

Marina Operations Office Renovation

458 Admiral Way

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What are we trying to accomplish?



- Create a welcoming and comfortable environment for staff and customers
- Match the office quality to align with the standards expected from POE
- Design a space that matches today's needs and considers future needs

Current Office

- Primary touchpoint for marina business
 - First impression for many marina customers
- Marina Operations and Security Headquarters
 - 18 FTE
 - + 10 Seasonal (May through September)
- Undergone several mini-remodels over the years



Current Office



Current Office



Current Office



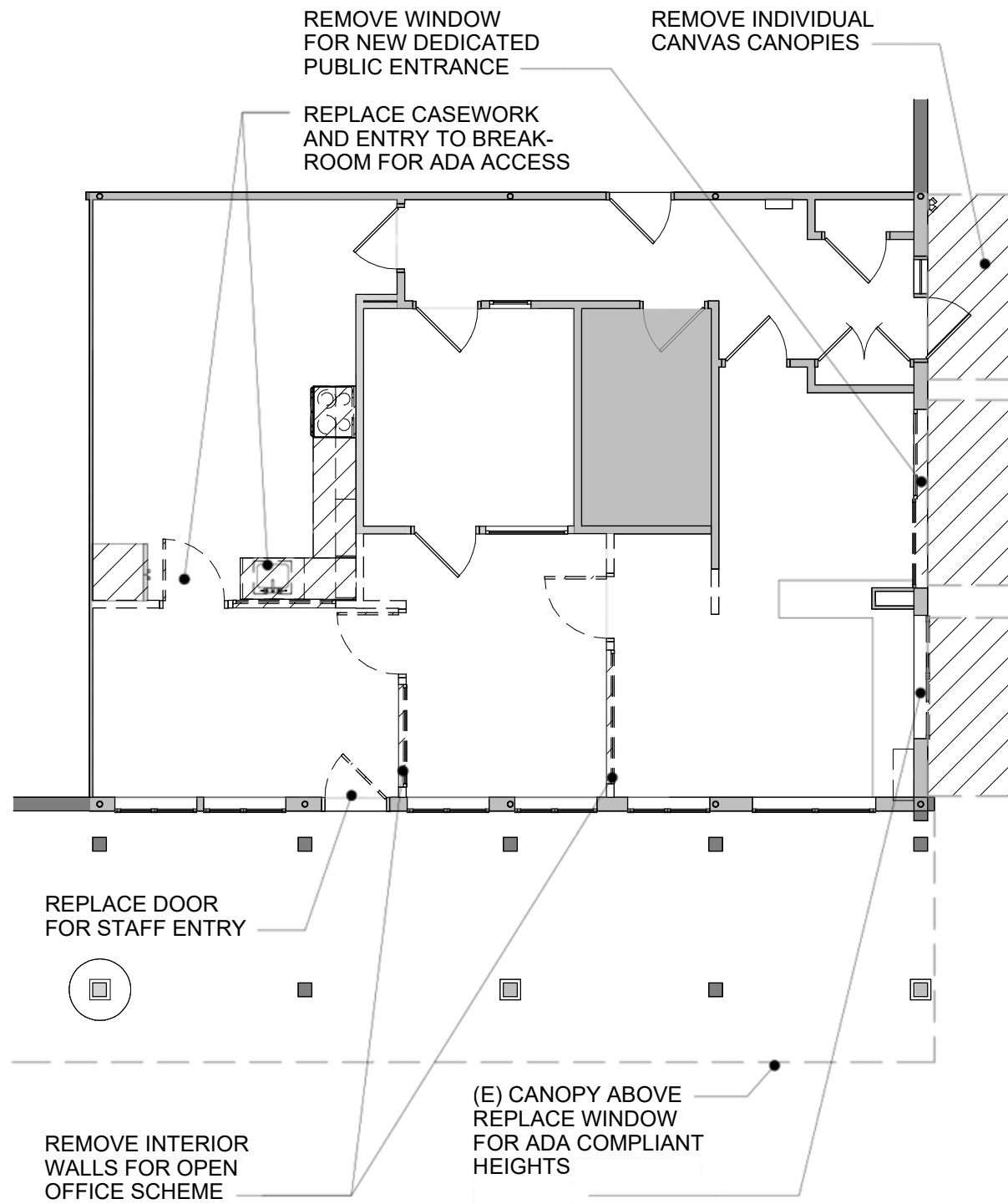
Design Parameters and Considerations

- Not a *band-aid* approach
- Square footage is locked; no bump outs considered
- The mechanical room must remain unchanged
- 20-year lookout
- Durability and warmth are paramount

