

Memorandum

TO: Bay Area Headquarters Authority (BAHA)

DATE: December 21, 2011

FR: Executive Director

RE: Contract – Architectural and Engineering Services: Perkins + Will

Staff requests that the Authority authorize the Executive Director or his designee to negotiate and enter into a contract with Perkins + Will in an amount not to exceed \$1,000,000 for architectural and engineering services for the renovation and seismic retrofit design at the new BAHA Regional Agency Headquarters. Should staff be unable to negotiate a contract with Perkins + Will, then staff requests that the Authority authorize the Executive Director, or his designee, to negotiate and enter into a contract with Gensler.

Background

On November 9, 2011, BAHA issued a Request for Qualifications (RFQ) to select an architecture and engineering firm (“A&E”) to develop and implement an appropriate renovation and seismic retrofit design for BAHA’s new regional agency headquarters facility (“BAHA Facility”) at 390 Main Street in San Francisco. The scope of work from the RFQ, developed from the results of the building purchase due diligence, is included as Appendix A. Proposers were asked to demonstrate that the design team had experience with similar scopes as the BAHA facility and had participated in alternative delivery methods.

Staff received eleven (11) Statements of Qualifications (SOQs) which were reviewed by an evaluation panel consisting of staff from BATA, and BAAQMD. The 11 SOQ’s were given written scores with a possible 1000 points. These scores judged the technical presentation strength, the experience of the prime technical support functions, including the work each team has done together. The criteria considered, in descending order of importance, expertise and experience, project management ability, and written and oral communication skills. Six (6) firms were shortlisted and brought in for initial interviews on December 13, 2011. The 6 firms were chosen after a clear demarcation in average total scores was made, the 6 firms all had average scores of 700-800 points. The proposals were reviewed and ranked by a panel of four and several other technical support staff.

The 6 shortlisted firms were interviewed, after they gave the panel an oral presentation of their qualifications, and were asked specific questions regarding their qualifications. The same questions were given all firms, and the questions were used to help separate the teams qualifications. After aggregating and averaging the rankings of the panel members, two firms were similarly ranked above the other four firms. The top two firms demonstrated the strongest project management experience, well coordinated and experienced teams. Additionally, they presented examples of adapted reuse projects that are representative of the work required to develop the BAHA Facility.

On December 19, 2011, the panel interviewed the top two finalist teams: Perkins + Will and Gensler. Both firms presented teams of very technically accomplished architects and engineers. They both have strong portfolios of projects that allowed the evaluation team to visualize the possibilities of what could

be accomplished at the BAHA Facility, both aesthetically and structurally. Both have strong project management ability as demonstrated on projects that had complex entitlement processes, required collaborative relationships with contractors, and were led by multi-agency clients. Also both teams demonstrated excellent written and oral communication skills in their SOQs and interviews. BAHA was fortunate to be able to select from these two strong teams.

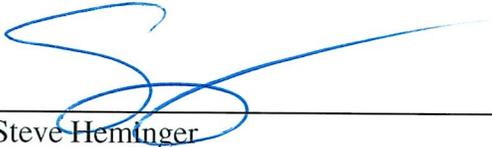
The evaluation panel concluded that where Perkins + Will excelled was in the provided portfolio of completed high-profile adaptive reuse projects in the Bay Area for public agency clients. The team from Perkins + Will also brings experience from local landmark projects that include the Ferry Terminal, Pier 1, Presidio Landmark, and the San Francisco Conservatory of Music (see Appendix B). Although Gensler submitted an equally impressive portfolio, Perkins + Will had completed more projects of a similar nature to the rehabilitation at the BAHA Facility.

Upon approval by the authority to proceed, staff will review the rate sheet provided by Perkins + Will and begin negotiations for a budget to complete schematic design based on the submitted rates that were submitted, but not considered during the evaluation process. Should staff be unable to negotiate an agreement with Perkins + Will, staff would proceed with negotiations with Gensler. Some reasons negotiations might not succeed would be if the submitted rates were extraordinarily high or if both sides could not agree on a scope, schedule, terms and conditions, or budget.

Should negotiations with Gensler fail, staff will determine if other shortlisted firms should be recommended to the Authority in order of ranking, or will cancel and readvertise the RFQ. The initial contract between BAHA and the selected firm will be to complete schematic design, finalize space programming, and develop design alternatives for exterior cladding, seismic retrofit, and floor plans. Once a preferred alternative is selected, staff intends to enter into negotiations with the selected A&E firm to complete final design. Staff recommends setting aside an initial design services budget of \$1 million and seeking to amend the contract for additional funds to complete the final design work at a later date. The funds remaining at the completion of schematic design will be rolled forward for design completion.

Recommendation:

Staff recommends that the Authority authorize the Executive Director or his designee to enter into negotiations and execute a contract not to exceed \$1,000,000 with Perkins + Will, the top-ranked firm or with Gensler, the second-ranked firm, should staff fail to successfully negotiate a contract with Perkins + Will.



