PORT OF GALVESTON
DESIGN CRITERIA
for
Expansion and Modification of Cruise Terminal 2
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DESIGN CRITERIA

INTRODUCTION

The Board of Trustees of the Galveston Wharves, Galveston, Texas is expanding Cruise Terminal 2, (the Project), at the Port of Galveston (“Port” or “Owner”) that will provide accommodations for a cruise ship of approximately 4,200 passenger capacity. The new cruise terminal will provide user-friendly facilities and services to all users, including cruise passengers, cruise operators, U.S. Customs and Border Protection (CBP) officers and Port staff.

On December 19, 2013, the Port made a formal finding that the design-build method was appropriate for this Project, as required by law. This Project is being initiated pursuant to Subchapter G (Building Using Design-Build Method), Chapter 2269 (Contracting and Delivery Procedures for Construction Projects) of the Government Code of the State of Texas. A design-build firm means a sole proprietorship, partnership, corporation or other legal entity or team that includes an architect and engineer as described in the Texas Government Code, and a construction contractor qualified to engage in civil works construction in the State of Texas. That legal entity or team shall be capable of providing both design and construction services for the construction, rehabilitation, alteration or repair of a facility.

The expanded cruise terminal, when complete, will result in the construction of a two-story, approximately 60,000 square-foot building addition to the current cruise terminal building. Cruise-related operations in the new building will consist of security screening, check-in, seating and boarding of passengers embarking on cruises. The Project will also include remodeling and renovation of the current terminal so as to create a unified cruise terminal for embarkation, disembarkation and luggage processing and screening and all the related functions and services. Site improvements as related to the expansion and the renovation of the existing terminal are part of the Project scope.

The expansion project will need to accommodate the schedule of existing cruise operators and cannot interfere with ongoing terminal operations.

The purpose of this Design Criteria Package is to establish standards of design and construction (including aesthetic objectives) that will ensure the new cruise terminal is of the quality level the Owner desires, while allowing the Design-Builder (D/B or Firm) to design and construct a facility that meets these requirements in the most cost effective way.

This package includes the following diagrams and tables illustrating a conceptual plan and relevant drawings that can aid the D/B in developing an efficient, flexible, organized and user-friendly facility. The conceptual plan provided by the Port, generally illustrates the principles, in form and function, that the Port is seeking in the renovated and expanded Terminal 2. The information provided in the following portions of this document, represent supplementary and complementary details to assist the responding firm’s understanding of the project scope and in presenting their proposals.

See Exhibits:

1. ABT Warehouse
2. Checkpoint Passenger Screening
4. Cruise Terminal 2 Conceptual Expansion Plan.dwg
It is the D/B’s responsibility to follow and interpret the design criteria package in order to conform and comply with all agencies having jurisdiction. The D/B shall reference these programming documents in the development of the design and construction of the facility. The work produced by the firm will be subjected to rigorous evaluation by the Owner, the Owner’s Independent Representative (IR) and is subject to rejection if the D/B does not meet all the criteria, both general and specific. Interpretation of the D/B’s adherence to the criteria shall be exclusively within the judgment of the Owner. Aesthetic decisions for D/B adherence to the requirements will be at the Owner’s discretion.

Miscellaneous

Questions. Questions about this package, or any of its accompanying attachments, must be submitted in accordance with paragraph I.B.2 of the RFQ/RFP. (That is, questions must be submitted to ssabatier@portofgalveston.com.)

Administrative Issues. Finalists shall follow the guidance in the RFQ/RFP when preparing and submitting their full proposals for the project.

1.0 DESIGN OBJECTIVES

The new cruise terminal design shall:

1.1 meet schedule, budget, and quality goals while projecting an image befitting Galveston as cruise leader of the region and a major tourist destination;

1.2 be compatible with the surrounding architectural style and context of the Port cruise area without being obtrusive or overly ostentatious;

1.3 incorporate traditional, low maintenance, sustainable materials and use diversity of massing, material, texture, color and scale to create a sequence of experiences;

1.4 reflect creative and innovative design and construction techniques, tempered by specific maintenance and life-cycle cost considerations;

1.5 function in an efficient manner, providing the appropriate levels of differentiation of space and support required for pedestrian and vehicle flows, as well as operational and security functions;

1.6 promote the efficient and effective implementation of access control and accountability measures for vehicles, personnel, passenger luggage, and vessel...
stores commensurate with the operational security requirements at each maritime security level;

1.7 have built-in flexibility to accommodate different types and sizes of cruise vessels, as well as future changes in organizational and departmental work processes;

1.8 comply with all applicable codes, guidelines and ordinances for County, State and Federal Authorities. An architect and engineer selected by the Port has full responsibility for complying with Chapter 1051 or 1001, Occupations Code, as applicable.

2.0 SCOPE OF SERVICES

2.1 The scope of services listed below has been provided so that D/B responses can be written using a common base and is intended to convey the Owner's requirements for the design and construction of the project. Conditions may arise which will necessitate revisions in the types of services required. While the Owner has attempted in this document to define its expectations for the Project, the scope of services listed below is not intended to be all inclusive of the work to be performed. The D/B’s experience should allow it to amplify on the scope in response to this request.

2.2 Design-build services for this agreement shall include, but may not be limited to, the following:

- Architecture
- Civil engineering
- Structural engineering
- Landscape architecture
- Traffic engineering
- Mechanical and electrical engineering
- Plumbing engineering
- Fire protection engineering
- Electronic and information technology systems engineering
- Security access control and closed-circuit television (CCTV) design
- Telephone and public address system design
- Baggage claim device design
- Surveying
- Geotechnical investigation
- Permitting
- Materials testing
- Cost estimating
- Scheduling
- Quality assurance and quality control
- Construction
- Construction inspection and special inspection (as necessary)
- All other planning, design, coordination, construction activities and services as required to complete the project compatible with the long-term development of the port terminal complex.
2.3 Budget

The Port has set a maximum project budget at $10,000,000, which is viewed as an amount that exceeds the estimated project cost. The D/B will be required to prepare its own cost estimates for this Project. Cost estimates shall be prepared during the course of the negotiations in order to apprise the Owner of the final estimated cost of the D/B proposal submission. The successful D/B will be required to enter into contract with the Port stating a Guaranteed Maximum Price (GMP).

2.4 Design-Build Schedule

The successful D/B shall prepare a cost-loaded design build schedule in the critical path method (CPM), including monthly progress reports and schedule updates. The schedule shall identify project milestones incorporated into the base line in order to commission a fully-operational cruise terminal by May 30, 2015.

The work under this contract requires special attention to the scheduling. The D/B will be required to conduct weekly progress meetings with the Owner addressing progress to date, critical path activities and problems that require immediate action.

