

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING AGENDA**

**Tuesday, November 2, 2010**  
Following the 6:00pm City Council Meeting

City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon

**WORK SESSION**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. TOPICS**
- 4. ADJOURN**

URA Board of Directors Meeting

Date: 11.02.10

List of Meeting Attendees: *none*

Request to Speak Forms: *none*

Documents submitted at meeting: ✓

*Work Session*

*A.) Sherwood Cannery Square, Machine Bld,  
Community Arts Center, Exh. A*

*No regular URA Board Meeting*

11-2-10  
Date

URA Board  
Gov. Body

Work Sess.  
Agenda Item

Exhibit # A



# SHERWOOD CANNERY SQUARE

MACHINE WORKS BUILDING | COMMUNITY ARTS CENTER T.I.



ANKROM MOISAN

July 29, 2010

# ANKROM MOISAN

ARCHITECTURE INTERIOR DESIGN PROGRAM DESIGN SUSTAINABILITY GRAPHIC DESIGN

July 29, 2010

Mr. Doug Peterson  
Chair, Cultural Arts Community Center Steering Committee  
c/o Kristen Switzer  
City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140

**RE: Machine Works Community / Cultural Arts Center T.I. Programming Package**

Dear Doug:

Per our agreement with the City of Sherwood for this work, enclosed please find the package of information our team has completed under the direction of the Cultural Arts Community Center Steering Committee. It has been a very productive process with the Steering Committee and has resulted in the development of three potential programming options for the Community / Cultural Arts Center (C/CAC). Each option contemplates what uses are possible in varying sized facilities. The three options studied were:

- Theater Option: Contemplates the full use of the Machine Works structure for C/CAC use.
- 90/10 Option: Contemplates retaining a small retail space on the Northeast corner of the Machine Works building
- 70/30 Option: Contemplates retain retail space(s) along most of the Pine street frontage.

For each option a construction cost estimate and development proforma has been created. In the coming months the C/CAC plans to continue to get feedback from stakeholders and develop operating budget estimates. Ultimately the information contained in this package, along with the operating budgets from the Steering Committee, will be the basis for a recommendation by the Steering Committee to the URA Board.

In reviewing the information contained in this package, we think it is important to keep the following in mind:

1. The purpose of this work is to provide a scope and construction cost estimate for Community Center Tenant Improvement (T.I.) work. The scope memo, drawings, and construction cost estimates assume the renovation of the building shell has been completed as outlined in the previously prepared Machine Works Shell Package dated 12.8.2009.
2. The development proforma compiles information from the shell rehabilitation and the T.I. scope
3. Construction cost estimates were completed by Architectural Cost Consultants and are based on their experience in the market and published cost data. The estimates are based on the preliminary documents contained in this package. Due to the preliminary nature of the documents they contain a design and estimating contingency which we believe is appropriate at this stage of design.
4. The construction cost estimates cover only direct construction costs. They exclude Furniture, Fixtures, and Equipment (FF&E), except as noted.

6720 SW Macadam, Suite 100, Portland, Oregon 97219  
Phone: 503.245.7100 | Fax: 503.245.7710

117 South Main St., Suite 400, Seattle, Washington 98104  
Phone: 206.576.1600 | Fax: 206.447.5514

5. The construction cost estimate includes many systems including substantial theatrical lighting, audio/video, and stage systems. These systems are included so that the development team, the steering committee, and the URA board understand costs associated with each item. It is possible, and expected, that systems would be reduced / eliminated in order to get to an acceptable project budget.

The information contained in this package is intended to be a first step in developing a Community / Cultural Arts Center for the City of Sherwood. Hopefully it provides the City the information needed to make an informed decision about the potential programming of the C/CAC.

We hope that the steering committee has enjoyed this process as much as we have and continue to look forward to working with you on the next steps. Whichever direction is taken, this work can be built on as the program and scope evolve.

Sincerely,

J. Murray Jenkins, AIA, LEED AP  
Principal



## Sherwood Machine Works Building

### Sources & Uses Summary PRELIMINARY

July 29, 2010

Uses of Funds	70/30 Option (See Note 1)	90/10 Option	Theater Option
Offsite Improvements	\$0	\$0	\$0
Demolition	65,494	65,494	65,494
Sitework	145,777	145,777	145,777
Shell	1,505,908	1,505,908	1,505,908
Tenant Improvements (TIs):	0	0	0
Built with Shell - Community Center	22,000	22,000	22,000
Built with Shell - Retail	22,000	22,000	22,000
Demising Walls - Retail	16,000	16,000	0
Community Center	1,184,782	1,508,320	1,788,445
Telecom Co-location Room	0	0	0
Allowance - Retail	96,250	39,200	0
Subtotals - Construction Costs	3,058,211	3,324,699	3,549,624
Soft Costs	824,910	824,910	824,910
Additional Contingency	461,575	461,575	461,575
City Staff Costs	171,000	171,000	171,000
<b>Total Uses of Funds</b>	<b>\$4,515,696</b>	<b>\$4,782,184</b>	<b>\$5,007,109</b>

- Notes:** 1) The "70/30" Option is actually approx. 78% Community Center space & 22% retail space.  
2) Refer to prior cost estimates for additional detail & qualifications.

