROPRIATION. \$334,880

The appropriations in this section are subject to the following conditions and limitations: The appropriations are provided solely for expenditure into the judicial stabilization trust account created in RCW 43.79.505

Are there impacts to state facilities?

No.

Are there other supporting materials that strengthen the case for this request?

The following documents are attached:

- OFM Facilities Oversight and Planning memorandum approving OPD’s request for relocation assistance.
- DES Real Estate Services interagency agreement.

Are there information technology impacts?

Technology impacts will depend on the new location, and likely will be limited to one-time costs for wiring and equipment.

Agency Contact:

Sophia Byrd McSherry, Deputy Director
360-586-3164, ext. 107
sophia.byrdmcsberry@opd.wa.gov



STATE OF WASHINGTON DEPARTMENT OF ENTERPRISE SERVICES Real Estate Services P.O. Box 41468 Olympia, WA 98504-1468	INTERAGENCY AGREEMENT	
	IAA No.:	K8619
	Project No.:	23-08-255
	City/Address:	Thurston County
STATE OF WASHINGTON OFFICE OF PUBLIC DEFENSE P.O. Box 40957 Olympia, WA 98501-0957	Project Type:	New Space Hourly
	Effective Date:	August 7, 2023

**INTERAGENCY AGREEMENT
BETWEEN
STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
AND
STATE OF WASHINGTON
OFFICE OF PUBLIC DEFENSE**

Pursuant to RCW Chap. 39.34, this Interagency Agreement ("Agreement") is made and entered into by and between the State of Washington acting by and through the Real Estate Services Program of the Department of Enterprise Services, a Washington State governmental agency, ("Enterprise Services") and State of Washington Office of Public Defense, a Washington State governmental agency ("Client Agency") and is dated and effective as of August 7, 2023.

RECITALS

- A. Pursuant to RCW 43.82.010, the Washington State Legislature has authorized Enterprise Services, in consultation with the Office of Financial Management, to purchase, lease, rent, or otherwise acquire all real estate, improved or unimproved, as required for elected state officials, institutions, departments, commissions, boards, and other state agencies.
- B. Enterprise Services, through its Real Estate Services Program ("RES Program"), has dedicated professional team members and resources to provide real estate services, on an enterprise basis to leverage state resources in a cost-effective and efficient manner.
- C. Client Agency desires to contract with Enterprise Services, through its RES Program, to access and obtain certain RES Program Services.
- D. The purpose of this Agreement is to establish the terms and conditions pursuant to which Enterprise Services will provide the requisite real estate services to Client Agency such that both Client Agency and Enterprise Services can help deliver cost-effective, efficient solutions for Washingtonians.

A G R E E M E N T

IT IS THE PURPOSE OF THIS AGREEMENT to provide Real Estate Services to Client Agency for Project Number 23-08-255 to acquire new leased space in Thurston County, Washington, based on *Exhibit A – Request for Services* approval from the Office of Financial Management (OFM), attached hereto and incorporated herein.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated by reference and made a part hereof, the above-named parties mutually agree as follows:

1. STATEMENT OF WORK

Enterprise Services, under authority of RCW 43.82.010, acting on behalf of Client Agency shall furnish the necessary personnel, material and services and otherwise do all things necessary for or incidental to the performance of the work set forth in this Agreement. Enterprise Services and Client Agency accept responsibilities as set forth in *Exhibit B – Statement of Work – Specifics*, which is attached hereto and incorporated herein.

2. TERMS AND CONDITIONS

All rights and obligations of the parties to this Agreement shall be subject to and governed by the terms and conditions contained in the text of this Agreement.

3. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on August 7, 2023, and be completed on or before **August 31, 2025**, unless terminated sooner or extended, as provided herein.

4. CONSIDERATION

Client Agency shall pay Enterprise Services a RES Project Cost amount not to exceed \$18,900.00 for the performance of all things necessary for, or incidental to, the work as set forth in the Statement of Work of this Agreement. The Total Estimated RES Project Cost shall not exceed the amount listed below, except by an Amendment to this Agreement.

Compensation for services shall be based in accordance with the following cost estimate.

Estimated Hours to Complete Project	Hourly Rate	Estimated Project Costs (\$)
100	\$189.00	\$18,900.00
Total Estimated RES Project Cost		\$18,900.00

Client Agency shall reimburse Enterprise Services for fees, such as advertising fees, filing fees, legal fees, and other similar administrative costs as applicable, directly related to the project referenced in Purpose Statement of this Agreement. Such fees are in addition to the Total Estimated RES Project Costs.

