



101 Eighth Street,
Joseph P. Bort
MetroCenter
Oakland, CA

Meeting Agenda

Bay Area Headquarters Authority

Dave Cortese, Chair Jake Mackenzie, Vice Chair

Wednesday, November 4, 2015

9:45 AM

Lawrence D. Dahms Auditorium

This meeting is scheduled to be audiocast live on the Metropolitan Transportation
Commission's Web Site: www.mtc.ca.gov

Call Meeting to Order

1. Roll Call/Confirm Quorum

Quorum: A quorum of this committee shall be a majority of its regular voting members (4).

2. Consent Calendar

- 2a.** [15-0939](#) Minutes of the September 23, 2015 meeting.
- Action: Authority Approval
- Attachments: [2a_09-23-2015_BAHA_Minutes.pdf](#)
-
- 2b.** [15-0940](#) Contract - Architectural and Engineering Services: TEF Architecture and Interior Design (\$300,000)
- Action: Authority Approval
- Presenter: Stephen Wolf
- Attachments: [2b_Contract-TEF.pdf](#)
-
- 2c.** [15-0941](#) Contract - Mover Services: Alexander's Mobility Services (\$272,599 plus a \$54,520 contingency)
- Action: Authority Approval
- Presenter: Robert Hoffman
- Attachments: [2c_Contract-AlexandersMobility.pdf](#)

Information

3. [15-0943](#) 375 Beale Street Status Report - November 2015

Action: Information

Presenter: Stephen Wolf and Teri Green

Attachments: [3_November 2015 Status Report.pdf](#)

Authority Approval

4. [15-0942](#) Contract - Webcasting, Agenda Management and Audio Visual Services: Network Television Time Inc., formerly GovTV of California (\$1,500,000)

A request for the Authority to approve a managed services contract with Network Television Time Inc. to provide webcasting, agenda management and audio visual production services for the Board and Multipurpose rooms at 375 Beale Street.

Action: Authority Approval

Presenter: Nick Roethel

Attachments: [4_Contract-NTT Inc.pdf](#)

5. [15-1017](#) Contract - Concession Agreement: Ada's Café (\$325,000)

A request to approve a Concession Agreement with Ada's Café to provide café services at 375 Beale Street in a retail space located in Suite #103.

Action: Authority Approval

Presenter: Teri Green

Attachments: [5_Contract_Ada's Cafe.pdf](#)

6. [15-0944](#) Closed Session - Conference with Real Property Negotiators

BAHA will meet in Closed Session pursuant to Government Code Section 54956.8 to confer with real property negotiators to discuss a potential commercial lease opportunity as follows:

Property: 375 Beale Street, Suites 300 and 400, San Francisco

Agency negotiators:

For BAHA: Bay Area Headquarters Authority, Cushman & Wakefield

BAHA Negotiators:

- Steve Heminger, Executive Director
- Andrew Fremier, Deputy Executive Director
- Brian Mayhew, Chief Financial Officer
- Teri Green, Director

Cushman & Wakefield Negotiators:

- Mark McGranahan, Director

Negotiating Parties: BAHA with broker Cushman & Wakefield, Twilio Inc. with broker Jones Lang LaSalle

Under Negotiation: Both price and terms

7. [15-0945](#) Open Session - Authority to enter into lease with Twilio Inc. for Suites 300 and 400 at 375 Beale Street

Action:

Authority Approval

8. Public Comment / Other Business

9. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority will be held on a date and time to be duly noticed in the Lawrence D. Dahms Auditorium, First Floor, 101 Eighth Street, Oakland, CA.

Public Comment: The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee 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 Committee 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: Committee 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 510.817.5757 or 510.810.5769 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 510.817.5757 或 510.817.5769 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 510.817.5757 o al 510.817.5769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Committee 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 Committee. Actions recommended by staff are subject to change by the Committee.

Legislation Details (With Text)

File #: 15-0939 **Version:** 1 **Name:**

Type: Minutes **Status:** Consent

File created: 10/1/2015 **In control:** Bay Area Headquarters Authority

On agenda: 10/28/2015 **Final action:**

Title: Minutes of the September 23, 2015 meeting.

Sponsors:

Indexes:

Code sections:

Attachments: [2a_09-23-2015_BAHA_Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the September 23, 2015 meeting.

Recommended Action:
Authority Approval



101 Eighth Street,
Joseph P. Bort
MetroCenter
Oakland, CA

Meeting Minutes

Bay Area Headquarters Authority

Dave Cortese, Chair Jake Mackenzie, Vice Chair

Wednesday, September 23, 2015

9:40 AM

Lawrence D. Dahms Auditorium

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 4 - Commissioner Bates, Commissioner Tissier, Commissioner Campos and Vice Chair Mackenzie

Absent: 2 - Commissioner Rein Worth and Chairperson Cortese

2. Consent Calendar

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

Aye: 4 - Commissioner Bates, Commissioner Tissier, Commissioner Campos and Vice Chair Mackenzie

Absent: 2 - Commissioner Rein Worth and Chairperson Cortese

2a. [15-0839](#) Minutes of the August 14, 2015 meeting.

