

PORT OF NEWPORT SPECIAL MEETING AGENDA

October 13, 2015, 12:00 noon
South Beach Activities Room
2120 SE Marine Science Drive, Newport, OR 97365

Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice President; David Jincks (Pos. #2), Secretary/Treasurer; Stewart Lamerdin (Pos. #3); Patricia Patrick-Joling (Pos. #5)

- I. Call to Order 12:00
- II. Vision Plan Review 12:01
- III. Rogue Expansion Cost Sharing Review..... 12:35
- IV. NOAA MOC-P Demised Area Painting Contractor Selection and Contract Approval 12:55
- V. Adjournment 1:00

Regular meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

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AGENDA ITEM: VISION PLAN STAFF REPORT

BACKGROUND

In 2010, the State of Oregon required all public ports (ORS 777) to develop Strategic Business Plans to show the state legislature that Port's had plans in place to justify public funds that were supporting significant port investments across the state. As part of the planning efforts, Port's were required to develop six sub-plans: (a) Capital Facilities Plan, (b) Economic Business Plan, (c) Management Plan, (d) Financial Plan, (e) Environmental Plan, and (f) Marketing Plan. The Port of Newport adopted its Strategic Business Plan (SBP) in January 2013 and focused on the Capital Facilities Plan which has been reviewed and updated annually. The 2013 SBP also set objectives and strategies for Management which included financial principals and environmental values and policies. A marketing plan was absent from the SBP.

ANALYSIS

Since the Plan adoption, much has changed at the Port. There is a new management team and three new (at least since Jan. 2013) commissioners. The Port has seen increased pressure to develop its last remaining developable land (less than 20 acres) located at McLean Point, Commercial Bay Front and in South Beach. As this pressure continues, questions have come up about how development should be treated. For instance, the Commission has required the addition of murals to proposed Rogue expansion as well as analysis on parking and traffic impacts. Though the Port's website is not a key component to development, it should be a primary marketing tool for the Port and it is currently suffering from outdated programming and should also be redeveloped in a way that can promote the Port District.

The SBP is the Port Commission's primary policy document and is a critical tool for management in carrying out the goals and objectives of the Commission. It's my recommendation that the SBP be reviewed and a marketing ("vision") plan be developed to help aid staff in moving forward to market the last remaining property at the Port.

VISION PLAN ELEMENTS. What should the Port focus on?

1. CREATION OF MARKETING ("VISION") SUB-PLAN GOALS & OBJECTIVES
 - a. Currently not a component of Port's SBP.
2. REVIEW/UPDATE OTHER SUB-PLAN GOALS & OBJECTIVES.
 - a. Worth evaluating and re-prioritizing.
3. EVALUATE USES OF CURRENTLY VACANT PARCELS.
 - a. Three "neighborhoods": International Terminal, Commercial Bay Front, and South Beach.
 - b. How to generate ideas for development?
 - i. Open house
 - ii. Sub committees
 - iii. Commission work session
 - c. Conduct idea development in three separate meetings or a single meeting
 - d. Land use evaluation
4. DESIGN STANDARDS FOR NEW CONSTRUCTION
 - a. Should Port require some standardized design standards for development?

5. IDENTIFY PARKING/TRAFFIC/SIGNAGE FOR FACILITIES
 - a. This would be an update to the Capital Facilities Plan.
 - b. Would produce maps for easy reproduction to be distributed at port facilities and incorporated into other port marketing efforts.
6. REDESIGN OF PORT'S WEBSITE
 - a. Primary marketing tool for the Port.
 - b. Needs updating and currently can only be done by consultant.

GOALS AND OBJECTIVES

The updated Goals and Objectives would be evaluated annually in a work session and would be the basis for the General Manager's annual performance evaluation and setting priorities for the budget development.

OUTCOME FROM WORK SESSION

Does the Commission agree with the six elements proposed?

How much and what kind of public involvement would the Commission like to solicit?

The goal for the work session is to give the General Manager direction as to the elements that a review of the Strategic Business Plan (SBP) should focus on. I would also like to get a sense of the amount of public input that the Commission would like to solicit as part of the process. This discussion will allow staff to fine-tune the Scope of Work for funders and issuing a request for proposals. The Port should be able to undertake this planning effort early in 2016 and have it adopted by July 2016. The Port should be able to undertake this planning effort early in 2016 and have it adopted by July 2016 at the latest.

