

Feasibility Scope Models Version 1.0

Enterprise design standards, principles, concepts, strategies, and best practices relating to the transformation of workplaces across the OPS.

March 2023

TABLE OF CONTENTS

3

FEASIBILITY SCOPE
MODELS

5

ASSUMPTIONS

6

APPROPRIATE SPACE
CONDITIONS

7

PLANNING
PRINCIPLES

9

CONTACT
INFORAMTION

FEASIBILITY SCOPE MODELS

Office workplace projects can be classified into three (3) feasibility scope models: Refresh, Rework, and Reconstruct. **Refresh** is a limited scope and low-cost approach, **Rework** is a medium scope and moderate cost approach while **Reconstruct** is a high-cost and large-scale approach. This addendum to the OPS Modern Office Space (OMOS) enterprise design standards document provides detailed information and a breakdown of the three approaches. However, it should be noted that operational considerations are not covered by the OMOS (which focuses on design) or its addendums. Operational considerations can be addressed separately as part of broader operational planning.

For all projects, these approaches outline the design extent, high-level timeline, and assumptions. The Ministry of Infrastructure (MOI) Office Realty Implementation Branch (ORIB) team, in consultation with Infrastructure Ontario (IO), will consider the existing space condition, renovation scope, and budget to determine the best suited feasibility scope model when a workplace project is undertaken.

The following pages offer a detailed breakdown of the various factors related to each of the three feasibility scope models, such as overall assumptions, workspaces, alternative workspaces, support spaces, executive spaces, and storage. Note for accessibility requirements, please refer to *Subsection 3.1.0 Accessibility in the Built Environment* in the OMOS.



Refresh

A limited scope and low-cost approach.



Rework

A medium scope and moderate-cost approach.



Reconstruct

A large-scale and high-cost approach.



595 Bay St.

	Refresh Up to 25% – Furniture Only Solution	Rework Up to 50% – Furniture and Built Wall Solution	Reconstruct Up to 100% – Full Reconstruction
Estimated Timing	12+ Months	12+ Months	12+ Months
Estimated Budget	\$80 to \$110 / RSF	\$120 to \$219 / RSF	\$189 to \$250 / RSF
Accessibility	Refer to Section 3 Key Planning Considerations – Subsection 3.1.0 Accessibility in the Built Environment in the OMOS.		

**Estimated budget ranges vary geographically. Estimates are as of FY 2021/22 and subject to change.*

FEASABILITY SCOPE MODELS: ASSUMPTIONS	Overall Space Adjustments		
	Refresh Up to 25% – Furniture Only Solution	Rework Up to 50% – Furniture and Built Wall Solution	Reconstruct Up to 100% – Full Reconstruction
Workspaces	Employees share existing workstations and offices.	Employees share existing and/ or new workstations and offices per Kit of Parts (KOP).	Employees share new workstations and offices as per KOP.
Alternative workspaces and support spaces	Convert existing space with furniture solutions to enclose open spaces including felt wall dividers.	Convert existing space with furniture solutions to enclose open spaces or construct new per KOP.	Construct new per KOP
Common shared elements for all-Ministry use including large meeting rooms and working lounges	Use existing	Use existing	Construct new per KOP
Existing furniture	Re-purpose in good condition furniture from collapsed spaces.	Re-purpose in good condition furniture from collapsed spaces.	Re-purpose in good condition furniture from collapsed spaces.
Carpet, plumbing, millwork and partitions	Maintain existing, patch and repair as needed.	Maintain existing where possible. Replace when deemed necessary or as per project scope.	New per KOP
Lockers	Use existing or purchase new as required. Remove workspaces/ alternative workspaces if required to accommodate lockers.	Use existing or purchase new as required. Remove workspaces/ alternative workspaces if required to accommodate lockers.	New per KOP
Moving costs	Included but packing is excluded.	Included but packing is excluded.	Included but packing is excluded.
IT hardware (i.e., TVs, laptops, monitors, etc.).	Excluded	Excluded	Excluded

