



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

Meeting Agenda

Bay Area Headquarters Authority

Authority Members:

Jake Mackenzie, Chair Scott Haggerty, Vice Chair

*Federal D. Glover, Anne W. Halsted,
James P. Spering, Amy R. Worth*

Wednesday, March 22, 2017

9:35 AM

Board Room - 1st Floor

This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Web site: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:35 a.m. or immediately following the 9:30 a.m. Bay Area Toll Authority meeting.

1. Roll Call/Confirm Quorum

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

2. Consent Calendar

- 2a. [17-2347](#) Minutes of the January 25, 2017 meeting
- Action: Authority Approval
- Attachments: [2a 01-25-2017 BAHA Draft Minutes.pdf](#)
-
- 2b. [17-2274](#) Professional Services Small Business Enterprise (SBE) Pilot Program
- Action: Information
- Presenter: Denise Rodrigues
- Attachments: [2b Pilot SBE Program.pdf](#)
-
- 2c. [17-2370](#) Contract Amendment - Furniture Procurement Services: KBM-Hogue (\$1,000,000)
- Action: Authority Approval
- Presenter: Gary Szeto
- Attachments: [2c Hogue Contract Amendment.pdf](#)

- 2d.** [17-2372](#) Contract Amendment - Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$100,000)
- Action:** Authority Approval
- Presenter:** Stephen Wolf
- Attachments:** [2d TEF Contract Amendment.pdf](#)
-
- 2e.** [17-2442](#) Consultant Bench - On-Call Building Construction and Design Review Services (4LEAF, Inc., Applied Materials & Engineering, Inc., Bureau Veritas North America, Inc., CSG Consultants, Inc., EsGil Corporation, Holmes Structures, IMEG Corp, Interwest Consulting Group)
- Action:** Committee Approval
- Presenter:** Stephen Wolf
- Attachments:** [2e On-Call Consultant Bench.pdf](#)

3. Authority Approval

- 3a.** [17-2348](#) BAHA Resolution No. 18 - Establishing Parking Rates for the Beale and Harrison Street Garages
- A request for approval of parking rates to be implemented in the Beale and Harrison Street garages.
- Action:** Authority Approval
- Presenter:** Stephen Wolf
- Attachments:** [3a BAHA Reso-18 Parking Rates.pdf](#)
-
- 3b.** [17-2433](#) Lease Agreement - Cubic Transportation Systems, Inc. (\$494,000) and Lease Amendment - Bay Area Toll Authority FasTrak® Customer Service Center
- A request for approval to enter into a five year / three month lease with Cubic Transportation Systems, Inc. to lease Suite #340 and to amend the lease with the Bay Area Toll Authority (BATA) to reduce the rentable square feet associated with Suite #330 at 375 Beale Street.
- Action:** Authority Approval
- Presenter:** Andrew Fremier
- Attachments:** [3b Cubic Lease Agreement.pdf](#)

- 3c. [17-2421](#) BAHA Resolution No. 17, Revised, FY 2016-17 Capital and Operating Budgets

A request to amend the FY 2016-17 Capital and Operating Budgets for tenant improvements and real estate broker commissions for a new lease with Cubic Transportation Systems, Inc.

Action: Authority Approval

Presenter: Brian Mayhew

Attachments: [3c BAHA Reso-17 Budget Amendment.pdf](#)

4. Information

- 4a. [17-2349](#) 375 Beale Street Status Report - March 2017

Action: Information

Presenter: Stephen Wolf

Attachments: [4a BAHA Status Report March.pdf](#)

5. Public Comment / Other Business

6. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority will be held on April 26, 2017 at the Bay Area Metro Center, 375 Beale Street, San Francisco CA 94105.

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.