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D. Template for Port Strategic Plans

The following is a proposed template for new or updated existing port strategic plans in order to be consistent with this Statewide Strategic Port Plan. It is offered as a general guide to the development of strategic plans for ports in Oregon. Each port's business agreement will provide the opportunity to modify or streamline this template. It is not expected that every port will be required to address every topic in the template, but rather that each update will represent a significant step towards an effective program to address their major business and organizational challenges.

It should be noted here that this template is focused on developing strategic business plans, which serves as the vision and guidance document for port master planning and capital facilities planning. The following definitions are offered to differentiate between these documents:

Strategic Business Plan

A Strategic Business Plan is comprised of two parts:

- An assessment of the port's existing operations, facilities, markets and financial condition.
- A description of the port's long-range vision and mission statement, and goals, policies and strategies designed to manage the port's assets, resources and capabilities over a specific time period, in order to fulfill the mission.

Capital Facilities Plan

A Capital Facilities Plan describes the planned capital improvements to the port's land, buildings, facilities and equipment for a specific time period, such as 10-20 years. The plan should be divided into prioritized phases (such as 5-year increments) and illustrate the preliminary cost, time frame and potential funding source(s) to implement each project.

Facilities Master Plan

A Facilities Master Plan is a plan for maintaining and improving each port facility (such as a dock or boat ramp), utility system and other infrastructure elements such as; streets, lighting, pedestrian walkways and security.

NOTE: The Dept. of Land Conservation and Development's (DLCD) administrative rule for Goal 11- Public Facilities, includes the following definition: "A public facility includes, water, sewer, and transportation facilities, but does not

include buildings, structures or equipment incidental to the direct operation of those facilities.” A Public Facility Plan’s components (per DLCD) are described in OAR 660-011-0010, and include an inventory and general assessment of the condition of all significant public facility systems, a list and description of significant public facility projects and planning-level cost estimates, a policy statement indicating the provider of each system, and funding options as well as priorities for these facilities.

Strategic Business Plan Template

1. Port History and Mission: a brief introductory statement summarizing when the port was established and for what purposes (i.e. what prompted the formation of the port?), a statement of the port’s current mission and why, how the mission changed from the port’s original purpose, and definitions of terms used in the mission statement (such as family-wage jobs, financial return, create and retain jobs, quality of life, economic diversification, community development, economic development, etc.).
2. Port’s Overall Goals: brief overview of the port’s overall goals for specific areas, which should include (if applicable): marine property and facilities, industrial property, commercial property, recreational property and facilities, aviation property, management and commission structure, financial, environmental, and other factors important to the strategic plan.
3. Overview of the Strategic Plan’s Development Process: coordination and involvement of local entities and the community, land use coordination efforts with local entities and DLCD, process steps or phases, and adoption process should be summarized.
4. Port Overview and Description:
 - a) Port Resources: What net revenue does the port derive from operations, both before and after depreciation is accounted for? What tax or other ongoing non-operational revenues (timber receipts, OSMB maintenance grants, Federal Aviation Administration funds, etc.) does the port receive? Are port properties included in an Urban Renewal District generating monies for specific port projects? How many months of cash reserves does the port currently have, utilizing the latest budget and audit? What is the annual average of grant dollars the port has received during the past five years and what have they been used for?
 - b) Port Policies and Procedures: What is the management structure and what is the division of authority between management and the commission? All policies and procedures should support the port mission statement. Do

these policies encourage/require training of port commissioners and management staff? Does the port have established governances and what do they say about the division of authority, commission conflict of interest, a requirement that the commission follow proper procedures, and a clear definition of fiduciary responsibility and conflict of interest? Include governances as an appendix to the plan. In this template “governances” refers to any internal oversight, administrative, bylaws or policies that relate to the relationship between Port Commissioners and management, as well as the roles and responsibilities of each.