Action: Authority Approval

2b. [15-0840](#) Purchase Order Amendment - Technology Hosting and Staging Services:
Digital 365 Main, LLC (\$50,000)

Action: Authority Approval

Presenter: Valerie Campbell

2c. [15-0843](#) Contract Amendment - Architectural and Engineering Services: Perkins +
Will (\$600,000)

Action: Authority Approval

Presenter: Stephen Wolf

Authority Approval

3. [15-0844](#) Commercial Lease - 375 Beale Street, Suites 200A and 300C: Bay Area Toll Authority - FasTrak® Customer Service Center (receipts estimated at \$6,300,000)

A request for the Authority to approve a lease of Suites 200A and 300C to the Bay Area Toll Authority (BATA) for the FasTrak® Customer Service Center (CSC), with an option by BATA to sublet or grant a license to operate to the CSC operator.

Action: Authority Approval

Presenter: Andrew Fremier

Upon the motion by Commissioner Bates and the second by Commissioner Tissier, the Commercial Lease at 375 Beale Street, Suites 200A and 300C with the Bay Area Toll Authority for the FasTrak® Customer Service Center was unanimously approved. The motion carried by the following vote:

Aye: 4 - Commissioner Bates, Commissioner Tissier, Commissioner Campos and Vice Chair Mackenzie

Absent: 2 - Commissioner Rein Worth and Chairperson Cortese

Information

4. [15-0841](#) 375 Beale Street Status Report - September 2015

Action: Information

Presenter: Stephen Wolf

Joyce Roy, member of the public, was called to speak.

5. Public Comment / Other Business

6. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority will be held on October 28, 2015 at 9:50 a.m. in the Lawrence D. Dahms Auditorium, First Floor, 101 Eighth Street, Oakland, CA.

Legislation Details (With Text)

File #: 15-0940 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 10/1/2015 **In control:** Bay Area Headquarters Authority

On agenda: 10/28/2015 **Final action:**

Title: Contract - Architectural and Engineering Services: TEF Architecture and Interior Design (\$300,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2b_Contract-TEF.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - Architectural and Engineering Services: TEF Architecture and Interior Design (\$300,000)

Presenter:
Stephen Wolf

Recommended Action:
Authority Approval

Memorandum

Agenda Item 2b

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: Contract – Architectural and Engineering Services: TEF Architecture and Interior Design (\$300,000)

This memorandum asks for Authority approval to enter into a sole source contract with TEF Architecture and Interior Design (TEF), in an amount not to exceed \$300,000, to complete the design of the agency spaces for the Metropolitan Transportation Commission (MTC) and the Bay Conservation and Development Commission (BCDC) on Level 5.

Background

TEF is a sub-consultant on BAHA's contract with Perkins + Will (P+W) for the completion of the base building renovation and seismic retrofit. Under P+W's contract, TEF was responsible for the interior architectural design of the agency spaces on Levels 2 and 6 through 8. It also developed a conceptual floor plan for Level 5 while under contract with P+W. The design for Level 5 uses a similar floor plan and the same finishes from the agency floors above. By using TEF, much of the design from the Level 6 through 8 floors can be reused for Level 5, thereby saving time and cost. Staff recommends contracting with TEF on a sole source basis rather than amending the contract with P+W to save on markups and to consolidate design responsibility for this work with one architect.

TEF's scope of work includes completing permit drawings over 12 weeks and providing construction administration over 16 weeks. Mechanical, electrical, and plumbing will be provided by one of the tenant improvement contracts on the bench with Cushman & Wakefield, BAHA's property manager. Although the State has not authorized BCDC to lease space at 375 Beale and BAHA does not have funding to build out BCDC's space, TEF's scope includes completing the design of the area that would be occupied by BCDC. The design will include a demising wall that would allow a contractor to build out the MTC space on its own. The demising wall can be removed in the future to allow for collaborative agency workspace, consistent with all other agency spaces in the building.

Attachment A includes a summary of TEF and its project team's small business and disadvantaged business enterprise status. TEF and its subconsultant, Propp and Guerin, Inc., are both Small Business Enterprises.

Recommendation

For these compelling business reasons, staff recommends this Committee authorize the Executive Director or his designated representative to negotiate and enter into a sole source contract with TEF in an amount not to exceed \$300,000 to provide services for the design of the Level 5 agency tenant improvements.



Steve Heminger

SH : sw

J:\COMMITTEE\BAHA\2015\11_November 2015\2b_Contract-TEF_Ver2.docx

Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm		
			Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	TEF Design	Interior Design			X	X	#24450	
Subcontractor	Propp and Guerin, Inc.	Signage			X	X	#38216	
Subcontractor								

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

**Denotes certification by the State of California.

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Contract

Consultant:	TEF Architecture and Interior Design San Francisco, CA
Work Project Title:	BAHA Facility Renovation and Retrofit Design
Purpose of Project:	Provide architecture and engineering design services for the BAHA Facility renovation and retrofit.
Brief Scope of Work:	Complete the architectural design of the space on Level 5 to be occupied by MTC and BCDC.
Project Cost Not to Exceed:	\$300,000
Funding Source:	BAHA FY 2015-16 Capital Budget
Fiscal Impact:	Funding is included in the BAHA FY 2015-16 Capital Budget.
Motion by Authority:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with TEF Architecture and Interior Design for design services for the BAHA Facility renovation and retrofit as described above and in the Executive Director's Memorandum dated October 28, 2015, and the Treasurer and Auditor is directed to set aside funds in the amount of \$300,000 for such contract.

