



GSA Public Buildings Service

# Fast Track Space



**PBS National Customer Forum**

*July 25, 2023*

*Washington, DC*



## *Workplace Offering - Fast Track Space*



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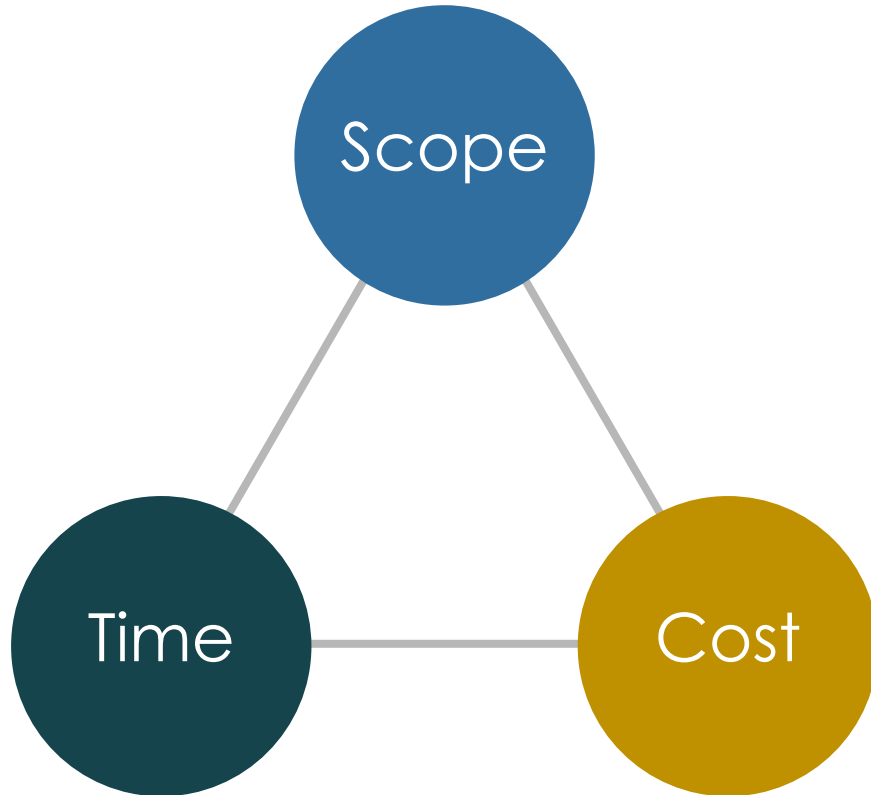
**Tuesday, July 25th, 2023 2:15 PM - Auditorium and broadcast to WIL**

An architectural rendering of a modern, multi-story courthouse building. The building features a prominent central entrance with a curved canopy and large glass windows. The entire image is overlaid with a semi-transparent blue filter. The text "Design Concept" is centered in a bold, orange font. At the bottom, the words "UNITED STATES COURTHOUSE" are visible in a light blue, embossed font on a stone-like surface.

# Design Concept

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# Triple Constraint - Pick 2