- c) Commission: Who is on the board, how long have they been on the board, and what are their backgrounds? Briefly restate what the governances require of commissioners and what their roles and responsibilities are. Have they undergone the required OBDD training? (Note: OBDD will be establishing the training program requirements as part of the implementation of the Statewide Port Strategic Plan).
 - d) Staff/Professional Development: Identify organizational structure, key staff, how long they have been with the port, and what their professional background and expertise includes. Describe the port’s policy on professional development – both for staff and the commission – and identify professional development goals for key staff and the commission to the extent possible.
 - e) Financial and Market Conditions: Who are the port and the community’s competitors (Other ports, other facilities, other communities or regions)? Do port activities and facilities compete with private operations in the region? What existing markets are served by the port and the community’s facilities (Examples: recreational fishing in Southern Oregon; local manufacturers looking to expand; small footloose manufacturers looking to relocate from high cost locations; retirees from California, etc.). Are these markets identified on OBDD’s key industries map, or are they identified as regionally-important industries by agreement between the Port and OBDD? What are the Port’s resources (operational surpluses, staff capacity) and assets (industrial land, buildings, other facilities) and what is the trend in the Port’s financial condition and capacity? Include total assets, port equity, debt, etc.
5. Defining the Problem and Opportunity: The intent is to tie the port’s development efforts to the economic needs and opportunities of the communities they serve.
- a) District Demographic Profile (Income, Poverty, Education, etc.): Most of this information can be obtained from the Oregon Employment Division’s Regional Profiles and from the underlying US Census data.
 - b) District Economic Profile (Workforce, Unemployment, Key Industries): Most of this information can be obtained from the Oregon Employment Division’s Regional Profiles.
 - c) Trends for Regional, State, and National (if applicable) Key Industries: Which industries are growing, which are mature (flat) and which are declining?

- d) Community Role: identify economic development issues not in the port's direct control, but for which the port has been a stakeholder or a partner. These can be private interests or other, local agency interests.
 - e) Analysis: How do the port district's income, poverty and educational levels compare to the state and the nation? How are the demographics of the district changing? What's happening with the region's workforce and what are the job trends for the region? What's happening with the region's key industries (manufacturing, tourism, natural resources, services, etc.) - which are growing, which are declining – and how does that contrast with state and national trends?
6. Policy Context: Include a threshold statement, such as indicating that the strategic plan has been prepared with funding from OBDD and based on this template, as well as indicating that the plan is consistent with local and regional (if applicable) planning policies and goals. Other items to include:
- a) Port is committed to following its governances and this strategic plan. The port will update its capital facilities plan at least once every 10 years, with a 5-year "midpoint review" to identify any changes in circumstances, goals and objectives, costs or policies that may affect the implementation of the CFP.
 - b) Indicate sitting commissioners have undergone board training and have agreed on procedures for handling conflict-of-interest issues and have agreed to follow best practices and fiduciary responsibility as defined above.
 - c) The plan should have flexibility to allow for unanticipated business opportunities that contribute to the port's economic development or revenue enhancement goals.
 - d) Planning and Environmental Policy Compliance Issues: Discuss the port's environmental values, practices and policies, and what the port's role is in addressing local and regional environmental issues. Address the Statewide Planning Goals relevant to ports (5,9,12,16-19), and specifically address:
 - i. Statewide Planning Goal 9 – Economic Development: How has and is the port addressing Goal 9 (ownership of industrial or commercial lands or buildings; pursuing opportunities to purchase and develop industrial and commercial lands)? Are their properties available that would enhance the Port's ability to meet its economic development and revenue goals? Does the port have adequate resources to do so?
 - ii. Statewide Planning Goal 12 – Transportation: How has and is the port addressing Goal 12? What transportation facilities (marinas, docks, airports, etc.) does the port own or operate? Are the port's transportation projects and needs included in local and regional transportation plans? What transportation access infrastructure improvements, outside of port ownership, are needed to maintain or improve access into/out of the port?
 - iii. Statewide Planning Goal 17 – Water Dependent Use: What is the applicability of Goal 17 to port waterfront lands? Does property need to be preserved for maritime cargo activity or other marine-related activities? Is

their waterfront property that could or should be redeveloped to increase economic activity, support local services and provide increased revenues for the port?

- e) Statewide Port Strategic Plan Recommendations: Address how the port's strategic plan is addressing the relevant recommendations contained in the Statewide Port Strategic Plan (or indicate which of those recommendations are not applicable).
- f) Other Local and Regional Plans: Reference other community, county and regional economic plans and describe how they relate to the port's plan? If other plans reference key industries or opportunities how does the Port plan address them?
- g) Political Context and Analysis: Characterize the working relationship of the port with the county, local cities and special districts. What interest or advocacy groups are involved with local issues and how can they be engaged or consulted. Are demographic changes driving changes in local and regional public perceptions and attitudes?

