



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

## Meeting Agenda - Final-revised

### Bay Area Headquarters Authority

*Authority Members:*

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

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Wednesday, October 27, 2021

10:15 AM

REMOTE (In person option available)

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The Bay Area Headquarters Authority is scheduled to meet on Wednesday, October 27, 2021 at 10:15 a.m., or immediately following the 10:10 a.m. BATA meeting, in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding COVID-19 and in accordance with the recently signed Assembly Bill 361 allowing remote meetings, this meeting will be accessible via webcast, teleconference, and Zoom for all participants. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

Meeting attendees may opt to attend in person for public comment and observation at 375 Beale Street, Temescal Conference Room (1st Floor). In-person attendees must pass required health screenings and 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:

Attendee Link: <https://bayareametro.zoom.us/j/86129027309>

Or iPhone one-tap: US: +16699006833,,86129027309# or +14086380968,,86129027309#

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

+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or

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

Webinar ID: 861 2902 7309

International numbers available: <https://bayareametro.zoom.us/j/86129027309>

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](mailto: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. [21-1179](#) Minutes of the September 22, 2021 meeting
- Action: Authority Approval
- Attachments: [2a - 21-1179 - Sept 22 BAHA Draft Minutes.pdf](#)
- 2b. [21-1180](#) Contract Amendment - Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$80,000)
- Action: Authority Approval
- Presenter: Denise Rodrigues
- Attachments: [2b - 21-1180 - TEF Contract Amendment.pdf](#)
- 2c. [21-1464](#) BAHA Resolution No. 25 - AB 361 Remote Meetings
- Action: Authority Approval
- Attachments: [2c - 21-1464 - BAHA-Reso-025 AB 361.pdf](#)

## 3. Public Comment / Other Business

## 4. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority is scheduled to be held at 9:45 a.m. remotely and by webcast on \*\*\*the third Wednesday, November 17, 2021.\*\*\* 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](http://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.

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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.

## Legislation Details (With Text)

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**File #:** 21-1179      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Authority Approval  
**File created:** 9/2/2021      **In control:** Bay Area Headquarters Authority  
**On agenda:** 10/27/2021      **Final action:**  
**Title:** Minutes of the September 22, 2021 meeting  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2a - 21-1179 - Sept 22 BAHA Draft Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Minutes of the September 22, 2021 meeting

**Recommended Action:**  
Authority Approval



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

## 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*

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Wednesday, September 22, 2021

9:45 AM

Board Room - 1st Floor (REMOTE)

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#### 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 Worth, 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.**     [21-1015](#)     Minutes of the July 28, 2022 meeting

**Action:** Authority Approval

**2b.**     [21-1085](#)     BAHA Financial Statements for Fourth Quarter FY 2020-21 (Unaudited)

**Action:** Information

**Presenter:** Raymond Woo

#### 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, October 27, 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)

<b>File #:</b>	21-1180	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Contract	<b>Status:</b>		Authority Approval	
<b>File created:</b>	9/2/2021	<b>In control:</b>		Bay Area Headquarters Authority	
<b>On agenda:</b>	10/27/2021	<b>Final action:</b>			
<b>Title:</b>	Contract Amendment - Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$80,000)				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">2b - 21-1180 - TEF Contract Amendment.pdf</a>				

Date	Ver.	Action By	Action	Result
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### Subject:

Contract Amendment - Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$80,000)

