

## **PORT OF NEWPORT COMMISSION WORK SESSION MEETING AGENDA**

Tuesday, July 15, 2014, 6:00 p.m.  
Port of Newport Marina and RV Park Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

JoAnn Barton (Pos. #3), President; David Jincks (Pos. #2), Vice President;  
Walter Chuck (Pos. #1), Secretary/Treasurer; Dean Fleck (Pos. #5); Ken Brown (Pos. #4)

- I. Call to Order
- II. Architectural Design Review for New Administration Office Bldg
  - A. Programming Needs – Goebel/Capri
  - B. Sustainable Strategies – Goebel/Capri
  - C. Alternatives 1, 2, 3
  - D. Preferred Alternatives
  - E. Planning Level Design and Construction Schedule
  - F. General Building Costs and Percentages
  - G. Conceptual Budget
  - H. Financing
- III. Next Steps
- IV. Follow Up Action from South Beach Fuel Line Replacement Project
- V. Adjournment

To place a subject or issue on the agenda for presentation to the commission, please submit your request one week or more in advance of the regular scheduled meeting. 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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## Proposed Building Program

Assignable Area		Square Footage
<b>1.0</b>	<b>Entry &amp; Circulation</b>	
1.1	Entry Vestibule	80sf
1.2	Lobby	130sf
1.3	Display	7lf
1.4	Stairs (if necessary)	80sf
1.5	Elevator (if necessary)	100sf
<b>2.0</b>	<b>Administration</b>	
2.1	Accounts Receivable	100sf
2.2	Administrative Operations	160sf
2.3	Maintenance Operations	160sf
2.4	Administrative Assistant	130sf
2.5	General Manager	260sf
2.6	Meeting Room	150sf
2.7	Conference Room	770sf
2.8	Kitchenette	130sf
2.9	Copy Room	100sf
2.10	Storage	100sf
<b>3.0</b>	<b>Leased Space</b>	
3.1	Tenant Space	750sf/space
<b>4.0</b>	<b>Support</b>	
4.1	Restrooms (3 unisex bathrooms)	70sf/each
4.2	Janitor	30sf
4.3	Server Room	80sf
4.4	Mechanical Room	150sf
	Total Program Area	3,670sf
	Additional 15% for Circulation Space	550sf
	<b>Total Building Area</b>	<b>4,220sf</b>



# PORT OF NEWPORT

Port of Newport

## CONCEPTUAL DESIGN PHASE - SUSTAINABILITY STRATEGIES

A Collaborative Team of Architects Specializing in Oregon Coast Architecture

**DHGoebel, Architect**  
541.270.2758 dietmar@dhgoebel.com

**capriarchitecture**  
541.961.0503 info@capriarchitecture.com



**NATURAL DAYLIGHTING**  
NOAA MOC-P Facility - Newport, OR

Utilizing tactics such as clerestory windows, light shelves, north-facing glazing, and light wells can increase the amount of light that penetrates into a space.



**NARROW BUILDINGS**  
Bay Street Pier Building - Newport, OR

Limiting building widths increases the potential for each room to be daylit, with access to views and operable windows.



**DURABLE MATERIALS**  
Salishan - Gleneden Beach, OR

Exterior and interior building materials should be durable. They should be selected based on their longevity, maintenance requirements, aesthetic character, and ability to withstand the coastal elements.



**UNIVERSAL ACCESS**  
Nye Beach - Newport, OR

When addressing grade changes, the built environments must consider disabled persons. Universal access provides ramps for access, rather than a ramp and stair side-by-side, as all persons can use a ramp.



**VISIBLE ENTRIES**  
NOAA MOC-P Facility - Newport, OR

Building entries should be visible from all directions and lines of sight and be designed in a way that orients visitors and invites the community inside.

Sustainability can be viewed through a variety of lenses. Most commonly, we think of environmental sustainability. An environmentally sustainable building is designed to use fewer resources and constructed using methods and materials that conserve energy and resources. In this way, a building must be sustainable beginning with schematic design, through material selection, ending in the resource consumption of the completed structure.

There is also social sustainability. A building can contribute to its community by creating a place to gather, providing a marker for wayfinding, boosting public pride, and offering opportunities for informational signage, murals, or displays. Especially in the Bayfront District, buildings can tell stories about the people and industries that make it unique.

Lastly, a building can be economically sustainable. This must mean two things: it is an affordable building and it supports the local economy. An affordable building is designed efficiently and of durable materials. It can withstand the winds and weather with reasonable maintenance and become an example of responsible use of fiscal resources for years to come. In addition, it helps sustain the economy by becoming a consistent place of business supporting other maritime industries, bringing jobs and money to the community, and advocating for the unique strengths of the region.

A building can incorporate a variety of strategies to support environmental, social and economic sustainability. Many of these strategies support more than one of these goals.



**NATIVE LANDSCAPING**  
Mariner Square - Newport, OR

Utilizing native plants makes for hardy landscaping with low maintenance requirements and low irrigation demand.



**REGIONAL MATERIALS**  
Southbound Beauty/Nana's - Newport, OR

On the Oregon Coast, materials must be selected based on their ability to perform in hard winds and rain. Materials such as cedar are well known for their local origins and widespread use.