## Scope

Customize all aspects of the workplace, including furniture and finishes

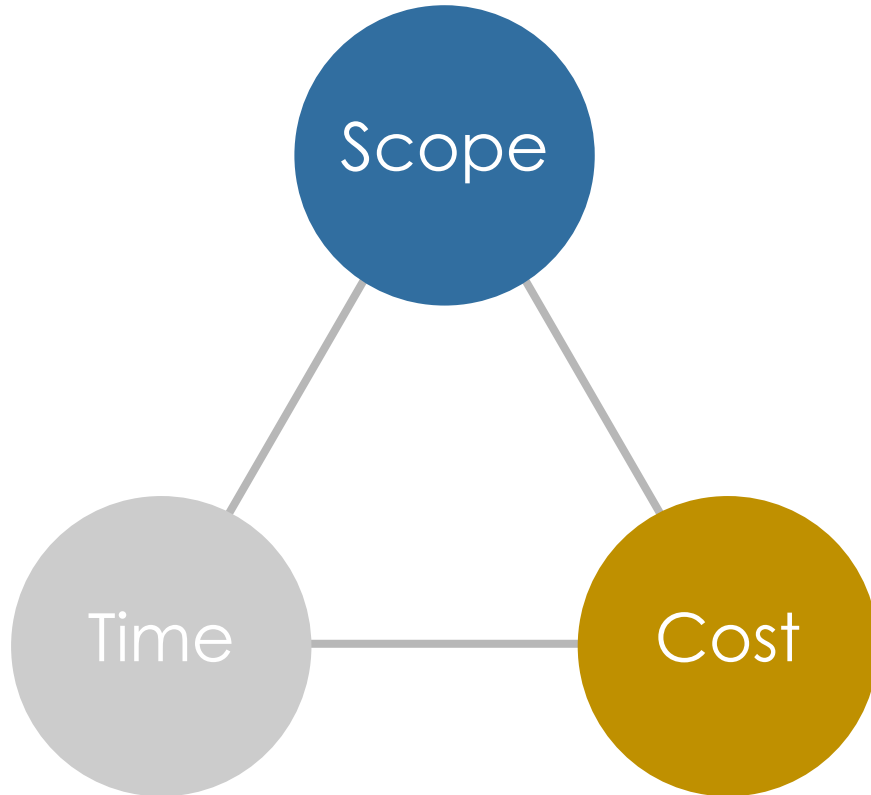
## Cost / Budget

Minimize overall project costs, including TI and requirements development

## Time / Schedule

Occupy new workplace as fast as possible

# Custom Req. Development



## Scope

Customize all aspects of the workplace, including furniture and finishes

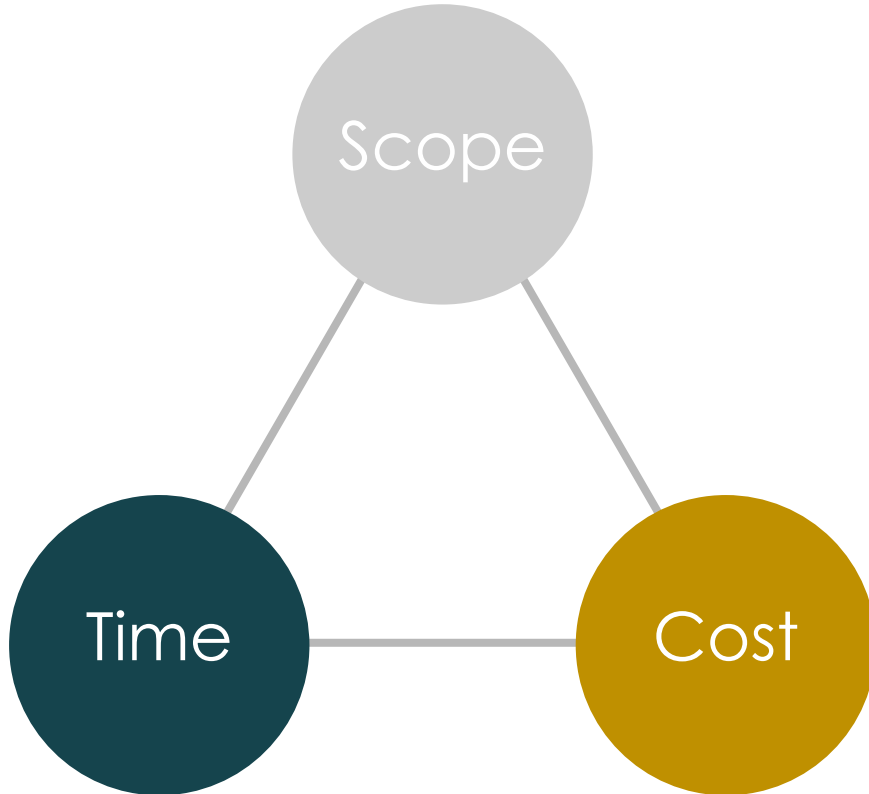
## Cost / Budget

Minimize overall project costs, including TI and requirements development

## Time / Schedule

Occupy new workplace as fast as possible

# Fast Track Space



## Scope

Customize all aspects of the workplace, including furniture and finishes

## Cost / Budget

Minimize overall project costs, including TI and requirements development

## Time / Schedule

Occupy new workplace as fast as possible

# Analogy



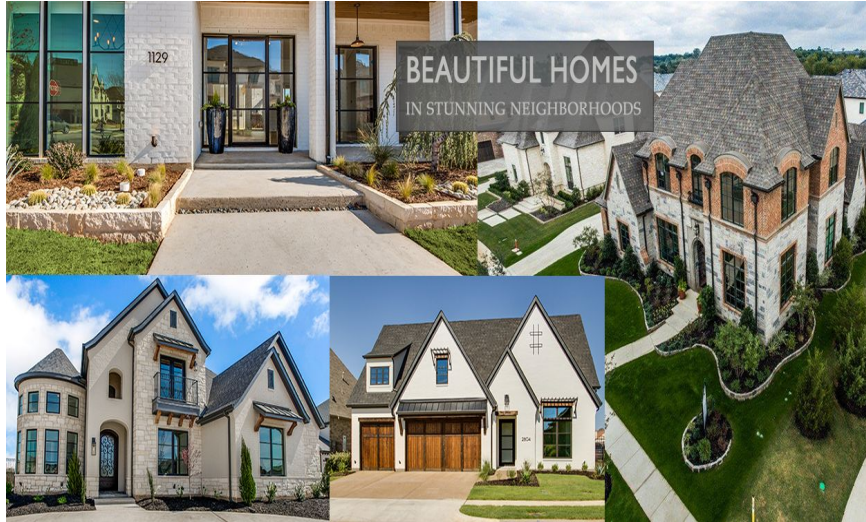
## Custom Home

(Customized Requirements Development)

vs.