### Presenter:

Denise Rodrigues

### Recommended Action:

Authority Approval

# Bay Area Headquarters Authority (BAHA)

October 27, 2021

Agenda Item 2b - 21-1180

## Contract Amendment – Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$80,000)

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- Subject:** This memorandum requests Authority approval to enter into a contract amendment with TEF Architecture and Interior Design, Inc. (TEF), in an amount not to exceed \$80,000, to provide design and other related project management design services.
- Background:** Under the 2018-2021 On-Call Building Architectural and Engineering Services Bench, three firms, including TEF Design, proposed and were qualified in the architecture service category. See Attachment A, for the table showing firms on the bench. After a comparative review of the SOQ as related to programmatic needs, consideration of direct experience with similar projects, and familiarity with the building's interior design, BAHA staff determined that TEF Design is the best fit for performance of the anticipated scope of work.
- This contract amendment for \$80,000 will be used for provide design and other related project management design services to assist BAHA in determining how the agency space within the Bay Area Metro Center (BAMC) may evolve with the changing needs related to a hybrid work environment. The project will include in depth research to determine what types of space changes would benefit the occupants and the experience in the building; assistance with reopening goal and process documentation including a review and comparison of values generated from the initial design of the building; and existing space analysis. Staff directly selected TEF because of its role as interior designer for BAMC Levels 2 and 5 through 8.
- Attachment B includes a summary of TEF and its project team's small business and disadvantaged business enterprise status.
- Issues:** None.
- Recommendation:** Staff recommends that the Authority authorize the Executive Director or designee to negotiate and enter into a contract amendment with TEF in an amount not to exceed \$80,000, for a new contract not to exceed amount of \$490,000, to provide architectural and engineering services related to modifications of the building interiors.
- Attachments:** Request for Committee Approval – Summary of Proposed Contract

  
Therese W. McMillan

**Attachment A**

		<b>2018 Architectural and Engineering Services Bench: Service Categories</b>							
Firm		Architecture	Landscape Architecture	Civil Engineering	Structural Engineering	Mechanical Engineering	Electrical Engineering	Plumbing Engineering	Information Technology (IT) and Audio/Visual (A/V)
1	Charles M. Salter Associates, Inc.								X
2	Holmes Structures				X				
3	Perkins+Will, Inc.	X	X						
4	Randall/Lamb/Associates					X	X		
5	Royston Hanamoto Alley & Abey dba RHAA		X						
6	Rutherford + Chekene				X				
7	Salas O'Brien Engineering, Inc. dba Salas O'Brien					X	X	X	
8	Taylor Engineering LLC					X		X	
9	TEECOM, Inc.								X
10	TEF Architecture & Interior Design, Inc.	X							
11	Walker Parking Consultants/Engineers, Inc. dba Walker Consultants	X							



**Attachment B**  
**Subconsultant List**

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	TEF Architecture and Interior Design, Inc.	Interior Design			X	X	24450	
Subcontractor	Silverman & Light Consulting	Electrical Engineering and Lighting Designs			X	X	43834	
Subcontractor	Holmes Structures	Structural Engineering			X			X
Subcontractor	Charles M. Salter Associates, Inc.	Acoustics, Audiovisual, Telecommunications, Security Engineering			X	X	1023399	
Subcontractor	MHC Engineers	Mechanical, Plumbing, and Electrical Engineering			X			X
	Webb Foodservice Design	Food Service Design			X	X	2006476	

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract Amendment

Work Item No.:	9110 and 9130
Consultant:	TEF Architecture and Interior Design, Inc. San Francisco, CA
Work Project Title:	BAHA On-Call Architectural and Engineering Services
Purpose of Project:	Provide architecture and engineering design services for BAHA facility renovations
Brief Scope of Work:	Complete design modifications to the Metro Center agency offices and conference rooms
Project Cost Not to Exceed:	\$80,000 (This amendment) \$410,000 (Current contract authorization before this amendment) \$490,000 (New total contract amount)
Funding Source:	BAHA FY 2021-22 Budget
Fiscal Impact:	Funding of \$75,000 is budgeted in 9130 and \$5,000 is budgeted in 9110 of the FY 2021-22 agency budget.
Motion by Authority:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with TEF Architecture and Interior Design, Inc. for design services for the BAHA facility renovations as described above and in the BAHA Summary Sheet dated October 27, 2021, and the Treasurer and Auditor is directed to set aside funds in the amount of \$50,000 for such contract amendment.
BAHA Chair:	<hr/> Alfredo Pedroza
Approved:	Date: October 27, 2021

## Legislation Details (With Text)

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**File #:** 21-1464      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Authority Approval

**File created:** 10/22/2021      **In control:** Bay Area Headquarters Authority

**On agenda:** 10/27/2021      **Final action:**

**Title:** BAHA Resolution No. 25 - AB 361 Remote Meetings

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2c - 21-1464 - BAHA-Reso-025 AB 361.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
BAHA Resolution No. 25 - AB 361 Remote Meetings