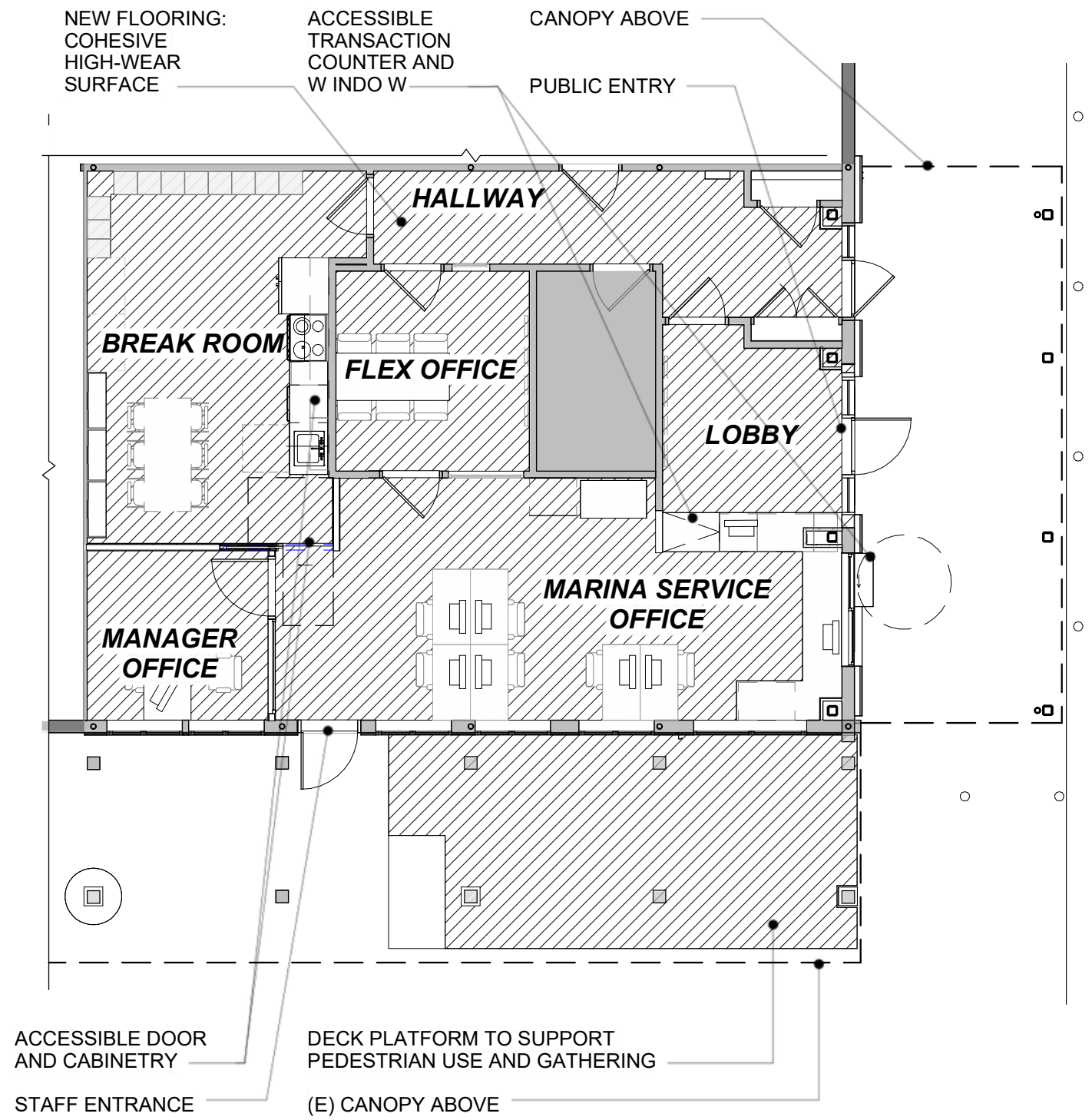


Process To Date

- Preliminary staff survey
- Site walk with Jessen Architects
- Collaborative meeting with Jessen Architects and the Marina Operations Team
- Three draft floorplans were circulated for feedback
 - Comments were taken under considerations and incorporated into the final floorplan
- Final floorplan draft
- City of Edmonds Development Review Committee Meeting