7. Situational Analysis – in context of district demographic/economic profile.

- a) SWOT: identify strengths, weaknesses, opportunities and threats
- b) Critical Issues: What issue or issues does the port face that if left unaddressed would result in a serious erosion of the port's facilities, revenues or capacity (EXAMPLE – Bulkhead of the dock underneath Gold Beach Cannery Building is failing. Port is moving to diversify but if the old dock fails it could lose a key asset).
- c) Demand Analysis: What type of demand is growing in the local and regional economy (housing, retail, etc.) based on key industry trends? What type of demand is decreasing? How do the port's assets match up with demand and opportunity?
- d) District Needs: Given demand, economic needs and the port's assets, capacity and resources, what kinds of projects and strategies can the port most effectively pursue to address the economic needs of its district and its residents?
- e) Port direct impact on jobs: make best effort to include available information on current jobs at the port, including port tenants (both private and public). It is understood that information may be considered proprietary and not be available.
- f) Risk Analysis: What are the biggest risks facing the port in pursuing strategies to achieve its economic development and revenue goals, including political risk?

8. Goals and Objectives:

- a) Property Goals: (Marine, Aviation, Industrial, Commercial, Recreational, etc.): background and status, strategic objectives, action plan

- b) Management Goals: policies and procedures, staffing, staff and board development, emergency management procedures and protocols
- c) Financial Goals: property acquisition, debt management, depreciation, reserves.
- d) Environmental goals: background and status, objectives, action plan.
- e) Marketing Goals: background and status, objectives, action plan.

9. Facilities and Business Plan

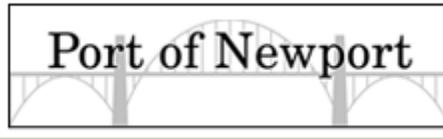
- a) Five- (or six-) Year Capital Program: The first 5-6 years of the longer-term Capital Facilities Plan. Based on property goals and objectives, priorities identified in the Strategic Plan and CFP, reviewed annually as part of budget process.
- b) Economic and business plan: indicate how many new jobs the Strategic Business Plan is expected to realize over its planning timeline, as well as identifying how the Plan will work to retain existing jobs at the port and port tenants.
- c) Management Plan: Based on management goals and objectives, updated annually as part of budget process. Includes professional development and board development goals.
- d) Financial Plan: Based on financial goals and objectives, updated annually as part of budget process. As part of this plan, the port should evaluate the financial impacts of charging below-market rates for marinas, boat ramps, buildings, and other infrastructure and whether it can financially support operations and maintenance of these facilities, in conjunction with other infrastructure and port operations, as well as eventually upgrading, reconstructing, or replacing these facilities.
- e) Environmental Plan: Based on environmental goals and objectives, updated annually.
- f) Marketing Plan: Based on marketing goals and objectives, updated annually.

10. Attachments and Exhibits

ELEMENTS OF ROGUE EXPANSION FOR COST SHARING

1. Fill in of old boat ramp.
2. Asphaltting on top of old boat ramp.
3. Design of transportation, parking, landscaping (TPL) plan.
4. Relocation of gangway. *Consider reconnecting D Dock to the service dock making the gangway a non-issue. Connection could make it more difficult for kayakers to paddle out. (They'd have to go under the gangways at A & B dock.)*
5. Implementation of TPL plan.

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REQUEST FOR QUOTATION (RFQ)

PROJECT: NOAA MOC-P Demised Area Painting 2015
LOCATION: 2002 Marine Science Dr. Newport, OR
SITE MEETING: Thursday 10/1/2015, 9:00AM
BID DUE: Thursday 10/8/2015, 2:00PM

Quotations on this project will be accepted by Hand Delivery, Mail, Fax, PDF via email.

SUBMIT TO: Port of Newport C/O General Manager Phone: (541) 265-7758
600 SE Bay Boulevard Fax: (541) 265-4235
Newport, OR 97365 Email: rfuller@portofnewport.com

QUESTIONS TO: Rick Fuller 541-961-3904

TERMS AND CONDITIONS:

