

**Architects Section** 

Annex – H

# **Project Brief**

# **On The Department of Parks**

**Proposed Headquarters** 

## #4, Marsh Folly Road, Pembroke

Date: July 5, 2022



Architects Section

### **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
- Opperates Effeciently
- Opperates 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

GOVERNMENT OF BERMUDA						
Ministry of Public Works						
Parks Relocation to Marsh Folly						

#### PARKS ADMINISTRATION HQ SPACE REQUIREMENTS

Name/Space	Position	# of persons	Office Size	Square Footage	Comments
Craig Burt	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	1	8x8	64	
Clark Tear	Western Superintendent	1	8x8	64	
Tracey Wright Roger Goodchild	Maintenance and Development Supt Botanical Gardens Superintendent	1	8x8 8x8	64 64	
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	12x10	120	
Jameka Smith	Assistant Park Planner	1	12x10	120	
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	Possdibly include in Open work plan.
		1			
Ronalde Sweeting	Customer Service/Receptionist	1	15x10	150	will need a designated glass off, Receptions Area
Danny Simmons	Landscape Architect	1	12x10	120	Office to includes additional filing space/Layout space.
Seasonal Staff	Parks HQ	7	12x24	288	(4) Park Rangers; (3) Lifeguards (open Plan)
Full Time Parker Rangers	Parks HQ	4	12x24	288	
Reception Area/Elevator Lobby			17x18	306	Combined space
Mens Washroom - Staff/Visitors			10x10	100	Outside of the smaller meeting room or close to waiting room for committee member or guest use - must be wheelchair accessable.
Womens Washroom - Staff/Visitors			10x10	100	Outside of the smaller meeting room or close to waiting room for committee member or guest use - must be wheelchair accessable.
Mens Shower - Adm. Staff			8x8	64	
Womens Shower - Adm. Staff			8x8	64	
Kitchenette			12x12	144	To include, Full sized fridge, sink with counter space, microwave , table and chairs
Meeting Room			17x18	306	
Large Meeting Room - JCC/Parks Commissions/Staff			15x30	450	large and small meeting rooms back onto each other with a retractible wall to increase size for large staff meetings?
IT Room			10x10	100	
General Office Storage			10x10	100	
Secure Room			10x10	100	
Janitorial Closet			10x10	100	
Photocopy Room			15x8	120	With a counter top for sorting printing
Filing Room			15x20	300	
Storage Room			15x20	300	Lifeguard/Park Ranger Equipment etc.
	<u>Subtota</u> <u>Circulation Facto</u> Total	<u>r</u>		4932 1661 <u>6593</u>	

GOVERNMENT OF BERMUDA Ministry of Public Works Parks Relocation to Marsh Folly PARKS INDUSTRIAL STAFF SPACE REQUIREMENTS								
Kitchen/Cafeteria			28x28	784	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?			
Training Room/BIU Staff/Life Guards			26x30	780				
Mens locker room and shower facility			16x32	512	To include showers and locker/benches			
Mens washroom			20x20	400	To include toilets, urinals and sinks			
Womens locker room and shower facility			8x16	128	To include showers and locker/benches			
Womens washroom			10x10	100	To include toilets and sinks			
Equipment/Uniform and supplies Storage Room			20x16	320				
Janitorial Closet			10x10	100				
General Staff	Parks Industrial	67			Mustered Point (Marsh Folly)			
	Subt Circulation Fa To			3124 977 <u>4101</u>				

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Parks Relocation to Marsh Folly							

#### GARAGE SPACE REQUIREMENTS

Name/Space	Position	# of persons	Office Size	Square Footage	Comments
Wood Storage/Carpentry Shop			30x30	900	
Paint Shop			15x15	225	
·					
Light Mechanics Shop			30x30	900	
Gang Storage			12x15	1800	180 sqft x 10 (gang/parking storage units)
Sanitation			10x10	100	Gange Storage
Landscape/Schools 4			12x15	180	Gange Storage
Chemical Storage			8x8	64	
Fertilizer Storage			8x8	64	
	Subtotal			4233	
	Circulation Factor			1338	
	Total	<u>0</u>		<u>5571</u>	

Site Parking Requiremetns for Staff and Visitors

CAR 6 Administrative/Vistor Parking 10 Industrial Staff parking <u>BIKE</u> 20 Cycle Parking for Amdminstrative/Industrial/Vistior Parking

## The following items are not factored into the spreadsheet-\*space allocated for stairwells or elevators

\*space allocated for a utilities room (i.e. pump rm, electrical rm, mechanical rm, etc) \*space allocated for a generator room

