

## *Memorandum*

Agenda Item 3

TO: Bay Area Headquarters Authority

DATE: March 20, 2015

FR: Executive Director

W. I. 9130

RE: 375 Beale Street Status Report – March 2015

Now that the DEA “has left the building”, we are nine (9) months from relocating to 375 Beale Street.

### 1. DEA Update

The Drug Enforcement Administration (DEA) completed its relocation to 6880 Koll Center Parkway in Pleasanton on March 9, and GSA completed decommissioning to remove residual hazardous materials on March 16. GSA provided a preliminary clearance letter to BAHA on March 18, and a final testing report is forthcoming. BAHA is determining final conditions for the lease termination.

### 2. Construction Update

McCarthy Building Companies, Inc. (McCarthy) cut utilities to the DEA space on March 17 and began work in the space on March 18. McCarthy is preparing a revised schedule that accounts for the DEA’s actual departure date and is also studying ways to accelerate project completion. Early work, including hazardous materials removal, demolition, and seismic retrofit will include overtime shifts to regain one week. A copy of recent construction photos is included as Attachment A.

### 3. Architectural and Engineering Services Update

Perkins + Will (P+W) is performing site observations and reviewing submittals and requests for information from McCarthy for building products, finishes and equipment. Programming and design work associated with MTC’s expansion to the Level 5 space is underway.

### 4. Inter-agency Collaboration

The MTC, ABAG and Air District executive management team continues to meet monthly to discuss shared business operations and technology solutions. The current focus is on finalizing a plan to jointly share various business operations services including meeting room management, receptionist, copy center, and agency business operations services. Additional work is being developed on parking, security, EV charging stations and infrastructure, shuttle services and the condo association development and management.

### 5. Technology

The Technology Services Design for telephony, video conferencing, and shared services applications (e.g., visitor management and conference room scheduling) is nearing completion. The revised network design for the building and shared agency services has been completed. Network equipment has been received and is being stored at Digital Realty, at 365 Main Street.

The workshop to review video/audio webcasting in the board and multi-purpose rooms and possible solutions for remote webcasting has been conducted with our vendor, GovTV. They will next participate in the alignment and testing of the video/audio technology for the new meeting rooms. Planning is in progress for the internet connections that will service webcasting, video conferencing, cloud computing, and general office needs for the regional agencies. Attachment B provides a high level overview of the technology elements that are planned for 375 Beale Street.

6. Furniture Procurement

BAHA is working with TEF, Hogue and the agency representatives to finalize furniture fabric, finishes and color options of agency furniture. Hogue is refining the preliminary furniture installation schedule to align with construction activities. The next major effort underway is the evaluation and selection of approximately 2,000 chairs (board room dais, multi-purpose, conference room, and task seating) throughout the new building. For the Board Room, five (5) sample board member/dais chairs will be available for a “chair sit test” at the MetroCenter building and at the Ellis Street building. (Attachment C).

7. Move Coordination

BAHA’s move coordination consultant, Relocations Connections, Inc. (Relo), is completing its site visits, inventory of existing furniture, and disposition planning and are developing a move schedule. The first two of many multi-day clean-up activities are planned for March and April at the MetroCenter and Ellis Street buildings. Other “move ready” activities are being planned.

8. Leasing Opportunities

Cushman & Wakefield continues to market non-agency space on Levels 2-5 and two retail spaces on Level 1 to commercial and retail tenants. We are continuing negotiations with Rutherford+Chekene for space on Level 3 and with Xerox State & Local Solutions, Inc. (Xerox) on the relocation of the FasTrak® Customer Service Center to the building.

9. San Francisco Bay Conservation and Development Commission (BCDC) Update

On February 17, 2015, BCDC submitted a report to the Senate Committee on Budget and Fiscal Review with options for a possible relocation to 375 Beale Street. Since we want to be prepared for a positive outcome, BAHA and TEF Architects have developed a proposed Level 5 layout to house BCDC and MTC expansion space that is consistent with the layout of agency space on Levels 6-8. Next steps include pricing the proposed tenant improvements to complete the floor and authorizing the tenant improvement work.

10. Look Ahead

- Xerox Fastrak Customer Service Center Lease
- Cold to Warm Shell and Tenant Improvements (Levels 3-5)
- Furniture Procurements
- FY 2015-16 Budget
- Technology equipment and services



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Steve Heminger

Attachment

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Construction Pictures – March 18, 2015



Figure 1: Scaffolding in place for partial demolition of roof slab after DEA departure.