**Recommended Action:**  
Authority Approval

**Bay Area Headquarters Authority  
BAHA**

**October 27, 2021**

**Agenda Item 2c - 21-1464**

**Resolution No. 25 Providing for Remote Meetings Pursuant to AB 361**

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**Subject:**

Approval of Resolution No. 25 Regarding Remote Meetings Pursuant to AB 361

**Background:**

The recently-enacted bill, AB 361, provides for continuing availability of remote meetings during the pandemic-related state of emergency in California. In order to invoke this option, governing boards of Brown Act bodies, or their authorized designated committees must make certain findings in support of remote meetings within 30 days of the first meeting occurring after October 1, 2021, and every 30 days thereafter. Attached for your review and approval is a resolution invoking AB 361 and providing for remote meetings retroactive to Oct. 1 of this year and prospectively for 30 days following the Bay Area Headquarters Authority's action.

**Issues:**


Findings in support of Resolution No. 25 are found in the attached. Given the continuing state of public health emergency and the improved public access afforded by holding public meetings of regional bodies in a virtual setting, the resolution under AB 361 is supportable.

**Recommended Action:**

The Bay Area Headquarters Authority is requested to adopt Resolution No. 25, authorizing its committees and related entities, to meet remotely pursuant to the provisions of AB 361.

**Attachments:**

- Attachment A: BAHA Resolution No. 25



Therese W. McMillan

Date: October 27, 2021  
Referred By: BAHA

ABSTRACT

Resolution No. 025

This resolution makes findings pursuant to AB 361 to continue virtual public meetings for the Bay Area Headquarters Authority (BAHA), its related entities and committees during the COVID-19 State of Emergency

Further discussion of this subject is contained in the BAHA Summary Sheet dated October 27, 2021.

Date: October 27, 2021  
Referred By: BAHA

RE: Findings Pursuant to AB 361 to Continue Virtual Public Meetings for the Bay Area Headquarters Authority (BAHA), With its Related Entities and Committees, During the COVID-19 State of Emergency

BAY AREA HEADQUARTERS AUTHORITY  
RESOLUTION NO. 025

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency, as defined under the California Emergency Services Act, due to the COVID-19 pandemic; and

WHEREAS, the State of Emergency remains in effect; and

WHEREAS, beginning in March 2020, the Governor's Executive Order N-29-20 suspended Brown Act requirements related to teleconferencing during the COVID-19 pandemic provided that notice, accessibility, and other requirements were met, and the public was allowed to observe and address the legislative body at the meeting; and

WHEREAS, Executive Order N-08-21 extended the previous order until September 30, 2021; and

WHEREAS, the Bay Area Headquarters Authority (BAHA) and its related entities and committees have conducted their meetings virtually, as authorized by the Executive Order, since March 17, 2020; and

WHEREAS, on September 16, 2021, the Governor signed into law AB 361, an urgency measure effective upon adoption, that provides flexibility to government bodies, allowing them to meet virtually without conforming to the Brown Act teleconferencing rules if: (i) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; (ii) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (iii) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a

result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, although applicable social distancing requirements are currently no longer in effect, the San Francisco Public Health Department continues to recommend measures to promote social distancing in combination with other safety precautions when activities occur in shared indoor spaces to mitigate the risk of COVID-19 transmission; and

WHEREAS, in the last few months, the Delta variant has surged in the United States and become the predominant COVID-19 variant, the Delta variant is believed by medical experts to be twice as contagious as previous variants, and data has shown the variant has increased transmissibility even among some vaccinated people; and

WHEREAS, due to uncertainty and concerns about the Delta variant and current conditions, many workplaces that had announced a return to regular in-person operations have pushed back the full return date until later in the year or next year; and

WHEREAS, virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities; and

WHEREAS, given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees;

NOW, THEREFORE, BE IT RESOLVED, that the Bay Area Headquarters Authority hereby determines that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees; and be it further

RESOLVED, that in accordance with AB 361, based on the findings and determinations herein, meetings of BATA, its related entities and its committees will be held virtually, with Brown Act teleconferencing rules suspended; and be it further

RESOLVED, that this resolution shall be effective upon adoption and remain in effect for

BAY AREA HEADQUARTES AUTHORITY

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Alfredo Pedroza, Chair

The above resolution was entered into by the  
Bay Area Headquarters Authority at a duly  
called and noticed meeting held in San  
Francisco, California and at other remote  
locations, on October 27, 2021