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Memorandum

TO: Bay Area Headquarters Authority

DATE: February 15, 2012

FR: Executive Director

RE: 390 Main Street Status Report - February 2012

1. Overall Renovation and Seismic Retrofit Project Schedule

Workplace Programming	February – June 2012
Technology Programming	
Design (Conceptual/Schematic/Construction)	April – July 2012
Construction	2012 – 2013
Relocation	Fall 2013

2. Architectural and Engineering Services Update

Perkins + Will (PW) hosted two vision sessions with the executive management teams from MTC, Air District and BCDC to collaborate on design concepts and shared space opportunities including the governing board meeting and public interfacing spaces.

The project's next phase involves workplace programming (i.e. where everyone is going to sit, what amenities the building will have) led by the firm of Tom Eliot Fisch, a consultant on P+W's team. Throughout the project, there will be multiple opportunities for staff input into the process including an on-line survey, Section Director interviews, on-site observations and focus group sessions. Concurrently, the technology programming phase for the data center relocations led by the IT consulting firm TEECOM has commenced. Information from these programming sessions will provide input into the conceptual design and layout of the new space.

A four person Staff Advisory Group was formed to serve as the liaison between the project team and agency staff and to provide on-going input into the design process.

3. Construction Update

A RFQ to select the Construction Management at Risk (CMAR) was issued on January 20, 2012. Evaluation of the twelve (12) responses received is underway and a shortlist of 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. Building Operations

The following activities have occurred since the last BAHA meeting:

- 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.
- Staff has submitted to the City and County of San Francisco information to support BAHA's request to have the building formally zoned for office use.

Next Steps

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

- Evaluate responses to the CMAR Request for Proposals; recommend contractor for approval by BAHA in March.
- Issue RFQ to select firm to provide property management, marketing and leasing services for 390 Main Street (March 2012); recommend firm for approval by BAHA in April
- Subject to the approval of the Authority, commence negotiations with Department of General Services on the BCDC lease (March 2012)
- Continue the workplace and IT programming discussions (on-going)
- 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 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)
- Negotiate and execute a lease/purchase agreement with the Bay Area Air Quality Management District. We anticipate coming to the Authority for approval of this agreement in March.



Steve Heminger