

Assumptions:

- The Port Director's office (Currently based out of the Seadrome building) will need to be incorporated permanently in the Downtown Harbor Office Facility.
- The Harbormaster will continue to maintain an office downtown.
- Separated public "front desks" for Harbor and Port admins
- The D&H Board will meet in this new facility.
- Staffing will increase by 10% over the assumed 50 year life of the building.

Requirements:

1. Port Office Functions
 - a. Port Director Office – 150 SF
 - b. Port Engineer Office – 110 SF (Currently 106 SF)
 - c. Deputy Port Engineer Office – 110 SF (Currently 100 SF)
 - d. Admin Officer Office/admin. Asst Public Front Desk – 250 SF
 - e. 50 LF of bookshelves (or sufficient clear wall space) for project files
2. Harbor Office Functions
 - a. ADA accessible Walk-up Counter
 - b. Administrative work stations for three Administrative Assistants
 - c. Workstation or office for Administrative supervisor?
3. Public Amenities (Reference Statter/Harris)
 - a. Public Restroom
 - b. Public Showers (keyfob)
 - c. Public Laundry (keyfob)
4. Harbormaster Office Functions
 - a. Harbormaster Office – 110 SF
 - b. Harbor Operations Supervisor (HOS) Office – 110 SF
 - c. Bullpen area for approximately 6 employees (are these cubicles or just desks?)
 - d. Changing room with full size lockers for each sex.
 - i. Includes commercial washer and drier for uniforms and workwear.
 - e. Uni-sex restrooms for 12 staff employees
5. Harbor Garage/Storage/Equipment

- a. Assume 2500 sf for tools, parts, & storage – including hazardous materials
- b. Should we have a 1 bay or 2 bay garage? Future Expansion?
- c. Garage should easily accommodate sander truck (wide and tall garage door)
- d. Garage should accommodate the boom truck.
- e. Could the Garage accommodate the Lou McCall on a trailer?

6. Conference Room

- a. Suitable for 12 individuals
- b. Sized to allow seating + D&H board for board meetings
- c. Wired for media/zoom room
- d. Electrical/Comm outlets on floor

7. Break Room (Combine with kitchen?)

- a. Suitable for 6 individuals
- b. Lunch table + Chairs
- c.

8. Kitchen

- a. Adjacent to Break Room
- b. Includes sink, dishwasher, microwave, refrigerator, storage cabinets + counter space.
- c. Several circuits+generous outlets for coffee makers/appliances

9. Other Building Requirements

- a. Secure network closet
- b. Provision for radio tower for VHF antennas
- c. Active Building ventilation/filtration
- d. Thoughts on Heating system? Electric heat pumps vs. oil fired boiler/in floor heating?
- e. Conditioned Archive Space/Document storage – 250 sf
- f. General storage (Folding Chairs/tables/Xmas Trees etc.) – 100 sf