

Meeting Agenda

Bay Area Headquarters Authority

Authority Members:

*Alfredo Pedroza, Chair Nick Josefowitz, Vice Chair
Margaret Abe-Koga, Cindy Chavez, Federal D. Glover,
Amy R. Worth*

Wednesday, July 28, 2021

9:50 AM

Board Room - 1st Floor (REMOTE)

The Bay Area Headquarters Authority is scheduled to meet on Wednesday, July 28, 2021 at 9:50 a.m., or immediately following the 9:45 a.m. BATA meeting, in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

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.

Attendee Link: <https://bayareametro.zoom.us/j/83945173910>

iPhone One-tap: US: +14086380968,,83945173910# or +16699006833,,83945173910#

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

+1 669 900 6833 or +1 408 638 0968 or +1 346 248 7799 or

+1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or

+1 312 626 6799 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 839 4517 3910

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

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "*9". In order to get the full Zoom experience, please make sure your application is up to date.

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 day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

1. Call to Order / Roll Call / Confirm Quorum

Quorum: A quorum of this Authority shall be a majority of its regular voting members (3).

2. Consent Calendar

- 2a. [21-0966](#) Minutes of the June 23, 2021 meeting

Action: Authority Approval

Attachments: [2a -21-0966 - June 23 BAHA Draft Minutes.pdf](#)

- 2b. [21-0968](#) Contract - Real Estate Brokerage Services: Cushman & Wakefield of California, Inc. (\$1,200,000)

Action: Authority Approval

Presenter: Denise Rodrigues

Attachments: [2b - 21-0968 - Cushman Wakefield LeasingAgent.pdf](#)

3. Public Comment / Other Business

4. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority is scheduled to be held on Wednesday, September 22, 2021 remotely and by webcast. Any changes to the schedule will be duly noticed to the public.

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.

All items on the agenda are subject to action and/or change by the Authority. Actions recommended by staff are subject to change by the Authority.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 21-0966 **Version:** 1 **Name:**

Type: Minutes **Status:** Authority Approval

File created: 6/22/2021 **In control:** Bay Area Headquarters Authority

On agenda: 7/28/2021 **Final action:**

Title: Minutes of the June 23, 2021 meeting

Sponsors:

Indexes:

Code sections:

Attachments: [2a -21-0966 - June 23 BAHA Draft Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the June 23, 2021 meeting

Recommended Action:
Authority Approval

Meeting Minutes

Bay Area Headquarters Authority

Authority Members:

*Alfredo Pedroza, Chair Nick Josefowitz, Vice Chair
Margaret Abe-Koga, Cindy Chavez, Federal D. Glover,
Amy R. Worth*

Wednesday, June 23, 2021

9:50 AM

Board Room - 1st Floor (REMOTE)

Call Remote Meeting to Order

1. Roll Call / Confirm Quorum

Present: 6 - Chair Pedroza, Vice Chair Josefowitz, Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover and Commissioner Worth

2. Consent Calendar

Upon the motion by Commissioner Glover and the second by Commissioner Chavez, the Consent Calendar was unanimously approved by the following vote:

Aye: 6 - Chair Pedroza, Vice Chair Josefowitz, Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover and Commissioner Worth

2a. [21-0544](#) Minutes of the March 24, 2021 meeting

Action: Authority Approval

2b. [21-0795](#) BAHA Financial Statements for Q3 FY 2020-21 (Unaudited)

Action: Information

Presenter: Raymond Woo

3. Authority Approval

3a. [21-0796](#) BAHA Resolution No. 24 - FY 2021-22 Operating and Capital Budgets

A request for Authority approval of BAHA Resolution No. 24, authorizing the BAHA Operating and Capital Budgets for FY 2021-22.

Action: Authority Approval

Presenter: Brian Mayhew

Upon the motion by Commissioner Chavez and the second by Commissioner Worth, the Authority unanimously adopted BAHA Resolution No. 24. The motion carried by the following vote:

Aye: 6 - Chair Pedroza, Vice Chair Josefowitz, Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover and Commissioner Worth

3b. [21-0797](#) Contract Amendment - Property Management Services: Cushman & Wakefield of California, Inc. (\$739,000)

A request that the Authority authorize the Executive Director or designee to negotiate and enter into a contract amendment in the amount of \$739,000 with Cushman & Wakefield of California, Inc. ("Cushman Wakefield") to implement and administer building improvements projects at 375 Beale Street, San Francisco (Bay Area Metro Center).