BAHA Chair:

Dave Cortese

Approved: Date: November 4, 2015



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-0941 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 10/1/2015 **In control:** Bay Area Headquarters Authority

On agenda: 10/28/2015 **Final action:**

Title: Contract - Mover Services: Alexander's Mobility Services (\$272,599 plus a \$54,520 contingency)

Sponsors:

Indexes:

Code sections:

Attachments: [2c_Contract-AlexandersMobility.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - Mover Services: Alexander's Mobility Services (\$272,599 plus a \$54,520 contingency)

Presenter:
Robert Hoffman

Recommended Action:
Authority Approval

Memorandum

Agenda Item 2c

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: Contract - Mover Services: Alexander's Mobility Services (\$272,599 plus a \$54,520 contingency)

This memorandum requests the Authority's approval to enter into a contract with Alexander's Mobility Services in the amount of \$272,599, plus a 20% contingency of \$54,520, to provide physical move and relocation services for the Metropolitan Transportation Commission ("MTC"), Association of Bay Area Governments ("ABAG"), and the Bay Area Air Quality Management District ("Air District") to 375 Beale Street, for an initial term from November 1, 2015 to May 31, 2016, with an option to extend for an additional 18 months for move-related activities at 375 Beale Street.

Background

In October 2011, BAHA purchased 375 Beale Street, San Francisco, CA 94105 ("Beale") to serve as a regional agency headquarters facility for MTC, ABAG, and the Air District. BAHA is responsible for providing move coordination and physical relocation services for these agencies from their respective origin locations to Beale.

Approximately 600 public agency employees will move to Beale. MTC and ABAG plan to move approximately 323 employees, the MTC/ABAG technical library, the MTC law library, and computer servers from the MetroCenter building. The Air District plans to move approximately 277 employees, a law library, laboratory equipment, and hazardous chemicals from its Ellis Street building. Some existing furniture, file cabinets, shelving units and computer equipment is included in the proposed move inventory. It is expected that there will be two different moves over two different weekends in the January – March 2016 timeframe.

Procurement Process

On August 25, 2015, BAHA issued a Request for Proposal (RFP) for the physical move and relocation. An email advertising the availability of the RFP on MTC's website was sent to over 1,088 individuals/firms. BAHA received three proposals, from Alexander Mobility Services, Crown Worldwide Moving and Storage LLC and Nor-Cal Moving Services. The proposals were evaluated by a panel of representatives from BAHA, Air District, ABAG and two technical advisors.

Based on the initial evaluation, the panel entered into discussions with all three proposers. Discussion meetings were held on September 28, 2015 to identify and discuss deficiencies and

weaknesses in each proposal. Following discussions, on October 1, 2015, BAHA issued Addendum #2 and a Request for Best and Final Offer (BAFO) to all three proposers. In their BAFOs, the proposers were given the opportunity to revise their written proposals to address the concerns raised during discussions or to make any other changes.

The proposers' overall final scores based on the evaluation factors are summarized below:

Proposer	Alexander's (Hayward)	Crown (San Leandro)	Nor-Cal (Hayward)
Experience (max 30 points)	28.80	27.00	26.20
Cost Effectiveness (max 30 points)	28.40	26.40	19.40
Staffing/Equipment (max 30 points)	28.20	25.20	20.40
Communications (max 10 points)	9.00	5.60	6.20
Total (max 100 points)	94.40	84.20	72.20
Pricing	\$272,599	\$299,329	\$457,332

The panel recommends Alexander's Mobility Services (Alexander's) as the proposer most advantageous to BAHA based on the evaluation criteria stated in the RFP. Alexander's is highly qualified, with a demonstrated and proven history of successful experience handling multi-location moves similar in size and scope to this project. Subcontractor Top Gun Moving Specialist will provide additional labor to support the move. Alexander's also has a strong technical subcontractor, Advanced Chemical Transport, which is experienced and capable of handling the move of the Air District's laboratory equipment and hazardous chemicals. The team also came highly recommended from references received. Attachment A includes a summary of Alexander's and its project team's small business and disadvantaged business enterprise status.

The panel recommends including a 20% contract contingency in the amount of \$54,529 to account for additional scope of work or changes to the proposed move inventory contents.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designated representative to negotiate and enter into a contract with Alexander's Mobility Services in an amount not to exceed \$272,599 plus a 20% (\$54,520) contingency to be used by the Executive Director at his discretion for changes in the work, to provide physical move and relocation services for MTC, ABAG and the Air District from their respective origin locations to Beale, for an initial term from November 1, 2015 to May 31, 2016, with an option to extend for an additional 18 months for move-related activities at Beale.