Types of Fees	Estimated Fee Amount (\$)
Estimated Legal Fees	\$3,780.00
Estimated Advertising Fees	\$600.00
Estimated Filing Fees	\$600.00
Total Estimated Fees	\$4,980.00

If, for whatever reason, Client Agency decides to terminate the project, Enterprise Services Reserves the right to charge Client Agency for services provided to date and/or costs incurred by Enterprise Services at the current reimbursable hourly rate as well as a Termination Fee of five (5) percent of the estimated remaining project costs.

Compensation for services provided by Lessor/Consultants/Contractors shall be paid directly to the Lessor/Consultants/Contractors by Client Agency, after Enterprise Services has reviewed and issued an Authority to Pay and forwarded the invoice to Client Agency for payment.

Under this agreement, the following stipulation limits the responsibility of Enterprise Services as follows:

- A. Enterprise Services shall facilitate issues related to real estate services to acquire new space on the behalf of Client Agency.
- B. Client Agency shall assume all court and legal fees in excess legal fees normally associated with the acquisition of new leased space. This applies to legal services obtained on advice of Enterprise Services.
- C. Client Agency shall reimburse Enterprise Services for any and all Attorney General's Office services, court costs, and other legal fees.

5. BILLING PROCEDURES

Enterprise Services shall submit invoices to Client Agency, on or before the 10th of each month, for the prior month's services. All expenses invoiced shall be supported with copies of invoices paid. The invoice will clearly indicate that it is for the services rendered in performance under this Agreement and shall reference the Agreement number.

The invoices shall be forwarded to:

Office of Public Defense
Attn: Tracy Sims
P.O. Box 40957
Olympia, WA 98501-0957

6. PAYMENT PROCEDURES

Client Agency will remit payment to Enterprise Services within thirty (30) calendar days upon receipt of a properly executed invoice.

7. CONTRACT MANAGEMENT

The representative for each of the parties shall be the contact person for all communications and shall be responsible for all billings regarding the performance of this Agreement.

The Enterprise Services Representatives are:		The Client Agency Representative is:	
Leasing:	Linda Ward	Name:	Tracy Sims
E-mail:	Linda.ward@des.wa.gov	E-mail:	Tracy.sims@opd.wa.gov
Phone:	(360) 791-5128	Phone:	(360) 586-3164, ext 128
Design:	Stanley Zielinski	Address:	P.O. Box 40957
E-mail:	Stanley.zielinski@des.wa.gov		Olympia, WA 98501-0957
Phone:	(360) 480-9973		
DES Address:	P.O. Box 41468		
	Olympia, WA, 98504-1468		

8. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

9. TERMINATION

Either party may terminate this Agreement upon thirty (30) calendar days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred, plus termination fee in accordance with the terms of this Agreement prior to the effective date of termination.

10. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified or amended by written agreement executed by both parties.

11. ALL WRITINGS CONTAINED

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

Execution

We, the undersigned, agree to the terms of the forgoing Agreement.

State of Washington
Department of Enterprise Services
Real Estate Services

State of Washington
Office of Public Defense

Lana Gunaratne-Graham

SIGNATURE

SIGNATURE

LANA GUNARATNE-GRAHAM
NAME

NAME

BUSINESS MANAGER, RES
TITLE

TITLE

Aug 28, 2023
DATE

DATE

Return executed document (in .pdf form) to DESRESContracts@des.wa.gov .

Exhibit A – Request for Assistance



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 □ Olympia, Washington 98504-3113 □ (360) 902-0555

August 21, 2023

TO: Tracy Sims, Office Manager
Office of Public Defense

FROM: Yvonne Knutson, Senior Budget Advisor YK
Facilities Oversight and Planning

**SUBJECT: APPROVAL OF OFFICE OF PUBLIC DEFENSE REQUEST FOR
RELOCATION PROJECT**

On 13 April 2023, the Office of Public Defense (OPD) submitted a request to the Office of Financial Management (OFM) for relocation in Thurston County.

This project is approved with the following terms and funding source:

- Lease of 8,300 square feet of office space in Thurston County.
- An annual ongoing facility cost not to exceed \$174,000, including operating costs.
- An estimated one-time cost not to exceed \$263,000.
- OPD is approved to work with the Department of Enterprise Services' Real Estate Services to start the process to acquire space.
- A lease term no longer than 5 years.
- On-going and one-time costs will be funded out of 997 General Capital Assets Subsidiary.

This project is not documented in the [2023-2029 Six-Year Facilities Plan](#). It is approved with the understanding that OPD will design the facility with consideration for [Executive Order 16-07 Building A Modern Work Environment](#). When the project is complete, you must report outcomes to OFM using the [project outcomes form](#) and adhere to the [Statewide Facilities Inventory Policy](#).