- Schedule for Work:** Start: TBD/October 2015 Completion: October 31, 2015
Work to be performed after normal working hours between 5:00pm – 6:00am Mon - Fri and all hours on weekends. Time is of the essence. Contractor to provide estimated work duration and schedule. All attempts at improving the schedule will be made by the contractor
- General Description:** Repainting of approximately 41,000sf at all office and demised area gypsum board walls and ceilings to match existing latex finish per attached specification. Contractor to patch, repair, texture and prime damaged drywall, if any, within the scope of work as necessary. Removal and replacement of detachable items such as electrical plates, dry erase boards, wall hangings, movable furnishings and other items as necessary for a professional paint job.
- Scope of Work:** Provide all labor, materials, tools, lift equipment, supervision (min one company employed, full time foreman), submittals, manuals and incidentals necessary to complete all work implied by the attached scope of work you are quoting. Any deviations taken by bidder to the terms, conditions, plans, specifications, codes, etc of this RFQ shall be clearly stated and included as an attachment to the Bid Form. See Bid Form for add/alternate work if applicable
- Bid Breakdown:** Please use attached Bid Form. Your proposal cannot be considered unless the Bid Form has been completed in its entirety. Lump sum bids shall be inclusive of all taxes, freight, insurance, overhead, permits, fees, and profit. Provide pricing for add/alternates if applicable
- Proposal Selection:** The Port Manager or appointed contact will evaluate each submitted proposal and report to the Port Commission with a recommendation if required. If required, the Port Commission shall make the final selection and reserves the right to reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon finding that it is in the public interest to do so. The Port will analyze information provided by all Proposers. The successful Proposer will be selected on the basis of the following:
 - Approach and evaluation of the past experience of the individuals who would be performing the work for the Port.

- b. The results of reference checks including the ability to meet RFQ requirements.
 - c. Responsiveness to proposal specifications and required information.
 - d. Fee for services performed.
6. **Drawings and Specifications:** If applicable, bidder is provided with documents, which are thought to be necessary in preparing a proposal. Bidder is responsible for requesting any other documents/drawings from references in the scope of work that would be necessary to prepare a complete proposal.
 7. **Temporary facilities:** If applicable, field office, telephone, office equipment, and storage are to be provided by the contractor. Contractor is responsible for receiving and storing materials, clean-up and removal of any waste generated by this scope of work on a daily basis. Restrictions for parking will apply.
 8. **Safety:** Successful bidder will comply with all OR-OSHA & OSHA safety requirements at all times while on Port property. Contractor will be responsible for all employee safety training, safety meetings, record keeping and safety compliance.
 9. **Insurance:** Upon acceptance, contractor will provide proof of proper business licensing and registration in Lincoln County, Oregon, and will maintain all required licensing and permits required by Local, State or Federal jurisdictions to perform the services of this agreement. Contractor will provide proof of business liability insurance with a minimum of \$1,750,000 liability coverage and maintain required liability insurance at all times for services and their responsible employees while on Port owned property. Contractor will be fully responsible to maintain all employee workmen's compensation insurance as mandated by Local, State and Federal requirements. Contractor shall name the Port of Newport as an Additional Insured and provide a Certificate of Insurance confirming Liability and Workers Compensation with a 30 day Notice of Cancellation, prior to starting any work. Contractor shall pay any and all payroll and withholding taxes and any other sums that is required by Local, State or Federal agencies.
 10. **Prevailing Wages:** The Contractor may be required to pay prevailing wage rates depending upon the final total price of the project in conformance to ORS 279C.800 thru 279C.870. A current copy of Prevailing Wage Rates for Public Works contracts in Oregon is available from the State of Oregon, Bureau of Labor and Industries and is also included in Section 40 of these specifications.
 11. **Boli Fee:** The Port, if required, will pay a fee to the Bureau of Labor and Industries pursuant to the provisions of ORS 279C.825. The fee is one-tenth of one percent of the price of this contract, but not less than \$100.00 nor more than \$5,000.00, regardless of the contract price.
 12. **Nondiscrimination & Affirmative Action:** The Port of Newport is an equal opportunity employer and provider and requires all Proposers to comply with policies and regulations concerning equal opportunity. The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.
 13. **Environmental And Natural Resources Laws To Be Observed:** In compliance with ORS 279C.525, the following is a list of federal, state and local agencies, of which the Port has knowledge, that have enacted ordinances or regulations relating to environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

FEDERAL AGENCIES:

Department of Agriculture, Forest Service, Soil Conservation Service, Department of Defense, Army Corps of Engineers, Department of Energy, Federal Energy Regulatory Commission, Environmental Protection Agency, Health and Human Services, Department of Housing & Urban Development, Department of Interior, Bureau of Land Management

STATE AGENCIES:

Department of Agriculture, Soil and Water Conservation Commission, Department of Energy, Department of

LOCAL AGENCIES:

Bureau of Reclamation, Geological Survey, U.S. Fish and Wildlife Service, Department of Labor Occupation Safety and Health Administration, Water Resources Council, City Councils, Board of County Commissioners.

