

INSTRUCTIONS FOR SUBMITTING YOUR AGENCY'S DESIRED SIX-YEAR FACILITIES PLAN

Overview

[RCW 43.82.055](#) directs the Office of Financial Management (OFM) to work with state agencies to determine the long-term facilities needs of state government. OFM transmits these facilities needs to the Legislature through the state Six-Year Facilities Plan on January 1 of each odd-numbered year, after alignment with the Governor's biennial budget.

As discussed in the [Implementation Approach for Development of the 2017–23 Six-Year Facilities Plan](#), state agencies are to submit the Desired Six-Year Facilities Plan **no later than August 1, 2016**. This plan is an opportunity to identify anticipated agency projects occurring over the next six years. The plan will be evaluated by OFM and aligned with available resources for inclusion in the final 2017-23 Six-Year Facilities Plan.

Each agency must provide the following documents:

- Transmittal letter
- Agency Desired Six-Year Facilities Plan Form
- One (1) Agency Desired Six-Year Facilities Plan: Project Summary Form for each project

An Agency Desired Six-Year Facilities Plan: Project Summary Form shall be completed for each requested project for new space, expansions, relocation, or major reconfigurations.

Completed materials must be submitted to OFMFacilitiesOversig@ofm.wa.gov on or before the due date.

Instructions for the completion of each of these documents are provided below.

Transmittal letter: agency strategic business needs

In the transmittal letter, your agency should broadly describe the strategic business needs for its facilities. The agency should consider drafting the statement in the context of the six-year facilities planning goals. The four goals are to identify facilities projects and develop strategies that:

- Support the business needs of state agencies.
- Are healthy, safe and sustainable.
- Are used efficiently.
- Use all the state's fund sources effectively.

OFM recognizes that establishing workplace strategies that align work, place and people supports the state in meeting these goals.

The transmittal letter should describe how your agency plans to support these statewide goals, and any other agency specific goals, with its Desired Six-Year Facilities Plan. A template is provided on the next page to assist you in preparing this transmittal letter.

The transmittal letter must be signed by the agency executive or their designee.

Template: transmittal letter

Date

The following statement detailing the strategic facilities needs of the *[enter department name here]* is submitted for consideration in the development of the 2017-2023 Six-Year Facilities Plan.

This agency business needs statement and the attached Desired Six-Year Facilities Plan form(s) is based upon the operational needs of the Department and is developed with consideration for the four goals of six-year facilities planning.

Supports the Business Needs of State Agencies

[Describe the business needs of your agency that may influence your facilities' needs, and tie these needs to state law or your agency strategic plan. Are there program changes or agency realignment initiatives occurring that may affect your space need? Are there changes in service delivery areas that may require relocations?]

Provides a Workplace that is Healthy, Safe and Sustainable

[Describe the strategies and specific facilities needs that allow your agency to provide space that meets this goal. Does your agency have any facilities that may not be healthy and safe based on a documented history of building concerns? Does your agency have unique sustainability/energy management goals?]

Uses Space Efficiently

[Describe the policies/practices your agency currently uses to manage your state facilities and space efficiently. Is your agency implementing modifications to your policies and practices to increase your space efficiency? Are there specific initiatives for inter-agency colocation? Is your agency exploring modern workplace strategies?]

Use the State's Funds Effectively

[Describe the anticipated impact of this budget on your agency and describe what impact that will have on your facilities' needs. What strategies are you employing to ease the budget impacts related to facilities?]

[Closing remarks-Include any other comments that you wish to be considered in the six-year facilities planning process.]

[Point of Contact] will serve as the point of contact for [agency] for this six-year facility planning process. If you have any questions please contact [him/her] at [phone number] or [email address].

Desired six-year facilities plan form

Agencies must complete one row for each facility included in the 2017-23 Six-Year Facilities Plan. Complete all fields. A brief description of each field is provided below.

Record no.

Populate with the record number from the agency's April space use data. If the row contains a new facility, leave this field blank.

Address

Populate with the current physical address. If the row contains a new facility, leave this field blank.

City

Populate with the current city. If the row contains a new facility, provide the anticipated city location.

Current square feet

Populate with the current square feet. If the row contains a new facility, leave this field blank.

Action type

Select an action type from the drop down list for each row. Action types are defined in the key terms below.

Date of action

Populate with the following dates as applicable:

- Lease renewal: start date of new lease.
- New lease projects: anticipated occupancy date.
- New owned projects: substantial completion date.

Notes

Include any notes that clarify the proposed action.

Six-year facilities plan: project summary form

Agencies must complete one project summary form for each facility that the agency desires to acquire (new), relocate or expand. A set of tips by section is provided below.

Requested project information

Populate all of the fields in this section. Consider all tasks necessary to complete the project (including legislative or budget actions) when providing the requested occupancy date.

Current site information

Populate all fields in this section. The record number field should be populated with the record number from the agency's April space use data. If the desired project is for new space, leave this section blank.

Project request and business need

Respond to all three questions in this section. Provide complete responses with references to legislative or executive action, an agency strategic plan or other pertinent details. The desired location should be a geographical area represented by all of, or a portion of, a city or county as needed to meet the agency's business needs.

Space request

Populate all fields in this section. Agencies should consider current space use metrics and opportunities for space efficiency when identifying the proposed square footage.

Workplace strategies

Describe any modern workplace strategies that will be employed in the desired facilities project.

Projected ongoing costs

Populate the fields as applicable. Estimate the ongoing costs for the project using the best available information. OFM can provide market research and operating cost estimates as needed.

Projected one-time costs

Populate the fields as applicable. Estimate the one-time costs for the project using the best available information. Similar past project data can be a good tool for estimating future expenses. DES fee information is available at <http://www.des.wa.gov/services/facilities/RealEstate/Pages/RESFee.aspx>.

Key terms

Cancel	Ending a lease prior to the lease end date by exercising a pre-negotiated clause in the lease or negotiating a cancellation during the lease term.
Close	An action to shut down a location.
Demolish	The destruction of an owned building.
Dispose	A legal transfer of state ownership of property.
No action	A location that has no planned change such as owned facilities or facilities that have long term leases.
Project: downsize	A project that includes a reduction in square feet in an existing location that does not coincide with a lease renewal.
Project: expand	A project that includes the expansion in square feet in an existing location that does not coincide with a lease renewal.
Project: major reconfiguration	A project that includes a major reconfiguration of existing workspace. Major is defined as a project that includes more than 50 percent of the square footage obligated in the facility.
Project: new space	A project that results in a new facility for a state agency. This could be a location to accommodate projected growth in staff, a new line of business, or creation of an office in a community where none previously existed or in

addition to existing offices.

Project: relocate

A project that moves an agency or agencies from one location to another. This may include a reduction or expansion of space upon relocation.

Project: renew and downsize

A project in which the state creates a lease with a reduction in square feet with new terms and conditions in a facility the agency currently occupies.

Project: renew and expand

A project in which the state creates a lease with an increase in square feet with new terms and conditions in a facility the agency currently occupies.

Renew

Create a lease with new terms and conditions in a facility the agency currently occupies.

Workplace strategy

The dynamic alignment of an organization's work patterns with the work environment to enable peak performance and reduce costs.