If any of the terms or the funding source above changes, this project must be resubmitted to OFM using the [change of conditions form](#). If you have any questions, please contact Tim Swenson, Facilities Analyst, at (360) 229-4721 or timothy.swenson@ofm.wa.gov

cc: Michele Young, Budget and Fiscal Manager, OPD
Rick Bushnell, Assistant Director, Real Estate Services, DES
Gaius Horton, Budget Advisor, OFM
Tim Swenson, Facilities Analyst, OFM

Exhibit B – Statement of Work – Specifics

The following delineates Enterprise Services' and Client Agency's respective services and responsibilities. Typical services for acquiring new leased space using the Request for Proposal (RFP) method are listed below. All services below may or may not be performed in this project.

ENTERPRISE SERVICES RESPONSIBILITIES

1. Oversees the solicitation, evaluation, and selection of leased space in response to Client Agency requirements. Manage administrative requirement as necessary.
 - A. Establishes and maintains lease file and database information.
 - B. Schedules meeting with Client Agency, Office of Financial Management (OFM), and the RES team to discuss project timeline and details.
 - C. Develops RFP, evaluation criteria, scoring sheets for evaluators, and project schedule with Client Agency.
 - D. Posts approved RFP on the DES website, Washington's Electronic Business Solution (WEBS), and RFP notice with local newspapers.
 - E. Prepares for and conducts Pre-Proposal Conference.
 - F. Receives and responds to RFP inquiries.
 - G. Issues RFP amendments as necessary.
 - H. Receives proposals, opens and screens responses, determines responsiveness, and prepares proposals for evaluation team.
 - I. Facilitates and participates in proposal evaluations.
 - J. Schedules and prepares for site visit.
 - K. Conducts site visit, coordinates proposer presentations, and conveys to evaluation and scoring.
 - L. Tabulates final scores to determine successful proposer.
 - M. Coordinates meetings with Client Agency to select Apparent Successful Proposer (ASP).
 - N. Selects ASP and notifies non-ASPs.
 - O. Clarifies proposal with ASP and prepares a letter of intent or agreement to negotiate (ATN).
 - P. Facilitates response to protests, as applicable.
2. Provides space planning and design assistance, including development and review of exhibits, plans, and performance specifications, and oversight space build-out.
 - A. Receives and verifies as-builts from ASP.
 - B. Develops schematic design.
 - C. Prepares drawings and specifications (design development).
 - D. Reviews and revises drawing and specification with Client Agency.
 - E. Approves and distributes plans and specifications (lease exhibits).
 - F. Reviews and negotiates Bid Cost Breakdown (BCB).
 - G. Approves BCB.
3. Conducts lease negotiations, drafting, and execution on behalf of Client Agency.
 - A. Negotiates lease terms and conditions consulting with Client Agency as necessary.
 - B. Drafts lease, processes through reviews and approvals, and executes.
 - C. Record lease with county assessor and distribute copies of executed lease to Client Agency and lessor.
 - D. Keeps record of executed lease and related documents and correspondence as required.

4. Provides construction management services, including site inspections, ensuring compliance with lease terms and conditions, communicates with lessor, Client Agency and contractors, issues authority to pay (ATP), and completes project close-out.
 - A. Conducts pre-construction meeting.
 - B. Provides Construction oversight and coordination.
 - C. Completes construction punch list.
 - D. Completes final inspection.
 - E. Issues notification of substantial completion.
 - F. Completes any necessary closeout.
5. Coordinates with OFM for approvals and project consultation as necessary.
 - A. Obtains approvals for leases ten years or greater.
 - B. Obtains approvals for \$1,000,000 or greater annual costs

CLIENT AGENCY RESPONSIBILITIES

1. Contributes to solicitation development and selection of leased space to ensure agency requirements are met.
 - A. Identifies and defines Client Agency and space needs.
 - B. Documents space needs in the Modified Predesign Part A and B, or equivalent.
 - C. Reviews and approves completed RFP packet prior to publication.
 - D. Participates as evaluators of proposals in all phases of the evaluation.
 - E. Attends site tours and provides feedback.
 - F. Reviews and acknowledges letter of intent or agreement to negotiate (ATN) prior to issuance.
 - G. Coordinates and communicates with Client Agency internal stakeholders as necessary.
2. Reviews and approves space design plans and specifications documents such as the BCB and lease exhibits.
3. Reviews and approves draft lease for execution and processing.
4. Assists with space construction and coordinates move.
 - A. Coordinates acquisition and installation of furniture.
 - B. Coordinates with IT staff and vendor(s).
 - C. Coordinates move into space.
 - D. Reviews and processes ATP for additional work and services.