14. **Public Safety During Construction:** Pedestrian safety and traffic control shall be provided for by Contractor in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.
15. **Street/Sidewalks Closure requirements:** If applicable, street and sidewalk closures shall be kept to a minimum during construction. Access to local businesses shall be maintained at all times to pedestrian traffic. Any disruptions to pedestrian traffic to local businesses shall be coordinated between the Contractor and business owner to their mutual satisfaction. Contractor shall notify City Engineer and Emergency Services before closing any streets.
16. **GSA Security Requirements:**

IDENTITY VERIFICATION OF PERSONNEL (MAY 2007)

- A. The Government reserves the right to verify identities of personnel with routine access to Government space. The Lessor shall comply with the agency personal identity verification procedures below that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.
- B. The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a federal information system.
- C. Lessor compliance with subparagraphs 1 through 4 below will suffice to meet the Lessor's requirements under HSPD-12, OMB M-05-24, and FIPS PUB Number 201.
 1. The Government reserves the right to conduct background checks on Lessor personnel and contractors with routine access to Government leased space.
 2. Upon request, the Lessor shall submit completed fingerprint charts and background investigation forms for each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractors, who will provide building operating services requiring routine access to the Government's leased space for a period greater than 6 months. The Government may also require this information for the Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's space.
 3. The Lessor must provide Form FD-258, Fingerprint Chart (available from the Government Printing Office at <http://bookstore.gpo.gov>), and Standard Form 85P, Questionnaire for Public Trust Positions, completed by each person and returned to the contracting officer (or the contracting officer's designated representative) within 30 days from receipt of the forms. Based on the information furnished, the Government will conduct background investigations of the employees. The contracting officer will advise the Lessor in writing if an employee fails the investigation, and, effective immediately, the employee will no longer be allowed to work or be assigned to work in the Government's space.

SCOPE OF WORK

1. SCOPE:

To provide all labor, supervision, equipment, materials, expendables, submittals, applicable taxes, freight to jobsite, and incidentals necessary to complete all work implied as follows:

1.1 SUMMARY

A. This Section includes surface preparation and the application of paint systems on the following interior substrates:

1. 18 ea steel door jambs as necessary; 4 doors and jambs complete
2. Gypsum board walls at the administration building 1st and 2nd floor common areas; 111, 112, 113, 114, 115, 116, 119, 120, 123, 124, 125, 127, 129, 130, 133, 135, 137, 138, 139, 140, 142, 204, 205, 206, 207, 208, 209, 210, 215, 218, 219, 220, 221, 222, 224, 227, 228, 230, 232, 235, 237, 238, 239, 240, 202 west wall
3. Gypsum board walls at the warehouse EEB, mockup rm, warehouse, wood shop, machine shop, boiler rm; W115, W120, W121, W122, W123, W124, W112, W127, W125, W128, W129, W130, W131, W132, W133, W134, W135, W136, 137, 138, 139
4. See bid form for add/alternates.

1.2 RECOVERED MATERIAL CONTENT

A. Optional Alternate Pricing: Comply with U.S. Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines Recovered Material Advisory Notice (RMAN) for all Latex Paint products, summarized as follows:

Postconsumer Total Recovered Product Content (%) Materials Content (%Reprocessed Latex Paint:
White, Off-White, Pastel Colors: 20 20
Grey, Brown, Earthtones, and 50-99 50-99
Other Dark Colors:
Consolidated Latex Paint: 100 100

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: For each finish and for each color and texture required.
- C. Product List: Printout of current "MPI Approved Products List" for each product category specified in Part 2, with the proposed product highlighted.
- D. Provide statement that products contain no formaldehyde.

1.4 QUALITY ASSURANCE

A. MPI Standards:

1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
2. Preparation and Workmanship: Comply with requirements in "MPI Maintenance Repainting Manual" for products and paint systems indicated.

B. Mockups: Apply benchmark samples of each paint system indicated and each color and finish selected to verify preliminary selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.

1. Owners representative will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.

- a. Wall and Ceiling Surfaces: Provide samples of at least 100 sq. ft.
- b. Other Items: Owners representative will designate items or areas required.

2. Apply benchmark samples after permanent lighting and other environmental services have been activated.
3. Final approval of color selections will be based on benchmark samples.
 - a. If preliminary color selections are not approved, apply additional benchmark samples of additional colors selected by Owners representative at no added cost to Owner.

1.5 EXTRA MATERIALS

A. Furnish extra materials described below that are from same production run (batch mix) as materials applied and that are packaged for storage and identified with labels describing contents.

1. Quantity: Furnish an additional 5 percent, but not less than 1 gal. of each material and color applied.
2. Packaging: Material will be packaged in 1 gal. containers sealed and clearly marked with product information.