## Spec Home

(Fast Track Space)



# Analogy



**Writing a Lease  
from Scratch**



**vs.**

**Starting with a  
Boilerplate Lease**

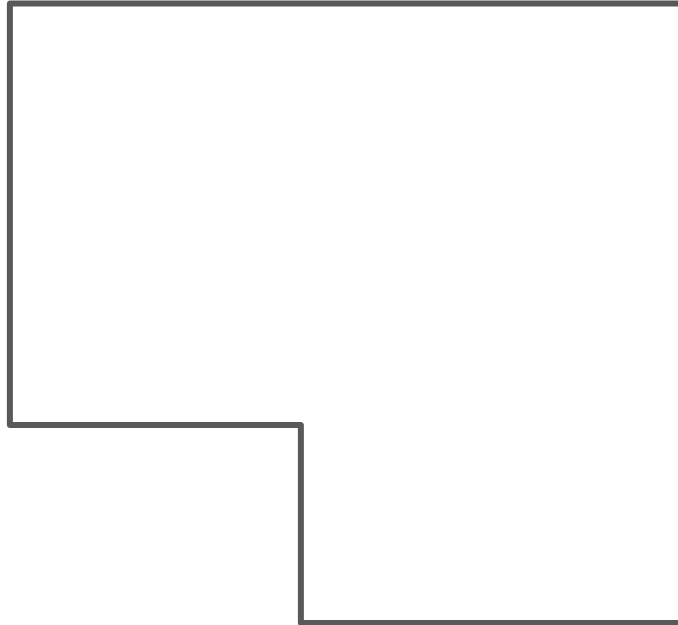




# A different starting point

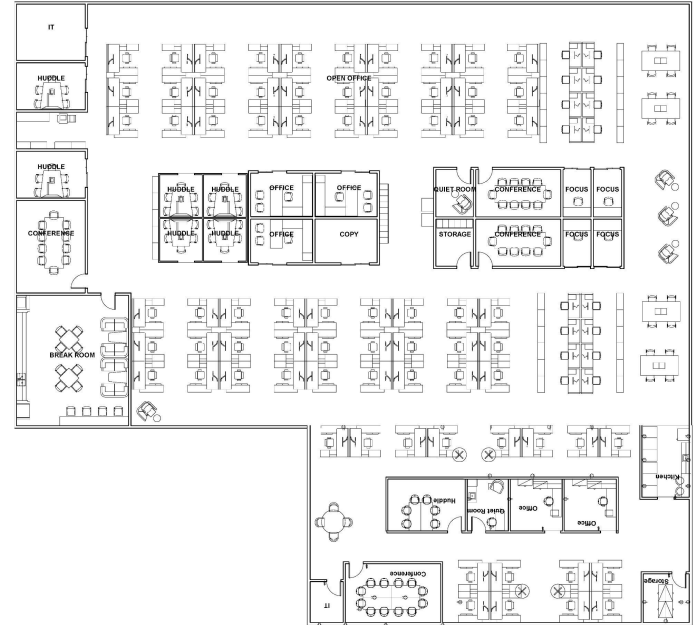


## Workplace Engagement (Full Customization)



vs.

## Fast Track Space Solution (Limited Customization)



# Project Applicability



Type	Schedule	Engagement / Customization	Notes
Fast Track (Modular)	➤➤➤		Standardized requirements/design approach that is completed during the planning phase which utilizes Fast Track modular designs to meet agency requirements.
Traditional Requirements Development	➤➤		The GSA planning manager and project manager partner with the customer agency to develop strategic, functional and technical requirements.
Workplace Engagement (Workplace 2030)	➤		The GSA workplace program and its Regional Workplace Executives partners with agencies to create a customized workplace program to advance new workplace strategies across their real estate portfolio.



# Benefits

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# Benefits



## Accelerated Schedule

- Requirements Development & DID Design acceleration
- Functional cost estimate → Budget planning accuracy → Prevents delays

## Market Friendly Approach

- Accelerated schedule → Earlier completion → Lessor friendly approach

## Less Effort / More Value

- Requirements Development & DID Design level of effort savings for GSA & Agency

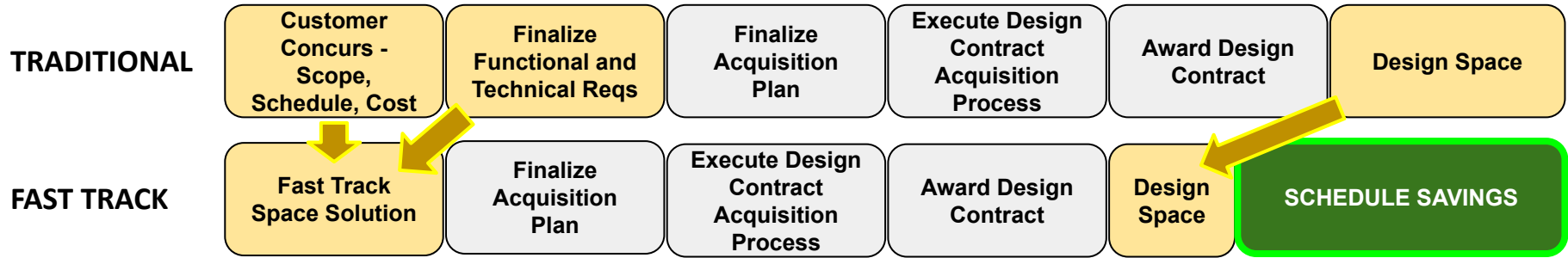
## Designed for Hybrid Work

- Workplaces created with hybrid work in mind
- Improved space utilization through desk sharing and smaller workstations