**CLEAR SIGNAGE**  
Center for Health Education - Newport, OR

The building must attract those visitors who are driving by and be clearly identifiable from adjacent streets, sidewalks and parking lots.



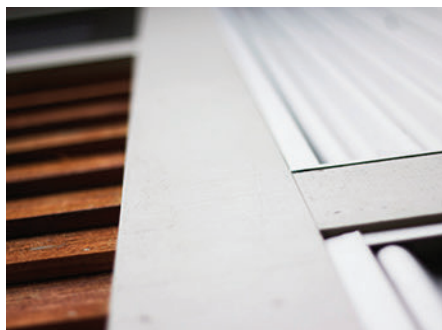
**COMMUNITY USE**  
Newport Farmers Market - Newport, OR

In addition to supporting Port Operations, the new facility can provide a venue in which the community can gather. Small groups or clubs can use the center to host events or meet socially.



**COVERED WALKWAYS**  
Salishan - Gleneden Beach, OR

Overhangs and canopies allow for year-round use of outdoor walkways and seating areas. They provide shelter from both rain and sun depending on the changing weather.



**INSULATED ENVELOPE**  
Capri Architecture Studio - Newport, OR

An air-tight building envelope is efficient and saves heating and cooling costs. Well-detailed windows and skylights also affect the integrity of the envelope.



**PASSIVE HEATING**  
NOAA MOC-P Facility - Newport, OR

Passive heating strategies can offset heating demands. These strategies include direct solar gain, solar thermal energy and geothermal energy.



**PASSIVE COOLING**  
Capri Architecture Studio - Newport, OR

Using well-placed operable windows can generate cross ventilation and cool a building. Thermal mass such as concrete is also a viable strategy.



**BICYCLE STORAGE**  
Nye Beach - Newport, OR

Accommodating secure storage for cyclists encourages the use of alternative transportation and supports the robust local cycling network.



**PLACES TO SIT**  
Salishan - Gleneden Beach, OR

The building should provide places for people to rest in the form of benches, seating walls, or movable seating.



**MULTI-STORY BUILDINGS**  
Anchor Pier - Newport, OR

A building with more than one level takes advantage of the value of land. It also reduces a building's surface area, reducing opportunities for heat loss.



# PORT OF NEWPORT

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## CONCEPTUAL DESIGN PHASE - ALTERNATIVE ONE

A Collaborative Team of Architects Specializing in Oregon Coast Architecture

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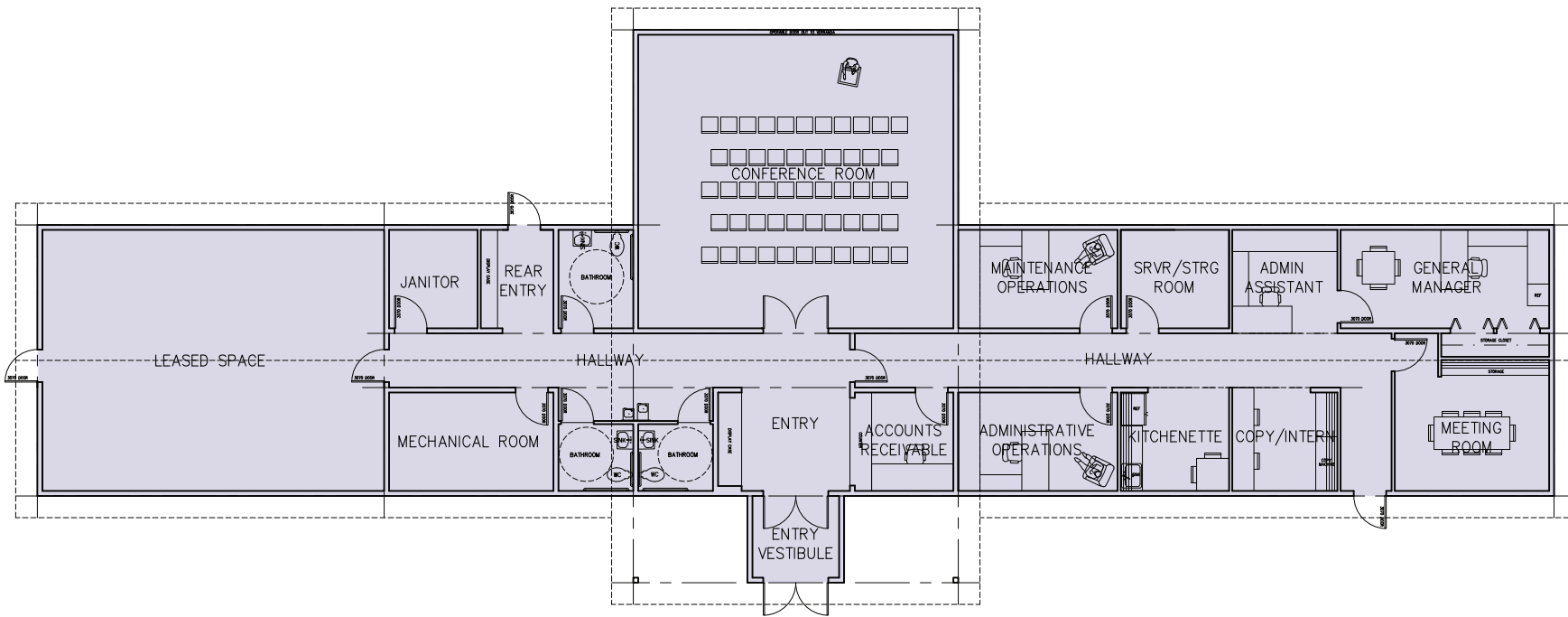
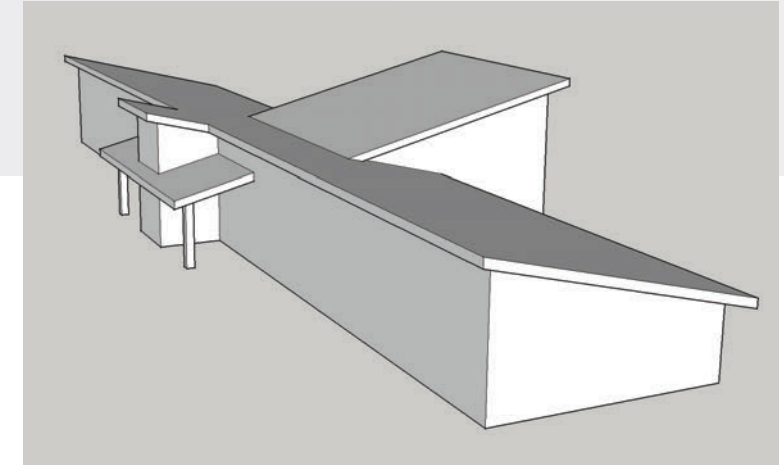
**capriarchitecture**  
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### PROJECT DETAILS

