

Exhibit 8, Space Allocation

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	0	0	0%
Externally Mobile	0	0	0%
Resident	25	4,800	100%
Total	25	4,800	100%

Site requirements:

2 drive test stalls, 4 ESVE level 2 with cloud service stations, nearby public transportation, sufficient parking for public and staff

Program Specific Spaces	SQ FT
Customer lobby (1)	1,200
Oral Testing Room	100
Client restrooms (4) Staff & Public - 240 each	960
Data Room	100
Mechanical Room	100
Flexible lunchroom/conference room	350
Training Center	480
Testing Area (10)	400
Wellness Room	120
Lactation Room	120
Touchdown stations (2)	40
Lobby Coordinator(2)/18 counter stations	1,300
District Manager (1) & Licensing Service Manager (LSM)	240
LSR 3 (3)	200
Checkout/Storage Room	300
Collaborative areas	100
Program Specific Spaces Total SQ FT	6,110 5,670
Total Allocated Square Footage	10,910 10,470
Total Rentable Square Footage Per User	436

Proposed Space Utilization

Workspace Types	Total Count
Offices	4
Cubicles	20
Touchdown Spaces	2

Common Shared Space Types	Total Count
Conference Rooms	1
Break Rooms	1
Restrooms	4
Wellness Rooms	2

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

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 \$31.24	\$340,828		\$340,828		\$340,828	\$31.24

Select all that apply to this project with an X.

<input checked="" type="checkbox"/>	Agency Existing Facilities Funds
<input type="checkbox"/>	Other Operating Funds
<input checked="" type="checkbox"/>	Future Budget Request

Enter OFM recognized fund source code

(use OFM Fund Reference) 106

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
\$1,981,000	\$2,045,000	\$91,453	\$1,505,580	\$309,100	\$205,448	\$6,120	\$2,000	\$100,000	\$26,000
		\$1,444,860	\$104,700						

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.

Projected tenant improvement cost of \$138 per sq. ft. (based on a current DOL project in Central King County and applying the 75% market rate for South King County).
 Technology Infrastructure costs based on most recent completed project \$10/sq ft. New furniture costs include 20 workstations at \$11,000 each, back office and lobby furniture, less purchases made during last biennium. Building security costs based on last office location and includes adjustment in new statewide contract. EVSE charges reflect recent purchase of 2 dual-head units.

Select all that apply to this project with an X.

<input checked="" type="checkbox"/>	Agency Existing Facilities Funds
<input type="checkbox"/>	Other Operating Funds
<input checked="" type="checkbox"/>	Future Budget Request

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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
0	0	0	-47	393	\$30,015.63	\$1.69

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	10/4/2023
Printed Name and Title	Sherman Enstrom, Chief Financial Officer		
Agency Director or Designee Signature		Date	10/3/2023
Printed Name and Title	Evelyne Lloyd, Assistant Director		

DS
JM

Reference Tables

<i>Telework Crosswalk Table 8-Hour Days</i>			
User Type	MyPortal Telework Participation (One Week Period)	8-Hour Days	
		Planned Days in Office (Every Two Weeks)	% in Office (Every Two Weeks)
Fully Remote	Full time/ near full time remote	0 regularly scheduled days	0%
Externally Mobile	4	2	20%
Externally Mobile	3	4	40%
Resident	2	6	60%
Resident	1	8	80%
Resident	Less than one day/ad hoc	10	100%
Resident	Not Participating	10	100%

<i>Telework Crosswalk Table 9-Hour & 10-Hour Days</i>					
User Type	MyPortal Telework Participation (One Week Period)	9-Hour Days		10-Hour Days	
		Planned Days in Office (Every Two Weeks)	% in Office (Every Two Weeks)	Planned Days in Office (Every Two Weeks)	% in Office (Every Two Weeks)
Fully Remote	Full time/ near full time remote	0 regularly scheduled days	0%	0 regularly scheduled days	0%
Externally Mobile	4	1	11%	0	0%
Externally Mobile	3	3	33%	2	25%
Externally Mobile	2	5	56%	4	50%
Resident	1	7	78%	6	75%
Resident	Less than one day/ad hoc	9	100%	8	100%
Resident	Not Participating	9	100%	8	100%

Standards	Fully Remote	Externally Mobile	Resident
User space	0	26	79
Conference/shared spaces	0	13	40
Circulation=40% of spaces	0	16	48
Building Services=15% total	0	8	25
(rounded to next square foot)	0	64	192

Total One-Time Cost	DES Fees	Tenant Improvement	Technology Infrastructure	New Furniture	Relocation Furniture	Moving Staff	Building Security	EV Expense	Other
\$707,000	\$42,600	\$414,600	\$39,000	\$182,000	\$11,700	\$7,500	\$10,000		