Steve Heminger

SH: rh

Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Alexander's Mobility Services	Moving Company			X			X
Subcontractor	Top Gun Moving Specialists	Moving Company						X
Subcontractor	Advanced Chemical Transport	Hazardous Material Move			X	X	41669	

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

**Denotes certification by the State of California.

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Contract

Work Item No.: 9130

Contractor: Alexander's Mobility Services, Hayward, CA

Work Project Title: Mover Services

Purpose of Project: Physical move and relocation of MTC, ABAG, and Air District to Beale Street

Brief Scope of Work: Move MTC, ABAG, and Air District agencies to 375 Beale Street. Move encompasses approximately 600 total employees, MTC/ABAG Law and Technical Libraries, MTC/ABAG computer servers, Air District Law Library, and Air District Laboratory Equipment and Hazardous Chemicals.

Project Cost Not to Exceed: \$272,599 plus a contingency of \$54,520 to be used at the Executive Director's discretion.

Funding Source: FY 2015-16 BAHA Capital Budget

Fiscal Impact: Funding is included in the FY 2015-16 Capital Budget.

Motion by Authority: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Alexander's Mobility Services for the mover services as described above and in the Executive Director's Memorandum dated October 28, 2015, and to use contingency funds for changes in the work; and the Treasurer and Auditor is directed to set aside funds in an amount of \$272,599 for such contract and \$54,520 for the contract contingency.

BAHA Chair:

Dave Cortese, Chair

Approved:

Date: November 4, 2015

Legislation Details (With Text)

File #: 15-0943 **Version:** 1 **Name:**
Type: Report **Status:** Informational
File created: 10/1/2015 **In control:** Bay Area Headquarters Authority
On agenda: 10/28/2015 **Final action:**
Title: 375 Beale Street Status Report - November 2015
Sponsors:
Indexes:
Code sections:
Attachments: [3_November 2015 Status Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
375 Beale Street Status Report - November 2015

Presenter:
Stephen Wolf and Teri Green

Recommended Action:
Information

Memorandum

Agenda Item 3

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: 375 Beale Street Status Report – November 2015

1. Construction Update

The State Fire Marshall inspection to obtain the certificate of occupancy (CO) is scheduled for December 16th. Obtaining CO is dependent on the testing of the fire alarm system and the atrium smoke evacuation system. This testing begins in November. Furniture installation is nearing completion on Level 6 and begins on Level 7 in early November. Furniture for Level 8 will be delivered in early December. The atrium finishes have been installed and the Level 1 lobby slab has been poured. Board Room A/V testing commissioning begins in November. Exterior painting is complete. Scaffolding is scheduled to remain in place through December when the window seals have been installed. We are evaluating alternative move-in dates for all three agencies in the first few months of 2016. The current schedule and recent construction photos are included as Attachments A and B.

2. Inter-agency Collaboration

The MTC, ABAG and Air District executive management team continues to meet 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 security protocols, parking and additional EV charging stations and infrastructure. BAHA issued a purchase order to KCA Engineers under the Executive Director's delegated authority to commence work on developing the parcel maps for the 375 Beale Condominium.

3. Technology

BAHA's technology vendor, NexusIS, is at work preparing the network hardware and software for the installation at the Regional Headquarters Data Center. The installation of telecommunications for Internet and telephone is in progress. Planning for the configuration and installation of telephone, video conferencing, Microsoft server solutions and data center services is also in progress. Board and multi-purpose room technology and audio/video equipment are being aligned for installation.

4. Furniture Procurement

Furniture for the staff offices/workstations, various seating, and the multi-purpose and conference room tables have been ordered. With 75% of the furniture budget expended, costs are tracking to the budget. Installation of the private offices on Level 6 has commenced with Level 7 to begin in early November. Additional furniture orders are being placed for the executive offices and other ancillary/public space locations.

5. Leasing Opportunities

Cushman & Wakefield continues to market the building although all of the commercial spaces either have executed leases or are under negotiations. The second commercial office lease has been executed with the Bay Area Toll Authority (BATA) for 30,266 rsf for suites #210 and #330.

Negotiations are underway to execute the lease with Degenkolb, previously authorized in August, 2015. Construction of the FasTrak® Customer Service Center (CSC) tenant improvements on Levels 2 and 3 commenced in October and is scheduled to be complete in April 2016. Under agenda item #6, BAHA will go into closed session and review an offer to lease the remaining commercial space (all of Level 4 and remainder of Level 3). BAHA continues to work with Cushman & Wakefield to lease out the larger retail food service space on the first floor.

6. Rincon Place

Staff is working with Tishman Speyer on terms of a deal that would build out Rincon Place, which includes property owned by BAHA and property owned by Tishman Speyer. Staff proposes offering Tishman Speyer a financial contribution in exchange for Tishman Speyer funding the balance and constructing Rincon Place to a design completed by Tishman Speyer and approved by BAHA.

Maintenance, operations, and insurance requirements would be shared. BAHA would maintain ownership of its property, and Tishman Speyer's obligation to the City of San Francisco to include a public midblock passage from Beale Street to Main Street would be fulfilled on BAHA's property.

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 further news to report on the outcome of BCDC's report.

