DEPARTMENT OF TREASURY

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

(November, 2010)

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INTRODUCTION

The Space Planning Request (SPR) form is the instrument used to provide Treasury (OMB & DPMC) and STA (Smart Growth) with information relating an agency's facility needs.

There is a new format being implemented on October 1, 2010. A further modification has been made whereby the standard allocation tables are no longer used. In order to facilitate the process so that agency needs are outlined as best as possible from the start, current space requirements through the next five (5) years are addressed by the SPR document. An SPR must be filled out whether an agency is going from or to state-owned or leased space. All space requests should be forwarded to Ralph Urrico, Division of Property Management Treasury 33 West State St. for review & processing. An SPR document should be submitted for each program element that is requesting space within the department.

SPR Procedures Revised 10/1/10

Latest Document Revision: 2/15/11

COMPLETING AN SPR

NOTE: ALL SPR'S ARE TO BE TYPED, IF POSSIBLE, OR PRINTED LEGIBLY AND ALL NECESSARY PARTS ARE TO BE FILLED OUT COMPLETELY.

The Office of Management and Budget may make changes to the agency's request or require additional information prior to final approval. An SPR is not finalized until all approval signatures are secured and funding availability ascertained.

For new space needs and all relocations, the SPR should be submitted as far in advance of the required occupancy date as possible, and not less than six (6) months. In most cases a new space requirement needs from one (1) year to 18 months lead time, and sometimes two (2) years as in the case of some consolidations and new construction. For renewal options or additional space needs associated with existing leases, the SPR must be submitted nine (9) months prior to the expiration date of the lease to assure lease continuity. An SPR may be requested at any time for updating purposes.

The reason and purpose of the request, as well as the rationale for the suggested length of the lease term should be explained, taking into consideration such things as program duration and funding availability.

The submission of the SPR should be accompanied by the Smart Growth approval, wherever possible. DCA's Office of Smart Growth will review the preferred location of the requesting agency in accordance with Smart Growth requirements. Smart Growth form to be sent to DPM&C only.

SPR's are required for all new space (including state-owned) as well as renewal options, backfills, relocations, informational and amendments. Determination as to applicable action will be made by Treasury (OMB & DPMC) in accordance with P.L. 1992, Ch. 130 (effective January 24, 1993). P.L. 1992, Ch. 130 requires DPM&C to procure space under a modified competitive process and to recommend the most cost effective alternative for the State. Applicable action will also be in compliance with the State Smart Growth Office (Executive Order #4).

PART ONE– OMB (4 pages)

The requesting agency will submit this part of the Space Planning Request (SPR) along with SPR Part 3 in all instances, to Ralph Urrico.

Page 1 – Certifications

The requesting agency will fill out the appropriate signatures and dates on the top half of the page, including the signature of the Chief Fiscal Officer. There should always be a minimum of two signatures – the Department representative and the Fiscal Officer, as well as the agency contact person (page 2). Signature for the "Organization/Unit" is usually the person preparing the SPR document. Requesting Agency certifications stipulate that contents of the document are true and that agency will comply with policy for hazardous materials/waste remediation for state-leased facilities.

Page 2 – Agency Site Information:

Requesting agency will complete both pages. Please date the form, check the type of operation, the current location and whether your current site is State-owned or leased. There is a box to check if the request is for a renewal option. Enter the funding source (this should be supplied by your fiscal officer) and whether funding is direct (federal, fees, other) or central, if known. Include an agency contact that will be able to answer questions related to the request being submitted. Also, include the phone number and e-mail address for correspondence.

On the bottom of the page, the agency is asked to answer how the vacant space will be used or disposed, if known. Attach additional sheets, if necessary. Indicate all attachments being submitted on the checklist on page one of Part 3.

Pages 3 and 4 – Staffing:

The agency will list the names of the staff for which the space is being requested. Duplicate these forms as necessary to include all staff and vacancies.