#### Sources of Funds

URA Funds	\$3,540,000	\$3,540,000	\$3,540,000
Sale Proceeds - Robin Hood Lot	250,000	250,000	250,000
Other - ??	TBD	TBD	TBD
<b>Total Sources of Funds</b>	<b>\$3,790,000</b>	<b>\$3,790,000</b>	<b>\$3,790,000</b>

**Funding Shortfall** **(\$725,696)** **(\$992,184)** **(\$1,217,109)**

#### Partial Annual Operating Budget

Approx. Operating Exp. (excl. taxes)	(\$42,000)	(\$42,000)	(\$42,000)
Potential Lease Revenue	41,250	16,800	0
<b>Net Operating Income / (Loss)</b>	<b>(\$750)</b>	<b>(\$25,200)</b>	<b>(\$42,000)</b>

**Note:** Operating expenses do not include any staff expenses or professional management.



**Sherwood Community Arts Center**  
 Sherwood, OR  
 Ankrom Moisan  
 Portland, OR  
 PRELIMINARY BUDGET ESTIMATES

**Architectural Cost Consultants, LLC**  
 James A. Jerde, AIA - Stanley J. Psczołkowski, AIA  
 8060 SW Pfaffle Street, Suite 110  
 Tigard, Oregon 97223-8489  
 Phone (503) 718-0075 Fax (503) 718-0077

Estimate Date: 29-Jul-10  
 Document Date: 23-Jul-10  
 Print Date: 29-Jul-10  
 Print Time: 1:41 PM  
 Constr. Start: Winter, 2010

**SUMMARY** **OPTION 70-30**

DIRECT CONSTRUCTION COSTS	%	\$ / sf	Cost	Comments
Area		8,100 sf		
02   EXISTING CONDITIONS		\$0.00	\$0	
03   CONCRETE		0.00	0	
04   MASONRY		0.00	0	
05   METALS		2.27	18,355	
06   WOOD, PLASTICS & COMPOSITES		4.87	39,435	
07   THERMAL & MOISTURE PROTECTION		0.40	3,240	
08   OPENINGS		3.11	25,200	
09   FINISHES		21.19	171,662	
10   SPECIALTIES		0.41	3,345	
11   EQUIPMENT		18.19	147,370	
12   FURNISHINGS		2.18	17,630	
13   SPECIAL CONSTRUCTION		0.00	0	
14   CONVEYING EQUIPMENT		1.48	12,000	
21   FIRE SUPPRESSION		1.50	12,150	
22   PLUMBING		1.50	12,150	
23   HVAC		12.00	97,200	
26   ELECTRICAL		38.52	312,000	
27   COMMUNICATIONS		1.00	8,100	
28   ELECTRONIC SAFETY & SECURITY		1.50	12,150	
<b>SUB-TOTAL</b>		<b>\$110.12</b>	<b>\$891,987</b>	
Estimating Contingency	15.00%	16.52	133,798	
Index To Construction Start	0.00%	0.00	0	
General Conditions / Insurance / Bond	10.00%	12.66	102,579	
General Contractor OH & Profit	5.00%	6.97	56,418	
<b>TOTAL DIRECT CONSTRUCTION COST</b>		<b>\$146.27</b>	<b>\$1,184,782</b>	



# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
November 2, 2010  
22560 SW Pine Street, Sherwood Oregon 97140**

**WORK SESSION**

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board Work Session to order at 7:10pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Heironimus, Linda Henderson, Dave Grant Lee Weislogel and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Community Services Director Kristen Switzer, Police Captain Mark Daniel, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier and District Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Murray Jenkins with Ankrom Moisan, Jeff Sacket with Capstone Partners, Parks Board members Thad Overturf and Brian Stecher, Bill Butterfield, Matt Langer and Ray Pitz with the Sherwood Gazette.
5. **TOPICS:**
  - A. **Machine Works Building/Community Arts Center:** Kristen Switzer, Community Services Director presented information to the Board and provided documents (see record, Exhibit A). Kristen, Murray Jenkins and Jeff Sacket explained the documents. Discussion followed. The Board directed staff to bring forward legislation at the next Board meeting adopting the recommended 70/30 Option Plan and legislation to move forward with a Business Plan.
6. **ADJOURNED:** Chair Mays adjourned at 7:50pm.

Submitted by:

  
Sylvia Murphy, CMC, District Recorder

Approved:

  
Keith S. Mays, Chairman