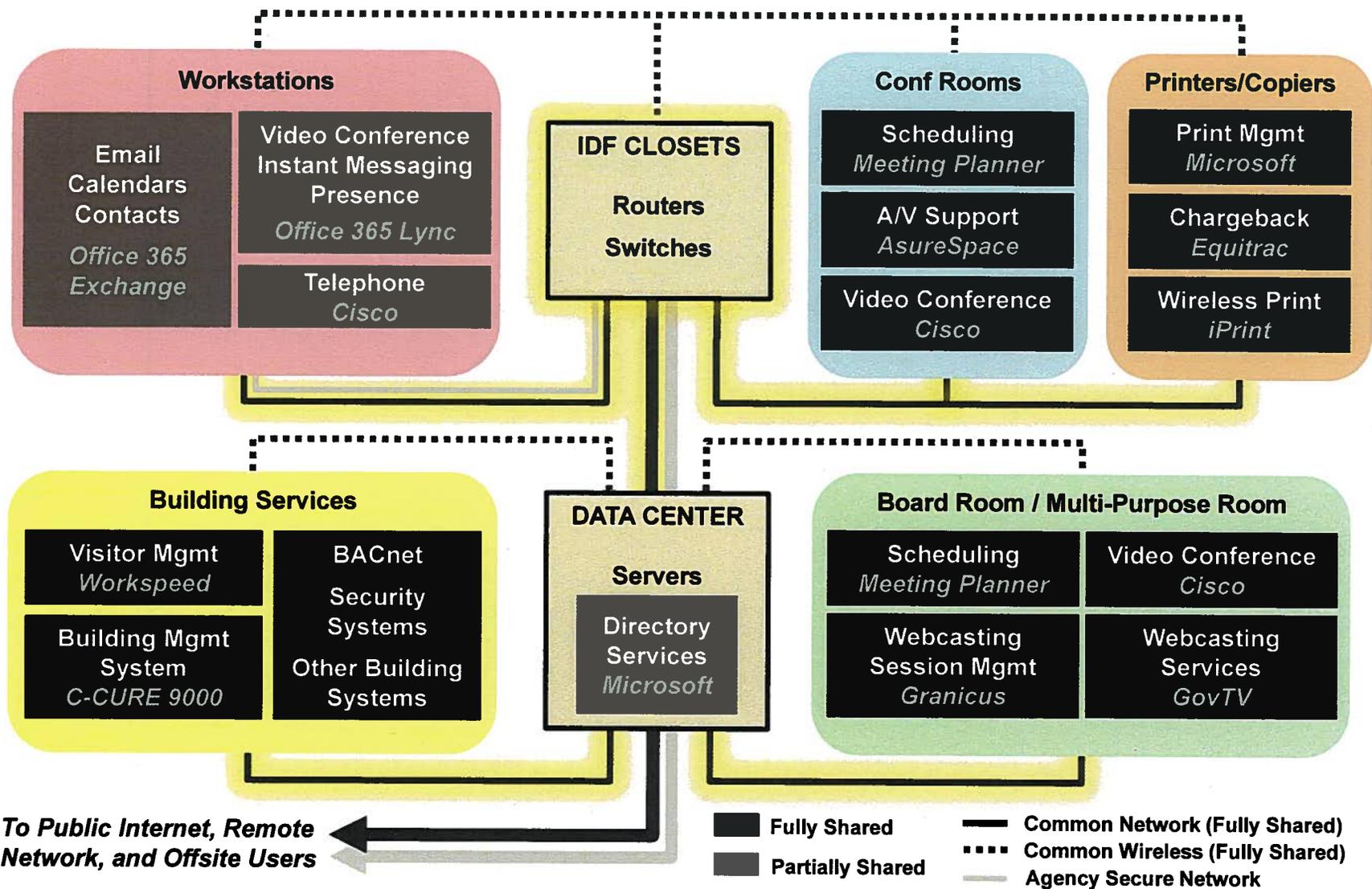


Figure 2: New Stair 3 riser at Level 1.



Figure 3: Installation of Level 8 mechanical ducts around library skylights

# Day 1 Shared Services Conceptual Layout



# BOARD MEMBER

#1

Keilhauer  
"Unity"



#2

Rouillard  
"Classic"



#3

Coalesse  
"Bindu"



#4

Vitra  
"ID Series"



#5

Krug  
"Dorso"