Page 3 is a listing of the current FTE (full-time equivalents) in the unit. Current FTE's include all full-time filled positions and allowable hires. They do not include any part-time employees, such as consultants, students, volunteers, etc. These non-FTE employees are to be addressed on page 4 and in Column D of Part 3 – Section A1 of the SPR. Please list the job titles and indicate if the employee is a field or office employee. Along with each name indicate a position number and a building code. This building code designation defines at what location the employee is presently located. A listing is available to the agency on the Intranet, by written request for access. Please address your approved request for access to Ralph Urrico at Ralph.Urrico@treas.state.nj.us. Also, for each employee, please provide the code/shift in the first column, if more than one shift. If the employee requirement is addressed within the Standard Space Allocation, indicate with the applicable "Position Code" based upon their associated job type as shown in SPR Part-3, Section A.1 in the column entitled "Position Space Types".

The last page of part I shows the same columns except for names. This is a listing of any additional FTE's that are vacant but have documented approval from the Governor's office to be hired; as well as any other non-FTE positions. These typically will not have position numbers. For each job title, provide proposed funding source, if known. There will be occasions where vacant positions could be approved, and have a funding source, but do not have position numbers at the time of submittal. Conversely, there will be instances where there may be a position number, but there is no funding available at the time nor approval to hire. There will be instances when the OMB analyst and the agency will have to resolve before OMB approval.

If growth is approved by OMB to be more than this, it will be captured in the "Additional FTE" section.

PART TWO – SMART GROWTH APPROVAL

SMART GROWTH APPROVAL

The Department of State, Office of Smart Growth (OSG) is mandated by Executive Order #4 to ensure compliance of state government offices with the principles of smart growth. Towards this end, requesting agencies are to complete and submit SPR Part 2 – Smart Growth Space Approval Request to determine appropriate location of all requested new space. Office of Smart Growth will only approve requests for location of state facilities in non-Smart Growth areas if the requesting agency is able to adequately justify the need for location of a facility outside designated areas.

SPR PART 2 – COMPLETION AND SUBMISSION

Part 2 of the SPR can be downloaded as a blank application (PDF file) to the applicant's computer. The application may be filled out using Adobe reader software. There are then three options for the file: it may be saved as another PDF file for record of the application; it may be printed, or it may be cleared for reuse. The completed application may be emailed to OSG or to any other interested parties. The Requesting Agency will be able to access a link for this form from DPMC's home page or by going directly to the Office of Smart Growth at nj.gov/dca/osg/docs/spaceform2.pdf . In the event that a requesting agency does not have the capability to submit the form, requests for forms and information should be made to Office of Smart Growth at (609) 292-3155. The Smart Growth office is located at 225 W State St, Trenton. The director of the program is Gerald Scharfenberger.

To complete SPR Part 2, the requesting agency is to enter all applicable information pertaining to Department, Division, Office, Bureau and Program in the appropriate boxes. Information concerning contact person is to be fully completed. Next enter the present location of the program and a brief program description along with date that space is to be needed as well as reason for that date.

Indicate if the geographical area served by the program; statewide or select specific counties (check all appropriate) and specify municipalities. Enter a preferred location for the program and indicate if preferred location is in Smart Growth Area. (Link may be accessed from form to Smart Growth Locator to determine Smart Growth Area status of preferred location). Provide numbers of staff assigned to location as well as number of visitors accommodated per day.

Provide information concerning the reason for the request indicating either lease expiration, existing lease renewal option, request for additional space at same location or request for new requirement.

Upon completion of the form, click “save as” to save a distinct copy of the application in your computer files (change the file name and save as a PDF or text file), click “print” to create a hard copy from your printer, or click clear to delete entries. Contact Office of Smart Growth for instructions to submit by email.

Office of Smart Growth will provide a written response to the designated contact person delineating an appropriate area for location of requested space.

PART THREE – DPMC SPACE PLANNING REQUEST

SPR Part 3 addresses data related to space types; there are three (3) sections to this part as well as a lead – in page. The first page in part 3 is titled for Agency & DPM&C use only. Below is a summary (by section) of space types and terms utilized in Part 3. The fisrt section (Section A) is divided into four parts.

Section A.1 addresses position space types that are described below:

POSITION SPACE TYPES

CURRENT F.T.E. – Actual full time employees currently on the payroll as well as allowable hires. This does not include five-year wish list, nor part-time positions, volunteers or consultants.

APPROVED ADDITIONAL F.T.E. - Vacant positions not incorporated in the above for which documented proof of permission to hire has been granted by Governor's office.

OTHER – NON FTE STAFF – Part-time positions, consultants (hired by agency to provide functional work for that agency), volunteers, interns, etc. that do not have State position numbers.

