



**THE NORTHWEST
SEAPORT ALLIANCE**
Gateway to Solutions

Work Space Needs Assessment – Phase 2 Market Search

Presenters:

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Action Requested

Request authorization of the NWSA Managing Members to advance to Phase 2 of the NWSA Workplace Needs Assessment – Market Search.



Background - Overall Work Plan

Phase 1: Workplace Needs Assessment

- Leadership, Staff and work group engagements
- Future Workplace Recommendations
- Market Assessment/Option Search Evaluation Criteria

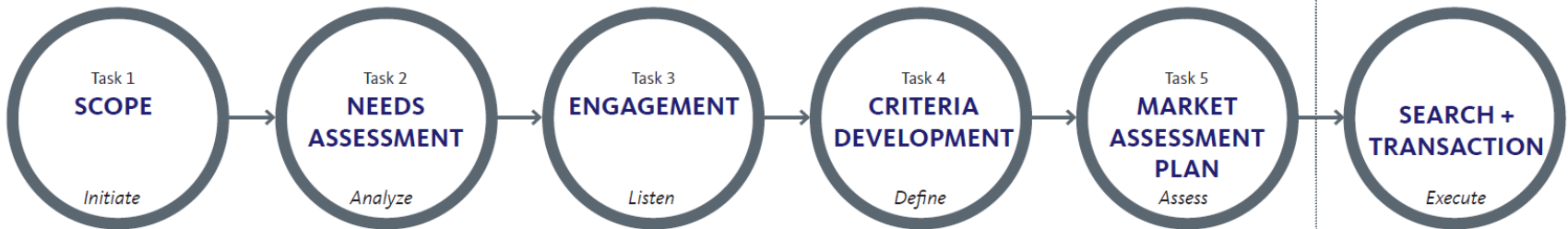
Phase 2: Market Assessment/Option Search Evaluation

- Identify several potential solutions as options to be presented to Managing Members



Project Phases

Phase 1



Kick-off the project with the integrated project team. Clarify the project vision, and tune the process to meet the unique project objectives and client needs.

Collect available data to inform and inspire project decisions and design directions.

Engage managing members and employees to discuss perceptions and thoughts on the impact of the future Alliance location and workplace.

Translate key needs, perspectives and project objectives into a criteria for site selection.

Develop the go-to-market strategy

Identify the most desirable, viable and feasible locations to fulfill the project vision and stakeholder needs.

Phase 2

Work plan – Where We've Been

Phase 1: Workplace Needs Assessment

- Managing Member and Staff Interviews
- Cross-Functional Group Workshops
- Staff Survey
- Site Visits
- Industry best practices

Phase 1 Results:

- Recommendations to improve future work environments
- Criteria for a Market Assessment/Option Evaluation



Evaluation/Selection Considerations

- Must Have
 - Create distinct identity for NWSA; visibility to community and customers
 - Accessibility, safety, on-site parking
 - Balance of focus and collaboration workspaces
- Should Have
 - Provide ability to attract and retain talent
 - Proximity to amenities
 - Building infrastructure (including technology)
 - Minimal division/barrier between people/teams/departments
- Nice to Have
 - Sustainability – capable of meeting LEED
 - View of water/port functions
 - Service area of multiple IT service providers for redundancy
 - Ability to scale and grow



Work Plan – Next Steps

Phase 2: Market Assessment/Solution Search and Evaluation (Search + Transaction)

- Assessment of current NWSA workplace locations
- Evaluation of available options in the market
- Short-list of most viable options from which to select best fit solution



Phase 2 – Financial Impact

Authorization to move to phase 2 : Market search does not have a financial impact.

- The broker will be compensated as a part of any future lease agreement.
- Additional financial impacts will be assessed as part of the various options identified during the market options assessment.



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