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Memorandum

TO: Bay Area Headquarters Authority

DATE: January 18, 2012

FR: Executive Director

RE: 390 Main Street Status Report - January 2012

1. Overall Renovation and Seismic Retrofit Project Schedule/Budget

The budget and preliminary project schedule are attached as Attachment A and B, respectively.

2. Perkins + Will/Architectural and Engineering Update

Negotiations with Perkins + Will to execute a design contract are underway. The main points of negotiation include the indemnification and professional liability requirements, the scope, and the fee. We expect to sign the contract prior to your meeting next week.

3. Construction Update

Staff intends to secure the construction contract through a Construction Management at Risk (CMAR) procurement model. The CMAR will be selected via a two-part procurement, Request for Qualification / Request for Proposal (RFQ/RFP); to be released the week of January 17th. Responses to the RFQ will be evaluated and a shortlist of 3-5 firms will be invited to submit a response to the RFP. Staff expects to recommend contract award at the March 2012 BAHA meeting.

4. Workforce Development /Project Labor Agreement

Staff is reviewing requirements for participating in the City and County of San Francisco's First Source CITYBUILD Referral Program which promotes employment opportunities for economically disadvantaged individuals of all ethnic backgrounds and genders in the construction work force. Staff also recommends adoption of a Project Labor Agreement for this project. Additional information on this subject is included as Agenda Item #6.

5. Inter-Agency Coordination

A core team of MTC, Air District and BCDC staff meet weekly to discuss the project status, co-location and integration of services opportunities, and design principles to achieve operational efficiencies. The draft concepts are included as Attachment C and will be further refined during the programming and conceptual design phase. The core team is also in process of developing a strategy for the relocation of the agency's data center and identifying opportunities for sharing or leveraging IT infrastructure and equipment.

6. Regional Partner Update

Staff continues discussions with the Air District and BCDC on their plans to occupy 390 Main Street.

7. Building Operations

The following activities have occurred since the last BAHA meeting:

- Philadelphia, the property insurance carrier, toured 390 Main for a Risk Management consultation. Based on the observations noted, no recommendations have been generated as a result of the visit.
- As a condition of obtaining environmental insurance (for the underground fuel tank storage), operations and maintenance plans were prepared and accepted by the insurance carrier for Asbestos, Water Intrusion (Mold), and Lead Based Paint.
- The City and County of San Francisco Fire Inspector confirmed that all items identified on the "Notice to Correct Fire Hazards" letter dated September 15, 2011 were satisfied.
- The City and County of San Francisco issued a sidewalk repair notice dated January 9, 2012. The Facilities Operations Manager will commence work for repairs.

Next Steps

Over the next 90 days, staff expects to complete the following tasks:

- Issue RFQ/RFP for CMAR construction services (Jan 2012)
- Finalize contract with A&E firm and commence programming work (Jan/Feb/March 2012)
- Work with IT sub-consultant to develop an IT migration strategy (Feb/March 2012)
- Continue discussions with City and County of San Francisco on the planning and zoning permit process and requirements (on-going).
- Continue work with BAAQMD and BCDC to identify co-location efficiencies (on-going)
- Work with Department of General Services on the BCDC lease (on-going).
- Work with U.S. General Services Administration and Western Laboratory to mitigate impacts of the building renovations to their operations, including potential relocation of these operations to other premises (on-going).



Steve Heminger

Attachment A
Budget

BAHA Resolution No. 3
December 21, 2011

BAHA CAPITAL BUDGET

Attachment B

	Approved FY 2011-12
Revenue:	
Transfer in from BATA	\$167,026,515
Total Revenue	<u>\$167,026,515</u>
Expenses:	
Purchase Building	\$93,000,000
Building Improvements	\$25,160,723
Total Building Cost	<u>\$118,160,723</u>
Tenant Improvements	\$23,865,792
Total Development	<u>\$142,026,515</u>
Development Contingency	\$15,000,000
Optional Exterior Enhancement	\$8,300,000
Staff Cost	\$1,700,000
Total Expenses	<u>\$167,026,515</u>

Attachment B
Preliminary Schedule

Event	Date
Programming Complete	March 2012
Construction Manager at Risk Selected	April 2012
Schematic Design Complete	July 2012
Guaranteed Maximum Price Accepted and Commencement of Construction	November 2012
Design Drawings Complete	December 2012
BCDC Lease Expires	April 1, 2013
Air District and MTC/BATA Relocation	Summer 2013

Regional Administrative Facility Headquarters Space Planning Principles (11/8/11-DRAFT)

To achieve cost savings and operational efficiencies, the following principles will guide space planning and development for the Regional Agency Government Headquarters facility:

Public Meeting Areas	<ul style="list-style-type: none"> ▪ Develop a formal Board Room, a Multi-purpose Room and Conference Center space with central reservation system accessible by all agency staff.
Cost-effective Construction	<ul style="list-style-type: none"> ▪ Consistent floor space in design, layout and amenities ▪ Consistent Office/cubicle size and design standards ▪ Joint procurement for new furniture, fixtures and equipment ▪ Installation of WiFi throughout the building ▪ Installation of paging system throughout the building ▪ Co-location and sharing of IT infrastructure and systems (i.e. telephones, email, hardware, software)
Consolidation/ Integration of Support Functions	<ul style="list-style-type: none"> ▪ Copy/Production Center ▪ Mail Room ▪ Shipping/Receiving ▪ Library ▪ Lab ▪ Employment Center ▪ IT Help Desk Support ▪ Website Development ▪ Graphics Support ▪ Public Art Display ▪ Packet Production Areas ▪ Storage Areas
Employee Support Amenities	<ul style="list-style-type: none"> ▪ Break rooms ▪ Gym/Locker rooms ▪ Quiet space/private rooms ▪ Snack Shack
Green Building	<ul style="list-style-type: none"> ▪ Integrate sustainable building features into design, construction and occupancy ▪ Achieve equivalent of LEED Silver standard
Co-location	<ul style="list-style-type: none"> ▪ Achieve functional inter-agency co-location and adjacencies.