CODE/SQ.FT.		TITLE OR EQUIVALENT
A*	350	DEPARTMENT HEAD- Cabinet level official, head of a principal State department, or commissioner.
B*	225	DEPUTY OR ASSISTANT DEPARTMENT HEAD – self-explanatory.
		DIVISION DIRECTOR – Cabinet appointed official or equivalent having responsibility for a division of State Government or comparable organization. Includes most judges' chambers (excluding courtroom).
C*	150	SPECIAL ASSISTANT TO DEPARTMENT HEAD – Personal executive or administrative assistant to the department head other than a deputy or assistant department head.
		DEPUTY OR ASSISTANT DIVISION HEAD – Immediate assistant to the division director or equivalent (executive assistant).
		BUREAU OR SECTION CHIEF – In charge of a bureau or equivalent section.
D*	110	ASSISTANT CHIEF – Immediate assistant to a bureau chief or equivalent.

OFFICE SUPERVISOR - This may include a supervisory person who meets and interviews either employees and/or clients. Typically in modular workstation.

E	64	PROFESSIONAL, TECHNICAL, PARAPROFESSIONAL – (Full-time Employee) Any non-clerical or secretarial title not described in categories A through G, spending at least 60 percent of work time INSIDE the office. SECRETARY TO MANAGEMENT – Secretaries to staff in codes A-D.
F	48	FIELD PERSONNEL - Any title of professional, technical or paraprofessional category that spends more than 60 percent of work time OUTSIDE of the office, but have their own workspace.
G	48	HOTELLED STAFF – Represents staff that share a workstation, due to very little in-office time..

OTHER

	48/56	OTHER (POSITIONS) WORK SPACE – Dependent on function served for specific agency (i.e., lawyers, consultants, dispatchers, etc.). Please indicate type and justify need in comments area.

Office Types A, B, C and D may be hardwall offices.

Sections A.2 and A.3 consist of Non-Position Support Space types. Some of the more widely used terms are defined below:

Note: Although most Other Space Types have a defined unit standard, in certain cases, the requesting agency is required to estimate square footage needed for each type, and to justify if modified.

SUPPORT SPACE TYPES (NON-POSITION)

FILE UNITS

Five (5) sq. ft. applies to all lateral file cabinets that are in open areas. (Note that a 5 sq. ft. lateral file may be three, four or five drawers high.) For rotary files, enter the square feet required per unit (typically 16 to 25 sq. ft.) under the Standard Allocation column under “Other”.

BREAK AREAS

A small area within an office facility where the agency can have water coolers, coffee machines, refrigerators, etc. for staff use on a daily basis. Typically, dependent on staff size and accessories, a break area could be between 64 and 250 sq. ft.

STORAGE

Storage here is defined as inactive records, files or other items not used on an everyday basis, but required to be maintained under statutory or other mandate. It does not include normal records stored in file cabinets or temporary file boxes. Consideration should be given to storing these records and files at offsite facilities. The State Records Retention Center may be of service in advising agencies as to the disposition and/or maintenance of these kinds of records and files. This is typically warehousing–type storage. If special shelves, vaults, ADT or other requirements are necessary, please provide justification. Storage room sizes are classified into two types depending on type and number of files or other items stored

COPY AREA/CENTER

Dependent on size and function of office; copy areas will house normal machine operations. Larger centers or rooms will accommodate mail functions and recycling, as well as machine operations (copier, fax, paper, etc.). If a bigger room is necessary, please note under “other”.

CONFERENCE ROOMS

Conference rooms are classified into several different size standards depending upon usage:

A.	150 sq. ft. (6-10 persons)
B	300 sq. ft. (11-20 persons)
C	600 sq. ft. (21-40 persons)

For conference rooms over 80 people, multi-purpose rooms are more typical. However, these must be reviewed and approved by DPM&C.

LUNCH ROOM

Typically 500sf, lunchroom size is based generally on the total employees to be housed in the facility, typically above 100 staff, and at 3 sq. ft. per person plus circulation. This standard assumes reasonable employee absenteeism and staggered lunch periods. (Please note: Lunchrooms often function with other available facilities within a building or close proximity to available public facilities). There could be consolidation with other agencies. Needs to be reviewed by DPM&C.

INTERVIEW ROOM

A minimum interview room is 100 sq. ft., and this could accommodate up to four (4) people. If larger rooms are necessary please justify.