FEASIBILITY SCOPE MODELS: APPROPRIATE SPACE CONDITIONS

	Overall Space Adjustments		
	Refresh Up to 25% – Furniture Only Solution	Rework Up to 50% – Furniture and Built Wall Solution	Reconstruct Up to 100% – Full Reconstruction
Existing floor plate	Existing floor plate is predominantly an open concept design with built spaces mostly on the interior.	Existing floor plate is open concept design (50% or greater). Some demolition or construction will occur to remove partition walls at the windows or elsewhere to open space up and provide access to views and light.	Existing floor plate is base building in as-is condition, or most of the existing space is built out with little to no open work areas. Full floor construction is required.

FEASIBILITY SCOPE MODELS: PLANNING PRINCIPLES

	Overall Space Adjustments		
	Refresh Up to 25% – Furniture Only Solution	Rework Up to 50% – Furniture and Built Wall Solution	Reconstruct Up to 100% – Full Reconstruction
Workstations and offices	<p>Employees share existing workstations and offices.</p> <p>Does not include any conversion to height-adjustable work surfaces.</p> <p>Conversion of perimeter offices to meeting spaces.</p>	<p>Employees share existing and/ or new workstations and offices per KOP.</p> <p>Does not include any conversion to height-adjustable work surfaces.</p> <p>New workspaces, as per KOP if required to optimize the floor.</p>	<p>New furniture as per KOP and employees share workstations and offices.</p>
Alternative workspaces	<p>Alternative workspace seats to be proportionate to the workspace sharing ratio.</p> <p>Remove workstations to create open collaboration areas.</p>	<p>Alternative workspace seats to be proportionate to the workspace sharing ratio.</p> <p>Construct new rooms as required as per KOP. Create a balance of open and enclosed seats.</p>	<p>Alternative workspace seats to be proportionate to the workspace sharing ratio.</p> <p>Construct new as per KOP and create a balance of open and enclosed seats.</p>
Executive spaces	<p>Evaluated on a case-by-case basis. ORIB to make final decision.</p>	<p>Evaluated on a case-by-case basis. ORIB to make final decision.</p>	<p>Evaluated on a case-by-case basis. ORIB to make final decision.</p>

FEASIBILITY SCOPE MODELS: PLANNING PRINCIPLES

	Overall Space Adjustments		
	Refresh Up to 25% – Furniture Only Solution	Rework Up to 50% – Furniture and Built Wall Solution	Reconstruct Up to 100% – Full Reconstruction
Lockers	<p>Provide lockers for employees to match the sharing ratio.</p> <p>Plan lockers in corridors where space permits. Alternatively, create locker areas by removing workspaces or converting an office or meeting room.</p>	<p>Provide lockers for employees to match the sharing ratio.</p> <p>Plan lockers in corridors where space permits. Alternatively, create locker areas by removing workspaces or converting an office or meeting room.</p>	<p>Provide lockers for employees to match the sharing ratio.</p> <p>Plan lockers near suite entrances and/ or in corridors where space permits.</p>
Coat closets	<p>Provide free-standing units near locker rooms and/or entrances if coat closets do not already exist.</p>	<p>Provide free-standing units near locker rooms and/or entrances if coat closets do not already exist.</p>	<p>Provide fee-standing units or construct new as per KOP</p>
Filing	<p>Reuse existing filing units whenever possible. If required, centralize filing.</p>	<p>Reuse existing filing units whenever possible. If required, centralize filing.</p>	<p>New centralized filing or reuse existing filing units from collapsed spaces whenever possible.</p>

CONTACT INFORMATION

Thank you for your interest in the OMOS. Please direct any enquires or questions via the [OPS Office Space Intake Form](#).

Version History

Version 1.0

March 2023

First iteration of the office design standards for OPS office spaces which will be updated in six months and then annually.

Ontario 

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