- 4,112sf Total (820sf Lease Space)
- 1-Level Oriented Parallel to SW Bay Boulevard
- 14 Parking Spaces Required (Lot or Shared Parking)

### Square Footage Break-Down

- Conference Room	840sf
- Port Administrative	1,525sf
- Common Space	927sf
- Leased Space	820sf



FLOOR PLAN - 1/8"=1'0"



SITE PLAN - 1/64"=1'0"

# PORT OF NEWPORT

Port of Newport

## CONCEPTUAL DESIGN PHASE - ALTERNATIVE TWO

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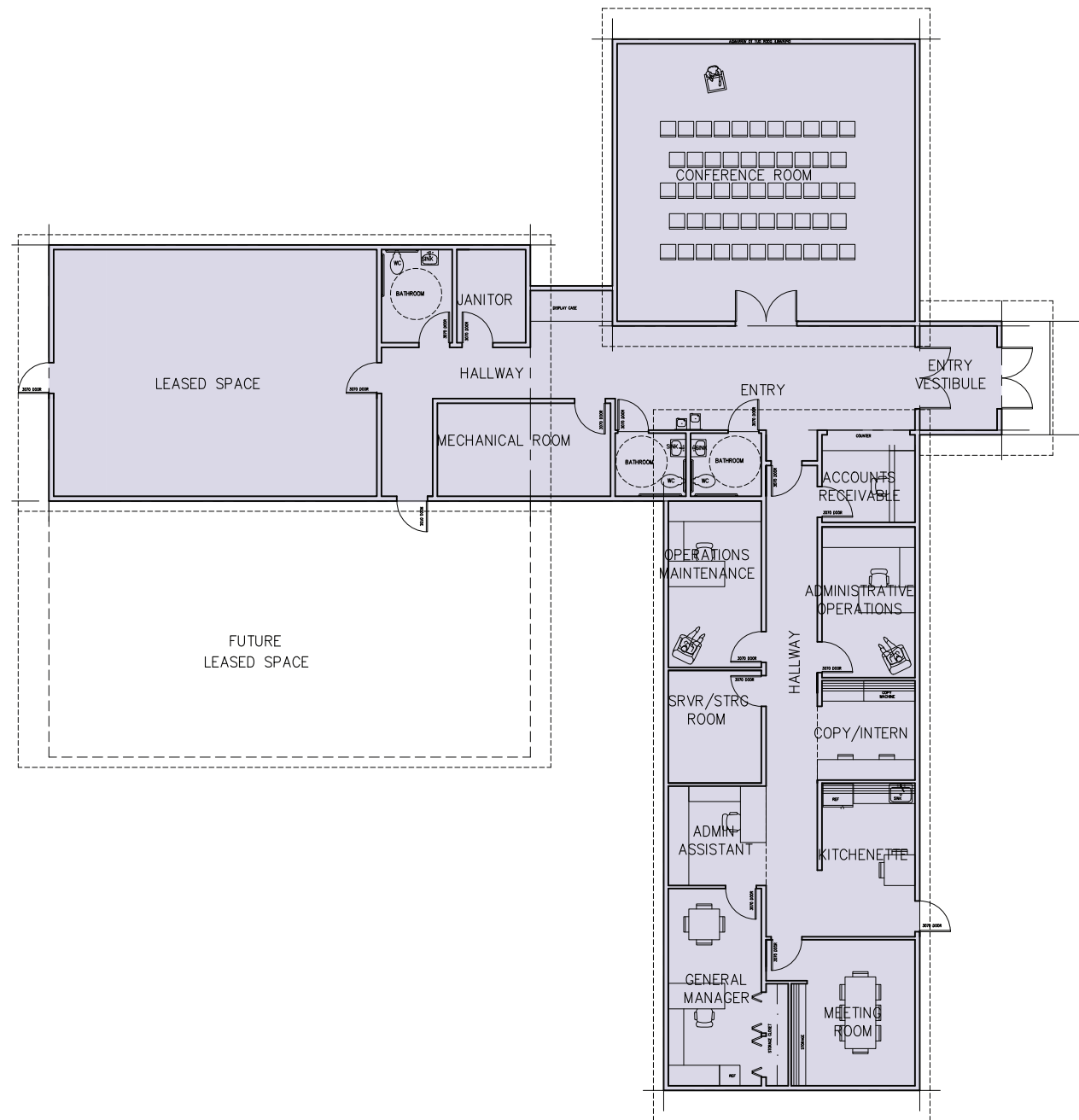
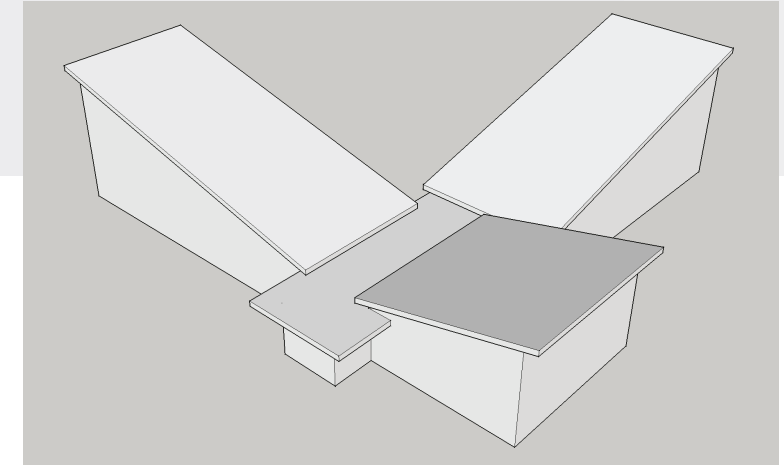
**capriarchitecture**  
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### PROJECT DETAILS

