



Meeting Attendees

Date of Meeting: July 6, 2011
Subject of Meeting: Concept Design
Location of Meeting: Cumberland County
Civic Center

Project Name: Cumberland County Civic
Center Renovation
Project No: 11042

NAME:*

Joe Bruno
Jim Cloutier
Neal Pratt
Linda Boudreau
John Menario
Don Gerrish

Susan Witonis
Peter Crichton
Vic Labreque - absent
Bruce Tarbox - absent
Steve Crane
Brian Petrovek - by telephone
Brian Arsenault - absent
Elizabeth Trice - absent
Joseph Gray

Richard Feeney
Mark Eddy
Steve Duethman - absent
Scott Sayers - absent
Dan O'Neil
Arthur Thompson
Paul Stevens
Mike Chonko - absent
David Cook -absent
George Liming
Steve Kelly - absent
James Poulson - absent
Jim Leo
Matt Drivas - absent
Roberta Wright - absent

TITLE:

Co-chair, Civic Center Trustee
Co-chair, County Commissioner
Civic Center Trustee
Civic Center Trustee
Civic Center Member
Committee Member (Former Brunswick Town
Manager)
County Commissioner
County Manager
County Director of Finance
County Facilities Director
Civic Center Manager
Portland Pirates Managing Owner/CEO
Volunteer (Re: Communications)
Cumberland County Grants/Special Projects
Committee Member - former Portland City
Manager
County Commissioner
Civic Center Controller
AECOM
AECOM
AECOM
SMRT
SMRT
SMRT
Allied Cook Construction
Allied Cook Construction
AECOM
AECOM
Civic Center Operations Manager
Civic Center Concessions Manager
Civic Center Event Services



Meeting Notes

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Attendees: See attached list

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Topics:

1. Revised Economic Analysis

- Paul S. opened the meeting by reporting that following a call from Peter C. this last Friday, he convened a conference call on Tuesday with David Stone at AECOM Economics, Steve Crane and Mark Eddy. Mark and Steve expressed concerns about some assumptions and the resulting revenue forecast. Based on information provided during that call, David Stone revised his analysis. The analysis is based on the 38.8m cost plan presented at last week's meeting.
- Mark Eddy reviewed and summarized the information he and Steve provided to AECOM. He acknowledged that the resulting revenues were conservative compared to the previous more optimistic outlook.
- Brian P. - How do you project Pirates revenue when there is no lease?
- Neal P. - The issue of seating keeps coming up. What is the impact on concerts of not increasing seating?
- John M. - His own analysis is that the average attendance of all but the top 25% of the top 100 national touring concerts have attendance that the Civic Center can accommodate. A large percent of the concerts cannot be accommodated at Thompson's Point. It is not a competitive threat.
- John M. reported that Dick Ramagham had given him some examples of the annual cost of debt at various levels using an interest rate of 4.5%.
32m for 30 years = 1.7-2.0m
32m for 25 years = 2.1-2.2m
30m for 30 years = 1.65-1.85m
30m for 25 years = 2-2.1m
If we can get the project down to 32m we will be closer to breaking even.
- Jim C. - I think the cost budget is too conservative and that the revenue projection presented today is too conservative.

2. Discussion of the cost menu (additive cost calculation)

- The committee reviewed each item presented and discussed the pros and cons and voted to include it in the project or not. The results are noted in red on the attached copy of the cost menu. The estimated project cost budget as a result of the decisions is 32-33m.

- 3. The consultants we asked to confirm the cost calculations and revise the cost plan accordingly. Steve Crane and Mark Eddy will review and comment on the Economic Analysis. David Stone will revise the Economic Analysis based on these comments and the revised project capital cost. This information will be presented and confirmed at the meeting of the committee at 8am, July 12 at the Civic Center.**

The consultants were asked to proceed with the design based on the above decisions.

cc: File 11042/28.3



Cumberland County Civic Center - Additive cost calculation

The following has been assumed as the “Basic Bare Bones” Scheme

1. Renovate the existing building square footage including:

- ADA seating compliance (results in a seat loss of 159)
- Mechanical and electrical upgrades
- Life Safety code upgrades
- Renovate/add toilets to meet code - this does not include renovation of the bathrooms and concessions on the north concourse except as necessary to meet ADA. It does include new toilets on the south concourse.
- Ticket lobby adjacent to parking garage.

