



GOVERNMENT OF BERMUDA

Ministry of Public Works

Architects Section

Project Brief for the Department of Parks
Proposed Headquarters

Annex – ?

Project Brief

On The Department of Parks

Proposed Headquarters

#4, Marsh Folly Road, Pembroke

Date: February 5, 2021



Objective

This project aims to fulfill that commitment in providing a new Headquarters and Maintenance Yard for the Department of Parks that is cost-effective, secure and sustainable.

Design Objectives:

- Headquarters
- Aesthetically pleasing when viewed from Palmetto Road
- Sensitive to its surround context
- Cost-effective
- Secure and Safe Facility
- Adequate Material Storage
- Efficient space utilization
- Operates Efficiently
- Operates Effectively

Proposed Facility Requirements

The new building accommodations should include but not be limited to the following:

(To be confirmed by Client Department)

- Parks Management Office
- Parks Heavy and Light Vehical storage/parking
- Staff parking
- Visitors parking
- Internal storage
- External storage
- Covered storage
- Work Crew Gang Storage
- Energy Management System
- Building Management System
- Circulation space
- Adequate turning radiis for vehicles
- Entrance gate/hut
- Staff washrooms facilities, including a shower
- Potable Rainwater collection and water tank
- Renewable energy sources to ensure the new building is energy efficient and uses renewable energy sources like solar energy
- Back-up power supply
- CCTV – Access Control – Burgular Alarm
- See attached spread sheet for particulars

Marsh Folly Office Plan
Administrative Staff Office Space

Name/Space	Position	# of persons	Office Size	Square Footage	Comments
Upper Level - Administrative Building - A; Assumes a 6' wide hallway running the length of the building					
Mannard Packwood	Director (Acting)	1	12x20	240	To include round 4' or 5' meeting table
Stephen Furber	Senior Superintendent	1	12x10	120	Office to includes additional filing space.
Michael Smith	Eastern Superintendent	6-8	12x8	96	Could be individual offices (at 12x8 or 96sq) <u>or</u> 2 x 6 person open plans areas at 15x30 (\$450 Sq Ft each?) or just one 1, multi purpose desk space (6-8 desk) used interchangeable by Superintendents, Rangers and Life Guards
Clark Tear	Western Superintendent			96	
Tracey Wright	Maintenance and Development Supt			96	
Kelly Sousa	Tulo Valley SuperIntendent			96	
Roger Goodchild	Botanical Gardens Superintendent			96	
Francine Trott	Curator of Botanical Gardens			96	
Craig Burt	Parks Officer	1	12x10	120	Office to includes additional filing space.
Nathan Trott	Lifeguard Superintendent	1	12x10	120	Office to includes additional filing space.
Vacant Office	Park Planner	1	12x8	96	
Jameka Smith	Assistant Park Planner	1	12x8	96	
Lana Woods	Office Manager	1	12x10	120	Office to includes additional filing space.
Shyeann Outerbridge	Accounts Payable Administrator	1	12x10	120	Office to includes additional filing space.
Jessica Carvalho	Clerk/Admin Temp	1	12x8	96	Possibly include in Open work plan.
Ronalde Sweeting	Customer Service/Receptionist	1	15x10	150	As the department will receive member of the public will need a designated glass off, Receptions Area
	Waiting Room		15x20	300	Combined with Reception Area
	Photocopy Room		10x15	150	With a counter top for sorting printing
	IT Closet		10x17	170	
	Large Board/Meeting Room		15x30	450	?? - Can large and small meeting rooms back onto each other with a retractable wall to increase size for large staff meetings?
	Small Meeting Room		15x20	300	See above
	File Room		15x20	300	A must have....
	Training Room/BIU Staff/Life Guards		15x30	450	Consider as possibility of 6 to 8 individual computerized work stations that can be pushed back to obtain floor space as needed?
	Storage Room		15x20	300	Lifeguard/Park Ranger Equipment etc.
	Clothes Closet Space		6x5	30	
	Cleaning Supply Closet		6x5	30	
	Kitchen/Cateteria		15x30	450	To include, Full sized fridge, sink with counter space, toaster oven, microwave 3 to 4 round tables, 4 chairs each.
	Single Guest Bathroom Ladies		5x8	40	Outside of the smaller meeting room or close to waiting room for committee member or guest use - must be wheelchair accessible.
	Single Guest Bathroom Mens		5x8	40	
	Mens room with shower(?)		15x14	210	two sinks, 1 urinal + two stalls
	Ladies room with Shower(?)		15x14	210	two sinks, three Stalls
Stairwell	Eastern end of main building		8x15	120	From upper parking level Building "C" to lower level.
Stairwell Lobby Area	Eastern end of main building		15x15	225	
Industrial Mens locker room and shower facility	Eastern End of Building?		20x40	800	To include Locker Rooms with <u>four</u> stall shower facility - Perhaps separated from Admin by heavy fire door?
Industrial Female locker room and shower facility	Eastern End of Building?		20x20	400	To include Locker Rooms with <u>two</u> stall shower facility - Perhaps separated from Admin by heavy fire door?
Stairwell	Western end of main building		8x15	120	
Stairwell Lobby Area	Western end of main building		15x15	225	
Electrical/Utility Room			15x20	300	Utility Room and Storage
Total Square Footage				7474	Building area "A" 200'x40 = 8,000 sq feet