- 5,680sf Total (800sf + 1,386sf Future Lease Spaces)
- 1-Level Oriented Perpendicular and Parallel to SW Bay Blvd
- 17 Parking Spaces Required (Lot or Shared Parking)

### Square Footage Break-Down

- Conference Room	840sf
- Port Administrative	1,545sf
- Common Space	1,109sf
- Leased Space	2,186sf



FLOOR PLAN - 1/8"=1'0"



SITE PLAN - 1/64"=1'0"

# PORT OF NEWPORT

Port of Newport

## CONCEPTUAL DESIGN PHASE - ALTERNATIVE THREE

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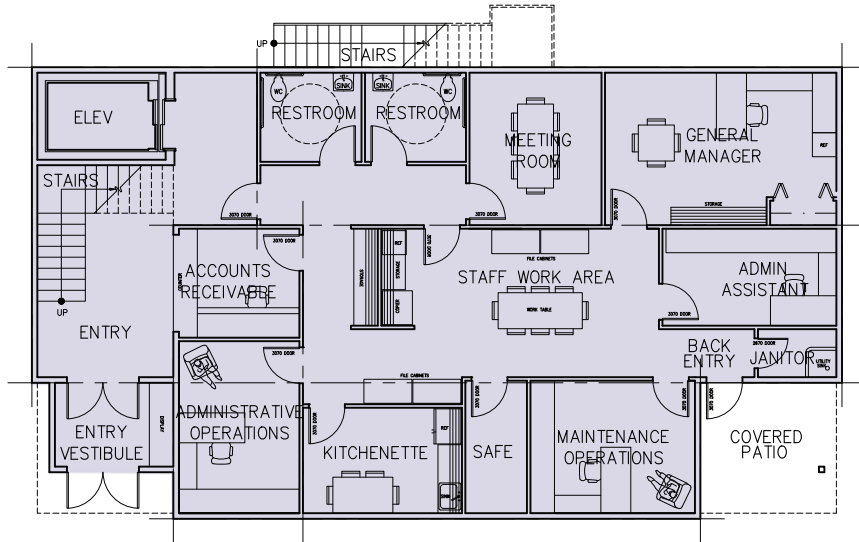
**capriarchitecture**  
541.961.0503 info@capriarchitecture.com