Legislation Details (With Text)

File #: 17-2347 **Version:** 1 **Name:**
Type: Minutes **Status:** Consent
File created: 2/17/2017 **In control:** Bay Area Headquarters Authority
On agenda: 3/22/2017 **Final action:**
Title: Minutes of the January 25, 2017 meeting
Sponsors:
Indexes:
Code sections:
Attachments: [2a_01-25-2017_BAHA_Draft_Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
Minutes of the January 25, 2017 meeting

Recommended Action:
Authority Approval



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

Meeting Minutes

Bay Area Headquarters Authority

Wednesday, January 25, 2017

9:40 AM

Board Room - 1st Floor

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 6 - Commissioner Worth, Commission Vice Chair Cortese, Vice Chair Mackenzie, Commissioner Glover, Commissioner Halsted and Commissioner Spering

2. Consent Calendar

Approval of the Consent Calendar

Upon the motion by Vice Chair Mackenzie and the second by Commissioner Spering, the Consent Calendar was unanimously approved by the following vote:

Aye: 6 - Commissioner Worth, Commission Vice Chair Cortese, Vice Chair Mackenzie, Commissioner Glover, Commissioner Halsted and Commissioner Spering

2a. [15-2118](#) Minutes of the November 16, 2016 meeting

Action: Authority Approval

2b. [15-2119](#) BAHA Resolution No. 17, Revised, FY 2016-17 Capital and Operating Budgets; and Contract - EV Charging Stations Supply, Operations, and Maintenance: National Car Charging, LLC (\$220,000)

Action: Authority Approval

Presenter: Stephen Terrin

3. Information

- 3a. [15-2120](#) 375 Beale Street Status Report - January 2017

Action: Information

Presenter: Teri Green

4. Authority Approval

- 4a. [15-2053](#) Lease Agreement - Bay Conservation Development Commission:
Department of General Services (\$75,200 - broker commissions)

A request to enter into a lease agreement with Department of General Services ("DGS") to lease suite #510 to be occupied by the Bay Conservation Development Commission at 375 Beale Street.

Action: Authority Approval

Presenter: Teri Green

Upon the motion by Commissioner Halsted and the second by Commissioner Spering, the lease agreement with the Department of General Services was unanimously approved. The motion carried by the following vote:

Aye: 6 - Commissioner Worth, Commission Vice Chair Cortese, Vice Chair Mackenzie, Commissioner Glover, Commissioner Halsted and Commissioner Spering

- 4b. [17-2210](#) Contract -BCDC/ MTC Tenant Improvement Construction: Swinerton Builders (\$7,000,000 plus Owner's contingency of \$1,400,000)

A request to execute a contract for general contractor services in the amount of \$7,000,000, with an Owner's contingency of \$1,400,000, for the build-out of approximately 40,000 square feet of space to be occupied by the Bay Conservation and Development Commission (BCDC) and MTC on the 5th floor of the Bay Area Metro Center at 375 Beale Street, San Francisco.

Action: Authority Approval

Presenter: Andrew Fremier

Ken Bukowski was called to speak

Upon the motion by Commissioner Spering and the second by Vice Chair Mackenzie, the contract with Swinerton Builders was unanimously approved. The motion carried by the following vote:

Aye: 6 - Commissioner Worth, Commission Vice Chair Cortese, Vice Chair Mackenzie, Commissioner Glover, Commissioner Halsted and Commissioner Spering

5. Public Comment / Other Business

6. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority will be held on February 23, 2017 at the Bay Area Metro Center, 375 Beale Street, San Francisco CA 94105.

Legislation Details (With Text)

File #: 17-2274 **Version:** 1 **Name:**

Type: Report **Status:** Consent

File created: 1/27/2017 **In control:** Bay Area Headquarters Authority

On agenda: 3/22/2017 **Final action:**

Title: Professional Services Small Business Enterprise (SBE) Pilot Program

Sponsors:

Indexes:

Code sections:

Attachments: [2b_Pilot_SBE_Program.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
Professional Services Small Business Enterprise (SBE) Pilot Program

Presenter:
Denise Rodrigues

Recommended Action:
Information

Memorandum

Agenda Item 2b

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

RE: Professional Services Small Business Enterprise (SBE) Pilot Program

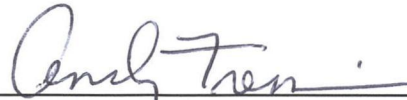
This memo provides information on the Bay Area Headquarters Authority (BAHA) Professional Services SBE Pilot Program ("Pilot Program").