Demolition Floor Plan



Proposed Floor Plan

Interior Improvements

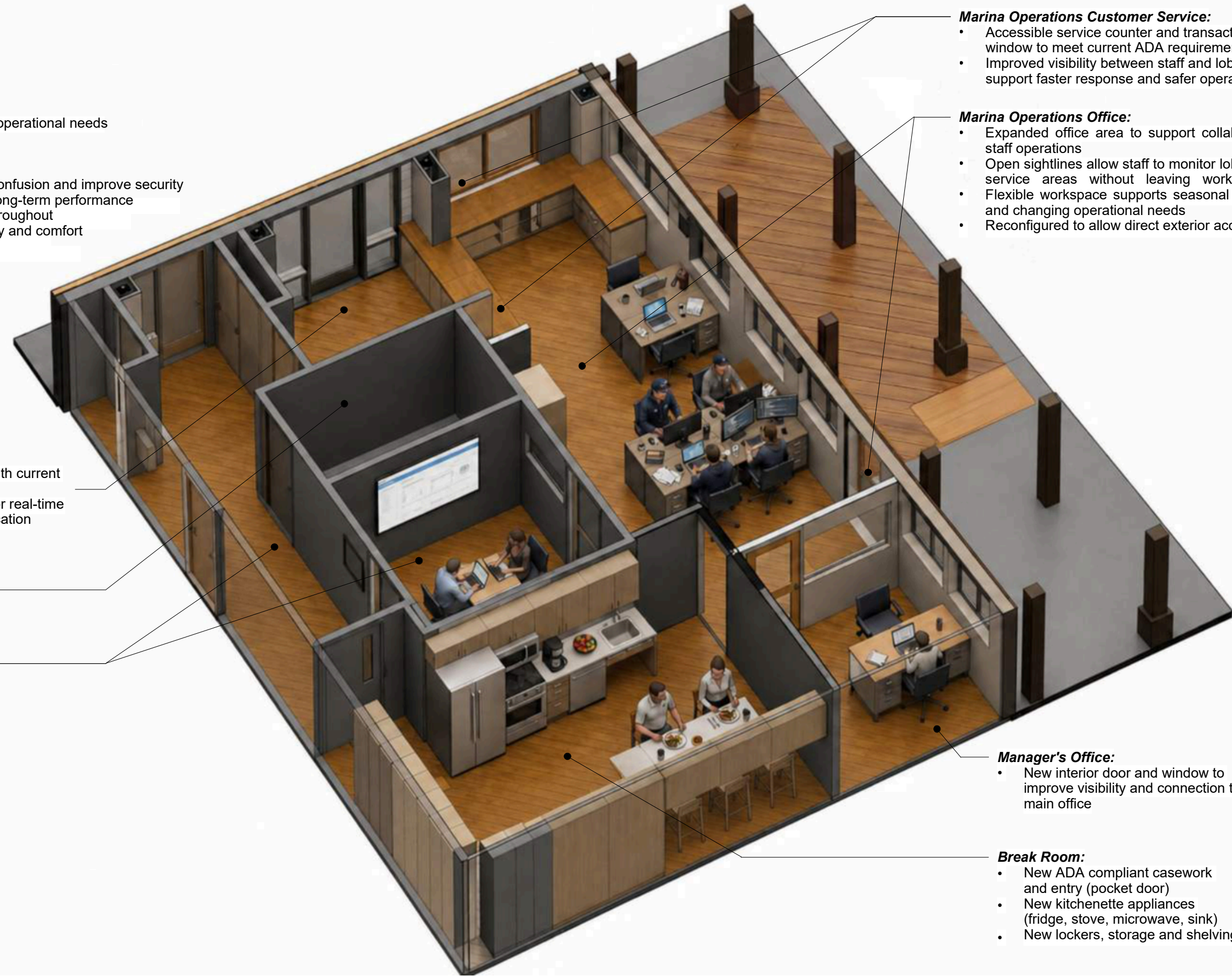
Key Objectives

- Accessible and intuitive public entry and service areas
- Improved staff efficiency, visibility, and response time
- Flexible workspace for seasonal staffing and changing operational needs
- Durable, low-maintenance interior finishes

Scope of Work

Clearly defined public and staff entry points to reduce confusion and improve security

- Refreshed interior finishes for improved durability and long-term performance
- New flooring to create a cohesive, high-wear surface throughout
- Updated lighting and ceiling systems to improve visibility and comfort



Lobby:

- Accessible entry sequence compliant with current ADA standards
- Centralized digital information display for real-time marina operations and public communication

Mechanical/Electrical Room

- Not in scope

Egress Hall & Small Office:

- Finish and ceiling updates only

Marina Operations Customer Service:

- Accessible service counter and transaction window to meet current ADA requirements
- Improved visibility between staff and lobby to support faster response and safer operations

Marina Operations Office:

- Expanded office area to support collaborative staff operations
- Open sightlines allow staff to monitor lobby and service areas without leaving workstations
- Flexible workspace supports seasonal staffing and changing operational needs
- Reconfigured to allow direct exterior access

Manager's Office:

- New interior door and window to improve visibility and connection to main office

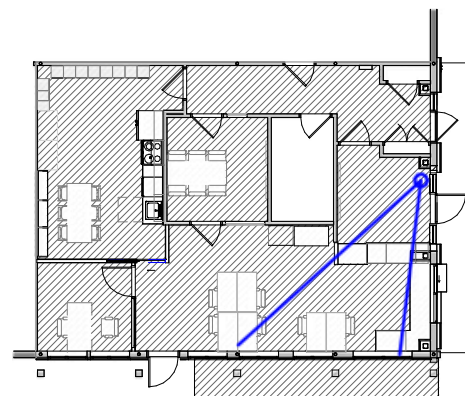
Break Room:

- New ADA compliant casework and entry (pocket door)
- New kitchenette appliances (fridge, stove, microwave, sink)
- New lockers, storage and shelving