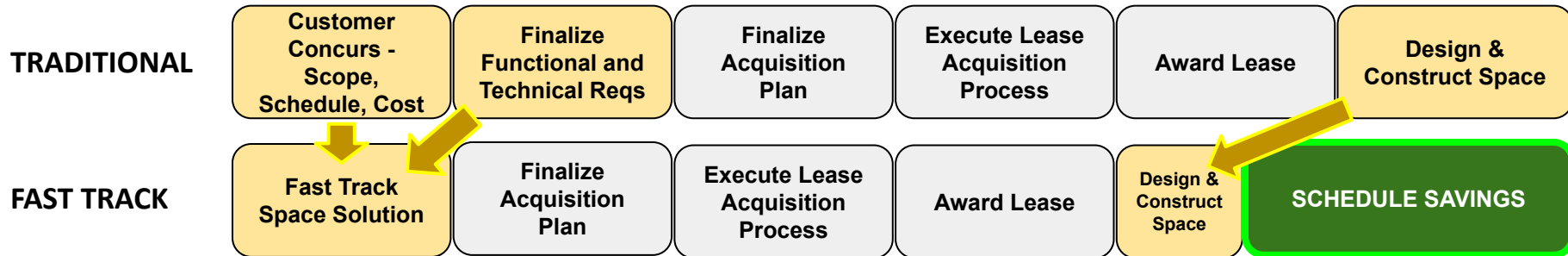
# Accelerated Schedule



## Owned



## Leased



# Considerations



## 100% Office Space

- With the exception of break areas & kitchenettes, no special spaces.

## Limited Customization Options

- Some choices, such as workstation sizes, will be offered in a curated manner.



# Process & Deliverables

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# Overall Approach



## 1. Identify Potential Model Plan(s)

Choose from one of our model office floor plans that offer various size, style and layout options. Each model has the potential to be modified to meet mission needs.

## 2. Firm Up Model(s) with Calculator

Use Fast Track Space calculator to understand cost implications and occupancy data for the selected model(s). The model selection can be modified as needed.

## 3. Customize plans to meet agency preferences

Individual workspaces and support spaces are adjusted within overall space type.

## 4. Finalize Requirements Package

Model Plans provided in AutoCAD that can be adjusted once the final location floor plate configuration is known, such as during the DID workshop. Additionally, cost estimates for TI and furniture are provided.



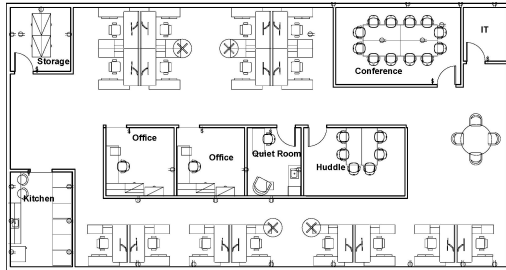
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# Create new workplace using a mix of pre-designed model plans.



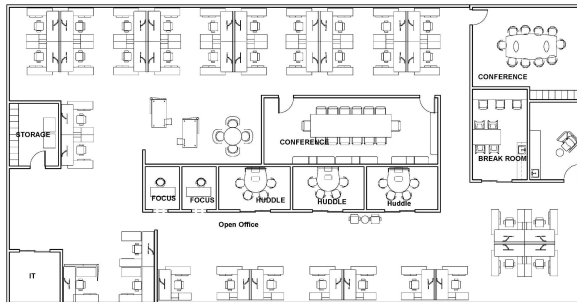
## Model A : 3,500 sf.

18 people with no desk sharing



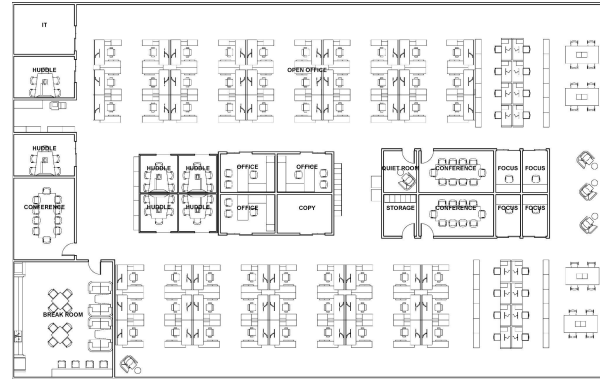
## Model B : 6,500 sf.

36 people with no desk sharing



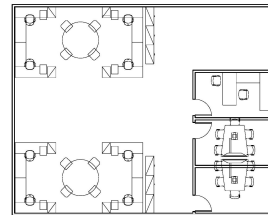
## Model C : 12,500 sf.