### PROJECT DETAILS

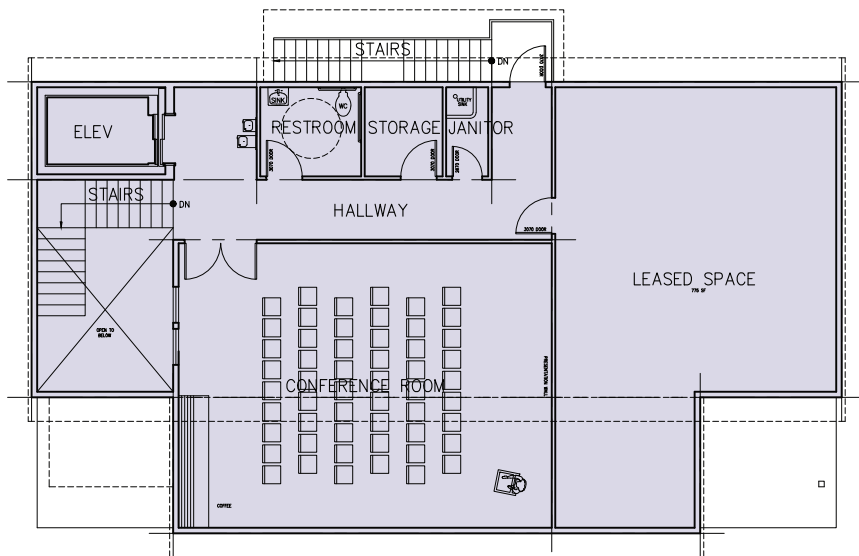
- 4,408sf Total (Including 775sf Lease Space)
- 2-Levels Oriented Perpendicular to SW Bay Boulevard
- 15 Parking Spaces Required (Lot or Shared Parking)

### Square Footage Break-Down

- Conference Room	770sf
- Port Administrative	1,730sf
- Common Space	1,133sf
- Leased Space	775sf

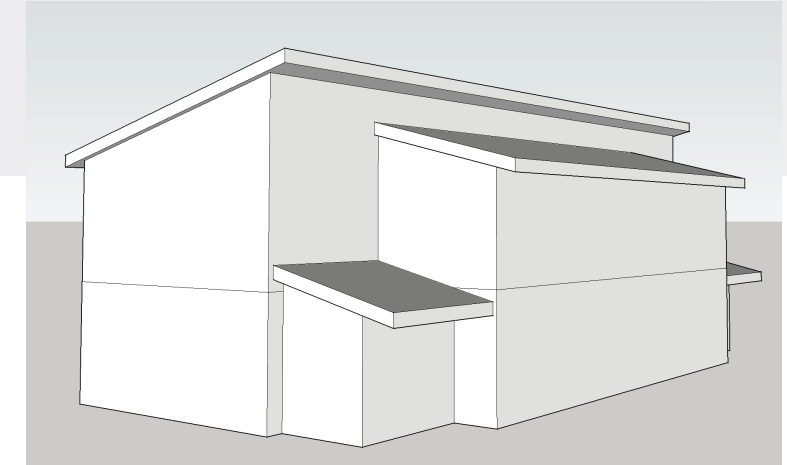


LEVEL 1



LEVEL 2

FLOOR PLAN - 1/8"=1'0"



SITE PLAN - 1/64"=1'0"



# PORT OF NEWPORT

CONCEPTUAL DESIGN PHASE - PREFERRED ALTERNATIVE



A Collaborative Team of Architects Specializing in Oregon Coast Architecture

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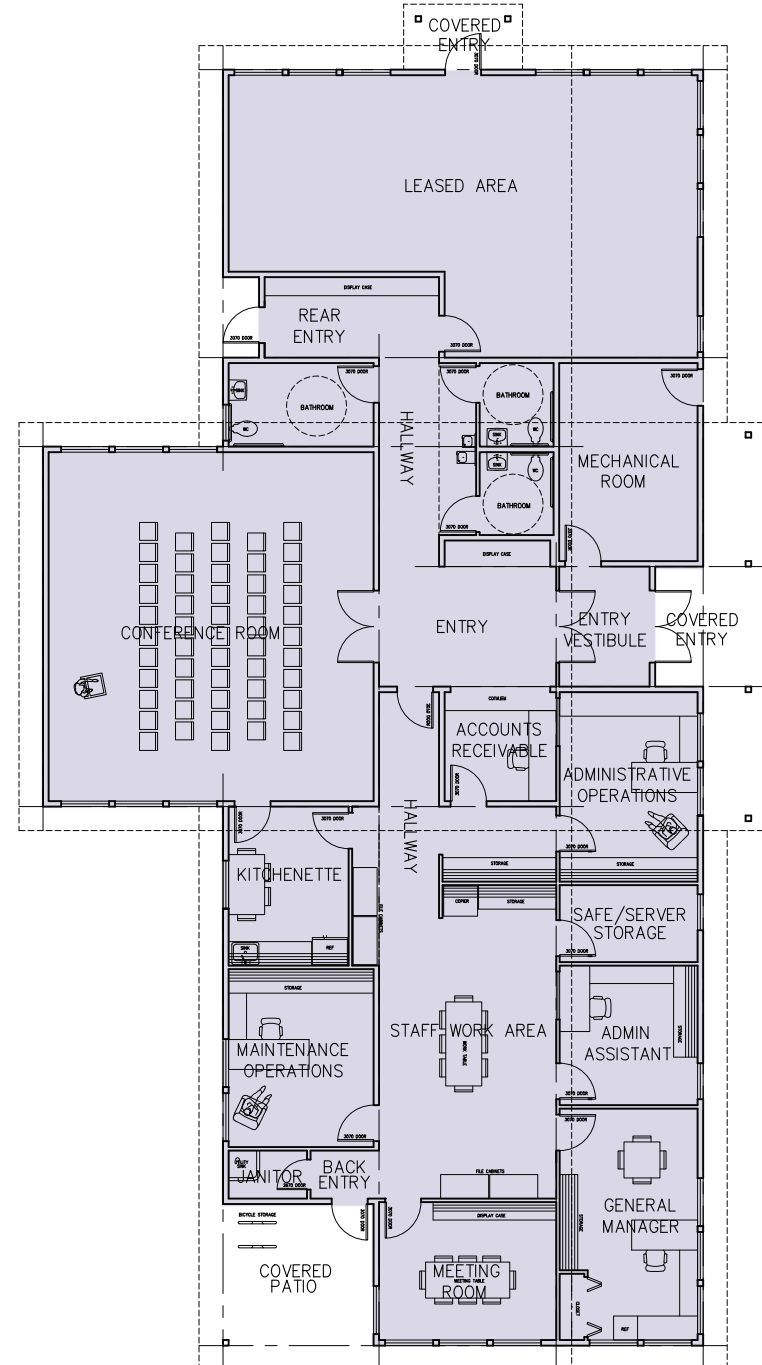
**capriarchitecture**  
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### PROJECT DETAILS