8. Regional Resource Center (RRC)

A Request for Proposal (RFP) was issued by MTC to select a firm as the Regional Resource Center (RRC) customer service representative. The RRC is co-located next to the 1st floor small retail café shop. The selected firm will provide visitors of 375 Beale Street with information and products related to the three regional agencies (MTC, Air District and ABAG), specifically public transportation services, assistance with and purchase of MTC-managed projects, and information on transportation alternatives and transit connections.



Steve Heminger

SH:tg

Attachments

J:\COMMITTEE\BAHA\2015\11_November 2015\3_November 2015 Status Report.docx

375 Beale Street Construction Schedule

6/19/2013

Revised 9/18/2013, 3/5/2014, 5/19/2014, 7/16/2014, 8/21/2014, 4/8/2015, 5/20/2015, 7/15/2015

		2014										2015										2016										
REVISED SCHEDULE		M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
1	Retrofit L1-L6																															
2	MEP, Core and Shell and Interiors (L1-6)																															
3	Tenant Relocates and HazMat Remediation 4/2015														X																	
4	Retrofit L7-L8																															
5	MEP, Core and Shell and Interiors (L7-8)																															
6	Agency Move-in																															
7	Agency Occupancy (year end)																							X								
8	Non-agency Landlord Improvements (cold-to-warm L2)																															
9	Non-agency Tenant Improvements (L2)																															
10	Non-agency Tie-in to Base Building Systems (L2-5)																						X									
11	Non-agency Move-in (L2)																															
12	Non-agency Occupancy (L2)																								X							
13	Non-agency Landlord Improvements (cold-to-warm L3-5)																															
14	Non-agency Tenant Improvements (L3-5)																															
15	Non-agency Move-in (L3-5)																															
16	Non-agency Occupancy (L3-5)																														X	
Technology																																
18	Hardware Order Placement and Configuration																															
18	Server Room Ready (6 mos prior to move-in)																	X														
19	Testing & Commissioning (Bldg Systems)																															
20	Bld Systems operational																															
21	Agency Systems operational																															
Furniture																																
23	Dealer/Manufacturer BAHA Approval				X																											
24	Contract Execution																															
25	Specification & Design																															
26	Order Placement																															
27	Installation																															

Construction Pictures – October 21, 2015

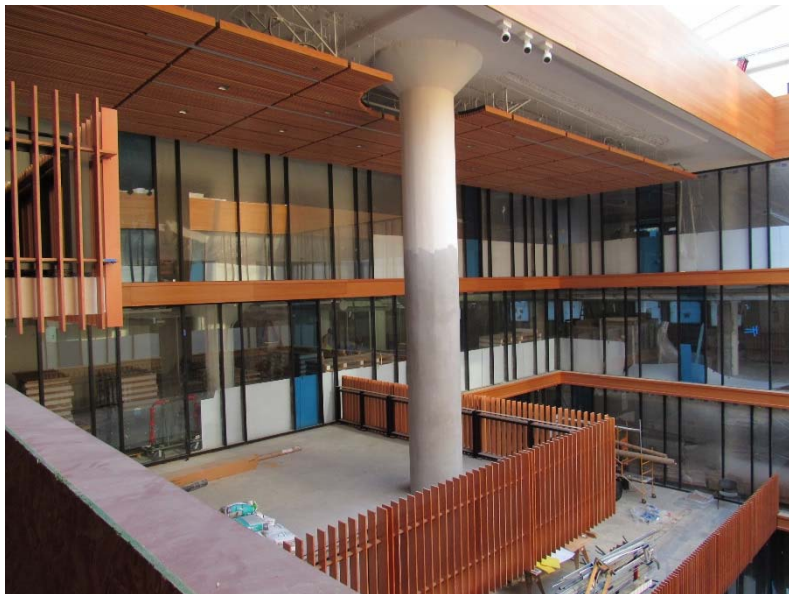


Figure 1: Upper floors atrium lobby finishes installation in progress



Figure 2: Atrium guardrail installation in progress.

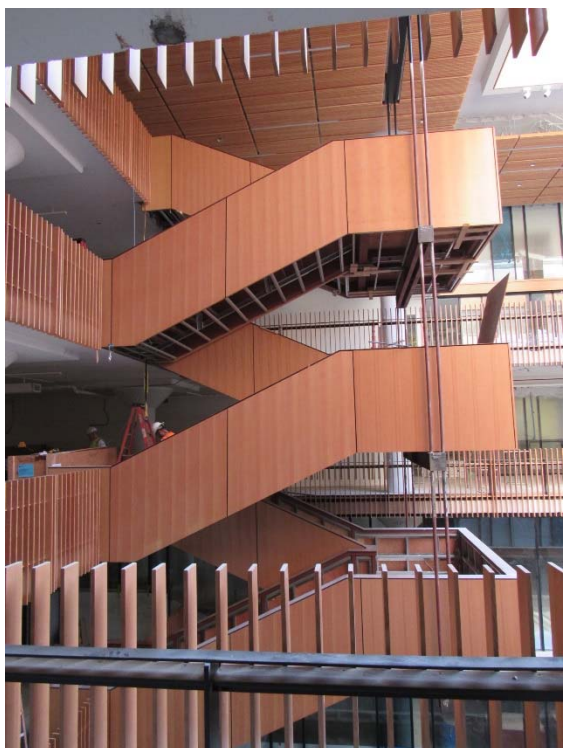


Figure 3: Stair 6 finishes installation in progress



Figure 4: Level 8 terrace framing/glazing in progress



Figure 5: Level 6 workstation furniture installation in progress



Figure 6: Level 7 office storefront and carpet installation in progress.