Professional Services SBE Pilot Program

To expand on BAHA's outreach efforts, staff will implement a Pilot Program to assist SBE firms in participating in BAHA's professional service contracts. The Pilot Program will apply to formally procured non-federally funded professional service contracts, and will be implemented over a two-year timeframe to allow time for staff to test the Pilot Program's effectiveness and if necessary modify the Pilot Program to make it as successful as possible before formal adoption. The Pilot Program will include the following requirements:

- The SBE Liaison Officer (SBELO) or designee will determine which contracts the Pilot Program will apply to, based on internal staff workload and appropriateness of contract;
- The Pilot Program allows for an evaluation preference of 5 points or 5 percent;
- The preference will apply when a Proposer meeting specifications is a certified SBE performing a minimum percentage of the work, or when a non-SBE prime subcontracts with an SBE firm or firms for a minimum percentage of work;
- The preference will apply only to SBEs certified by the State Department of General Services; and
- SBE subcontractors shall not be removed or replaced unless prior written approval of SBE substitution is provided by the SBELO.

Staff will return to the Authority to request approval of the Professional Services SBE Program upon conclusion of the Pilot Program.



Andrew B. Fremier

SH:dr

Legislation Details (With Text)

File #: 17-2370 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 3/2/2017 **In control:** Bay Area Headquarters Authority

On agenda: 3/22/2017 **Final action:**

Title: Contract Amendment - Furniture Procurement Services: KBM-Hogue (\$1,000,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2c Hogue Contract Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
Contract Amendment - Furniture Procurement Services: KBM-Hogue (\$1,000,000)

Presenter:
Gary Szeto

Recommended Action:
Authority Approval

Memorandum

Agenda Item 2c

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

W. I. 9130

RE: Contract Amendment - Furniture Procurement Services: KBM-Hogue (\$1,000,000)

This item would authorize the Executive Director or designee to negotiate and enter into a contract amendment with KBM-Hogue (Hogue), formerly Hogue and Associates, for the procurement of office, public space, and other ancillary furniture for the Metropolitan Transportation Commission (MTC) and Bay Conservation Development Commission (BCDC) build-out on Level 5 of the Bay Area Metro Center at 375 Beale Street, San Francisco.

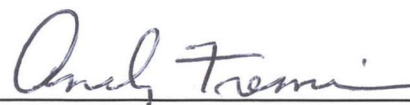
Background

After a competitive procurement, BAHA's contract with Hogue was authorized on June 25, 2014 for an amount not to exceed \$500,000 for Phase I professional services costs related to the design of new office furniture for the agency offices in the base building build-out. The contract was amended on April 22, 2015 and August 14, 2015 for a total amount not to exceed \$5,000,000 for the issuance of purchase and/or task order(s) for the acquisition, delivery and installation of furniture in offices and previously un-programmed spaces, conference rooms and public spaces at 375 Beale Street.

This amendment adds an additional \$1,000,000 for furniture design, procurement, delivery and installation for the 5th Floor build-out that will house MTC and BCDC. Furniture selected will be of the same or similar style and layout as was used on Levels 6 to 8. Funding for the project is included in the FY 2016-17 BAHA Capital budget. Attachment A includes a summary of Hogue and its project team's small business and disadvantaged business enterprise status.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Hogue to add an amount not to exceed \$1,000,000 for the design, procurement, delivery and installation of furniture at 375 Beale Street for the Level 5 MTC and BCDC Tenant Improvement Project.



