

Meeting Agenda

Bay Area Headquarters Authority

Sue Noack, Chair Stephanie Moulton-Peters, Vice Chair

Wednesday, January 28, 2026

9:45 AM

Board Room - 1st Floor

The Bay Area Headquarters Authority (BAHA) is scheduled to meet at 9:55 a.m. or immediately following the preceding meeting, whichever occurs later.

Meeting attendees may opt to attend in person for public comment and observation at 375 Beale Street, Board Room (1st Floor). In-person attendees must adhere to posted public health protocols while in the building. The meeting webcast will be available at <https://mtc.ca.gov/whats-happening/meetings/live-webcasts>. Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Members of the public participating by Zoom wishing to speak should use the “raise hand” feature or dial *9. When called upon, unmute yourself or dial *6. In order to get the full Zoom experience, please make sure your application is up to date.

Attendee Link: <https://bayareametro.zoom.us/j/82875721848>

iPhone One-Tap: US:

+14086380968,,82875721848# US (San Jose)

+16694449171,,82875721848# US

Join by Telephone (for higher quality, dial a number based on your current location) US:

888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 828 7572 1848

International numbers available: <https://bayareametro.zoom.us/u/kdTpNuCJW7>

All standing committee meeting agendas may also be accessed on

MTC's website here: <https://mtc.ca.gov/meetings-events>

On Legistar here: <https://mtc.legistar.com/Calendar.aspx>

Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/u/kdR1hznEgA>

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the (business) day before the scheduled meeting date. Please include the committee or board meeting name and agenda item number in the subject line. All comments received will be submitted into the record.

Clerk: Kimberly Ward

Roster:

**Sue Noack (Chair), Stephanie Moulton-Peters (Vice Chair),
Margaret Abe-Koga, Amber Manfree, Nate Miley, Gina Papan**

1. Call to Order / Roll Call / Confirm Quorum

A quorum of the Authority shall be a majority of its voting members (4).

2. Chair's Report**3. Consent Calendar**

3a. [25-1344](#) Approval of the Authority Minutes of the September 24, 2025 meeting

Action: Authority Approval

Attachments: [3a_25-1344_September_24_2025_Draft_BAHA_Minutes.pdf](#)

3b. [26-0115](#) Contract Amendment - Furniture Procurement Services: KBM Office Equipment Inc. (\$300,000)

Action: Authority Approval

Presenter: Evelyn Moran

Attachments: [3b_26-0115_Summary_Sheet_KBM_Hogue_Contract_Amendment.pdf](#)

4. Public Comment / Other Business

*Commissioners and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6.*

5. Adjournment / Next Meetings:

The next regular meeting of the Bay Area Headquarters Authority is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on Wednesday, February 25, 2026. Any changes to the schedule will be duly noticed.

Public Comment: The public is encouraged to comment on agenda items at Authority meetings by completing a request-to-speak card (available from staff) and passing it to the Authority secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Authority may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Authority meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Authority members, key staff and others as appropriate. Copies will be available at the meeting.



Metropolitan Transportation Commission

Legislation Text

375 Beale Street, Suite 800
San Francisco, CA 94105

File #: 25-1344, **Version:** 1

Subject:

Approval of the Authority Minutes of the September 24, 2025 meeting

Recommended Action:

Authority Approval



Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Minutes

Bay Area Headquarters Authority

Sue Noack, Chair Stephanie Moulton-Peters, Vice Chair

Wednesday, September 24, 2025

9:45 AM

Board Room - 1st Floor

Roster:

**Sue Noack (Chair), Stephanie Moulton-Peters (Vice Chair),
Margaret Abe-Koga, Amber Manfree, Nate Miley, Gina Papan**

Vice Chair Moulton-Peters called the meeting to order at approximately 12:26 p.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 5 - Commissioner Abe-Koga, Commissioner Manfree, Commissioner Miley, Vice Chair Moulton-Peters and Commissioner Papan

Absent: 1 - Chair Noack

2. Chair's Report

There was nothing to report.

3. Consent Calendar

Upon the motion by Commissioner Papan and seconded by Commissioner Abe-Koga, the Authority unanimously approved the Consent Calendar by the following vote:

Aye: 5 - Commissioner Abe-Koga, Commissioner Manfree, Commissioner Miley, Vice Chair Moulton-Peters and Commissioner Papan

Absent: 1 - Chair Noack

3a. 25-1012 Approval of the Authority Minutes of the June 25, 2025 meeting

Action: Authority Approval

3b. 25-1138 Approval of Consultant Bench – 2025 Architectural Design Services for Capital Projects, Tenant Improvements and Commercial RFQ - Cycle 1 (Form4 Architecture, Perkins & Will, SERA Architects, TEF Design)

Action: Authority Approval

Presenter: Evelyn Moran

4. Public Comment / Other Business

5. Adjournment / Next Meetings:

The next regular meeting of the Bay Area Headquarters Authority is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on Wednesday, October 22, 2025.