VOICE/DATA ROOM

This room is utilized for the termination of voice and data cables. For offices of 100 or less employees, a lockable room of 100 sq. ft. is recommended. For offices in excess of 100 employees, 200 sf will be allocated. The size of the rooms is a function of the amount of equipment contained in the room.

FILE ROOMS

If a room is required for confidentiality of records, then a room of 300 to 900 sq. ft. could be used to secure files for day-to-day usage. These rooms should not be used for warehousing. In many cases, files can be placed in open office areas. Again, as in the case of storage area, size of room will depend on type of files and number of records. A 600 sf or 900 sf area is typical of a file room or area with a high-density system.

LIBRARY (Optional/Special Use)

Dependent on population and agency, these rooms store books on shelves to be used for research. Typically, they vary from 200 to 400 sq. ft. Full justification is necessary.

COURTROOMS (Special Use Type)

Typically for Judiciary, Workers' Compensation and Office of Administrative Law, these are used by judges and range from 600 to 900 sq. ft. depending on the type of court, location and size of courthouse, or programmatic needs (excludes Judges' Chambers).

CLIENT REST ROOM (Unisex)

This type of restroom is standardized at a minimum ADA requirement of 50 sq. ft. Any variation should be justified in the spaces provided. Typically found outside the agency space.

CUSTOMER RECEPTION/WAITING (Special Use Type)

These are classified into several different sizes depending on the function and size of the office. Usually, a 90 to 120 sf minimum will accommodate six (6) people.

Approximately 5 sf per person is used to estimate waiting line space (DMV agencies, unemployment offices, etc.)

SPR PART 3 – INSTRUCTIONS FOR COMPLETION

Following are line-by-line directions for each section:

Section A: A1 (Position Space) (Includes Continuation Sheets)

1. Column B - (Current FTE's) – Insert applicable number of current full-time employees and approved vacancies for each category or position space type. Sum column and enter total at bottom.

2. Column C - (Approved Additional FTE) – Insert applicable number of full-time positions not addressed in Column B for which documented authorization has been granted. Sum column and enter total at bottom.

3. Column D - (Other: Non-FTE Staff) – Insert applicable number of non-FTE positions, including part-time employees, consultants, volunteers, interns, etc., that do not have State position numbers. Sum column and enter total at bottom.

4. Column E - (Approved Total FTE's and Other) – Add Columns B, C and D. Sum column and enter total at bottom.

5. Column F - Multiplier is one, except where space is shared.

6. Column G - Units (A) multiplied by Total positions (E) multiplied by column F.

7. Column H - Circulation Factor (approx. 1.33 x 1.2)

8. Column I - Column G (Raw Space) x Column H (circulation) = Total Gross SF

Carry total at bottom of column to Section B, Row 1 (Position Space)

Note: **Apply any justifications or comments in space provided, or attach additional sheets of paper.**

Section A: A2 Support Space (Includes continuation sheets)

1. Column B - Number of Units (actual or requested need). Total at bottom.

2. Column C - Column A x Column B

3. Column D - Circulation Factor

4. Column E - Column C x Column D = Total Gross SF

Carry total at bottom of column to Section B, Row 2 (Support Space)

<u>Section A: A3 Support Space (Includes continuation sheets)</u>

1. Column B - Number of Units (actual or requested need). Total at bottom.

2. Column C - Column A x Column B

3. Column D - Circulation Factor (May differ dependent on size of room)

4. Column E - Column C x Column D = Total Gross SF

Carry total at bottom of column to Section B, Row 3 (Other Space Types)

<u>Note:</u> **Use "other" lines in A1, A2 and A3 to add types of staff or unit not shown on the form, or use continuation sheets. Apply unit sf in Column A as per guidelines or actual need. Also, apply any justifications or comments in space provided at bottom of A-1, A-2 and A-3 or attach additional sheets.**

<u>Section A: A-4 Parking</u>

1. Box A - Insert number of State Vehicles.

2. Box B - Insert number of Employees.

3. Box C - Insert number of Estimated Visitors per day.

4. Box D - Insert number of parking spaces (A + B + C). Carry Box D Total to Section B, Row 4 (Parking).

Note: **Apply any justifications or comments in space provided or attach additional sheets, if necessary.**

Section B: Computation Section

1. Input appropriate number from each section applicable in Column B.

2. Sum Column B for rows 1 thru 3. This is your aggregate gross square footage needs, to be used as a guideline to find space. It is an estimate of the total need, based on a one-floor, rectangular building. Variations can occur due to multiple floor layouts.