Since the project is located on an active marine terminal, the D/B shall coordinate construction with existing operations to minimize disruptions or down time to adjacent passenger and cargo operations. The D/B shall identify on the construction schedule each factor which constitutes a potential interruption to operations.

The following conditions apply:

1) Interruption of any utility service
2) Demolition and/or removal of any structure
3) Impact to on-going cruise operations
4) Impacts to traffic on the Port (MOT plan)

3.0 GENERAL REQUIREMENTS

3.1 Abbreviations and Acronyms

ADA       Americans with Disabilities Act
ADIT      Alien Documentation, Identification, & Telecommunication
AHU       Air Handling Unit
APHIS     Animal and Plant Health Inspection Service
BCCO      Building Code Compliance Office
BMS       Building Management System
CBP       U.S. Customs and Border Protection
CBPDS     US Customs and Border Protection Design Standards for Cruise Ship Processing Facilities- Cruise Terminal Design
CCC       CBP Coordination Center
CCTV      Closed-circuit Television
CDW       Concept Design Workshop
3.2 Project Compliance and Approval

3.2.1 The Owner reserves the right to review and approve all components of the selected Firm’s design drawings for compliance with the original submission. In the event the Port does not approve the design, the Firm will modify the design and resubmit within seven calendar days of notice of “Not Approved”. All design review packages will be submitted with sufficient copies made and submitted to the proper regulatory authority(s).

3.2.2 All products, equipment, and/or systems described or noted herein shall be considered and implemented as specified or approved equal. The D/B shall to the extent possible, provide sufficient detail as to the type of construction, materials, finishes and equipment so as to convey to the Port a comprehensive understanding of the quality, constructability, functional aspects and related value of the proposed facility.

3.2.3 The D/B may alter other project elements in order to improve overall project performance, provided operational objectives are not impaired and negative cost/benefit factors are not incurred. The Owner must approve all deviations from this document. The design and construction of this
facility shall meet all applicable County, State, and Federal Codes and laws in effect at the time the facility is submitted to authorities for review and permit(s). Design and construction of the facility must comply with all components of the Texas Building Code, IBC Texas Accessibility Code, and the Americans with Disabilities Act (ADA).

3.2.4 Limited plans, surveys and specifications are available of the existing facilities and site. The plans will require field verification of existing conditions, facilities and/or other infrastructure by the D/B. The D/B will be responsible for verifying the information contained therein and to make measured drawings thereof. The Owner will provide copies of existing surveys, maps, studies, and other records as may be available, to assist the D/B in the design of the project.

3.3 Permitting

3.3.1 The D/B shall submit a list of all permits required to complete the project in a timely and cost efficient manner. This complete list shall be in Excel format and submitted at the time of proposal. The D/B shall designate a permit coordinator for the project. This coordinator shall be responsible for obtaining all required permits in a timely manner so as to not delay construction progress. The Owner will provide comment on the list.

3.3.2 The D/B shall be responsible for preparation, coordination, processing, payment and procurement of required permits with the agencies having jurisdiction on this project. D/B must have all necessary approved permits prior to construction. Permits shall be processed in the Owner's name, with the design and application performed by the D/B. All permit application documents shall be submitted to the Owner for review and comment prior to their submission to any agency.

3.3.3 Paving and drainage permit requirements: D/B is to submit engineering plans and calculations for paving, grading and drainage. Plans and calculations must be signed and sealed by a State of Texas Professional Engineer. Permits must be stamped approved by the responsible regulatory agency. Plans must show at least, but not limited to the following:

a. Existing and proposed elevations, rim elevations, indicating that the storm water run-off will be kept within the property and not allowed in the public right-of-way and adjacent properties.

b. Tributary area for each catch basins and flow of run-off to catch basins.

c. Profile and standard details of drainage facilities, cross section showing elevations and dimensions per design calculations.

d. Indicate locations of rain leaders and points of discharge.

3.3.4 Environmental permits, relating to storm water disposal, are obtained from the Department of Environmental Protection (DEP) and must be coordinated through the Owner’s Environmental Manager. Storm water disposal during construction shall be coordinated with DEP or the Port for approval.
3.3.5 D/B will be responsible for all other permits, including tie-ins to existing water and sewer lines. In addition, D/B will need to coordinate with Port and CenterPoint Energy for vault design criteria.

4.0 TESTING

4.1 Geotechnical reports provided by the Port are included in the Design Criteria Package as Exhibits. Additional geotechnical tests and data at the Project site, will be provided by the Port as a supplement to the Deign Guidelines. These documents are only for information and the convenience to the D/B. The Firm is responsible for obtaining all surveys and subsurface information required for the execution of the Project.

4.2 During construction, the Firm shall use the testing services of an independent testing company approved by the Owner to perform tests for concrete and soil density tests. The Owner will employ and pay for these testing services. The Firm shall coordinate with the testing laboratory for all the required tests throughout the duration of the construction. Failed tests shall be retested at the Firm’s expense. All test reports shall be submitted to the Owner for review and record retention.

4.3 Special inspections, if required by the Building Code, shall be performed by an independent inspection company approved by the Owner for conducting these inspections. The Port shall employ and pay for these inspection services. Re-inspections shall be at the Firm’s expense.

5.0 DESIGN

5.1 Concept Design Workshop (CDW)

5.1.1 A CDW will be conducted for this project. This effort will describe project functions and requirements, material quality and life safety parameters, analyze design concepts, identify and resolve project issues, and develop the final conceptual design.

5.1.2 Facilitator

5.1.2.1 The D/B will provide a facilitator who is experienced in conducting CDWs.

5.1.2.2 The facilitator will be responsible for leading the team in a timely manner, making sure that issues are pursued and resolved to the maximum extent possible, documenting meetings, organizing the design concept documents for on-site approval, and providing the CDW report.

5.1.3 Firm’s Design Team

5.1.3.1 A design professional for each discipline shall take part in the CDW.

5.1.3.2 The primary functions of the design team will be to investigate, develop and present design solutions.
5.1.3.3 The entire design team will participate in all phases of the CDW effort and provide assistance to the facilitator in development of the CDW report, including most of the required documentation.

5.1.4 Preliminary Work

5.1.4.1 The Firm's Design Team shall complete the following prior to the on-site workshop:

a. Prepare 10 copies of the Firm’s accepted proposal (Proposal), a Basis of Design, and a statement that the concept provided is within the award amount for distribution at the CDW.

b. Make arrangements with the Port for an appropriate conference room convenient to the project site and/or Users for use by the Design Team and the Port participants during the workshop. The space will be available for a minimum of two working days.

c. Facilitator conducts meeting with Port representatives before the CDW to review preparations, relationships, and the status of work to be accomplished. Port representatives will present written questions and/or objections to the design submitted with the proposal at this time. The design team will respond to these comments at the CDW.