76 people with no desk sharing



## Model Plus : 1,500 sf.

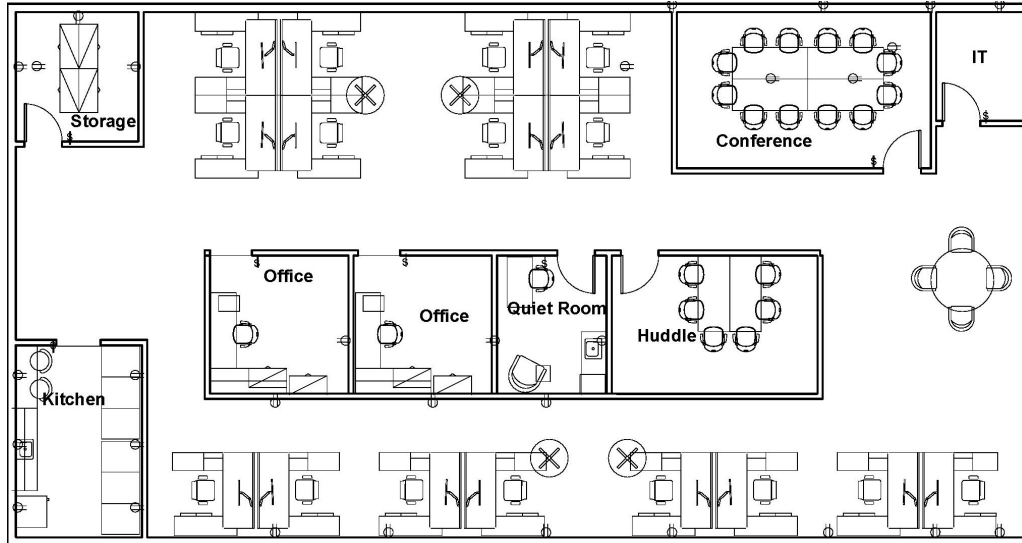
9 people with no desk sharing



Note: Models can accommodate more staff if a desk sharing ratio is established

1

# Model A : 3,500 USF



## Capacity as Shown:

- 18 people with no desk sharing
- 27 people with desk sharing ratio of 1.5 people/seat

## Individual Workspaces

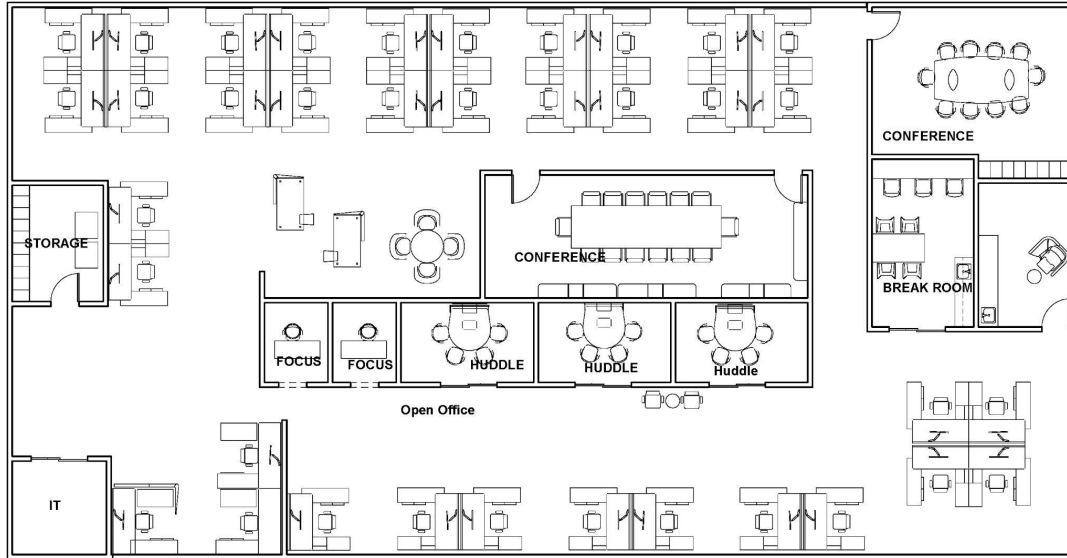
- 16 Workstations
- 2 Private Offices

## Standard Support Spaces

- Large Conference Room (12 person)
- Huddle Room (6 person)
- Quiet Room
- Open Meeting Table (4 person)
- Kitchen Area
- Storage Room
- IT room

1

# Model B : 6,500 USF



## Capacity as Shown:

- 36 people with no desk sharing
- 54 people with desk sharing ratio of 1.5 people/seat