Figure 7: Exterior window painting in progress.



Figure 8: Boardroom finishes installation in progress.

Legislation Details (With Text)

File #:	15-0942	Version:	1	Name:	
Type:	Contract	Status:		Authority Approval	
File created:	10/1/2015	In control:		Bay Area Headquarters Authority	
On agenda:	10/28/2015	Final action:			
Title:	Contract - Webcasting, Agenda Management and Audio Visual Services: Network Television Time Inc., formerly GovTV of California (\$1,500,000)				
	A request for the Authority to approve a managed services contract with Network Television Time Inc. to provide webcasting, agenda management and audio visual production services for the Board and Multipurpose rooms at 375 Beale Street.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	4_Contract-NTT Inc.pdf				

Date	Ver.	Action By	Action	Result
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Subject:

Contract - Webcasting, Agenda Management and Audio Visual Services: Network Television Time Inc., formerly GovTV of California (\$1,500,000)

A request for the Authority to approve a managed services contract with Network Television Time Inc. to provide webcasting, agenda management and audio visual production services for the Board and Multipurpose rooms at 375 Beale Street.

Presenter:

Nick Roethel

Recommended Action:

Authority Approval

Memorandum

Agenda Item 4

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: Contract – Webcasting, Agenda Management and Audio Visual Services:
Network Television Time Inc., Formerly GovTV of California (\$1,400,000)

This memorandum requests the Authority's approval of a contract with Network Television Time Inc., formerly GovTV of California (NTT) for \$1,400,000 over four years for audio and video technical operations and configuration and maintenance services.

MTC and the Bay Area Air Quality Management District (BAAQMD) intend to webcast public meetings at the Bay Area MetroCenter at 375 Beale Street. To facilitate this need, the building is equipped with broadcast audio and video equipment. NTT is being recommended to operate, configure and maintain the equipment and provide services for this function. ABAG is not participating in webcasting at this time.

Background

NTT will provide control room management, camera operation, basic equipment maintenance and setup as well as audio/visual editing for meeting recordings accessible in an Internet-based portal. NTT (at that time referred to as GovTV) was approved by the Authority in March, 2015 to provide "Webcasting Installation Services." At the time of the approval, staff indicated that a procurement for maintenance and operating services was forthcoming.

Rather than procuring such services, NTT is being recommended on a sole source basis due in major part to its partnerships. BAAQMD currently uses NTT services. The agency selected NTT through an RFP in 2011, at which time only NTT responded. Staff research continues to indicate an extremely limited selection of vendors capable of this work. In addition, NTT is a partner with Granicus, the company that provides agenda hosting and management services for MTC and BAAQMD. This partnership allows for a seamless integration between the meeting management system and the video that minutes ultimately link to. In addition, the partnership maintains a single point of contact for billing and all issues relating to agenda and meeting management as well the audio/visual production of the meetings. A four year contract is recommended to allow BAHA the ability to adapt to changes in webcasting technology and consider a competitive procurement in the future.

NTT is being recommended as a result of its extensive experience in government meeting broadcasting and its depth of personnel. NTT exclusively serves government clients, including the BAAQMD and many California entities including Los Angeles and Orange Counties and the City of Los Angeles. NTT is a large entity capable of serving the extensive needs of two regional entities housed in a single building. These needs include the ability to webcast multiple meetings simultaneously.

NTT is also capable of scaling its offering to meet the demands of additional agencies that may choose to webcast meetings. In addition to the regular meetings, it is imperative that BAHA contract with a company capable of responding to special and emergency meeting scenarios. NTT provides the depth and guarantee of coverage for nearly any special circumstance.

Cost

The cost of NTT services combines control room management for a system capable of webcasting and operating two meetings simultaneously. In addition, the cost is a full managed-services contract providing a turn-key operational solution. Staff considered alternatives including staffing the control room with agency staff. Because of the extensive meeting schedule of MTC and BAAQMD, up to four professionals would need to be retained to meet the needs of the two agencies. The cost for four employees is well above \$500,000 per year, which significantly exceeds the recurring costs being proposed by NTT.

Service	Yearly	Four Year Term
Webcast MTC meetings @ \$1,350/meeting/3 hour block	\$146,000	\$584,000
Webcast BAAQMD meetings @ \$1,350/meeting/3 hour block	\$121,000	\$484,000
System Maintenance	\$55,000	\$220,000
Total Recurring Costs	\$322,000	\$1,288,000
One time cost: Data migration for meeting minutes		\$36,000
Contingency		\$76,000
Total Cost over four (4) years		\$1,400,000

Each agency, MTC and BAAQMD, is responsible for its share of the costs for each webcast meeting and a proportional share of the systems maintenance and managed services costs. BAHA will pay the one-time capital costs from its FY 2015-16 Capital Budget. Contingency dollars will be allocated from recurring costs or one-time costs as required.