5.1.5 On-Site Workshop

5.1.5.1 The D/B shall accomplish the following items during the on-site phase of the CDW:

a. On the first day of the workshop, meet with all Port representatives. The facilitator will describe the CDW process and review the workshop agenda.

b. Present the Proposal and respond to questions/objections.

c. Participate in a comment/creative session to generate ideas to improve the project in the areas of function, quality and total life cycle cost, issue resolution and sustainable design within the award amount. The Port may submit user comments in writing so they may be considered, responded to, and presented at subsequent presentations.

d. Create a new concept design. Design concepts shall include drawings, sketches, and other graphics as necessary to fully describe the concept.

e. Repeat applicable steps as necessary.

f. Prepare copies of the final concept (drawings, basis of design and statement that the concept is within the award amount) for distribution at the final presentation.

g. Include data to support the development of the concept design, layout, and special features. Items shall include: project scope discussion, minutes of meetings, function
analysis worksheets, and economic and technical analyses of alternatives evaluated.

h. Except for final comments, responses and endorsements, the final report should be completed before the final presentation.

i. Present up to 10 hard copies of the report at the conclusion of the workshop(s).

j. Conduct a "front-to-back" comprehensive presentation of the final concept. Obtain user signatures (if required) on a conceptual design endorsement sheet, signifying approval of the concept design, subject to the final comments and their resolutions agreed to at the final presentation meeting.

5.1.6 CDW Report

5.1.6.1 CDW Report will summarize the final conceptual design. Within 7 calendar days of completion of the on-site CDW, the Design Team shall submit to the Port representative an electronic copy of the CDW Report as one file in *.PDF format.

5.1.6.2 The CDW Report includes all items included in the final concept design and the following:

a. Endorsements: Include a copy of the signature/endorsement sheet.

b. Comments: Include comments and resolutions concerning the final concept design.

c. Executive Summary: Summarize the workshop, including how the various concepts differed and were improved during the workshop.

5.2 Basis of Design

5.2.1 The Basis of Design is a narrative presentation of facts sufficiently complete to demonstrate that the project concept is fully understood and that subsequent design details and their ultimate presentation in the final drawings and specifications will be based on sound architectural and engineering decisions. The document shall record the concepts, calculations, decisions, and project selections used to meet the Owner's project requirements and to satisfy applicable regulatory requirements, standards, and guidelines.

5.2.2 The Basis of Design shall be a bound document, 8½" x 11", organized by discipline. Provide a cover sheet identifying the document as the Basis of Design, including the submittal stage, project title, location, Firm name, Designer of Record (DOR) and date.

5.2.3 In addition to providing a discussion and description of the design in each of the disciplines appropriate to the project, the Basis of Design shall include, but not be limited to, the following additional project components:

a. ADA Compliance
b. Site Security

c. Safety Program

d. Building Code Analysis

e. Material Selection

f. Phasing Plan

g. Permitting - The identification of any necessary licenses and permits that are anticipated to be required as a part of the design and/or construction process.

5.2.4 Antiterrorism

5.2.4.1 The Basis of Design shall contain an Antiterrorism section that summarizes how the design complies with Federal Emergency Management Agency (FEMA) requirements. As a minimum, the summary shall include the following:

a. Applicable design criteria, threat level and performance objective.

b. Facility description including occupancy classification and structural system.

c. Site plan dimensioning stand-off distances and building separations.

d. Description of window and door treatments.

e. Mechanical and utility systems.

f. Special design considerations and proposed design resolution.

5.2.5 Geotechnical

5.2.5.1 The Basis of Design shall include a paragraph briefly describing the geotechnical investigation program, the recommendations for the site preparation, and the recommendations for the building foundation and pavement design.

5.2.5.2 It is preferred that the geotechnical report be included in the Basis of Design as an appendix. However, the schedule may preclude the completion of the field investigation prior to the submittal of the Basis of Design. If this is the case, describe the assumed basis of design for the foundations and pavement, and submit the geotechnical report as soon as possible, and as acceptable to the Port.

5.3 Calculations

5.3.1 Design calculations shall be submitted at design stages indicated below. Calculations shall include references to all criteria used. Computer outputs shall be properly identified and appropriately referenced as to the program name, version and source.

5.3.2 Calculations shall be bound documents, 8½” X 11”. Provide a cover sheet identifying the document as the Calculations, and include the submittal stage, project title and location, Contract number, Firm name,
DOR and date. Organize calculations by discipline in the same order as the drawings and bind in a manner appropriate to the number of sheets included. An index shall follow the title sheet. Sub indexes shall be provided for disciplines having a very large number of sheets. All sheets shall be numbered and page numbers included in the index.

5.4 Design Submittal

5.4.1 The D/B shall provide comprehensive, multi-discipline design packages that include design documentation for project elements, fully developed to the design stage indicated.

The D/B shall provide the following Design Submittal packages:

a. Proposal presented at CDW.
b. Preliminary Design (30%).
c. Design Development (60%).
d. Prefinal Design (100%).
e. Final Design.

5.4.2 Critical path design submittals are acceptable if the submittal is substantiated as having an impact on the critical path in the Port approved Network Analysis Schedule. Critical path design submittals shall include the design drawings, design analysis, calculations and specifications for the project elements involved as stipulated for a 100 percent design submittal. D/B shall ensure that the work is included and coordinated with the other disciplines that will be affected by the critical path work.

6.0 CONSTRUCTION

6.1 Construction Submittals

6.1.1 Shop drawings, product data, and samples shall be reviewed, stamped and signed as approved, by the D/B’s designated authority prior to submission to the DOR. Each submittal shall be coordinated with the requirements of the work. Returned marked up submittals shall be reviewed and those requiring changes shall be changed and shall be resubmitted.

6.2. Close Out Submittals

6.2.1 Before requesting final completion, the D/B shall prepare and submit digital files and 10 hard copies of the complete closeout packages. At a minimum, the following items are to be included in the closeout packages:

a. Evidence of compliance with requirements of governing authorities and construction documents.
c. Operating and maintenance data and instructions for all
equipment and all finishes.

d. Warranties and bonds.
e. Keys as per hardware requirements.
f. Spare parts and maintenance material.
g. Evidence of payment and releases of liens.
h. Certification of generator test, HVAC test and balance, elevator and escalator tests, fire sprinkler and fire alarm system.
i. Commissioning report.
j. Material inventory and final color list.
k. Punch list.
l. Temporary and Final Certificate of Occupancy.