PART 2 - PRODUCTS

2.1 PAINT, GENERAL

A. Material Compatibility:

1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.

B. VOC Content of Field-Applied Interior Paints and Coatings: Provide products that comply with the following limits for VOC content, exclusive of colorants added to a tint base, when calculated according to 40 CFR 59, Subpart D (EPA Method 24); these requirements do not apply to paints and coatings that are applied in a fabrication or finishing shop:

1. Flat Paints, Coatings, and Primers: VOC content of not more than 50 g/L.
2. Nonflat Paints, Coatings, and Primers: VOC content of not more than 150 g/L.
3. Anti-Corrosive and Anti-Rust Paints Applied to Ferrous Metals: VOC not more than 250 g/L.
4. Clear Wood Varnishes: VOC not more than 350 g/L.
5. Clear Wood Lacquers: VOC not more than 550 g/L.
6. Floor Coatings: VOC not more than 100 g/L.
7. Shellacs, Clear: VOC not more than 730 g/L.
8. Shellacs, Pigmented: VOC not more than 550 g/L.
9. Primers, Sealers, and Undercoaters: VOC content of not more than 200 g/L.
10. Stains: VOC not more than 250 g/L.

C. Chemical Components of Field-Applied Interior Paints and Coatings: Provide products that comply with the following limits for VOC content, exclusive of colorants added to a tint base, when calculated according to 40 CFR 59, Subpart D (EPA Method 24) and the following chemical restrictions; these requirements do not apply to primers or finishes that are applied in a fabrication or finishing shop:

1. Aromatic Compounds: Paints and coatings shall not contain more than 1.0 percent by weight of total aromatic compounds (hydrocarbon compounds containing one or more benzene rings).
2. Restricted Components: Paints and coatings shall not contain any of the following:
 - a. Acrolein.
 - b. Acrylonitrile.
 - c. Antimony.
 - d. Benzene.
 - e. Butyl benzyl phthalate
 - f. Cadmium.

- g. Di(2-ethylhexyl) phthalate.
- h. Di-n-butyl phthalate.
- i. Di-n-octyl phthalate.
- j. 1,2-dichlorobenzene.
- k. Diethyl phthalate.
- l. Dimethyl phthalate.
- m. Ethylbenzene.
- n. Formaldehyde.
- o. Hexavalent chromium.
- p. Phosphorane.
- q. Lead.
- r. Mercury.
- s. Methyl ethyl ketone.
- t. Methyl isobutyl ketone.
- u. Methylene chloride.
- v. Naphthalene.
- w. Toluene (methylbenzene).
- x. 1,1,1 -trichloroethane.
- y. Vinylchloride.

D. Optional Alternate Pricing: Use reprocessed and consolidated Latex Paint in accordance with Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines, and in accordance with all requirements of this specification. Refer to paragraph 1.2 of this Section and Section 012300, Alternates.

E. Colors: As indicated in Color Schedule.

2.2 PRIMERS/SEALERS

A. Alkyd Anticorrosive Metal Primer: MPI #79.

2.3 METAL PRIMERS

A. Rust-Inhibitive Primer (Water Based): MPI #107.

2.4 WOOD PRIMERS

A. Interior Latex-Based Wood Primer: MPI #39. 2.5 LATEX PAINTS

B. Interior Latex (Semigloss): MPI #54 (Gloss Level 5).

C. Institutional Low-Odor/VOC Latex (Low Sheen): MPI #144 (Gloss Level 2).

D. Institutional Low-Odor/VOC Latex (Semigloss): MPI #147 (Gloss Level 5).

E. Interior High Performance Latex: MPI #141 (Gloss Level 5).

2.6 POLYURETHANE VARNISHES

A. Water Based Varnish, Clear: MPI #128.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of work.

B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:

1. Wood: 15 percent.
2. Gypsum Board: 12 percent.

- C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- D. Begin coating application only after unsatisfactory conditions have been corrected and surfaces are dry.
 - 1. Beginning coating application constitutes Contractor's acceptance of substrates and conditions.

3.2 PREPARATION AND APPLICATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Maintenance Repainting Manual" applicable to substrates indicated.
- B. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints and encapsulates.
 - 1. Remove incompatible primers and reprime substrate with compatible primers as required to produce paint systems indicated.
- B. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- C. Painting Mechanical and Electrical Work: Paint items exposed in equipment rooms and occupied spaces including, but not limited to, the following:
 - 1. Mechanical Work:
 - a. None
 - 2. Electrical Work:
 - a. Electrical conduit where exposed to view within occupied spaces.
- D. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Owners representative, and leave in an undamaged condition.