Recommendation

Based on NTT's ability to provide the depth of staff, response to special and emergency situations as well as its partnership with BAAQMD and Granicus, staff is recommending a sole source agreement. The contract recommended in this memorandum is a four year agreement with the ability to terminate. NTT is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Staff recommends that the Authority authorize the Executive Director or his designee to enter into a contract with NTT for services in an amount not to exceed \$1,400,000, subject to the agency's budget approval process as necessary in future fiscal years, including a \$76,000 contingency to be used by the Executive Director at his discretion.


Steve Heminger

SH:njr

Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm		
			Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Network Television Time Inc.	Prime Contractor			X			X
Subcontractor	Granicus	Provider of agenda hosting and management services for MTC and BAAQMD			X			X
Subcontractor	Voice to Print Captioning, LLC	Provider of On-Screen Captioning			X			X

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

**Denotes certification by the State of California.

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Contract

Vendor: Network Television Time Inc., Formerly GovTV of California

Work Project Title: Webcasting, Agenda Management and Audio Visual Services

Purpose of Project: Webcast, Video Production, Audio Visual Maintenance

Brief Scope of Work: Audio/Visual production services, camera operation, basic equipment maintenance and setup as well as audio/visual hosting for meeting recordings in an Internet based portal.

Project Cost Not to Exceed: \$1,400,000, including a \$76,000 contingency to be used by the Executive Director at his discretion

Funding Source: BAHA FY 2015-16 Capital Budget
FY 2016-17 and beyond: BAHA operating budget and BAAQMD funds.

Fiscal Impact: Funding for one-time cost of \$64,000 is included in the BAHA FY 2015-16 Capital Budget;
FY2016-17 and beyond: \$322,000 per year, subject to inclusion in BAHA's annual operating budget, to be reimbursed in part by BAAQMD.

Motion by Authority: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Network Television Time Inc. as described above and in the Executive Director's memorandum dated October 28, 2015 and the Treasurer and Auditor is directed to set aside funds in the amount of \$1,400,000 for such contract comprised of \$64,000 for FY 2015-16 and \$322,000 per Fiscal Year in FY 2016-17, 2017-18, 2018-19, and 2019-20 subject to inclusion of those funds in each of those fiscal years' agency budgets.

BAHA Chair:

Dave Cortese

Approved:

Date: November 4, 2015

Legislation Details (With Text)

File #: 15-1017 **Version:** 1 **Name:**
Type: Contract **Status:** Authority Approval
File created: 10/15/2015 **In control:** Bay Area Infrastructure Financing Authority
On agenda: 10/28/2015 **Final action:**
Title: Contract - Concession Agreement: Ada's Café (\$325,000)

A request to approve a Concession Agreement with Ada's Café to provide café services at 375 Beale Street in a retail space located in Suite #103.

Sponsors:

Indexes:

Code sections:

Attachments: [5_Contract_Ada's Cafe.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract - Concession Agreement: Ada's Café (\$325,000)

A request to approve a Concession Agreement with Ada's Café to provide café services at 375 Beale Street in a retail space located in Suite #103.

Presenter:

Teri Green

Recommended Action:

Authority Approval

Memorandum

Agenda Item 5

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: Contract – Concession Agreement: Ada’s Café (\$325,000)

This memorandum asks for Authority approval to enter into a five (5) year concession agreement with Ada’s Café, on a sole source basis, in an amount not to exceed \$325,000, to provide café services at 375 Beale Street in the small retail space located in Suite #103, with an option on the part of Ada’s Café to extend the agreement for up to five (5) additional years in one-year increments.

Background

BAHA plans to develop a joint space that would house a Regional Resource Center and a retail coffee shop on the 1st floor (Suites #103 and #105). Similar to the design and operational concept for the Agency floors, the two operations would be co-located within two joining suites which allows their mutual customers the benefit of walking freely between the units.

BAHA worked with Cushman & Wakefield to lease the retail location in Suite 103, including tours and distribution of marketing materials. While there was interest in the space from various food service providers, Ada’s Café submitted a detailed proposal to provide café services while providing employment opportunities for disabled adults.

Below is a brief history and background of Ada’s Café:

- Kathleen Foley-Hughes is the Executive Director and has over 25 years of experience as an event planner, fundraiser, and professional caterer.
- She is the founder and funder of two successful vocational education food service programs for disabled students within the Palo Alto Unified School District.
- The name Ada's Cafe also has another derivation - the Americans with Disabilities Act – passed by Congress and signed into law by President George H. W. Bush in 1990 to ensure equal opportunities for people with disabilities.
- Through catering business and the newest venture – Ada’s Café at the Mitchell Park Library and Community Center in Palo Alto – serves as a place to provide job opportunities for disabled individuals.
- Ada’s Café is a 501(c)(3) nonprofit organization.