7.0 SECURITY

7.1 The D/B shall maintain site security throughout the entire construction schedule. This site is along the waterfront and comes under the jurisdiction of U.S. Coast Guard, CBP and Port security. The terminal and surrounding areas are “restricted areas” as that term is defined in 33 CFR § 101.105.

7.2 The D/B will be required to submit a security plan to the Owner for review and comment at the time of bid submission. At a minimum, the D/B shall construct an 8-foot high security fence at the perimeter of the restricted zones. Security fencing shall have barbed wire and conform to the standards for maximum waterfront security.

7.3 The D/B shall control all personnel, equipment, materials entering and exiting the construction site. Six-foot high fencing to limit site access is permitted around the non-secured zones.

7.4 In view of the importance of security arrangements for the operation of the new cruise terminal as an exit/entry point, the D/B shall assure the design is in full compliance with security and safety requirements specified by the Port, County, State and Federal codes and agencies.

7.5 The design shall identify and establish restricted areas to meet the prevailing statutory security requirements and any other requirements stipulated by law enforcement agencies on immigration and customs controls. The design must also provide for necessary security screening equipment, restricted area permit system, a CCTV system, etc. as access control to restricted areas.

8.0 SUSTAINABLE DESIGN

8.1 The Terminal Complex

The Port plans to participate in the “CitySmart” Program funded by CenterPoint Energy. The program is designed to help government institutions within the CenterPoint service territory to address rising energy costs through energy efficiency. Incentives will be available to the Port for qualifying measures in new and retrofit projects aimed at improving energy efficiency throughout Port facilities. D/B team must provide applicable data about HVAC, lights, etc. systems to satisfy program requirements.
9.0 TRAFFIC

9.1 The D/B should note that the construction site is located adjacent to active cruise terminals. The D/B shall provide a MOT plan to maintain free flow of traffic, including emergency traffic along the berthing zone, at all times.

9.2 Prior to preparing the MOT Plan, the D/B shall perform a Traffic Control Analysis to determine a safe and effective method to move vehicular and pedestrian traffic during all phases of construction. The D/B’s analysis shall consist of, but shall not be limited to, determining the need for temporary traffic signs, alternate detour roads and walkways, and temporary grading, paving and drainage to maintain positive drainage and traffic flow at all times during the course of construction.

9.3 The D/B’s Traffic Control Analysis shall consider the projected passenger traffic flow patterns and shall identify any adverse effects on the points of passenger ingress and egress to other terminals during all phases of construction.

9.4 If necessary, the Port may need to restrict certain construction activities during periods of heavier passenger flow, as determined through the D/B’s coordination with the Port. Ongoing Maintenance of Traffic (MOT) should be a daily consideration. It is not anticipated such traffic or MOT will prevent regular construction activities. As previously stated, Cruise Terminal 2 will only be subjected to Cruise Ship activities Saturday and Sunday.

10.0 SITE PROGRAMMING

10.1 General

10.1.1 The Project site is in the Port of Galveston and occupies approximately 2.8 acres including the existing Terminal 2. The expansion together with the existing terminal will have a footprint of approximately 122,000 square feet. The footprint of the expansion is approximately 0.8 acre. Terminal 2 is situated west of Cruise Terminal 1. The site boundary is determined by a continuous line five feet beyond the exterior perimeter of the new and existing building.

10.1.2 The Cruise Terminal Site plan shall incorporate the following primary elements:

A. Berth Zone:
   One berth of 1,200 feet in length oriented parallel to the shore which allows for the berthing of different types and sizes of cruise vessels. This element should be shown but is not within the scope of the Project.

B. Passenger Terminal Zone:
   Approximately 155,000 square foot passenger terminal with a building footprint of approximately 122,000 square feet. A triangular area immediately west of the existing veranda, extending westward toward new building, shall be graded and
c. The existing bus intermodal area, south of the drop-off lanes, has parking for 20 buses. An existing taxi staging area south of the bus intermodal currently provides for approximately 15 taxis. These areas are also not within the scope of the Project.

10.1.3 The D/B must ensure:

a. That a site plan is submitted to and meets the approval of the Owner and the permitting agencies. The plan shall include, but not be limited to, location of the terminal building, berth configuration, roadways, passenger drop-off areas, vessel stores staging area and vessel loading bridge.

b. That the orientation and general vertical and horizontal location of the existing and proposed structure shall remain as established in the conceptual site plan unless other approved by the Port.

c. That the use be established and maintained in accordance with the approved site plan.

d. That all areas disturbed by site work outside of the described, stipulated improvements are to be restored to their original condition, including landscaping, asphalt, sidewalks, etc.

10.2 Utilities

10.2.2 General

10.2.2.1 The D/B is responsible for coordinating with all utilities companies (water, sewer, power, and communications), arranging supply of utilities and complying with the requirements stipulated by the relevant authorities and utility operators for connection of services. D/B shall interface with all utility authorities or providers to ensure that all requirements are met prior to the execution of the contract. Notification to Owner of utility deficiencies must be made prior to submission of the proposal. D/B price to be inclusive of utility connections and relocations except as noted below.

The D/B shall connect the sanitary lateral from the terminal to a new 6” gravity line that will be constructed south of the terminal. The new gravity line is not part of the project scope.

10.2.2.2 The D/B shall designate a utility coordinator for the project. This coordinator shall be responsible for coordinating and
processing utility related issues so as to not delay construction progress.

10.2.2.3 Power availability and points of connection will be coordinated with CenterPoint Energy based on projected power load requirements of the terminal building.

10.2.3 Flood Criteria

10.2.3.1 Minimum elevations of finish on-site grading and building lowest finish floor elevations shall comply with the current elevation requirements of:

a. FEMA (local FIRM Maps can be viewed at gis.cityofgalveston.org)
b. The National Flood Insurance Program
c. Port of Galveston guidance
d. It should be noted that the floor elevation in the new expansion may differ from the existing (Terminal 2) floor elevation. The D/B shall address any potential variation and between the existing and new floor elevations.

10.3 Landscape Requirements

10.3.1 General. Additional landscaping may not be required. Where required, the Port will be responsible for installation.

10.3.1.1 By using certain varieties of landscape materials that currently exist within the port complex, a unity in design will result to enhance and reinforce the existing overall design concept.

10.3.1.2 All landscape architecture designs shall follow guidelines found in the latest edition of Code of the City of Galveston

10.4 Roadways, Intermodal Parking and Drop-off Zones, Sidewalks

10.4.1 Applicable Codes and Reference Standards

10.4.1.1 The parking features and related curb cuts, sidewalks, ramps, and marking shall remain subject to restoring them to their original state as a result of damage due to construction. Where required, changes to the existing features shall be made to comply with the Texas Building Code, ADA and City of Galveston Accessibility Guidelines.