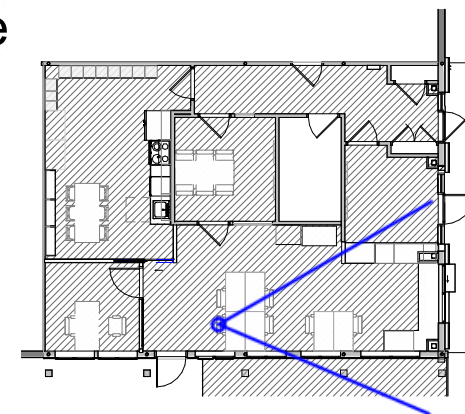
Interior Renderings



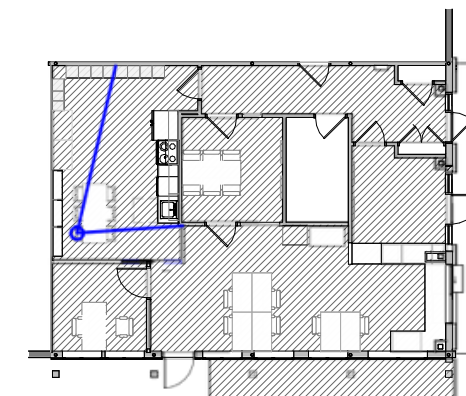
Lobby



Marina Service Office



Break Room



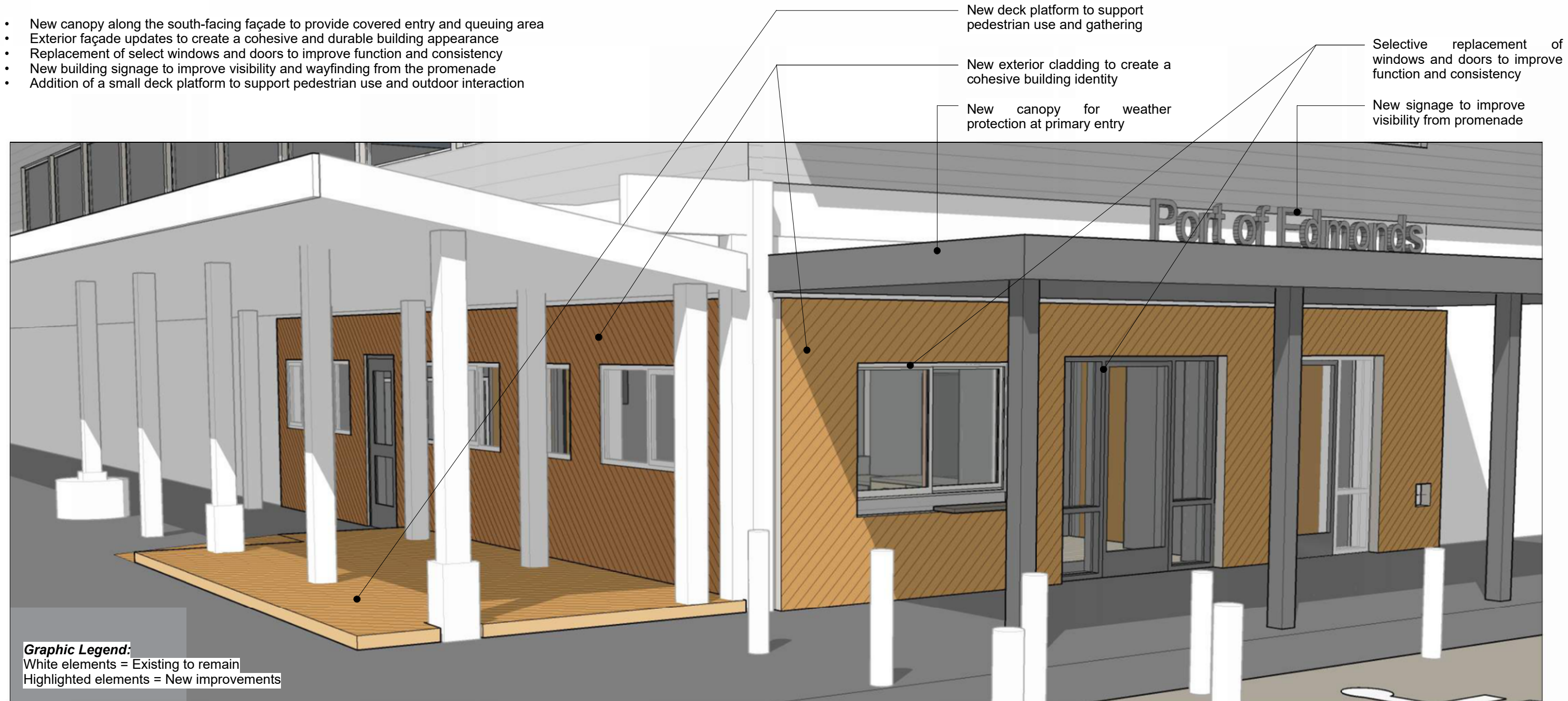
Exterior Improvements

Key Objectives

- Improve visibility and identity of the Marina Operations building along the waterfront promenade
- Provide weather protection for visitors and staff at primary entry points
- Create a clearer and more welcoming public interface
- Enhance pedestrian experience within existing Port-owned public space

Scope of Work

- New canopy along the south-facing façade to provide covered entry and queuing area
- Exterior façade updates to create a cohesive and durable building appearance
- Replacement of select windows and doors to improve function and consistency
- New building signage to improve visibility and wayfinding from the promenade
- Addition of a small deck platform to support pedestrian use and outdoor interaction



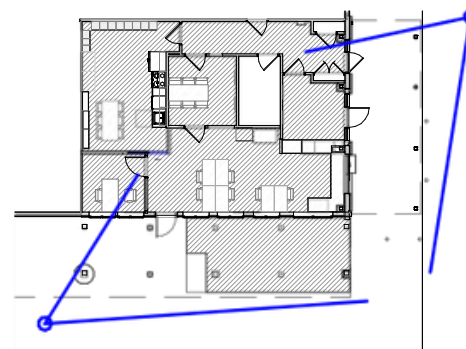
Exterior Renderings



West Facade



South Facade



Remaining Design



Expense Item	Estimated Cost
Construction Drawings (Jessen)	\$10,000.00
Mechanical, Electrical, and Plumbing Design (Wood Harbinger)	\$65,000.00
Structural Design for Awning (CG)	\$15,000.00
City Permits	\$50,000.00
Estimated Cost for 100% Design	\$140,000.00

Rough Order of Magnitude



Expense Item	Estimated Cost
Remaining Design Cost	\$140,000.00
Estimated Construction Cost (\$650/sqft assumed)	\$715,000.00
Construction Contingency (20 percent)	\$143,000.00
Temporary Office Rental	\$25,000.00
Technology Implementation	\$12,000.00
Furniture, Fixtures, and Equipment	\$20,000.00
Estimated Project Cost	\$1,055,000.00

Other Considerations

*Use a consultant to get an accurate ROM
(5-7K to complete)*

**Value Engineering - Locate ways to
reduce cost**

*Master Planning - Does another location
become available?*

Highest and best use for the space

Sequencing with other Capital Projects

**Parking considerations and project
managemnt bandwidth**

Phasing Options

Interior vs. Exterior

Permitting Requirements

Scope Creep

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