Steve Heminger

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REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Consultant Contract

Consultant: Perkins + Will or, in the alternative, Gensler, if an agreement cannot be reached with Perkins + Will

Work Project Title: BAHA Facility Renovation and Retrofit Design

Purpose of Project: Provide architecture and engineering design services for the BAHA Facility renovation and retrofit

Brief Scope of Work: Provide all design services to renovate and retrofit the 500,000-square-foot 390 Main Street in San Francisco to serve as the Regional Agency Facility Headquarters. The initial contract with the A&E firm will be for schematic design, with remaining funds being rolled into the next phase of design.

Project Cost Not to Exceed: \$1,000,000

Funding Source: BAHA Capital Funds

Fiscal Impact: Project costs for FY 2011-12 are consistent with funds budgeted for the program.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Perkins + Will for design services for the BAHA Facility renovation and retrofit, and should staff fail to negotiate a contract with Perkins + Will, that the Executive Director, or his designee is authorized to negotiate and enter into a contract with Gensler for the project and the Treasurer and Auditor is directed to set aside funds up to \$1,000,000 for such contract.

BAHA Chair:

Adrienne J. Tissier

Approved:

Date: December 21, 2011

APPENDIX A: PRELIMINARY SCOPE OF WORK

I. DESCRIPTION

The Bay Area Headquarters Authority (BAHA) requires an architecture and engineering firm (“A&E”) to develop and implement an appropriate renovation and seismic retrofit design for BAHA’s new regional agency headquarters facility at 390 Main in San Francisco (BAHA Facility). The BAHA Facility will house multiple government agencies, including MTC, BATA and the Air District. Unused space will be leased to other public agencies and private companies.

All studies and design work shall be performed under, and approved by licensed design professionals. The A&E will provide services in all disciplines necessary to complete the design, including Engineer’s estimate, construction drawings and/or building information model (BIM) (the A&E will likely be required to design the entire project using BIM), specifications, full budgeting and reporting functions, and construction administration.

The design documents shall be produced in conformance with Local and State guidelines, and sound engineering practices. The governing code is the 2010 California Code of Regulations (CCR) Title 24 as amended by the San Francisco Building Inspection Commission. The seismic retrofit will likely follow ASCE 41-06. The building will be designed to be compliant with the Americans with Disabilities Act (ADA), State fire-life safety requirements, and local zoning requirements.

The initial contract will be to complete schematic design. When the design scope is finalized, BATA at its sole discretion may amend the contract to add completion of design and construction administration.

BAHA intends to follow a Construction Manager at Risk construction model, and the contractor, not yet selected, will perform a design assist role during design.

II. SCOPE OF WORK

The selected Consultant will be responsible for completing the following scope of work:

Core Services:

1. **Budget:** The A&E will be responsible for developing and delivering a design that can be built within BAHA’s construction budget. BAHA has budgeted approximately \$53 Million for construction costs for this project, which excludes design fees and contingency. This includes a move-in ready condition, less furniture, fixtures, and equipment, for approximately 240,000 square feet of agency space, and warm shell condition for other space to be leased.
2. **Environmental requirements and development of documents:** There is no federal funding on this project. The A&E will complete the California Environmental Quality Act (CEQA) environmental document, estimated to be an Initial Study (IS), leading to adoption of a Mitigated Negative Declaration (MND). This will need to be confirmed when all draft environmental technical studies have been completed. Should new impacts be determined as a result of the technical studies, this Scope of Work will be amended. It is expected that the A&E will prepare and post the Notice of Completion, and submit proper documentation to the Office of Planning and Research/State Clearinghouse, as appropriate. The A&E will be responsible for completion of the final IS.

3. Hazardous materials: A validation of previous investigations of potential impacts due to the presence of hazardous materials/wastes shall be conducted and documented in a Hazardous Materials Technical Memorandum.
4. Exterior cladding: The existing exterior of the facility is painted concrete beams and short pier walls between double-paned windows with red frames. The A&E will be tasked with modifying the exterior to give the facility an improved appearance and increased interior daylighting. Enhancements using some combination of paint, storefront, curtain wall, vertical landscaping, or metal panels will be explored. Multiple concepts will be developed in the schematic phase.
5. Structural retrofit: The A&E will be required to develop separate schematic designs, currently expected to be 1) the Basic Safety Objective from ASCE 41-06 and 2) an enhanced objective of Immediate Occupancy for the 10% in 50 year earthquake. The Consultant will complete the design of the selected scheme. The analysis will likely follow the non-linear static procedure, but the Consultant will be responsible for determining the appropriate analysis procedure. The Consultant will determine the post-retrofit failure mechanism and perform a Probable Maximum Loss (PML) evaluation.

The 1942 as-builts are missing some structural details. The structural engineering team will need to be familiar with local construction methods of the time and may be required to conduct investigations, sampling and testing to determine the as-built condition. A geotechnical feasibility letter report has been prepared. The A&E may be required to conduct its own geotechnical investigation and report, or BAHA may elect to use one of its on-call contracts.