10.4.1.2 Profile and standard details of pavement, curbing, sidewalk and driveway constructions will comply with the Code of the City of Galveston Standards
10.4.2 Traffic Circulation

10.4.2.1 Prior to and during construction, the D/B shall provide a traffic circulation plan to ensure the correct roadway traffic design is achieved in front of the terminal and integrates all the elements including drop-offs, parking, intermodal, etc.

10.4.2.2 Taxis have the option of entering the temporary passenger vehicle queuing zone or proceeding to the drop-off area to pick up and drop off passengers near the front of the terminal.

10.4.2.3 Buses proceed directly to the intermodal area to the south of the terminal to pick up and drop off passengers.

10.4.2.4 As noted in Attachment A (Requirements Document and Aerial Image of Project Site) to the RFQ/RFP, Gate 9 traffic (mostly pedestrian) must be able to have access to the wharf on all cruise days.

10.4.3 Intermodal and Drop-off Zones:

10.4.3.1 Existing short-term drop-off facilities in the front of the terminal shall remain.

10.4.4 Blast Prevention

10.4.4.1 The design shall provide mitigation measures to minimize the security risk to human life by providing mechanisms and design measures to deny and prevent unauthorized vehicles access/intrusion/encroachment into the terminal complex area. Design shall consider automotive barriers, bollards and standoff zones, as applicable and shall be provided to prevent an unauthorized vehicle from accessing/intruding/encroaching into the terminal complex area. This includes configuring providing bollards or other protective features around the terminal perimeter, particularly at the sidewalk and drop-off areas.

10.5 Berth Requirements

10.5.1 Berthing Parameters

10.5.1.1 Facilities for the new cruise terminal shall have the flexibility to serve different types and sizes of cruise vessels including mega cruise vessels. The existing Passenger Boarding Bridge (PBB) connections to the cruise terminal shall be maintained.

11.0 BUILDING PROGRAMMING

11.1 General

11.1.1 D/B shall provide an expanded and renovated cruise terminal that is consistent with those of other similar cruise homeport terminals, which
offer basic services such as passenger and luggage drop off and pick up, inspection services, security screening points, waiting lounges, support office spaces, and circulation.

11.1.2 The DOR’s building design shall arrange building spaces to provide maximum efficiency for all required functions to achieve the optimum trade-offs of development costs and functionality.

11.1.3 The functional relations and spatial program represented by the proposed conceptual floor diagrams contained in Exhibit 3 of this design criteria package should be used as a guide by the D/B. Increases in the space assignments can be justified if overall project costs are not significantly impacted. Arrangements that provide less than those required by the design criteria and the diagrams must be justified by examination of functional adequacy regarding the affected spaces and presented in the proposal.

11.1.4 The architectural design of the facility, including exterior style, colors and material shall complement the existing terminal and adjacent facilities within the Port.

11.1.4.1 Exterior and interior materials shall be durable, permanent, vandal resistant, easily maintained, and within the limits set by functional and code requirements.

11.1.5 The design of the building shall address:

11.1.5.1 Resistance to unauthorized intrusion.

11.1.5.2 Accessibility according to program requirements, ADA and other applicable codes.

11.1.5.3 Ease of pedestrian and vehicular circulation within and around building.

11.1.6 Building Occupancy

11.1.6.1 The flow of passengers is critical to this project. The new expanded terminal should be designed to disembark 4,200 passengers in approximately 3 hours. Accordingly, during embark and debark process, the facility shall be designed to process 1,400 passengers per hour, at its peak, in each direction. The ability to handle simultaneous embark and debark operations is required.

11.1.6.2 The D/B shall understand the influences of the types of passenger flow as follows:

a. Embarking passengers: The earliest passengers arrive six hours or more before departure. Oftentimes passengers are lined up outside the terminal doors before they are
opened at 10:30 am. Arrivals continue in groups as passengers arrive until departure.

b. Debarking passengers: The entire debarking process of a full ship should be able to be completed in approximately 3 to 3.5 hours.

11.2 Building Requirements

11.2.1 General

11.2.1.1 Mechanical, electrical, and communication systems must be integrated into the building design. Fixture and outlet locations, and forms, sizes, finishes, colors, and textures of exposed mechanical and electrical elements must be coordinated with all other interior elements. All systems shall be adjusted to maintain a unified balance of all components between the new and existing systems.

11.2.1.2 Signage and way-finding shall be coordinated with the Port.

11.2.1.3 Final elevation of the first floor of the building shall be 12 inches above the highest crown of the adjacent roads, or in accordance with Federal Flood Information Rate Maps, whichever is greater.

11.2.2 Ceiling heights shall be a minimum of 10 feet, unless otherwise noted in the criteria. Ceiling heights in public spaces shall be appropriate to the space. Hallway widths in public spaces shall be no less than eight feet. Hallway widths in non-public spaces shall be six feet.

11.2.3. Slope exterior horizontal building surfaces to drain according to code requirements and as follows:

11.2.3.1 Provide a minimum slope of ¼” per foot at, but not limited to, parapet tops, window sills, tops of walls and flat roofs.

11.2.3.2 Provide no less than 1/8” per foot at, but not limited to:

   a. Exterior covered walkways, sidewalks, or other exterior walking surfaces
   b. Parking lots and any other paved areas.

11.2.4 Exterior and interior walking surfaces shall have textured or other slip resistant finishes in compliance with the IBC and ADA requirements.

11.2.5 Finish Coating

11.2.5.1 All finish coatings shall meet the latest requirements of resisting windborne debris.

11.2.5.2 All exterior stucco finished surfaces shall be given a sealed coat followed by two coats of vinyl base paint to withstand harsh environmental exposure as approved by the Port
11.2.5.3 All exposed metals and/or coatings shall be designed to withstand the harshest marine and industrial environment and shall be approved by the Owner’s engineer.

11.2.6 Exterior Façade

11.2.6.1 The exterior façade shall complement Port Terminal 2 and include materials consistent with the quality of materials used in Terminal 2.

11.2.6.2 The exterior façade shall be designed to minimize street views of the terminal interior and, more specifically, the CBP screening processes.

11.2.6.3 Window and door sizes shall be limited. Multiple small windows are preferable to large banks of windows in the front. Port hole style windows are preferable.

11.2.6.3.1 Doors used by porters must be large enough (width and height) to accommodate porter carts.

11.2.6.4 Exit doors and any nearby windows in primary CBP area shall feature reflective mirror film or other ways to block the view on public side.