2. Add the following new square footage:

- Enclosed entrance and stairs at southeast corner
- Enclosed entrance and stairs at northwest corner
- Enclosed entrance and stairs at southwest corner
- One story addition to fill in northwest corner for toilets and concessions.
- One story addition to fill in southwest corner for toilets and concessions

Cost for Basic Scheme = **\$18.4M**

The Basic Scheme was accepted by the committee as a starting point

The following is a menu of items to add to the Basic Bare Bones Scheme (not in any order of priority)

1. At event level

- Two loading docks and back of house space
Pros: Increases operational efficiency
Enhances ability to retain and attract concerts/other performances
Cons: Requires acquiring ½ of Center St from City
Does not contribute directly to revenue
Does not impact patron experience

Cost = **\$1.75M**

Not accepted

- Commissary renovation and addition
Pros: Enhances patron food experience
Directly contributes to revenue

Cost = **\$837K**

Accepted

- Storage at southwest corner
Pros: Increases operational efficiency
Enhances ability to retain and attract concerts (frees up backstage space)
Cons: Does not contribute directly to revenue
Does not enhance patron experience

Cost = **\$729K**

Accepted

- Pirates Club at southwest corner (rename this “Captains Club”)
Pros: Provides needed function space

Directly contributes to revenue through rentals
Enhances patron experience

Cost = \$425K

Accepted

- Team facilities renovation and locker renovation & addition
 - Pros: Enhances ability to retain and attract performers
 - Provides needed additional locker space
 - Cons: Does not enhance patron experience
 - Does not contribute directly to revenue

Cost = \$759K New + \$1.55M Renovation = \$2.31M

Renovation of the Team Facilities was not accepted. Renovation of and addition to the Locker Rooms was accepted

2. At concourse level:

- Add an additional 13 points of concessions sales.
 - Pros: Directly contributes to revenue
 - Enhances patron experience

Cost = \$1.12M New + \$247K Renovation = \$1.37M

Accepted

- Renovate the north concourse bathrooms as shown in most recent main concourse floor plan
 - Pros: Better patron perception of the renovation
 - Improved bathrooms
 - Cons: Does not contribute directly to revenue

Cost = \$523K

Accepted

- Expand south concourse to the south including the event level space below for expanded storage and team facilities - as shown on most recent event level and concourse level plans.
 - Pros: Better patron perception of the renovation
 - Increased access to concessions will directly contribute to revenue.
 - Adds needed team space at event level
 - Adds storage space below
 - Cons: Requires acquisition of some of Spring St ROW from City

Cost = \$1.74M

Accepted - except just shell out the Team Facilities on the event level.

3. At first level above concourse (Free Street):

- Club
 - Pros: Required amenity for club seats
 - Directly impacts revenue
 - Enhances fan experience
 - Provides needed function space for arena
 - Doubles as food prep and serving area for performers and support staff
 - Removes up to 500 hockey fans from concourse during games

Cost = \$2.4M

Accepted

- Private access to club
 - Pros: Increases revenue from club seats
 - Removes traffic from concourse
 - Adds to premium fan experience

Activates the Free St façade

Cons: Narrow space has somewhat limited utilization

Cost = Incl above

Accepted

4. At second level above concourse (Free Street)

- Administrative offices (less storage)

Pros: Allows manager and administration to be in the building

Eliminates current rental expense for office space

Added construction cost is less than average due to location over club

Cons: Does not contribute directly to revenue

Cost = \$531K

Accepted

- Pirates offices

Pros: Revenue from leasing space to team

Amenity for the team

Cost = \$623K

Not accepted - except just shell out the area.

5. Seating Bowl

- 500 club seats (also requires construction of the club)

Pros: Directly impacts revenue

Does not reduce existing seating capacity

Provides premium fan experience

Cost = \$151K

Accepted

- 80 loge seats

Pros: Directly impacts revenue

Provides premium fan experience

Cons: 54 standard seats are lost.

Cost = \$270K

Not accepted

- 120 loge seats

Pros: Directly impacts revenue

Provides premium fan experience

Cons: 80 standard seats are lost

Cost = \$406K (cannot be combined with preceding item)

Not accepted

- Replace existing seating in situ (except clubs seats); provide per seat cost

Pros: Existing seats need replacement

Better patron perception of the renovation

Cons: Arena capacity reduced by 450 seats

Lost revenue

Cost = \$1.8M (cannot be combined with following item)

Not accepted

- Reconfigure aisles and add all new seating (includes smoke control system)

Pros: Maintains the 450 seats lost due to ADA and loge impact

Directly impacts revenue

Retains acts who would not come with reduced seating capacity

Cost = \$2.76M

Accepted and implies that there will be a net seat gain as a result of not building the loge seating. We need to calculate this.

6. Allowance for exterior treatment (not designed yet)

Pros: Will help sell the project to the voters
Will help garner City support for the project
Will facilitate site plan approval by Planning Board.

Cost = \$993K

Accepted

The above program puts the project in the 32-33 million range. The committee does not want to include a design contingency in the cost plan.

Items to remove from the estimate and include as additive alternates are: relocation of existing ice making plant chillers, additional ice making chiller, new central boiler plant, replacement of the 4 existing AHU's serving the seating bowl.