



Seminar Building Interior Improvements

Project Scope

Fort Worden PDA is making a small investment to renovate the interior of the Seminar building. The improvement is planned on the heels of exterior improvements recently completed by the State Parks. Those improvements include a new roof, windows, siding and paint.

Proposed Timeline

June 1 to June 25, 2015

Background/Overview

As per our Master Lease with State Parks, Article 6.1 ("Alterations") states:

"Tenant shall have a right to make modernization improvements to the interior or exterior of Buildings, including adding structures...in amounts not to exceed \$100,000 per building, at its sole cost and upon written notification at least thirty (30) days in advance of the commencement of any work to the Park Manager describing the work to be undertaken."

- With permission from the State Parks, the PDA plans on making the following renovations to the interior of the Seminar building.
- Replacing existing paneling and ceiling with dry wall.
- Install a Wainscot up to the window to mirror other meeting room facilities at Fort Worden.
- Upgrade lighting, electrical, plumbing fixtures and heating.
- Install insulation under the floor.
- New carpet.
- New paint.
- Cabinetry and sink to support catered lunches, breakfasts and coffee service.
- New furniture, cabinetry and projection screen.

The interior renovation is part of a joint effort between the PDA and Friends of Fort Worden. State Parks improved the condition of the building's exterior by putting on a new roof, new windows, siding and painting. The Friends committed funding of \$4,300 for partial funding for the interior improvements.

Strategic Fit

The use of the Seminar Building has been declining due to its tired and worn-out state. With Building 306 coming off line as a new exclusive use for ArtX, there is a need to improve the building in order to meet the needs of groups who would rather have rented 306 as a meeting space. It's proximity to the Commons also enhances the break-out nature of larger groups that seek modern meeting facilities and use the Commons for larger conferences.

Project Budget

Personnel Services: (Estimated hours maintenance crew)	\$ 3,000
Building and Repairs Materials & Services:	\$ 4,000
Furniture & Fixtures:	\$ 800
Contractors/Design: (electric & plumbing)	\$ 3,200
10% Contingency:	<u>\$ 1,000</u>
Total Cost:	\$12,000**

** *This does not include new tables and chairs*

Financial Analysis

There is minimal financial impact to the PDA's operating budget. The total cost from the operating budget is less than \$5,000. Labor will be paid out of the capital fund. The new rack rental rate for the Seminar building is \$125 per day. The Partner rate is \$56.49. For 2015, the annual occupancy rate is 19%. Sales staff believe we should be able to double the occupancy rate next year. Due to its current condition, most groups book other meeting spaces elsewhere on the campus. Going forward, especially in the busy summer months, when the Commons is unavailable, this space will be marketed to smaller groups and is perfect for board retreats, seminars and meetings. This room should recoup the improvement cost in 12 months.

Other Considerations

None

Staff Comments

This project is a great example of how our partnership works with the Friends and State Parks. State Parks plans and funds the exterior improvements from their biennium maintenance budget and the Friends contribute private dollars to special improvement projects. The PDA undertakes the interior improvements to transform one of the least desirable meeting rooms on campus into a very marketable meeting room for groups of all kinds.



ATTACHMENT A

Seminar Building Usage 2015

<u>Month</u>	<u>Type of Guest</u>	<u># of Days</u>	<u>Rate</u>	<u>Charges Per Stay</u>
January	Group	1	61.62	61.62
March	Partner	4	56.49	225.96
	Group	1	61.62	61.62
April	State Parks	4	53.92	215.68
	Non-profit	2	59.05	118.10
May	State Parks	4	53.92	215.68
	Group	2	61.62	123.24
June	Centrum	7	53.92	377.44
July	Centrum	17	53.92	916.64
	Goddard	6	53.92	323.52
August	Group	5	61.62	308.10
September	Partner	2	56.49	112.98
	Group	5	61.62	308.10
October	Centrum	10	53.92	539.20
December	Group	2	61.62	123.24
	Totals:	72		\$ 4,031.12
	Occupancy Rate:	19%		
<i>** would have been closer to 23%, but we had to move groups due to the renovation</i>				

Staff Comments:

These improvements will also give Fort Worden a great meeting space for different Board retreats and conferences. In the past few months, the Fort has hosted many small conferences and meetings. Several meetings had to be moved due to the renovation of the Seminar building, but many event planners are excited to have such a renovated and modern space in the center of campus. Interest parties also value a stand-alone building that would give them a little privacy for their meetings.