ACTION K8619 OPD, Thurston County, 23-08-255, New Space Hourly 8,300 SF

Final Audit Report

2023-08-28

Created:	2023-08-25
By:	Amanda Corman (amanda.corman@des.wa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwqky3ArUbOAYOiY-b0wTvoirPF00HIBT

"ACTION K8619 OPD, Thurston County, 23-08-255, New Space Hourly 8,300 SF" History



Document created by Amanda Corman (amanda.corman@des.wa.gov)

2023-08-25 - 11:44:10 PM GMT



Document emailed to Lana Gunaratne-Graham (lana.gunaratne-graham@des.wa.gov) for signature

2023-08-25 - 11:44:41 PM GMT



Email viewed by Lana Gunaratne-Graham (lana.gunaratne-graham@des.wa.gov)

2023-08-28 - 5:47:50 PM GMT



Document e-signed by Lana Gunaratne-Graham (lana.gunaratne-graham@des.wa.gov)

Signature Date: 2023-08-28 - 5:49:42 PM GMT - Time Source: server



Agreement completed.

2023-08-28 - 5:49:42 PM GMT



Adobe Acrobat Sign



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 □ Olympia, Washington 98504-3113 □ (360) 902-0555

August 21, 2023

TO: Tracy Sims, Office Manager
Office of Public Defense

FROM: Yvonne Knutson, Senior Budget Advisor
Facilities Oversight and Planning

YK

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This project is not documented in the [2023-2029 Six-Year Facilities Plan](#). It is approved with the understanding that OPD will design the facility with consideration for [Executive Order 16-07 Building A Modern Work Environment](#). When the project is complete, you must report outcomes to OFM using the [project outcomes form](#) and adhere to the [Statewide Facilities Inventory Policy](#).

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cc: Michele Young, Budget and Fiscal Manager, OPD
Rick Bushnell, Assistant Director, Real Estate Services, DES
Gaius Horton, Budget Advisor, OFM
Tim Swenson, Facilities Analyst, OFM



State of Washington
Modified Pre-Design (MPD) Form
Last updated: March 2023

Complete all areas of this form as thoroughly as possible and submit to ofmfacilitiesoversig@ofm.wa.gov. For more information, see instructions located on OFM's Space Request (MPD) page.

Agency Name	Office of Public Defense
Contact Person	Tracy Sims
Contact Email	tracy.sims@opd.wa.gov
Contact Phone	360-586-3164 ext 128

Section One: Current Facility Information and Utilization

UFI Number	A08964	Lease Number	SRL 16-0076	Square Feet	11,677	Lease End Date	6/30/2025	City	Olympia
UFI Number		Lease Number		Square Feet		Lease End Date		City	
UFI Number		Lease Number		Square Feet		Lease End Date		City	
				Total Square Feet	11,677				

User Space Allocation	Fully Remote	Externally Mobile	Resident	Total	☐ HRMS data is accurate and current.	Total Square Footage Per User
Count	9	3	28	40	*Information will be verified by OFM.	292

*Refer to Reference Tables tab for user type definitions.

Current cost based on actual expenditures from previous Fiscal Year

Rent and/or Debt Services	Energy (Electricity, Gas, etc.)	Janitorial Services	Water, Sewer, Garbage, Stormwater	Other	Subtotal	Additional Parking	Total Annual Cost
\$138,617.60					\$138,617.60	\$6,510.00	\$145,127.60
						Annual Cost per Square Foot Year	\$12.43

Section Two: Project Information

Is Space Request part of 23-29 Facilities Six Year Plan		NO	
Space Request Type		STANDARD UP TO 20,000 SF	
This proposed project is planned to be completed no later than Fiscal Year		25 (7/24-6/25)	
Project Title	OPD Thurston County Relocate 2023		
Requested County	Thurston	Requested City	Olympia
Project Type	RELOCATE-DOWNSIZE	Requested Effective Start Date	7/1/2025
Primary Space Type	310 - Office - General	Requested Lease Term (Years)	5
Secondary Space Type	N/A	Cancellation Clause Required	

Section Three: Project Business Case and Alternatives

Answer the questions below in 250 words or less.

- 1) What event has occurred to create the need for this project request?
- 2) Who will be affected?
- 3) What is the condition of your current facility and how does it influence your need for your planned action?
- 4) What is your preferred facilities solution?
- 5) If cancellation clause is required, please describe terms and reason it is needed.
- 6) What are the impacts if this project is not approved?