3. Line 5 - Enter parking from A-4. This will be used as a guide for parking needs. City vs suburban parking availability will differ. Final determination on what to include in ad will come from Treasury.

Note: Any further comments should be addressed at the bottom of Section B.

Section C: Space Siting Questionnaire

Answer Questions 1 through 4 by checking either YES or NO (or N/A) for each question. Provide explanation of answer if directed by question in box beneath each question, attaching additional sheets where necessary. Unless a field office, #4 will always be n/a.

JUSTIFICATIONS/COMMENTS

In addition to previously referenced explanations, any other information the agency wants considered as part of the leasing process should be presented in attached memorandum, and be as clearly defined as possible. The type of space requested and how the space will be used should be presented. This includes detailing any backfilling of vacated leased space, if known. Also, special operating requirements such as those listed below should be noted, (examples):

- First floor or singular floor occupancy, location or other general limitations on dividing organizational units.

- Unique security requirements, ADT, guard service, etc.

- Special equipment considerations and requirements (provide specifications on electrical/BTU demand if available).
- Unique electrical or other utility requirements, including data wiring, HVAC modifications, control devices, temperature regulations, etc.
- Parking (including any special requirements for lighting, security or ADA).

- Demising walls between units when those units share the same floor within a building.

TRACKING AN SPR – PROCEDURES ON SPR MOVEMENT

1. SPR is sent to DPM&C where it is reviewed, and processed. A computerized logging system is maintained which monitors the SPR's travel through the system.

2. At DPMC, the SPR is logged in and assigned a 5-digit number (first two numbers represent the fiscal year). Then it is sent to OMB for approval.

3. OMB assigns the SPR to the proper budget analyst for the specific department or agency unit. The analyst will work with the agency to finalize funding sources and availability.

4. Once the OMB budget analyst completes his/her review, the SPR is sent to the Deputy Director of Budget and Accounting for final budget and staffing approval. If there are

any changes or concerns by OMB, they will be outlined and returned for correction or held for clarification by agency.

5. Upon final approval of the cost analysis by OMB, the SPR will be signed off by the DPMC Administrator as final Treasury approval. When the SPR is returned with the DPMC Administrator's signature, it is logged in and it is brought back to the State Planning Committee for assignment.

6. If a scope of work is required, it is maintained at DPMC to be assigned to a scope writer. If not, the space requirement defined by the SPR will either be negotiated or renewed, or the request could be accommodated at an already existing lease or state-owned site. (Backfilling).

   a. If backfilling is to take place, the Building Management and Operations Unit will handle the project.

   b. If negotiations, renewal options, or advertising are involved, the Leased Property Negotiations (LPN) Unit will be responsible.

   c. If scoping is necessary, a scope writer will sit with the agency to work out the details of the office needs. A scope is then written and sent to the agency for review. Upon agency's approval, it is sent to Leased Property Negotiations for advertising. Proposals are sent back to LPN by prospective landlords, and the most economical proposal that also satisfies agency requirements will be chosen (as per administrative code).

7. Once negotiations are done, a Notice of Proposed Lease Package is prepared and forwarded to the Space Planning and Management Board for review and approval. Package is then prepared for the State Leasing and Utilization Committee (SLUC) that meets approximately every two months. Upon the SLUC Committee's approval, the DPMC has the authority to lease, and the lease document is executed.

8. Upon execution, the lease is then distributed to the following:

   - A copy to the Departmental contact for the Tenant Agency
   - A copy to the Lessor, and mortgagee, if applicable
   - A copy (on file) for DPMC

IF THERE ARE ANY PROCEDURAL QUESTIONS, ANY TIME, CONCERNING SPR'S, PLEASE CALL RALPH URRICO AT 984-1231.

AGENCIES WILL BE KEPT AWARE OF ANY MODIFICATIONS TO THE FORM AND/OR PROCEDURES, THROUGH AGENCY CONTACT PERSON(S).

ALL SPR FORMS AND INSTRUCTIONS ARE AVAILABLE ON-LINE AT
http://www.state.nj.us/treasury/dpmc/forms.html