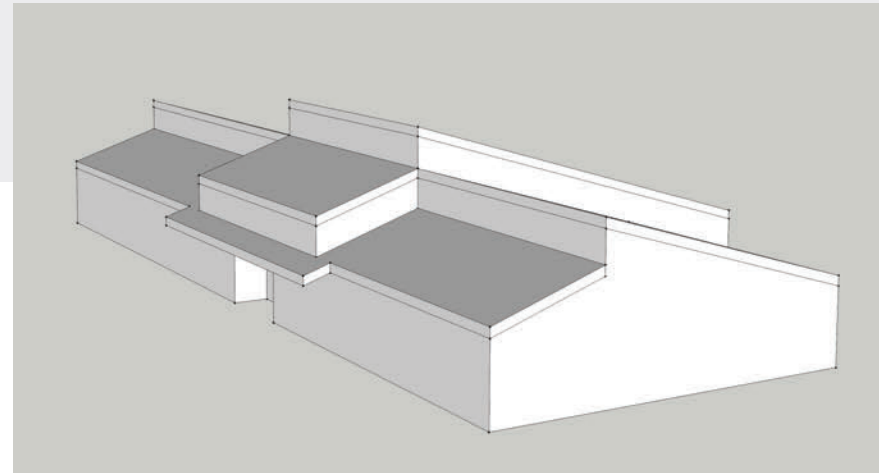
- 4,495sf Total (850sf Lease Space)
- 1-Level Oriented Perpendicular to SW Bay Boulevard
- 14 Parking Spaces Required (Lot or Shared Parking)

### Square Footage Break-Down

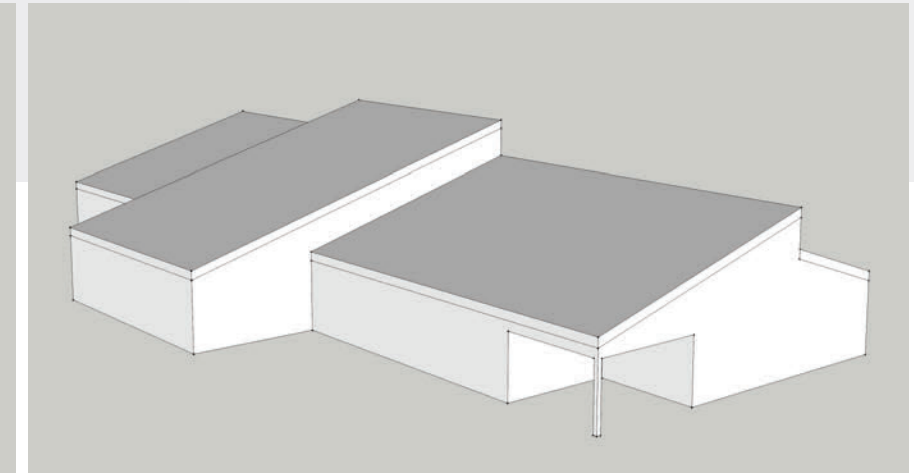
- Conference Room	840sf
- Port Administrative	1,920sf
- Common Space	885sf
- Leased Space	850sf



