



Client Enrichment Series – Q & A



Topic: Workplace in an Evolving Environment

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Workplace in an Evolving Environment Session Resources:

View our April 15th [Recording](#)

View our April 15th [Slide Deck](#)

Contact the Workplace Division Team: workplace@gsa.gov

Q1. Are the following tools, Occupancy Calculator, Programming Tool and Fast Track Design only available to GSA?

A. The occupancy calculator is available to customers. Here is the website:

<https://www.gsa.gov/real-estate/use-it-act-and-occupancy-data/gsa-occupancy-resources>

B. The Programming Tool is something GSA uses internally to develop requirements. The Workplace Engagements are available through our IDIQ contract vehicle, and we expect the Fast Track Design Standards modular offering to be widely available this summer.

Q2. How does the USE IT Act occupancy requirements accommodate or anticipate future growth in personnel?

A. The legislation does not mention growth planning. The agency needs to be confident of its hiring plans and expected timeframes to fill positions so that they are likely to meet or exceed the 60% minimum occupancy requirement. We aim for higher than 60% to reduce those margins, but can play with the occupancy target and space use strategies to ensure the space has the flexibility agencies need to accommodate growth.



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Q3. Does GSA support furniture only projects?

- A. GSA can support furniture only projects in certain conditions. For example, the furniture must be for space that is under the jurisdiction, custody, or control of PBS. Also, the acquisition must be accomplished through a FAS Schedule contract or Special Order Program. To see if GSA can assist in this area, the first step is to reach out to the Interior Design team at workplace@gsa.gov to arrange a consultation.

Q4. How does an agency split the rent cost of a shared conference room with another agency?

- A. Each shared space situation is unique and is defined through a MOU (Memorandum of Understanding) between agencies, which GSA can help facilitate.

Q5. Can an agency offer scheduled weekly telework days to allow for space sharing/hoteling, and not run afoul of the Return to Office mandate?

- A. This would be a policy decision from the specific Agency leadership.

Q6. Is the Shared Workplace something that is temporary or permanent?

- A. Each shared space situation is unique and most shared space solutions are temporary.

Q7. How does shared space impact utilization rates?

- A. If an Agency is sharing space, that means they are adding more occupants to their space which can help increase utilization and occupancy numbers.

Q8. How far in advance does the agency need to tell GSA they are interested in coworking space through the IDIQ?

- A. No advance time is needed. As soon as there is an Agency need, the Agency's program or real estate POC can reach out to patrick.conboy@gsa.gov with their specific commercial coworking requirement. It takes only a few weeks to get personnel into the commercial coworking space.

Q9. Is the PBS Interior Design Team also involved in GSA Schedule Furniture Contracts?

- A. The PBS Interior Design team does work with the Federal Acquisition Service (FAS) Centralized Acquisition Services on furniture matters, such as the Small Projects and Large Projects Blanket Purchase Agreements (BPAs). Reach out to workplace@gsa.gov to learn more about how this PBS-FAS partnership can benefit your agency, particularly in meeting your furniture needs.



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Q10. What does workplace prioritization look like at 1800 F (GSA HQ)?

- A. GSA has the opportunity to renovate and modernize our headquarters at 1800 F Street in Washington, DC. We are looking forward to using this space to prove concepts which optimize occupancy and demonstrate optimal workplace planning.

Q11. How prescriptive is the 150 square feet per person requirement in the USE IT Act (M-25-25)?

- A. 150 USF per person is a maximum for administrative office space as outlined by [M-25-25](#). Excepted spaces are considered highly specialized or non-standard spaces found in a commercial office environment. Agencies can provide their list of requested space exceptions to OMB and the FRPC for concurrence.

Q12. For the commercial shared office spaces (commercial coworking), how long can those spaces be rented?

- A. The term is up to 12 months.

Q13. How long does it take to get a quote for design?

- A. The time to receive a design quote depends on details on the project and required design services. For example, quotes to provide Level 1 DIDs may take more time to provide than a quote for furniture layout services. Reach out to workplace@gsa.gov for a consultation.