Action: Authority Approval

Presenter: Gary Szeto

Upon the motion by Commissioner Chavez and the second by Commissioner Glover, the Authority unanimously approved the Contract Amendment with Cushman & Wakefield of California, Inc. The motion carried by the following vote:

Aye: 6 - Chair Pedroza, Vice Chair Josefowitz, Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover and Commissioner Worth

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority is scheduled to be held on Wednesday, July 28, 2021 remotely and by webcast. Any changes to the schedule will be duly noticed to the public.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 21-0968 **Version:** 1 **Name:**

Type: Contract **Status:** Authority Approval

File created: 6/24/2021 **In control:** Bay Area Headquarters Authority

On agenda: 7/28/2021 **Final action:**

Title: Contract - Real Estate Brokerage Services: Cushman & Wakefield of California, Inc. (\$1,200,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2b - 21-0968 - Cushman Wakefield LeasingAgent.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - Real Estate Brokerage Services: Cushman & Wakefield of California, Inc. (\$1,200,000)

Presenter:
Denise Rodrigues

Recommended Action:
Authority Approval

Bay Area Headquarters Authority (BAHA)

July 28, 2021

Agenda Item 2b - 21-0968

Contract – Real Estate Brokerage Services: Cushman & Wakefield of California, Inc. (\$1,200,000)

Subject: A request that the Authority authorize the Executive Director or designee to negotiate and enter into a contract in the amount of \$1,200,000 with Cushman & Wakefield of California, Inc. (“Cushman Wakefield”) for the period of August 1, 2021 through June 30, 2024, for real estate brokerage services for the marketing and leasing of office and retail space at 375 Beale Street, San Francisco (Bay Area Metro Center (BAMC)).

Background: Cushman Wakefield provided real estate brokerage services to BAHA from 2013 to 2018 via a competitive procurement. During that time, Cushman Wakefield provided a full range of services including, but not limited to, creating a master plan for the redevelopment of the tenant and retail spaces, preparing a marketing strategy for attracting prospective tenants, serving as BAHA’s real estate broker in the negotiation of competitive leases and providing other services as required in the ordinary course of business in marketing and leasing the building.

BAHA has been without a real estate brokerage service provider since 2018, as the Metropolitan Transportation Commission (MTC), the Bay Area Quality Management District (BAAQMD) and the San Francisco (BCDC) occupy approx. 207,000 square feet, and all other BAMC space is leased to other commercial tenants (see Attachment A, Stacking Plan).

Although, all leasable BAMC space is currently fully occupied, BAHA now requires a qualified firm to assist BAHA with its on-going and future leasing needs.

The Cushman Wakefield team brings substantial experience marketing and leasing buildings that include a mix of government and private companies, as well as retail space. Supported by senior management at the regional and national level, the dedicated core team will provide an integrated level of professionals experienced in developing a vision and strategy for the retaining, and marketing and attracting tenants.

The proposed \$1,200,000 contract will allow Cushman Wakefield to provide real estate brokerage services for the term of August 1, 2021 through June 30, 2024. Funding of \$200,000 is budgeted in FY 2021-22; and \$500,000 per FY year is subject to the approval of the FY 2022-23 and FY 2023-24 budgets. The contract will include terms and conditions for the payment of commissions to Cushman Wakefield, other cooperating brokers, and for other agreed upon expenses related to the marketing of BAMC.

This contract will be procured using the U.S. General Services Administration Multiple Award Schedule (MAS). Cushman Wakefield is neither a small business enterprise nor a disadvantaged business enterprise.

Issues: None.

Recommendation: Staff recommends that the Authority authorize the Executive Director or designee to negotiate and enter into a contract with Cushman Wakefield in an amount not to exceed \$1,200,000 for the period of August 1, 2021 through June 30, 2024, for real estate brokerage services at the Bay Area Metro Center. Funding of \$200,000 is budgeted in FY 2021-22; and \$500,000 per FY subject to the approval of the FY 2022-23 and FY 2023-24 budgets.

