

Memorandum

Agenda Item 3

TO: Bay Area Headquarters Authority

DATE: May 20, 2015

FR: Deputy Executive Director

W. I. 9130

RE: 375 Beale Street Status Report – May 2015

1. Construction Update

Early work in space formerly occupied by DEA, including hazardous materials removal, demolition, and seismic retrofit continues with overtime shifts. Additional overtime will be commissioned to mitigate risks that could threaten to further delay the schedule. The current schedule and recent construction photos are included as Attachments A and B.

Based on McCarthy Builders' timeline of activities to meet the substantial completion date of December 11, 2015, regular vendor coordination meetings will be scheduled to ensure alignment of schedules by technology, furniture, move and other vendors. These meetings are anticipated to begin early June 2015.

2. 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. Additional work is being developed on parking, security, EV charging stations and infrastructure, shuttle services and condo association development and management.

3. Technology

The Technology Services Design for telephony, video conferencing, and shared services applications (e.g., visitor management and conference room scheduling) is complete. The revised network design for the building and shared agency services has been completed. Preparation for the installation of the network equipment has begun at the colocation facility at Digital Realty, located at 365 Main Street.

Planning for the purchase and implementation of the building services and shared technology is currently under way. Boardroom and multi-purpose technology is in the process of being aligned for installation. Microphone placement and capabilities are being evaluated for both rooms. The webcasting services provider, GovTV, is working with McCarthy to ensure that the infrastructure is aligned and ready for agency webcasting. Agencies will determine which meetings are candidates for video webcasting.

4. Furniture Procurement

Work on final specifications for board room, conference rooms and task seating is underway. The furniture specifications and finishes for the agency workstations, private offices and other specialized areas have been finalized. Confirmation of the furniture layouts by floor are currently under review. Once complete, BAHA will issue a purchase order to commence the procurement process. Hogue has also refined the furniture schedule to align with the revised construction schedule and expects furniture to be installed by mid-December.

5. Move Coordination

Move ambassadors have been selected by the three agencies to work closely with BAHA's move coordination consultant, Relocations Connections, Inc. through the next phases of move readiness. A kick-off meeting is planned for mid-May. Communication strategies are being developed to socialize the move within the agencies and for the public, including a blog developed for the partner agency employees, town hall (brown bag) meetings for employees, messaging on MTC's website and other media.

6. Leasing Opportunities

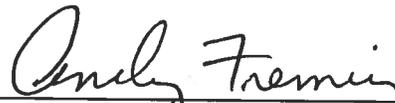
Cushman & Wakefield continues to market non-agency space on Levels 3-5 and two retail spaces on Level 1 to retail tenants. Final lease negotiations are currently underway with Xerox for the pending relocation of the Fastrak® Customer Service Center to the building.

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

BCDC has submitted a report to the Senate Committee on Budget and Fiscal Review regarding a possible relocation to 375 Beale Street. There is no news to report on the outcome of BCDC's report.

Look Ahead

- FY 2015-16 Budget
- Technology equipment and services



Andrew B. Frenier

Attachment

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Construction Pictures – May 20, 2015



Figure 1: Demolition of Level 8 exterior for roof terrace



Figure 2: Installation of ceiling finishes on Level 6



Figure 3: Beale St. exterior paint in progress



Figure 4: Level 2 Hallway, location of indoor bicycle racks, looking into Fitness Room