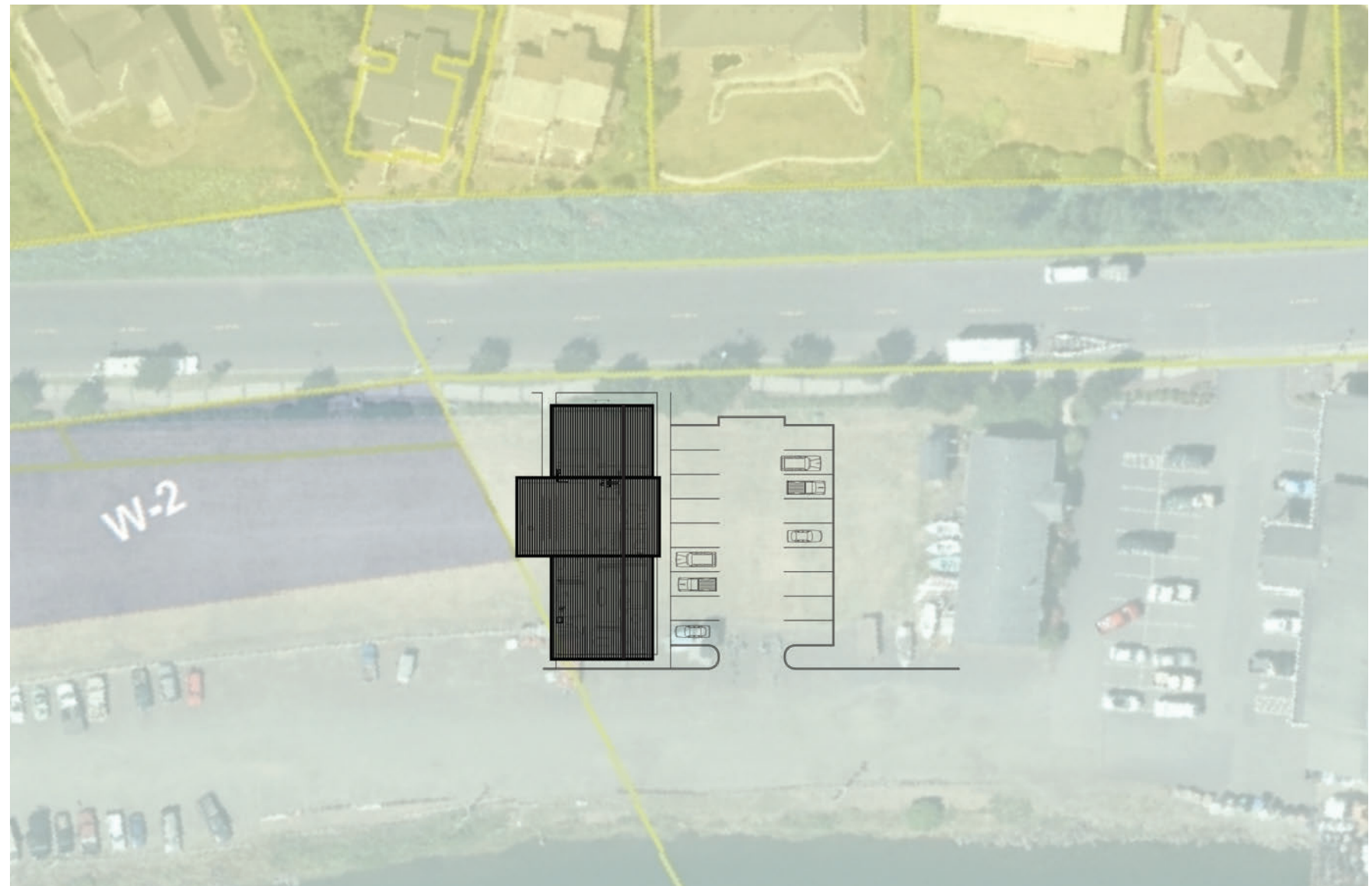
FLOOR PLAN - 1/16"=1'0"



NORTHEAST CORNER



SOUTHWEST CORNER



SITE PLAN - 1/64"=1'0"