## Individual Workspaces

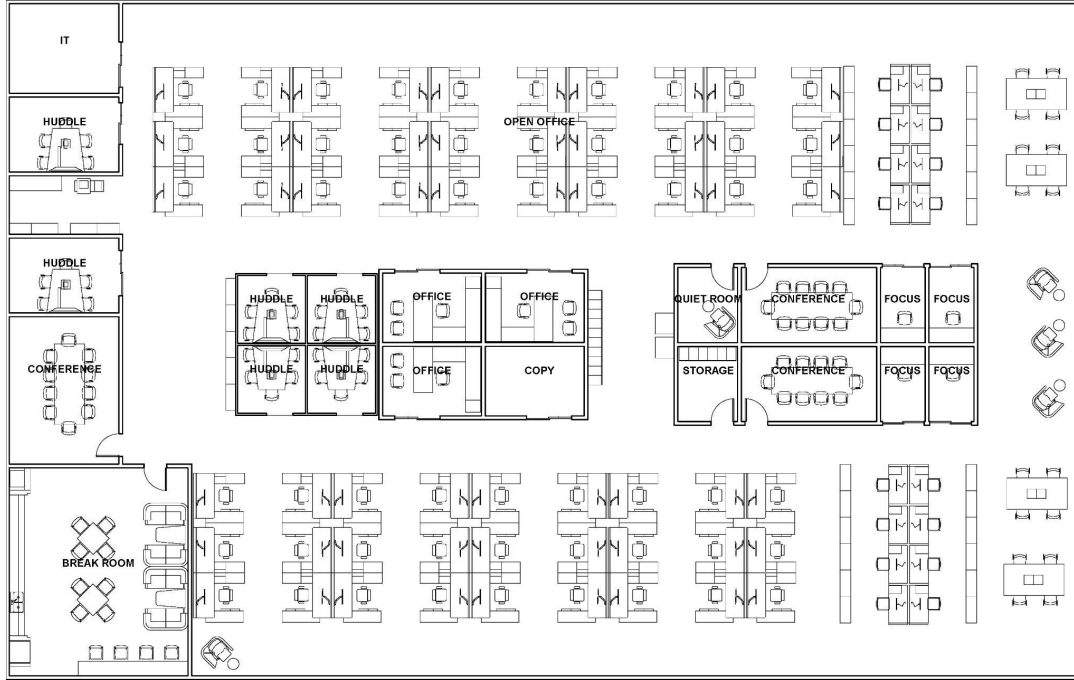
- 36 Workstations
- 0 Private Offices

## Standard Support Spaces

- 2 Large Conference Rooms (10 & 14 person)
- 3 Huddle Rooms (4 person)
- 2 Focus Rooms (1 person)
- 1 Mother's Room
- Break Room (seating for 7)
- Storage/File/Copier/Locker Room
- IT room
- Collaboration Zone

1

# Model C : 12,500 USF



## Capacity as Shown:

- 76 people with no desk sharing
- 114 people with desk sharing ratio of 1.5 people/seat

## Individual Workspaces

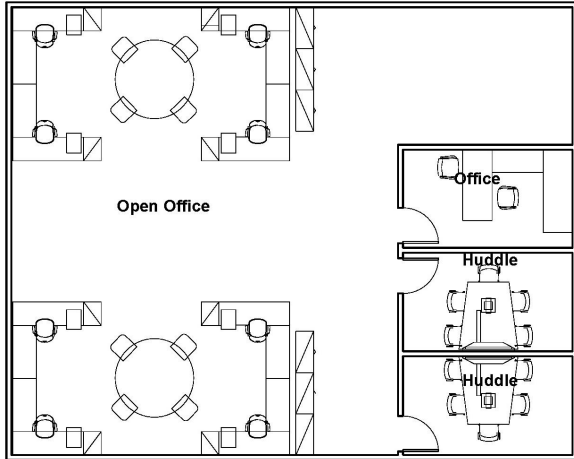
- 57 Workstations
- 16 Benching stations
- 3 Private Offices

## Standard Support Spaces

- 3 Large Conference Rooms (10 person)
- 6 Huddle Rooms (5 person)
- 4 Focus Rooms (1 person)
- Quiet Room
- Copy Room
- 4 Open Meeting Tables (4 person)
- Break Room (seating for 20 people)
- Storage Room
- IT room

1

# Model + : 1,500 USF



## Capacity as Shown:

- 9 people with no desk sharing
- 13 people with desk sharing ratio of 1.5 people/seat

## Individual Workspaces

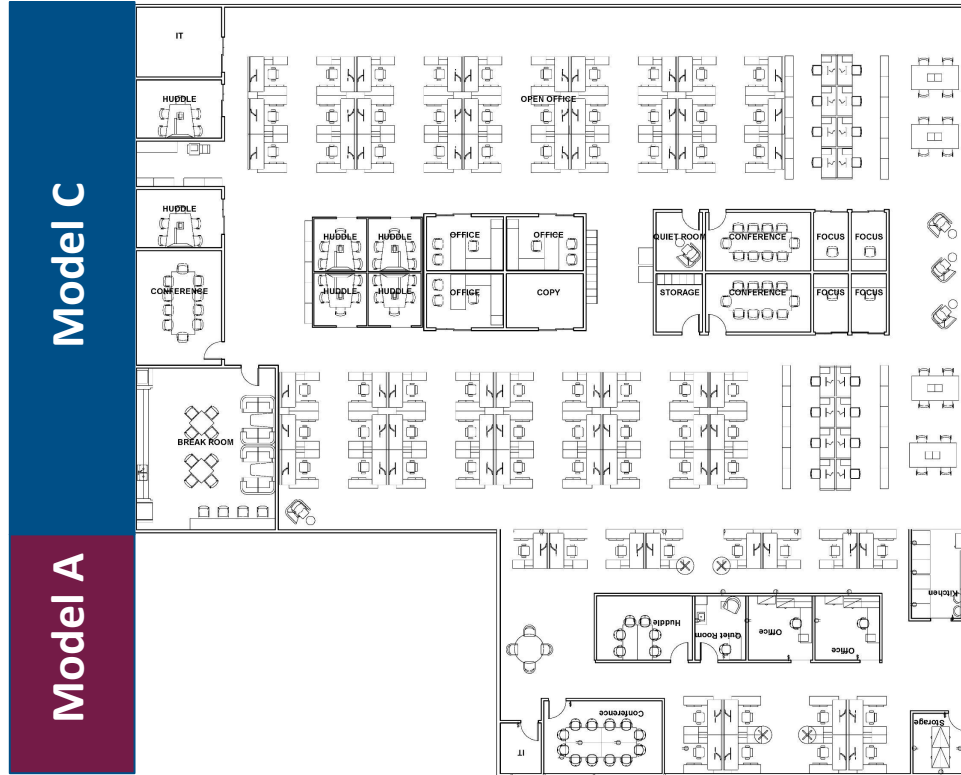
- 8 Workstations
- 1 Private Offices

## Standard Support Spaces

- 2 Huddle Rooms (5 person)
- 2 Open Meeting Tables (4 person)
- File / Printer Area

1

Create new workplace using a mix of pre-designed model plans.