11.3 Area/Room Requirements

11.3.1 Since the existing CBP area is not projected to be affected by the Project, the Port of Galveston will not be required to apply the standards contained in the 2006 draft of US Customs and Border Protection Design Standards for Cruise Ship Processing Facilities- Cruise Terminal Design Standards (CBPDS). Any design modification to the existing CBP facilities that would cause those standards to be imposed shall not be considered. However, the D/B shall be familiar with and refer to the following chapters of the CBP Cruise Terminal Design Standards for functional applicability as it may apply to the conceptual design.

11.3.1.1 Chapter 4 (Signage) for operational signage requirements to include way finding, identification, notification, and statutory/regulatory signage.

11.3.1.2 Chapter 5 (Security) for design standards and performance specifications for the CBP Physical Security System.

11.3.1.3 Chapter 6 (Data Processing and Telecommunications) for data processing and telecommunications system. "Border Protection Standards for Cruise Ship Passenger Processing Facilities" Draft October 31, 2006.
11.3.2 Screening Lobby, and Associated Spaces (First floor)

11.3.2.1 As the first and single public entrance to the terminal, the Screening Lobby room shall be highly visible, well-lit at all times, secure, and inviting. The design should be such that the layout of the cruise terminal clearly unfolds upon entry. The Screening Lobby serves the purpose of processing passengers through the security check-in points prior to allowing them to move to the Ticketing Hall.

11.3.2.2 A queuing area shall be provided for processing in front of the security check points. The program includes a minimum of six check-in points which consist of 12-foot wide by 14-foot deep x-ray and magnetometer units at the front and nine feet at the rear for secondary table units. At least one unit shall be ADA compliant. See Exhibit 2. All equipment locations shall be coordinated with Port security. The desirable processing rate for the security check point for large ships is approximately 825 passengers per hour.

11.3.2.3 Material finishes shall be of high durability to withstand heavy foot traffic volumes with a minimum of maintenance required. Sustainable finishes of high-quality recycled content are most desirable. Higher ceilings are desirable but not mandatory.

11.3.2.4 Since the Screening Lobby and Ticketing Lobby serve as the collection point for all passengers entering the building, it shall be designed to accommodate the high volume of pedestrian traffic.

11.3.2.5 The lobby as designed shall be adjacent to:

a. ADA-compliant restrooms and drinking fountain. Restrooms shall be located near the entrance and have access to all public.
b. Terminal Managers office.
c. Information counter
d. Janitor’s closet.

11.3.3 The Ticketing Hall

11.3.3.1 The Ticketing Hall shall be comprised of:

a. A minimum of 66 millwork service counters with double counter height, arranged in a “U” shaped configuration. If economically feasible, existing counters in Terminal 2 may be refinished and re-used.

1. Each counter shall have separate flat writing surfaces for passengers and cruise line employees and be capable of accommodating computer equipment (CPU, monitor, keyboard, mouse and printer) used to check in embarking passengers. For planning purposes, the
area of the counter and adjacent areas will be approximately 10 feet deep by 3 feet wide. The clearance in the rear of each counter shall be no less than 4 feet 6 inches. Coordinate with Port for final requirements.

2. All counters shall be equipped with power and data as required for cruise line computers and equipment to be coordinated with the Port. Upon finishing the ticketing process, passengers can move to the post check-in seating area on the second floor.

b. An ample queuing area shall be provided in front of the ticketing booths. The queuing area(s) must be able to accommodate a minimum of 1000 passengers. This area shall not include circulation.

11.3.3.2 Administrative office for Cruise Line Personnel. This area will be designed as an administrative area. It shall include space for one workstation, copy/mail closet, and support area. It shall be located in the proximity of ticketing counters.

11.3.3.3 Additional support areas shall be comprised of janitor’s closets, other smaller areas to support the functions of the ticketing area and passengers.

11.3.3.4 A minimum amount of seating may be located in this area.

11.3.3.5 The Ticketing Hall shall include:

a. ADA public restrooms and drinking fountains that are readily accessible to the public without conflicting with queuing areas.

b. Vertical circulation. Vertical circulation shall be in the form of one elevator, two escalators and a stair leading up to the second floor Seating Hall. Support and mechanical or electrical rooms could also be located in the vicinity, but they must be secure and not accessible to passengers. The second floor is a preferred location.

11.3.3.6 Design considerations for the Screening and Ticketing Lobby include:

a. Large open space with limited number of columns or largely spaced apart.

b. Visible vertical circulation upon checking-in.

c. Restricted circulation pattern and traffic flow. No passenger shall be allowed to move to upper rooms without checking-in.

d. Limited amount of seating.

e. Toilets shall be located prior check-in.

f. Screening tables immediately adjacent to the security screening area.
g. Floor finish shall be colored and/or patterned to provide an attractive view from the escalator leading to the second floor.

h. Acoustical control of ambient noise.

i. Directional signage.

j. CCTV coverage.

k. Provisions for ceiling hung TV.

l. Provision for wall hangers, TV, pictures, banners.

11.3.3.7 When ticketing is complete, passengers may proceed to the second floor Seating Hall.

11.3.4 Post Check-in Seating Hall

11.3.4.1 Cleared passengers will move directly from the Ticketing Hall on the ground floor to the second-level Seating Hall via stairs, escalators, and/or elevators.

11.3.4.2 This large, open, unrestricted area serves to provide passengers a rest area prior to boarding the cruise ship.

11.3.4.3 The passenger post check-in Seating Hall combined with the Ticketing Hall will optimally have a seating capacity for between 2,500 (minimally) and 3,000 (ideally) passengers.

11.3.4.4 Seating areas shall require higher ceilings. It is highly desirable that these large contiguous spaces utilize a skylight or clerestory window system to maximize daylight. Additional natural views looking towards the waterfront could be incorporated into the design.

11.3.4.5 The flooring materials within this space must be able to withstand sustained, high-volume traffic.

11.3.4.6 The design must include a VIP seating area, which consists of an area in close proximity to the boarding gate. (It is not intended that VIP Passengers will conduct ticketing activity in this location. The area will be used for reserved seating.)

11.3.4.7 Additional support areas shall be comprised of janitor’s closets and other smaller areas to support passenger-related functions.

Two photo shoot areas shall be immediately accessible from the seating area toward the boarding gate (sea pass area).

11.3.4.8 Design considerations for support areas include:

a. Circulation shall be well defined.

b. This is a controlled access area and passenger movement is restricted except for public toilets.

c. CCTV coverage.

d. WIFI for passenger use.
11.3.4.9 If ship boarding has begun, ticketed passengers may either proceed to the second floor Seating Hall or continue from the second floor to the sterile corridor from the terminal building to the ship via the PBB.