Metropolitan Transportation Commission

Legislation Text

375 Beale Street, Suite 800
San Francisco, CA 94105

File #: 26-0115, **Version:** 1

Subject:

Contract Amendment - Furniture Procurement Services: KBM Office Equipment Inc. (\$300,000)

Presenter:

Evelyn Moran

Recommended Action:

Authority Approval

**Bay Area Headquarters Authority
BAHA**

January 28, 2026

Agenda Item 3b - 26-0115

**Contract Amendment – Furniture Procurement Services: KBM Office Equipment Inc.
(\$300,000)**

Subject:

Authorization to negotiate and enter into a contract amendment in an amount not to exceed \$300,000, with KBM Office Equipment Inc. (KBM-Hogue) for the procurement and installation of office, conference room, shared space, and other ancillary furniture to accommodate hybrid work at the Bay Area Metro Center (BAMC).

Background:

Following a competitive procurement, the Authority executed a 10-year contract with two optional five-year extensions with KBM-Hogue on June 25, 2014, for an amount not to exceed \$500,000 for Phase I professional services related to the design of new office furniture for the base building build-out. The contract was subsequently amended on:

- May 15, 2015
- September 1, 2015
- June 5, 2017
- September 1, 2019
- June 28, 2023
- August 14, 2023
- February 1, 2024
- June 1, 2024
- September 8, 2025

These amendments expanded the scope to include acquisition, delivery, and installation of furniture for offices, un-programmed spaces, conference rooms, and public spaces at 375 Beale Street, bringing the total contract authorization to \$7,250,000.

This amendment authorizes an additional \$300,000 for continued design, procurement, and installation of office, conference room, shared space, and ancillary furniture. Work includes updates to the Claremont Conference Room, adjacent to the Board Room, to support hybrid-meeting needs and improve overall space functionality.

Funds for this amendment are included in the FY 2025/26 BAHA Capital Budget.

With this amendment, the new total contract amount would be \$7,550,000.

Furniture needs for BAHA Capital Projects and MTC occupied spaces are coordinated through this contract as it serves as the procurement vehicle for orders and installation. MTC will provide funding for several upcoming furniture requests for MTC occupied spaces. Furniture and improvements associated with BAHA Capital Projects, including the Claremont Conference Room Project, will continue to be funded through BAHA Capital Projects budgets.

KBM-Hogue is not a Small Business Enterprise (SBE) or a Disadvantaged Business Enterprise (DBE).

Issues:

None identified.

Recommendations:

Staff recommends that the Authority authorize the Executive Director to negotiate and enter into a contract amendment with KBM-Hogue in an amount not to exceed \$300,000 for the procurement and installation of office, conference room, shared space, and other ancillary furniture to accommodate hybrid work at BAMC located at 375 Beale Street, San Francisco, for a new total contract amount not to exceed 7,550,000.

Attachments:

Request for Committee Approval – Summary of Proposed Contract Amendment

Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.:	9161
Consultant:	KBM Office Equipment Inc. dba KBM-Hogue (KBM-Hogue) San Francisco, CA
Work Project Title:	375 Beale Street Furniture Dealer/Manufacturer Services
Purpose of Project:	Provide services to design, procure and install conference room and shared space, and other ancillary furniture, including but not limited to in the Claremont Conference room – adjacent to the Board room - to update spaces and improve overall functionality in the hybrid work environment at BAMC located at 375 Beale Street, San Francisco
Brief Scope of Work:	Provide services related to the procurement of new office and other ancillary furniture for the 375 Beale Street building.
Project Cost Not to Exceed:	This amendment: \$300,000 Current contract authorization before this amendment: \$7,250,000. New contract not to exceed amount: 7,550,000.
Funding Source:	BAHA FY 25-26 Capital Building Improvement Project Budget
Fiscal Impact:	Funding is subject to the approval of the BAHA FY 25-26 Budget
Motion by Committee:	That the Executive Director is authorized to negotiate and enter into a contract amendment not to exceed \$300,000 with KBM-Hogue for the procurement and installation of office, conference room, shared space, and other ancillary furniture as described above and in the Bay Area Headquarters Authority Summary Sheet dated January 28, 2026, and the Chief Financial Officer (CFO) is directed to set aside funds in the amount of \$300,000 for such contract amendment, subject to the approval of the BAHA FY 25-26 budget.

Bay Area Headquarters

Authority:

Sue Noack, Chair

Approved: January 28, 2026