==

**Combined Area:  
16,000 USF**

**Combined  
Capacity:  
94 people  
without desk  
sharing**





## Fast Track Space Calculation Tool (v 1.0)

INSTRUCTIONS : Complete all beige shaded boxes below. The Calculation Tool will automatically calculate space and costs for tenant improvement. Adjust the desk sharing participation rate, desk sharing ratio, or selected model plans until blue Headcount Seat section matches agency's needs. Details calculations can be found in the "Space Calculations", "TI Estimate", and "Furniture Estimate" tabs. These tabs are unlocked in case future editing is needed.

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**Project Details**

Project Name: **An Awesome Workplace Project**

Agency: **A Great Agency**

Future Location : State: **District of Columbia** City: **Washington**

Occupancy Year: **2027** Location Type: **Leased**

Total Future Headcount: **140 people**

Desk Sharing : Participation %: **30%** Ratio: **1.5 people : 1 seat**

**Quantity of Base Model Plans**

Model A (3,500 usf / 18 seats) **1**

Model B (6,500 usf / 36 seats) **1**

Model C (12,500 usf / 76 seats) **1**

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*use as add-on only*

Model + (1,500 usf / 9 seats) **1**

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**Summary Concept Design Calculations**

Space	
Workstations	5,215 usf
Offices	720 usf
Collaboration Spaces	4,346 usf
Other Standard Support	1,748 usf
Internal Circulation	11,971 usf
<b>Total Usable Area</b>	<b>24,000 usf</b>
<b>All-in Utilization Rate</b>	<b>171 usf/person</b>

Functional Estimate - Tenant Improvement	
<b>Total TI Estimate (+/- 20%)</b>	≈ \$3,989,014
<b>Average \$/USF (+/- 20%)</b>	≈ \$166.21 / usf

Cost - Furniture	
Individual Workspaces	≈ \$531,471
Standard Support Spaces	≈ \$147,446
Installation	≈ \$135,783
Escalation to Move-In Year	≈ \$100,156
<b>Total Furniture Estimate</b>	<b>≈ \$914,856</b>

Headcount Seating	
Available desk seats based on selected Models	139 seats
Personnel needing a desk	126 seats

There are 13 seats extra for additional personnel or visitors

## Calculates

- Space Program
- ROM Tenant Improvement Estimate
- ROM Furniture Estimate based on FIT

## Key Features

- easy selection of Models
- adjusts estimates for escalation based on anticipated occupancy year
- includes locality adjustment
- shows needed seats based on headcount and desk sharing
- TI estimate also serves as functional estimate for TI Allowance

3

## Customize plans to meet agency preferences and employee work styles



### Space Design

- change workstation sizes
- change private offices to focus or meeting rooms
- merge small meeting rooms into larger rooms
- select finishes

### Furniture & Equipment

- change furniture components
- choose type of furniture within the overall plan size
- add office equipment in the circulation and storage rooms



# 4 Finalize Requirements Package



- **Conceptual Design Floor Layout**

Model Plans provided in AutoCAD that can be adjusted once the final location floor plate configuration is known, such as during the DID workshop.

- **Detailed Space Program**

Automatically generated by the Fast Track Model Selection tool, this space calculation can be edited to reflect the actual amount of circulation needed at the final location.

- **Rough Order of Magnitude TI Estimate**

Automatically generated by the Fast Track Model Selection tool, this estimate can be used as the **functional** estimate for TI allowance.

- **Furniture Inventory and Estimate**

Automatically generated by the Fast Track Model Selection tool, these details can be used during the furniture procurement.

- **Level 1+ Design Intent Drawings**

DIDs that are in-between Level 1 and Level 2 in detail.