\*space allocated for a BELCO rm. \*Electrical Charging Station

GOVERNMENT OF BERMUDA Ministry of Public Works Parks Relocation to Marsh Folly									
Parks refocation to marsh hory									
	Yellow d	enotes vehicles & equip to	be stored undercover						
Vehicle assignment	Vehicle Type	Registration No.	Make & Model	Model Year	Size	SQUARE FOOTAGE (Yard Parking)	SQUARE FOOTAGE (Undercover Parking)	Comments	
Director	Van	GP 035	SUZUKI APV	2015	5.5' width x 13.5' length	74.25			
Senior Superintendent	Truck	HA 656	TOYOTA HILUX	2016	6' width x 17.25' length	103.5			
Park Planner					5.5 width x 11.5' length				
Park Ranger	Truck	L1483	SUZUKI JIMNY	2020	5.5 width x 11.5' length	63.25			
	Truck	HA587 HA638	TOYOTA HILUX TOYOTA HILUX	2013 1999	6' width x 17.25' length 6' width x 17.25' length	103.5 103.5			
	Van	IN2873	TOYOTA LITE ACE	2006	5.5' width x 13.5' length	74.25			
Lifeguard Superintendent	Truck	?	MITSUBISHI FUSO	2020	6' width x 19.25' length	115.5			
	Truck	HA 549	TOYOTA HILUX	2011	6' width x 17.25' length	103.5			
West Superintendent	Truck	HB 516	TOYOTA HILUX	2017	6' width x 17.25' length	103.5			
Beach Tractor									
West 2	Tractor	CMFT 01	CATERPILLAR CHANGZOU	2012	7.5' width x 28.5ft length	213.75		Gang Storage	
	Truck	HB 513	CHEVY COLORADO	2017	6' width x 17.25' length		103.5		
	Toro	TR 032	TORO GROUNDMASTER	2006	4' width x 7.5' length		30	The toros can remain on the trailers	
East 3	Trailer	SP 150			8' width x 15' length		120	Gang Storage	
	Truck	HC 132	ISUZU	2003	7' width x 18.5' lenght		129.5		
	Toro Trailer	TR 035 SP 98	TORO GROUNDMASTER		4' width x 7.5' length 8' width x 15' length		30 120	The toros can remain on the trailers	
West 3					7' width x 18.5' lenght			Gang Storage	
	Truck Trailer	HX 110	HINO DOUBLE CAB		7' width x 18.5' lenght 8' width x 15' length		129.5 120		
	Toro	TR 041	TORO GROUNDMASTER		4' width x 7.5' length		30	The toros can remain on the trailers	
West 4 - Trash	Truck	HC 849	HINO	2014	8' width x 18.5' length	148			
Schools 3								Gang Storage	
	Truck Trailer	HX 108 SP 172	HINO DOUBLE CAB		7' width x 18.5' lenght 8' width x 15' length		129.5 120		
	Toro	TR 038	TORO GROUNDMASTER		4' width x 7.5' length		30		
Palmetto Rd	Truck	HC 1088	MITSUBISHI SCHEM	2017	8' width x 18.5' length	148			
	Toro		TORO 3280-D		4' width x 7.5' length	30			
East Superintendent	Truck	HB 515	TOYOTA HILUX	2017	6' width x 17.25' length	103.5			
Field Tractor	_								
	Tractor Cutting Deck	FT11	NEW HOLLAND BATWING	2021	7' width x 14' length 9' width x 13'length	98		Fits on the back of the tractor	
East 2		10.544		2017			102.5	Gang Storage	
	Truck Toro	HB 514 TR 034	CHEVY COLORADO TORO GROUNDMASTER	2017	6' width x 17.25' length 4' width x 7.5' length		103.5 30		
	Trailer				8' width x 15' length		120		
East 4	Truck		HINO DOUBLE CAB		7' width x 18.5' lenght		129.5	Gang Storage Truck needs to be ordered	
	Toro	TR 059	TORO		4' width x 7.5' length		30		
East 5 - Trash	Trailer				8' width x 15' length		120		
6-41-3	Truck	HC 997	HINO	2011	8' width x 18.5' length	148		Gang Storage	
Schools 2	Truck	HX 109	HINO DOUBLE CAB		7' width x 18.5' lenght		129.5	Gang Storage	
	Toro Trailer	TR 031 SP	TORO		4' width x 7.5' length 8' width x 15' length		30 120		
MD Superintendent	Trailer	34			8 Width X 15 length		120		
Schools 4	Truck	IN3658	MITSUBISHI FUSO	2020	6' width x 19.25' length	115.5		Gang Storage	
	Truck	HA 546	TOYOTA HILUX	2011	6' width x 17.25' length	103.5		Gang Storage	
Sanitation	Truck	HX 101	ISUZU	2019	8' width x 18.5' length	148		Gang Storage	
		10.101	13020		- man a tota length				
Landscape	Crane Truck	HC 234	NISSAN CMA 81	2005	8' width x 24' length	192		Gang Storage	
	Truck				7' width x 18.5' lenght	129.5		Heavy Truck needs to be ordered	
Woodlands	Backhoe		CATERPILLAR		7.5' width x 35.5ft length	266.25			
	Jeep	HA 343	JEEP WRANGLER	2017	6.1' width x 15.5' lenght	94.55			
Tree Unit	Chipper				6' width x 15' length		90	Gang Storage	
	Truck				7' width x 18.5' lenght	129.5		To be Ordered	
	Bucket Truck Chipper				7.5' width x 18.5' lenght 8' width x 17' length	138.75	136	To be Ordered Gang Storage	
	Chipper				8' width x 17' length		136	Gang Storage	
Vehicle Washdown Area					15x20	300		dedicate space for chemical washdown	
Porta Potties					5x7	350		10 Porta Potties	
roid Pollies					5x/	350		10 Porta Pottles	
					Subtotal	3818.55	2266.5		
					Circulation Factor	1909 5727.55	1133 3399.5		