3.3 INTERIOR PAINTING SCHEDULE

- A. Steel Substrates (if applicable):
 - 1. Institutional Low-Odor/VOC Latex System: MPI INT 5.1S.
 - a. Spray-apply all coats.
 - b. Prime Coat: Rust-inhibitive primer (water based).
 - c. Intermediate Coat: Institutional low-odor/VOC interior latex matching topcoat.
 - d. Topcoat: Institutional low-odor/VOC interior latex (semigloss).
- B. High-Performance Latex System: MPI INT 5.1R. (if applicable)
 - a. Prime Coat: Alkyd anticorrosive metal primer.
 - b. Intermediate Coat: High-performance latex matching topcoat.
 - c. Topcoat: High-performance latex (semigloss).
- C. Wood Substrates (if applicable): Including plywood.
 - 1. Latex System: MPI INT 6.4R.
 - a. Prime Coat: Interior latex-based wood primer.
 - b. Intermediate Coat: Interior latex matching topcoat.
 - c. Topcoat: Interior latex (semigloss).
- D. Wood Trim and Hardwood Plywood (if applicable) :
 - 1. Clear Polyurethane Varnish (Satin) MPI INT 6.3Q.
 - a. Prime Coat: Polyurethane varnish.
 - b. Intermediate Coat: Polyurethane varnish.
 - c. Topcoat: Polyurethane varnish.
- E. Gypsum Board Substrates:
 - 1. Institutional Low-Odor/VOC Latex System: MPI INT 9.2M.
 - a. Prime Coat (if applicable): Interior latex primer/sealer.

- b. Topcoat: Institutional low-odor/VOC interior latex (eggshell).
- 2. High-Performance Latex System: MPI INT 9.2B.
 - a. Prime Coat (if applicable): Interior latex primer/sealer.
 - b. Topcoat: Interior latex (semigloss).

3.4 GENERAL ITEMS INCLUDED IN THIS SCOPE OF WORK:

1. NOAA MOC-P is a federal facility. For projects less than 30 days in duration and at contractors own expense, contractor will provide Form FD-258, Fingerprint Chart completed by the local authority for each employee regularly entering the facility buildings unescorted.
2. Contractor to provide names of short duration trades persons and delivery vehicles submitted prior to entry. All persons are subject to security check-in at NOAA main gate.
3. The NOAA MOC-P federal facility is a working office and warehouse facility. All attempts at reducing impact to administrative personnel during working hours 6:00am – 5:00pm will be made. Submit a preliminary work schedule for all affected areas prior to mobilization.
4. Mobilization of equipment and materials and de-mobilization of equipment and excess materials off site.
5. Contractor is responsible for protecting all areas adjacent to their work from any damage due to their scope of work. All damage will be cleaned up and/or be repaired by contractor.
6. Contractor is responsible for offloading, storing and weatherproofing materials on job site, and responsible for the necessary equipment needed to unload materials.
7. Provide all equipment, scaffolding, cranes and hoisting needed to complete scope of work.
8. Provide safe working surroundings for own employees and other trades, ensure safe passage of persons around area of service.
9. All work to be performed in accordance with O.S.H.A. standards and requirements.
10. If applicable, provide M.S.D.S. for all materials prior to mobilization.
11. Participate in job scheduling, contractor meetings, and safety meetings scheduled by Port of Newport.
12. If applicable, conduct weekly jobsite safety meetings and provide Port of Newport with a record of Safety Meeting Minutes.
13. Work, access, parking, and noise are confined to the limits as defined by project representative.
14. If applicable, onsite job boxes or trailers are to be authorized by the Port of Newport and maintained by contractor.
15. Provide complete set of as-built drawings or work reports to Port of Newport, at the end of the project. If applicable, contractor to provide all warranty certificates and electronic copy of operational and maintenance manuals.
16. Work will not be accepted as complete until punch list is totally accepted by the Port of Newport.
17. Daily cleanup and final cleanup is required.

3.5 WORK SPECIFICLY EXCLUDED FROM THIS SCOPE:

1. NONE

3.6 ATTACHMENTS:

1. Admin 1st, 2nd and warehouse floor plan markup showing common area walls and ceilings (3pgs)

2. Paint color schedule

3.7 ADDITIONAL PROVISIONS:

1. NONE

End of Section