11.3.5 Baggage Handling Drop-off Areas and Associated Spaces (First floor)

11.3.5.1 The baggage handling area serves as a point to drop-off passenger luggage prior to entering the building. The location shall be within the building, located in close proximity to the entrance lobby and in the vicinity of bus intermodal and taxi/car drop-off areas.

11.3.5.2 The room will accommodate baggage screening equipment which is existing and will be provided by the Port. A new overhead door located on the south exterior wall, shall also be provided to facilitate the movement of luggage. A new ramp shall be provided at the overhead door to accommodate fork lift movement from the baggage handling area to the wharf. The placement of the north side overhead door and ramp as shown on the Concept Drawing is to avoid interference with ship lines tied to the existing bollards. Four x-ray scanners will be located so as facilitate the flow of baggage from the overhead door at the entrance, through to the wharf. At the time of final design, the D/B shall coordinate with the Port regarding equipment requirements.

11.3.5.3 Design considerations for baggage handling drop-off areas include:

a. Easy access from sidewalk.
b. Heavy duty overhead doors.
c. Provide area for queuing in front of baggage handling areas (sidewalk).
d. Provide counter for clerk assisting with manifest and luggage tags.
e. Allow area for possible self-assist kiosk stations outside the baggage handling rooms.
f. CCTV coverage.

11.3.6 Baggage Laydown Claim Area (First floor)

11.3.6.1 The baggage claim area is where passengers claim checked-in baggage after disembarking from the cruise ship. The baggage claim area is located on the lower level. It shall be located between the upper level sterile circulation corridor and the CBP primary processing area.

11.3.6.3 Ample space for passengers seeking their baggage and circulation shall be provided. Area requirements are illustrated in the Conceptual Plan (Exhibit 3). Several overhead doors with access to the wharf are required. Consideration shall be
given to prevent water intrusion from driving rain to enter the building at the base of the existing overhead doors, and any new ones that are added. Further, a system for minimizing heat/cool air loss through the overhead doors shall be incorporated into any design elements.

11.3.6.5 The baggage claim area will require higher ceiling and could be exposed to the structure. Natural view or daylight is not required.

11.3.6.6 The flooring materials within this space must be able to sustain wear and tear, high traffic, carts, bags and fork lifts. Exposed corners shall have corner guards. Doors shall be heavy duty with steel plates.

11.3.6.7 Mechanical, electrical, security and communication systems must be taken into consideration in the design.

11.3.6.8 The baggage claim shall be adjacent to ADA-compliant restrooms, including one family restroom and drinking fountains readily accessible to the public.

a. Baggage loading area parallel to the wharf.
b. Vertical circulation. Vertical circulation shall be in the form of elevators, escalators, ramp and stair leading from the second floor sterile corridor.

11.3.6.9 Design considerations for baggage claim include:

a. Baggage claim areas to be open unobstructed areas.
b. Modular design for expandability to accommodate increased baggage capacity in the future.
c. Controlled restricted circulation to primary CBP area.
d. Ample corridors to be provided for passenger and luggage.
e. Average 2.6 bags per passenger.
f. Duration of debark period four hour process.
g. Signage shall clearly delineate paths from vertical circulation to baggage retrieval and on to primary CBP processing queue.
h. CCTV coverage.
i. Provisions for luggage zone claim signage. Cruise lines that are or will be using Terminal 2 use a simple claim number system (No. 1 to 35).
j. Support areas to support the main functions of the baggage claim area and mechanical/electrical rooms may also be located in the vicinity, but they must be secure and not accessible to passengers.

11.3.6.10 Vertical circulation considerations. Vertical circulation (from the PBB to the baggage claim area) shall be in the form of elevators, escalators, a ramp and stairs leading down from the second-floor sterile corridor.
11.3.6.11 Support areas. Additional areas to support the main functions of the baggage claim area and mechanical and electrical rooms may be located in this area. However, support areas must not be accessible to the general public.

11.3.7 Crew Area and Associated Spaces (First floor - existing to remain. Not included in the scope of work. Provided for informational purposes only.)

11.3.7.1 This is an existing area to remain as shown in the Conceptual Plan (Exhibit 3). It serves the crew members during longer stays in port as a lounge space. It shall be furnished with chairs and small tables, as well as some lounge style chairs. Vending machines (NIC) will be added for beverages and snacks.

11.3.7.2 A small private area where phone calls shall be provided. A small counter with convenience items for sale shall complete the suite. A counter and cabinets are provided.

11.3.7.3 Access is restricted. No general public shall have access to the crew area or associated spaces.

11.3.7.4 The crew area shall have the following associated spaces:

a. ADA restrooms including male and female showers readily accessible to the crew area.

11.3.8 CBP Primary Processing Area (PPA) and Secondary Processing Area (SPA) (First floor - existing to remain. Not included in the scope of work. Provided for informational purposes only. See Conceptual Plan for “Improvements”)

11.3.8.1 Passengers proceed from the baggage claim area with their luggage to the CBP PPA where passengers and crew select the appropriate queuing lane.

11.3.8.2 The PPA is where the CBP officers examine and screen debarking passengers to determine nationality and or admissibility to the U.S. A new partition shall separate this area from the Baggage Laydown and Baggage Screening Area.

11.3.8.3 The PPA shall consist of forms counters, queuing area and Primary Processing Lanes (PPL), primary processing booths (piggyback units) and support areas/offices.

11.3.8.4 The CBP PPA must be designed to accommodate peak passenger loads and anticipated growth allowances. Adequate facilities shall be provided for handicapped passengers in wheelchairs, and passengers requiring space to complete required documentation prior to CBP processing.
11.3.8.5 All passengers requiring further examination or processing are referred to the CBP SPA. Passengers in CBP SPA are then either allowed to proceed to the exit control area or are detained by CBP for further examination and final disposition.

11.3.8.6 Sliding or overhead security grilles shall separate the entire baggage area and primary security processing area.

11.3.8.7 The PPA shall be adjacent to:

a. CCC station with full unobtrusive views of entire PPA area
b. SPA suite. This area shall remain as existing. Direct access shall be available to passengers after the primary processing booths. A secured access between CBP primary and secondary areas shall be via the secondary supervisor’s office door and is subject to restricted access by CBP personnel and other authorized persons only.

c. Main terminal exit and/or exit vestibule. Visual connection from the exterior of the building into the PPA is not desired and is a security concern.

11.3.9 CBP PPA Forms Counters

11.3.9.1 Forms counters with standing height writing surfaces shall be located adjacent to the baggage claim area and at the rear of the passenger processing arrivals hall.