1) Our agency is expanding. We are going to run out of space for on site workers soon. Possibly before the end of this calendar year.
2) All employees will be affected.
3) The current facility is adequate but the HVAC is unreliable and very noisy. Depending on the outcome of the current legislative session we could have 5 additional employees coming on board later this calendar year. Also we have two separate suites on two floors.
4) We would like for all employees to work in the same facility and not be split between two or more locations.
5) A cancellation clause is not required.
6) We will likely be low on office space before the end of our current lease period and will have to get creative to accomodate on site workers. If the project is not approved our space issues will continue and get worse.

Describe two alternative facility solutions considered for this project in 100 words or less.

We have considered cubicle walls in the large hallway in suite 301 as well as shared office space for employees partially teleworking.

Describe how you are creating a flexible work environment in 100 words or less. (Exec Order 16-07)

We offer teleworking and flexible work schedules to nearly all of our employees.

Section Four: Space Allocation

This tool will calculate total allocated square footage and total square footage per user. Please use the Telework Schedule Crosswalk tables on the "Reference Tables" Tab. If your agency requires program-specific space beyond the standard allocation, enter the type of space and desired square footage, which will be added to the baseline allocation. Agencies must justify the need for any program-specific spaces. If Allocation is over 20,000 sq ft provide the Life Cycle Cost Model Tool as an addendum to this form.

Baseline User Space Allocation	Count	SQ FT	Percent of SQ FT per user type
Fully Remote	8	0	0%
Externally Mobile	8	512	6%
Resident	39	7,488	94%
Total	55	8,000	100%

Site requirements:

Parking needed for all Resident Employees.

Program Specific Spaces	SQ FT
Locked Server Room	150
Locked Storage for IT	150
Program Specific Spaces Total SQ FT	300

Total Allocated Square Footage	8,300
Total Rentable Square Footage Per User	151

Section Five: Proposed Space Utilization

Workspace Types	Total Count
Offices	42
Cubicles	
Touchdown Spaces	

Common Shared Space Types	Total Count
Conference Rooms	2
Break Rooms	1
Restrooms	2
Wellness Rooms	1

The total number of offices and cubicles should not exceed the number of Resident Users
3:1 ratio of touchdown spaces for those who are Externally Mobile Workers
Objective is to have 80% utilization of workspaces

Section Six: Project Annual and One-Time Costs

Projected Annual Costs

OFM Office Space Market Rate	Lease Cost (Market Rate X SF)	Other	Subtotal	Additional Parking	Total Annual Cost	Annual Cost per Square Foot
*Cost per square foot per year						
\$20.88	\$173,304		\$173,304		\$173,304	\$20.88

Select all that apply to this project with an X.

☒	Agency Existing Facilities Funds
☐	Other Operating Funds
☒	Future Budget Request

Enter OFM recognized fund source code
(use OFM Fund Reference)

997

One-Time Costs

Populate agency requested one-time costs in gray fields. Agency may use OFM auto-populated assumptions located on the "Reference Tables" tab.

Total One-Time Cost	DES Fees	Tenant Improvement	Technology Infrastructure	New Furniture	Relocation Furniture	Moving Staff	Building Security	EV Expense	Other
\$263,000	\$4,700	\$100,000	\$60,000	\$70,000	\$20,000	\$8,000			

OFM Assumptions:

DES fees based on term and SF.
Tenant Improvements at \$38 per SF.
Technology Infrastructure at \$1,500 per workspace (W/S).
New Furniture at \$7,000 per W/S.
Relocate existing furniture at \$450 per W/S.
Staff moving at \$300 per staff (Does not include fully remote users).
Building Security based on size.

Agency Assumptions:

One time cost estimates are based on standard OFM Assumptions.

Select all that apply to this project with an X.

☒	Agency Existing Facilities Funds
☐	Other Operating Funds
☒	Future Budget Request

Enter OFM recognized fund source code
(use OFM Fund Reference)

001

Section Seven: Summary of Changes

Below is the difference between projected state and current state (projected metrics minus current metrics).

Users			Square Feet		Cost	
Fully Remote	Externally Mobile	Resident	Facility Square Feet	Square Foot Per User	Annual Cost	Annual Cost per Square Foot
-1	5	11	-3,377	-141	\$28,176.40	\$8.45

Section Eight: Agency Authorization

I certify that the requested space is necessary, that all information is accurate based on the best available information.

I acknowledge that my agency is required to report the results of the project to OFM once complete.

Agency Financial Manager Signature		Date	4/13/2023
Printed Name and Title	Michele Young, Budget & Fiscal Manager		
Agency Director or Designee Signature		Date	4/13/2023
Printed Name and Title	Tracy Sims, Office Manager		