## Proposed Design & Construction Schedule

2014	Jun	<b>Conceptual Design</b> <i>June 2014 - Jul 2014</i> <i>(In-Progress with DHGoebel, Architect &amp; Capri Architecture)</i>	<ul style="list-style-type: none"> <li>- Develop 3 Concepts &amp; Site Plan</li> <li>- Identify Sustainability Strategies</li> <li>- Building Program &amp; Cost Analysis</li> <li>- Review with Port Commission</li> <li>- Negotiate Contract with Architect(s)</li> </ul>	
	Jul			
	Aug	<b>Schematic Design</b> <i>Aug 2014</i> <i>(Estimated 1 Month)</i>	<ul style="list-style-type: none"> <li>- Develop Preferred Schematic Design</li> <li>- Public Workshop / Mailing</li> </ul>	<ul style="list-style-type: none"> <li>- 3D Model, Building Sections &amp; Elevations</li> <li>- Review with Port Commission</li> </ul>
	Sep	<b>Design Development</b> <i>Sept 2014 - Oct 2014</i> <i>(Estimated 2 Months)</i>	<ul style="list-style-type: none"> <li>- Design Development Drawings</li> <li>- Draft Specs. &amp; Renderings</li> <li>- Refined Cost Estimate</li> <li>- Review with Port Commission</li> </ul>	<i>* Following Design Development, a preliminary budget should be in-place prior to the CM/GC RFP, Construction Documents, and Building Permitting.</i>
	Oct			
	Nov	<b>CM/GC RFP</b> <i>Oct 2014 - Nov 2014</i> <i>(Estimated 2 Months, Overlaps with Design Development)</i>	<ul style="list-style-type: none"> <li>- Prepare CM/GC RFP</li> <li>- Review / Select CM/GC</li> <li>- Review Drawings with CM/GC</li> <li>- Sign Contract with CM/GC</li> </ul>	<ul style="list-style-type: none"> <li>- Value Engineering with CM/GC</li> <li>- Identify MEP Subcontractors</li> </ul>
	Dec	<b>Construction Documents &amp; Building Permit</b> <i>Dec 2014 - Feb 2015</i> <i>(Estimated 3 Months)</i>	<ul style="list-style-type: none"> <li>- Develop Construction Documents</li> <li>- Final Specifications</li> <li>- Guaranteed Maximum Price (GMP)</li> <li>- Final Review with Port Commission</li> <li>- Obtain Building Permit</li> </ul>	<div style="background-color: #4a7c9c; color: white; padding: 5px;"> <b>Land Use Permitting</b>  <i>Oct 2014 - Feb 2015</i> </div>
	2015			
	Feb	<b>Construction Period</b> <i>March 2015 - Feb 2016</i> <i>(Estimated 12 Months)</i>	<ul style="list-style-type: none"> <li>- Visit site weekly or as necessary per construction activities</li> <li>- Review Punchlist</li> <li>- Provide Commissioning Information</li> <li>- Monitor Project Progress</li> <li>- Review and Approve Payment Requests</li> <li>- Respond to Requests for Information</li> </ul>	<i>* Following Construction Documents, a final budget and funding should be available.</i>
	Mar			
	Apr			
	May			
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
2016	Jan			
Feb				

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## Proposed Estimated Building Costs

### Preliminary Cost Estimates

#### **\$150/sf for Finished Space | \$120/sf for Unfinished Spaces (Leased Space)**

This cost estimate is based on initial designs and is not guaranteed. Market conditions, site constraints and the final design will have a significant impact on project costs. Market conditions include cost of materials, local labor demand, climate, etc. Site constraints could increase the project costs as well. For example, England Marine had to utilize piles for its foundations. If the Port's new administrative building were required to incorporate deep foundations it would add to the cost of the project. Once the design is further developed, a more accurate cost estimate can be established.

### Leased Space Feasibility

The unfinished leased space is expected to cost around \$120/sf for construction. Based on local market conditions and current properties leased by the Port, an estimate of \$1.20/sf/month is estimated for the rent on the leased space. By applying this cost to the preferred conceptual design, the estimated monthly rent is \$1,020 or \$12,240 per year. The cost to construct 850sf of leased space is estimated at \$102,000. Applying the rent against the cost of construction suggests this space could be paid for in 8.4 years. Once the investment is recouped, the annual rent can be utilized as \$12,240 of income for the Port of Newport.

### Anticipated Soft Costs

Contingency - 10% of Construction Costs

Bonding / Insurance - 2.5% of Construction Costs (Estimate)

Fixture / Furnishings / Equipment - 10%-15% of Construction Costs (Estimate)

Architectural Design Fees - 10% of Construction Costs (Less \$6,000 Already Paid)

Permit and Fees - 5% of Construction Costs (Estimate)

## ADMINISTRATION BUILDING CONSTRUCTION CONCEPTUAL BUDGET

(based upon estimates from Capri deliverables)

### CONSTRUCTION

Admin Space	\$3,645	\$150	\$546,750
Lease Space	\$850	\$120	\$102,000
Construction Total			<u>\$648,750</u>

### SOFT COSTS

Contingency		10.0%	\$64,875
Bonding/Insurance		2.5%	\$16,219
Fixtures/Furnishings		15.0%	\$97,313
Architectural Design		10.0%	\$64,875
Architectural Design			(\$6,000)
Permits/Fess		5.0%	\$32,438
Soft Cost Total			<u>\$269,719</u>

### TOTAL COST

\$918,469



## OPTION FOR ADMIN CONSTRUCTION FINANCING

Financing through NOAA cash reserves

### RESOURCES (20-year)

BEGINNING UNRESTRICTED CASH	\$3,600,000
REPAIR & MAINTENANCE RESERVES (\$33,7K x 20)	\$674,400
INSURANCE REIMBURSEMENT	\$200,000
	<hr/>
	\$4,474,400

### EXPENSE (20-year)

DREDGING (\$250k x 7)	\$1,750,000
RECREATIONAL MITIGATION	\$100,000
REPAIR & MAINTENANCE EXPECTATIONS	\$1,250,000
	<hr/>
	\$3,100,000

### NET

\$1,374,400

### OTHER NOTES:

CURRENT RENT FOR TEMP ADMIN BUILDING	(\$835)
CURRENT EXPENSES RELATED TO TEMP CUSTOMS BUILDING	(\$247)
CURRENT INCOME RELATED TO TEMP CUSTOMS BUILDING	\$450
CURRENT INCOME RELATED TO TEMP ADMIN BUILDING	\$0
MONTHLY NET	<hr/>
	(\$632)
To be applied to admin building (with Customs)	<hr/> <hr/>

### POTENTIAL RATE FOR LEASE SPACE

\$1.20 / SF 800 SF \$960