6. Space Planning: The A&E will work with BATA, MTC, the Air District, and other public agencies to finalize the final program, stacking plan, and layout for agency space and leased space. Preliminary space programming work and design principles have been completed. The space plan will be guided by the agencies' goal of seeking cost savings and operational efficiencies through co-location at the Regional Agency Government Headquarters.
7. Interior Design: The Consultant will design the approximately 240,000 square feet of agency space to be occupied by BATA, MTC, the Air District, and other public agencies to a move-in ready state. The primary use will be office space. Also included is the design:
 - 10,000 square feet of public meeting space to be used for the agencies' governing boards and other public meetings;
 - 10,000 square feet of specialized space for the Air District that will include a laboratory, a source test section, a quality assurance section, and a clean room (for more information, visit <http://www.baaqmd.gov/Divisions/Technical-Services.aspx>); and
 - On-site parking in the Basement level (possibly).

The designer will be called on to incorporate features promoting interagency collaboration (such as shared resources) and healthy building atmosphere (such as day-lighting and enhanced acoustical performance). Building amenities include, but are not limited to a cafeteria, public art and library. The remaining space, which will be leased to other tenants, will be designed to a warm shell condition.

8. Lobby Remodel, Building Access and Security: The main access will be remodeled and possibly relocated to Beale or Main Streets. Building security will allow the public to access the public meeting space while maintaining a secure environment for the entire facility.

9. Electrical, HVAC, and Plumbing: The design firm will re-evaluate the condition of the existing equipment and infrastructure and determine whether to salvage or, more likely, replace. The 11-foot floor-to-floor height requires that the systems be coordinated to minimize their footprint.
10. Data Center Migration: The BAHA Facility was renovated in 2000 to add an approximately 30,000-square-foot data center / server room that includes raised floors, smoke detectors, under-floor air conditioning, FM 200 fire suppression, and backup power supply. The Consultant will be tasked with accounting for the migration of the agencies' server systems, designing the network/telecom connections to the office spaces, and designing upgrades for the server room if needed. In addition, BAHA may lease surplus data center space to outside agencies and firms; the designer must be able to account for MTC, BATA, and Air District growth and provide physical security between the agencies' server systems and those of different tenants.
11. LEED: Sustainable design is a key principle of the project. BAHA intends to reach a LEED Gold or higher under the Core and Shell program. The design team will explore sustainable ideas such as creating a zero net energy building.
12. Landscaping and Public Art: The property line extends approximately 41 feet from the northwest face of the building. The A&E will design landscaping and may be asked to incorporate spaces for public art. Horizontal, vertical and roof landscaping may be explored.
13. Project Management Assistance: Prepare informational materials and attend scheduled meetings with the Project Manager, Core Team (MTC, BATA, and Air District staff), Executive Management team, and other advisory groups. The A&E firm may also be asked to present design progress to the BAHA board, BAHA executives, agency management and staff.

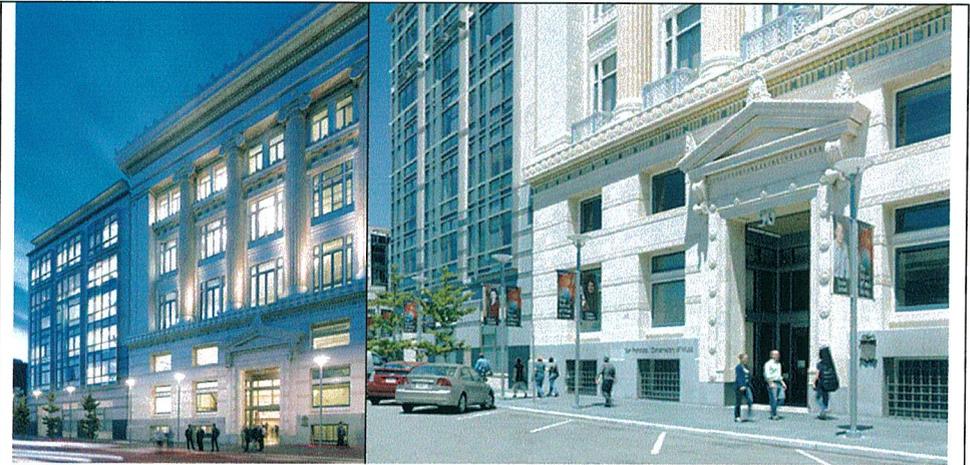
Additional Services

1. Furniture, Fixtures and Equipment (FFE): The A&E may be required to design or select the furniture, fixtures and equipment (FFE). The procurement of the FFE may be through the construction contract or as a separate contract that the A&E would assist in developing.
2. Public Outreach: The work is not anticipated to develop any community concerns beyond the potential for temporary construction impacts due to staging and peripheral external work. It is expected that the A&E will provide for community involvement, as appropriate.
3. Additional Scope: BAHA may require the Consultant to complete additional work not listed in this Scope of Work as it relates to completing the design of the BAHA Facility renovation and retrofit to a move-in ready condition for all tenants, mentioned or not.

APPENDIX B: PERKINS + WILL PORTFOLIO



Ferry Building Renovation, SF



San Francisco Conservatory of Music Renovation, SF



Presidio Landmark Renovation, SF



Pier 1, SF

unilaterally