Based on the nature of the lease terms proposed by Ada's Café, BAHA staff recommend implementing the arrangement as a sole source concession agreement, similar to the agreement for cafeteria services at the MetroCenter building. The Ada's proposal (considered by BAHA in closed session in August 2015) included a lease rental that would only cover operating costs. Outside legal counsel recommended that an operating agreement rather than a lease be used, to provide BAHA with an additional layer of protection in the event of an Ada's Cafe bankruptcy. In a bankruptcy a lease of the proposed type could become an asset of the bankruptcy estate and the space re-let for a profit without regard to the lease terms governing subletting, including BAHA consent and profit sharing. Given the change in format from lease to contract, even though the lease was marketed and advertised with only one formal offer presented, it is necessary to request sole source approval of the concession agreement in compliance with BAHA contracting procedures.

This new strategy keeps BAHA in control of a turn-key space that is functional for Ada's or subsequent retailers in the future. BAHA will be responsible for design and construction of the café, along with ownership of all improvements, equipment, machinery and other personal Café Property it purchases at a cost not to exceed \$325,000 for design and construction services. Ada's will be responsible for all other equipment and furnishings (estimated at \$275,000) and all costs associated with the food service operations. Under the terms of the concession agreement, Ada's will not pay a minimum annual guarantee or any rent, but is responsible for paying all allocable operating expenses (annual estimate \$13-15/rsf). Ada's Café is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff recommends this Authority authorize the Executive Director or his designated representative to negotiate and enter into a sole source concession agreement with Ada's Café to provide café services in Suite #103 at 375 Beale Street in an amount not to exceed \$325,000 for the design and construction costs.



Steve Heminger

SH : tg

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REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Concession Agreement

Concessionaire:	Ada's Café, a 501(c)(3) nonprofit corporation created in 2008, whose mission is training, employing and empowering people with disabilities in a commercial food service environment Palo Alto, California
Term:	5 years with an option on the part of Ada's Café to extend for up to five (5) additional years; not to exceed 10 years
Space:	Approximately 760 Rentable Square Feet (RSF), 1 st floor, Suite 103
Rent:	Base Rent - \$0.00 with Ada's paying allocable operating expenses (annual estimated at \$13-15/rsf)
Delivery:	12/1/2015 – available for design/build-out (approximate)
Commencement:	5/1/2016 (approximate)
Design/Build Out:	BAHA contribution towards design and construction of retail space not to exceed \$325,000
Funding Source:	FY 2015-16 BAHA Commercial Development Fund
Fixtures and Equipment:	Ada's responsible for equipping and furnishings (approximately \$275,000); BAHA will have to purchase at fair market value at end of agreement term
Security Deposit:	\$2,500 upon execution of the Concession Agreement
Parking:	One designated parking space at \$300/month
Motion by Authority:	That the Executive Director or his designee is authorized to negotiate and enter into a concession agreement with Ada's Café to provide café services at 375 Beale Street as described above and in the Executive Director's Memorandum dated October 28, 2015, and the Treasurer and Auditor is directed to set aside funds in an amount not to exceed \$325,000 for such concession agreement.

BAHA Chair:

Dave Cortese

Approved:

Date: November 4, 2015

Legislation Details (With Text)

File #: 15-0944 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 10/1/2015 **In control:** Bay Area Headquarters Authority
On agenda: 10/28/2015 **Final action:**
Title: Closed Session - Conference with Real Property Negotiators

BAHA will meet in Closed Session pursuant to Government Code Section 54956.8 to confer with real property negotiators to discuss a potential commercial lease opportunity as follows:

Property: 375 Beale Street, Suites 300 and 400, San Francisco

Agency negotiators:

For BAHA: Bay Area Headquarters Authority, Cushman & Wakefield

BAHA Negotiators:

- Steve Heminger, Executive Director
- Andrew Fremier, Deputy Executive Director
- Brian Mayhew, Chief Financial Officer
- Teri Green, Director

Cushman & Wakefield Negotiators:

- Mark McGranahan, Director

Negotiating Parties: BAHA with broker Cushman & Wakefield, Twilio Inc. with broker Jones Lang LaSalle

Under Negotiation: Both price and terms

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Subject:

Closed Session - Conference with Real Property Negotiators

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- *Steve Heminger, Executive Director*
- *Andrew Fremier, Deputy Executive Director*
- *Brian Mayhew, Chief Financial Officer*
- *Teri Green, Director*

Cushman & Wakefield Negotiators:

- *Mark McGranahan, Director*

Negotiating Parties: BAHA with broker Cushman & Wakefield, Twilio Inc. with broker Jones Lang LaSalle

Under Negotiation: Both price and terms



Metropolitan Transportation Commission

101 Eighth Street,
Joseph P. Bort MetroCenter
Oakland, CA

Legislation Details (With Text)

File #: 15-0945 **Version:** 1 **Name:**

Type: Report **Status:** Agenda Ready

File created: 10/1/2015 **In control:** Bay Area Headquarters Authority

On agenda: 10/28/2015 **Final action:**

Title: Open Session - Authority to enter into lease with Twilio Inc. for Suites 300 and 400 at 375 Beale Street

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Subject:

Open Session - Authority to enter into lease with Twilio Inc. for Suites 300 and 400 at 375 Beale Street

Recommended Action:

Authority Approval