11.3.9.2 At least one 16-square foot forms counter for every 10 CBP PPL must be constructed and located at the rear of the passenger queue. The forms counter shall have 10-inch by 4-½ inch by 4 ½-inch wide pigeonholes for storing forms located along the casework or header of the forms counter. Form counters shall be solidly constructed without any operable doors for storage of forms or waste receptacles. This is to preclude any items from being hidden within the forms counter.
11.3.10 CBP PPA Queuing Area and PPL

11.3.10.1 CBP employs two types of queuing concepts: 1) multiple lines of passengers in front of each set of piggy-back primary processing booths; and 2) multiple serpentine lines where each services a bank of booths.

11.3.10.2 This facility shall support both queuing concepts as passenger processing may change based on the local operational needs and threat level at each facility.

11.3.10.3 Queuing areas shall maintain a minimum distance of 75 feet from the forms counters circulation area to the “wait behind” line. Queuing areas must include portable (non-fixed) stanchions with sufficient room in front of the PPL to accommodate the maximum passenger volume flow rates.

11.3.10.4 Six piggyback booths (12 total) shall be provided based upon traffic forecast, maximum volume of passengers, and proposed future growth. As a planning factor, the aggregate area required for one piggyback booth is 1,320 square feet per lane.
11.3.10.5 Each PPL is provided with a clear pathway to the booth, paired around a piggyback booth configuration, and separated by portable stanchions and webbing barriers between each location.

11.3.10.6 Minimum aisle widths of 3’-6” feet (CBP approved variation from standard) shall be provided to accommodate passenger processing at each piggyback booth unit. A privacy divider is located between the piggyback booth units. Portable stanchions and retractable webbing barriers shall provide separation between queuing lines, with a minimum distance of 7 feet from the front booth to the “wait behind” line.

11.3.10.7 During the design phase of the PPA, allow two feet of space between passengers for a total of 5 feet per passenger in a linear queuing schematic. Include added space for forms counters in the rear of the Laydown Area and a minimum of 12 feet of walking space between the end of queues and the forms counters. This same dimension shall be provided at the end of the piggyback booth unit.

11.3.11 CBP PPA Primary Processing Booth (Piggyback Unit - Not included in the scope of work. Provided for informational purposes only.)

11.3.11.1 Each CBP primary booth houses a personal computer (CPU, monitor and keyboard), a document reader, a printer, and ancillary lighting and equipment. Additional space and design considerations may be required to house U.S. Visitor and Immigration Status Indicator Technology (US-VISIT) equipment and fingerprint readers at the CBP primary processing booths.

11.3.11.2 Piggyback booths shall be located as far as possible from exit doors within the confines of the building site.

11.3.11.3 D/B shall refine piggyback unit specifications with CBP to accommodate the following additional considerations from the original design described in the guidelines:

11.3.11.3.1 The overall design of the primary processing booth must protect the officer from physical assault, offer unobstructed views of luggage and children, and provide an immediate means of egress in case of an emergency.

11.3.11.4 The booth design must ensure that the officer faces the primary processing lane, and the computer monitor must be positioned so the traveling public cannot view the law enforcement sensitive information visible on the screen. Each CBP primary processing booth must be securable to prevent
against vandalism, tampering and theft after hours when CBP personnel are not present.

11.3.11.5 Booth glazing shall be 3/8 inch minimum safety glass anchored firmly to the booth. Other requirements shall be made by Port and CBP personnel in the concept design phase. Changes to these requirements should be anticipated.

11.3.11.6 US-VISIT Requirements

11.3.11.6.1 In most instances, the US-VISIT Program Office furnishes and installs the necessary electronic equipment at each CBP processing booth (including camera) and fingerprint readers that are housed within the primary processing booths. The D/B shall be responsible for providing the necessary cabling, conduit, and 120 VAC dedicated electrical power.

11.3.11.6.2 CBP must be contacted for project coordination with the US-VISIT Program Office regarding all related booth design and equipment requirements.

11.3.11.7 The D/B must provide uniform illumination of 70 foot-candles minimum at the booth work surface, and the passenger aisle, that affords visibility without shadows or glare, and to facilitate acceptable facial recognition photographs. This could be accomplished by placing a break in the ceiling with a soffit that would allow task lighting directly over the work position.

11.3.11.8 Black Lights

11.3.11.8.1 The provision for black lights is required at each primary processing booth workstation for document reading. A compartment for the location of a black light must be placed directly in front of the officer and mounted to the 'underside' of the 'upper' counter level.

11.3.11.8.2 Shields shall be placed on all UV-A black lights used for document reading. UV-A tubes shall be facing down or angled away from the eyes and skin. Only one UV-A tube shall be used in any lamp assembly to prevent over exposure to skin.

11.3.11.8.3 Install a baffle panel on the fixture side adjacent to the officer, and flush-mount a non-reflective material to the work counter under the black light fixture. This provides eye protection from the black light and shall be used at all locations. Install an easy to access switch under or adjacent to the black light compartment. In addition,
access to UV-A tubes shall allow easy and unobstructed replacement of tubes when required.

11.3.11.9 Booth Duress System

11.3.11.9.1 Each booth on the PPL must be equipped with duress capabilities to allow CBP officers to request assistance through audible/visual annunciation in the CCC and other CBP designated areas as required. Duress buttons must not be visible or accessible to the public.

11.3.11.9.2 Activation of the booth's emergency duress switch must be integrated with the CCTV cameras located in the vicinity of the booths to automatically display the alarmed booth's video scene onto the CCTV system alarm monitors, thus enabling the CCC operator, and other designated locations to immediately assess the emergency duress condition.

11.3.11.9.3 When an officer presses a duress button, an event must be generated at the CCC console and other designated locations as required. The CCC operator or other designated personnel will send the required assistance and acknowledge the request on the console or panel.
12.0 APPENDIX

EXHIBITS

Exhibit 1    ABT Warehouse
Exhibit 2    Checkpoint Passenger Screening
Exhibit 3    Cruise Terminal 2 Conceptual Expansion Plan.pdf
Exhibit 4    Cruise Terminal 2 Conceptual Expansion Plan.dwg
Exhibit 5    Cruise Terminal 2 Existing Floor Plan 2004.pdf
Exhibit 6    Cruise Terminal 2 Existing Full Set (2004)
Exhibit 7    Cruise Terminal 2 Roof Replacement Drawings.pdf
Exhibit 8    CT2 Expansion Site Plan.dwg
Exhibit 9    CT2 Expansion Site Plan.pdf
Exhibit 10   CT2 Sanitary Sewer Upgrades (2014).pdf
Exhibit 11   Geotechnical Report CT2 Expansion Vicinity
Exhibit 12   Geotechnical Report for Overhead sign Cruise Terminal Frontage
Exhibit 13   REQUIREMENTS AND AERIAL IMAGE REV 7-9-14x
Exhibit 14   Utility2014_CT2 Expansion