# Sample Project

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# Sample Project

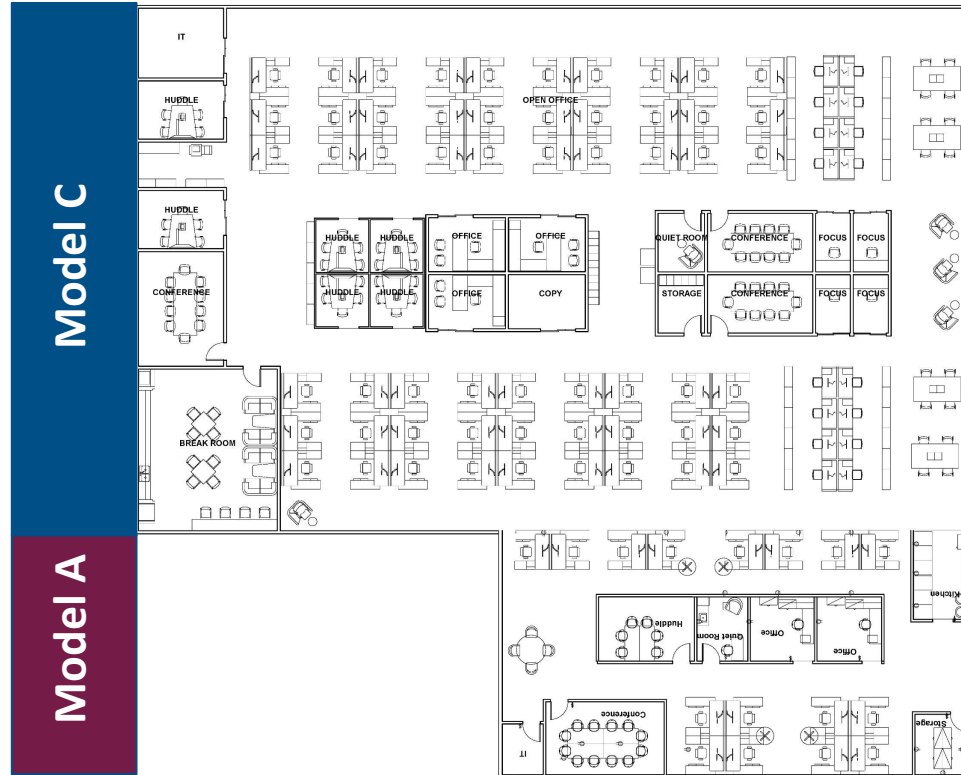


- Initial Requirement is 45,410 usf for 239 people
- 2024 occupancy
- Very flexible telework program
- Seattle, Washington
- All office; no special space
- Urgent need, with little time to develop requirements or deliver the space

## Example Client Project Agreement

Part 2a: Space Type Information				
Anticipated R/U Factor	1.20	All in UR	190	
Number of Occupants	239			
Square Feet Per Person	0			
			USF*	RSF
Office Space			45,410	54,492
Office Support Space			0	0
Special Space Subtotal			0	0
Space Type	Space Types		0	0
Space Type	Space Types		0	0
Warehouse (WRH) (occupied or unoccupied)			0	0
<b>Total Square Feet</b>			45,410	54,492

# Best Fit : Model C+A (16,00 usf)



**Combined Area:  
16,000 USF**

**Combined  
Capacity:  
94 people  
without desk  
sharing**



# Sample Project Results



## Fast Track Space Calculation Tool (v 1.0)

**INSTRUCTIONS:** Complete all beige shaded boxes below. The Calculation Tool will automatically calculate space and costs for tenant improvement. Adjust the desk sharing participation rate, desk sharing ratio, or selected model plans until blue Headcount Seat section matches agency's needs. Details calculations can be found in the "Space Calculations", "TI Estimate", and "Furniture Estimate" tabs. These tabs are unlocked in case future editing is needed.

Project Details		Quantity of Base Model Plans	
Project Name	An Awesome Workplace Project	Model A (3,500 usf / 18 seats)	1
Agency	A Great Agency	Model B (6,500 usf / 36 seats)	
Future Location - State	Washington	City	Seattle
Occupancy Year	2024	Location Type	Leased
Total Future Headcount	239 people	<b>use as add-on only</b>	
Desk Sharing - Participation %	100%	Ratio	3.0 people : 1 seat
		Model + (1,500 usf / 9 seats)	

Summary Concept Design Calculations	
<b>Space</b>	
Workstations	3,379 usf
Offices	600 usf
Collaboration Spaces	2,917 usf
Other Standard Support	1,334 usf
Internal Circulation	7,770 usf
<b>Total Usable Area</b>	<b>16,000 usf</b>
All-In Utilization Rate	67 usf/person
<b>Headcount Seating</b>	
Available desk seats based on selected Models	94 seats
Personnel needing a desk	80 seats
There are 14 seats extra for additional personnel or visitors	
<b>Functional Estimate - Tenant Improvement</b>	
Total TI Estimate (+/- 20%)	≈ \$2,701,531
Average \$/USF (+/- 20%)	≈ \$168.85 / usf
<b>Cost - Furniture</b>	
Individual Workspaces	≈ \$355,795
Standard Support Spaces	≈ \$110,773
Installation	≈ \$93,314
Escalation to Move-In Year	≈ \$16,330
<b>Total Furniture Estimate</b>	<b>≈ \$576,212</b>

## Sample Project Results

- Lowered USF from 45,410 to 16,000
- Desk sharing ratio of 3 people per seat
- Able to accommodate the number of personnel (239) + an additional 14 visitors or unexpected FTE
- Average TI cost if \$169/usf, adjusted for locality - can be used as functional estimate
- Total furniture estimate is approx. \$577K
- Detailed calculations of space, TI, and furniture and be used for next stages of project (e.g., furniture ordering)



# Next Steps



1. Project team begins acquisition activities
2. Lease
  - a. DID is packaged with the RLP (optional)
  - b. Offer Evaluation & Lease Award
  - c. Post-Award DID Workshop starts with a schematic plan in which the Lessor adapted the Fast Track Design to his/her floorplate
3. Federal
  - a. DID is packaged with A/E Solicitation
  - b. Offer Evaluation and Award
  - c. Post-Award DID Workshop starts with a schematic plan in which the A/E adapts the Fast Track Design to the federal floorplate

# Resources

GSA [YouTube Fast Track Space Video](#)

[GSA.GOV/Workplace](#)





**Want to learn more?**

**Reach out to GSA at [workplace@gsa.gov](mailto:workplace@gsa.gov).**

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