**Marsh Folly Office Plan
BIU Crew Space**

Name/Space	Position	# of persons	Office Size	Square Footage	Comments
Lower Level - Administrative Building - A; Assumes a 6' wide hallway running <u>half</u> the length of the building??					
Wood Storage/Carpentry Shop	Eastern end of main building	Open Area	30x40	1200	Entrance from yard at front of space (could be as much as 40x40 or 1600sqft)
Paint Shop	Eastern end of main building	Open Area	20x40	800	Entrance from yard at front of space
Men's bathroom facility	Eastern End of Building?		20x30	600	Perhaps a toilet facility with 10 urinals & 4 sinks
Female bathroom facility	Eastern End of Building?		20x30	600	Perhaps a 2 toilet facility with 2 sinks
Kitchen/Cafeteria	Western end of Building		30x40	1200	To include, Full sized fridge, stove, sink with counter space, microwave 3 to 4 round tables, 4 chairs each. - Space to double as sleeping quarters for men sequestered for Hurricane?
Utility Room	Eastern end of main building		15x20	300	Utility Room (Phone & Computers Note IT room upstairs)
Equipment/Uniform and supplies Storage Room	Eastern end of main building		30x30	900	Should have separate lobby space for persons checking out equipment/uniforms and or supplies
Staff Computer Room	4-6 stations plus smart board for instruction	4-6 stations	15x20	300	Smaller computer room for staff use, may double as a training area.
Kitchen/Cafeteria			25x40	1000	To include, Full sized fridge, sink with counter space, microwave 3 to 4 round tables, 4 chairs each. - Space to double
Stairwell	Eastern end of main building		8x15	120	From upper parking level Building "C" to lower level.
Stairwell Lobby Area	Eastern end of main building		15x15	225	
Stairwell	Western end of main building		8x15	120	
Stairwell Lobby Area	Western end of main building		15x15	225	
Total Square Footage				7390	Building area "A" 200'x40 = 8,000 sq feet

Marsh Folly Office Plan
Vehicle or Heavy Parking - Single Storey

Name/Space	Position	# of vehicles	Unit Size	Square Footage	Comments
Heavy Truck Bay 1		2	24x25	600	Each Bay will hold 2 (two) heavy trucks complete with trailer and individual storages at the rear.
Heavy Truck Bay 2		2	24x25	600	
Heavy Truck Bay 3		2	24x25	600	
Heavy Truck Bay 4		2	24x25	600	
Total Square Footage				<u>2400</u>	Building area "C" 96'x40 = 3840 sq feet

Marsh Folly Office Plan
Staff Parking - Top of Building C

Name/Space	Position	# of persons	Space Size
------------	----------	--------------	------------

Parking	Proposed Admin/Crew Parking		96x40
---------	-----------------------------	--	-------

Square Footage	Comments
3840	Would it be possible to have a flat roof, sufficient for two rows of parking on the Eastern most structure with entrance and exit (Could be single lane) onto Marsh Folly for staff parking? NB - Single storey not to block view of Eastern side private property. <u>How many cars can be parked in this space?</u>

Marsh Folly Office Plan
Vehicle or Heavy Parking - Single Storey

Name/Space	Position	# of vehicles	Unit Size	Square Footage	Comments
Heavy Truck Bay 1		2	24x40	960	Each Bay will hold 2 (two) heavy trucks with trailer and individual storages at the rear.
Heavy Truck Bay 2		2	24x40	960	
Heavy Truck Bay 3		2	24x40	960	
Heavy Truck Bay 4		2	24x40	960	
Total Square Footage				<u>3840</u>	Building area "C" 96'x40 = 3840 sq feet

**Marsh Folly Office Plan
Dry Materials (Sand), Gas Chemical Storage Rooms**

Name/Space	Position	# of persons	Space Size	Square Footage	Comments
Dry Storage Room	Sand/Cement Etc.		15x20	300	Would these be big enough??
Gas Storage Room			15x20	300	Would these be big enough??
Chemical Storage Room			15x20	300	Would these be big enough??
Compressor Room			15x15	225	Would these be big enough??

* Building should include indoor emergency safety shower together with eye and face wash. 10x20 200 May need to extend building up to 1500 sqft ***

** Is there space on the grounds for a stand alone building generator - Possibly next to Building D.

*** Extend into 7 vehicle parking bay west of Building D - Use as additional space for storage and safety shower.

**** Note should have either an electronic gate with fob access or a manned security hut?