

**PORT OF NEWPORT
MINUTES
November 3, 2014
Special Meeting**

I. Call to Order/Introductions

The Special Meeting of the Port of Newport to discuss the Administration Building bid documents was called to order by Walter Chuck, President, 12:00 pm in the South Beach Marina Activities Room.

Commissioners Present: David Jincks, Walter Chuck, JoAnn Barton.

Commissioners Absent: Dean Fleck, Ken Brown.

Port of Newport Management and Staff: Kevin Greenwood, General Manager; Rick Fuller, NOAA MOC-P Manager.

Others Present: Dietmar Goebel, Dustin Capri, Amanda Capri, Hal Pritchard, Dennis Anstine, Lee Fries, Jim Shaw.

II. Introductions/Background/SWOT Analysis from Open House

Greenwood reviewed the steps previously taken by the Building Committee and Port Commission. It was noted that the Commission at their last regular meeting on Oct. 28 had adopted a resolution allowing for the CMGC alternate construction method. A public open house was hosted by the commission on October 23rd which allowed members of the community to make comment and participate in the design process. Dustin Capri reviewed the alternatives presented at the open house and the preferred alternative that took the best of the alternatives. Capri recapped the strengths, weaknesses, opportunities and threats of the designs.

III. Review and Approve Schematic Design

Capri discussed ADA bathroom layouts, position of administrative assistant in relation to general manager's office and the placement of the meeting room door. Also noted that the leased spaces may share a bathroom. Capri noted that further changes may occur but that the schematic design is part of the bid documents for the CMGC. Discussion about the inclusion of a "cricket" which is a design element used in roof valleys to direct rain out of the valleys and into the gutter system. Capri also discussed the use of windows including clerestory windows that will add natural light to every work station in the office. Windows will be operable as part of the ventilation system.

Discussion about the roofing material that would be used on the eaves above the outside walking areas around the building. The roofing material was left over from the NOAA project and could keep the costs down if re-purposed on the admin building. Question about the importance of the construction warranty having expired and the risk related to that. Fuller noted that the CMGC would be able to evaluate those issues.

Barton thanked the Building Committee for the work done on evaluating all the design elements. Pritchard noted that he would have preferred for the general manager's office to have a crow's nest but he understood that current ADA rules made it cost prohibitive.

Motion made by Barton, seconded by Jincks, to approve the final schematic design as presented. Motion carried 3-0.

IV. Review and Approve Bid Documents

Fuller discussed the committee's development of the bid documents. In addition to the committee's review, Fuller also talked individually with Pritchard, Greenwood and others. He will be serving as the owner's representative during construction and noted that the CMGC will have a project manager on site. This project is small compared to past projects that the Port has recently completed.

Commission discussed the evaluation criteria. The Commission agreed that the building committee will score the proposals. Discussion about the use of local contractors and that local business participation can garner as much as 15% of a bidder's score. Also discussion about

contractor's experience with CMGC. There was agreement not to make that too large of a concern as many strong construction companies might not have specific experience in CMGC. It was added that Fuller (acting as owner's rep), Port Commission, and the architects have ample CMGC experience which would greatly aide in the contracting method. Pritchard agreed that the CMGC process should be a strong opportunity for a local contractor and that the port should advertise as widely as possible.

Jincks suggested training for committee members unfamiliar with scoring CMGC proposals. Fuller shared that after the initial screening it could be short-listed down to five or less. Discussion about reaching out early to local contractors and whether that would be ethical. Greenwood noted that the documents will be available on the port's website and advertised in the Daily Journal of Commerce and the News-Times and that letting local contractors know of the opportunity is standard practice.

Discussion about the schedule and the holidays. Documents will be issued this Wednesday and proposals are due before Thanksgiving (three weeks). Capri noted that three weeks is adequate time to pull a proposal together. Fuller's goal is to have the contractor on board early in the new year. Commission agreed to schedule a special meeting, if needed, to finalize the contract around January 1.

Motion made by Barton, seconded by Jincks, to approve the bid documents as presented.
Motion carried 3-0.

V. Next Steps

Bid documents will hit the street on Wednesday. Commission reviewed the owner's schedule produced by Fuller. Discussion about tracking finances and keeping on budget. It was noted that the budget categories have all been added into the accounting software and that finance staff has experience in tracking CMGC expenses. Also discussed fixture costs are part of the overall budget and will be developed later during the construction. Staff should be receiving a geotechnical soil conditions report this week and the report will be issued to interested bidders as an addendum. Greenwood also added that in the next few months staff will create a supplemental budget resolution to move the funds from the NOAA fund to the Construction fund.

VI. Public Comment

Jim Shaw noted that he had shared the Port's schematic plans to a relative of his who is an architect. He submitted the architect's comments into the record. He noted that the port had incorporated many of his ideas into the current plan.

V. Adjournment

There being nothing more to come before the Board of Commissioners, the meeting was adjourned at 1:09 pm

ATTEST:

Walter Chuck, President

Ken Brown, Secretary/Treasurer