Attachments: Attachment A – Stacking Plan
Request for Committee Approval – Summary of Proposed Contract



Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.: 9130

Consultant: Cushman & Wakefield of California, Inc.
San Francisco, CA

Work Project Title: Property Management Services

Purpose of Project: Provide Real Estate Brokerage Services for 375 Beale Street

Brief Scope of Work: Provide for real estate brokerage services for the marketing and leasing of office and retail space at 375 Beale Street, San Francisco (Bay Area Metro Center).

Project Cost Not to Exceed: \$1,200,000

Funding Source: BAHA FY 2021-22 Budget

Fiscal Impact: Funding of \$200,000 is budgeted in FY 2021-22; and \$500,000 per FY is subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.

Motion by Authority: That the Executive Director or designee is authorized to negotiate and enter into a contract with Cushman & Wakefield of California, Inc. for real estate brokerage services, for the period of August 1, 2021 through June 30, 2024, as described above and in the Bay Area Headquarters Authority Summary Sheet dated July 28, 2021, and the Treasurer and Auditor is directed to set aside funds in the amount of \$1,200,000 for such contract.

BAHA Chair:

Alfredo Pedroza

Approved:

Date: July 28, 2021

375 BEALE STREET							
STACKING PLAN							
Floor	<p align="center"><i>BOMA Legacy Method A: Smith Group 6-19-2015</i> <i>Revised to add Cubic 6-28-2018</i> <i>Revised to update BATA Lease Term, and other minor change 8-14-2021</i></p>						
8	<p align="center">AGENCY (MTC, ABAG, BAAQMD) 55,700 RSF</p>						
7	<p align="center">AGENCY (MTC, ABAG, BAAQMD) 57,300 RSF</p>						
6	<p align="center">AGENCY (BAAQMD) 58,100 RSF</p>						
5	<p align="center">AGENCY (MTC) 17,010 RSF</p>	<p align="center">BCDC Occupy 08-15-2019 Expires 8-31-2027 18,890 RSF</p>		<p align="center">DEGENKOLB Occupy 2-1-2017 Expires 01-31-2027 Option: One at 60 months (i.e. 01-31-2032) 22,536 RSF</p>			
4	<p align="center">TWILIO (See below) 58,290 RSF</p>						
3	<p align="center">CUBIC Occupy Expires Options: two at 36 months each (i.e. 12-31- 2022, 12-31-2028) 2,990 RSF</p>	<p align="center">BATA Fastrak (See below) 6,180 RSF</p>	<p align="center">RUTHERFORD & CHEKENE Occupy 6-1-2016 Expires 08-31-2023 Options: One at 60 months 13,892 RSF</p>		<p align="center">TWILIO Occupy 4-15-2016 Expires 10-31-2024 Options: Two at 36 months each (i.e. 10-31-2027, 10-31-2030)* BAHA approval required 33,533 RSF</p>		
2	<p align="center">PARKING 16,064 RSF</p>		<p align="center">BIKES/ LOCKERS 4,396 RSF</p>	<p align="center">AGENCY (MTC, BAAQMD) 9,600 RSF</p>	<p align="center">CUSHMAN & WAKEFIELD 1,082 RSF</p>	<p align="center">BATA-FASTRAK CSC Occupy 4-25-2016 Expires 11-30-2022 Option: Incremental up to 12 months 21,100 RSF</p>	
1	<p align="center">BUILDING SUPPORT 10,326 RSF</p>	<p align="center">PARKING 15,912 RSF</p>		<p align="center">LOBBY 14,606 RSF</p>	<p align="center">BOARDROOM AND PUBLIC MEETING ROOMS 14,200 RSF</p>	<p align="center">VACANT 1,521 RSF</p>	<p align="center">Temazcal MULTI-USE SPACE 4,827 RSF</p>

Building Common Area
Agency Space
Leased Space through 2022
Leased Space through 2023
Leased Space through 2024
Leased Space through 2025
Leased Space through 2026
Leased Space through 2027
Vacant Space

Last Updated 6/28/2021