Andrew B. Premier

SH:gs

J:\COMMITTEE\BAHA\2017\03 Mar2017_BAHA\2c_Hogue_Contract_Amendment.docx

Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Consultant	KBM-Hogue	Furniture Dealer			X			X
Subcontractor	Service West	Furniture Installer			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 Amendment

Consultant:	KBM-Hogue (San Francisco) – formerly Hogue and Associates
Work Project Title:	375 Beale Street Furniture Dealer/Manufacturer Services
Purpose of Project:	Provide services to design, procure and install office, public space and other ancillary furniture for 375 Beale Street
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:	\$1,000,000 (This amendment) \$5,000,000 (Current contract authorization before this amendment) \$6,000,000 (New total contract amount)
Funding Source:	BAHA FY 2016-17 Capital Budget
Fiscal Impact:	Funding is included in BAHA's FY 2016-17 Capital Budget
Motion by Authority:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with KBM-Hogue to add an amount not to exceed \$1,000,000 for the acquisition, delivery and installation of furniture at 375 Beale Street, as described above and in the Deputy Executive Director's memorandum dated March 15, 2017, and the Treasurer and Auditor is directed to set aside funds in the amount of \$1,000,000 for such contract amendment.
BAHA Chair:	<hr/> Jake Mackenzie
Approved:	Date: March 22, 2017



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #:	17-2372	Version:	1	Name:	
Type:	Contract	Status:		Consent	
File created:	3/3/2017	In control:		Bay Area Headquarters Authority	
On agenda:	3/22/2017	Final action:			
Title:	Contract Amendment - Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$100,000)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2d TEF Contract Amendment.pdf				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:

Contract Amendment - Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$100,000)

Presenter:

Stephen Wolf

Recommended Action:

Authority Approval

Memorandum

Agenda Item 2d

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

W.I. 9130

RE: Contract Amendment – Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$100,000)

This memorandum asks for Authority approval to enter into a contract amendment with TEF Architecture and Interior Design, Inc. (TEF), in an amount not to exceed \$100,000, to provide additional architecture and engineering design services at the Bay Area Metro Center.

Background

In November 2015, BAHA authorized staff to enter into a contract with TEF on a sole source basis to complete design services for the tenant improvements on Level 5 for the Metropolitan Transportation Commission and Bay Conservation Development Commission. TEF was 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, and the design for Level 5 uses a similar floor plan and the same finishes from the agency floors above.

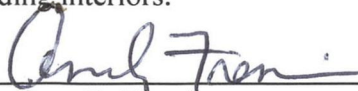
TEF's contract was amended to add a total of \$200,000 under the authority of the Executive Director for services that include programming and design of the vacant large retail space on Level 1, design of a directory for the Level 1 lobby, and other minor design revisions to the agency space.

This contract amendment for \$100,000 will be used for design modifications for the building interiors, with a focus on addressing the functionality of the board room and Claremont and Mission rooms. Modifications include adjustments of the mechanical systems to improve environmental comfort, addition of acoustical panels in the public corridor and Claremont room, modifications to door hardware to address sound, and addition of lighting in the Claremont room. Staff recommends continuing to use TEF due to TEF's role as base building interiors designer and familiarity with the building set-up.

Attachment A includes a summary of TEF and its project team's small business and disadvantaged business enterprise status.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to negotiate and enter into a contract amendment with TEF in an amount not to exceed \$100,000 to provide architectural and engineering services related to modifications of the building interiors.



Andrew B. Premier

SH:sw

Attachment

J:\COMMITTEE\BAHA\2017\03 Mar'2017_BAHA\2d_TEF_Contract_Amendment.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 Amendment

Consultant:	TEF Architecture and Interior Design, Inc. 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 design modifications to the Metro Center interiors.
Project Cost Not to Exceed:	\$100,000 (This amendment) \$500,000 (Current contract authorization before this amendment) \$600,000 (New total contract amount)
Funding Source:	BAHA FY 2016-17 Capital Budget
Fiscal Impact:	Funding is included in the BAHA FY 2016-17 Capital Budget.
Motion by Authority:	That the Executive Director or his 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 renovation and retrofit as described above and in the Executive Director's Memorandum dated March 15, 2017, and the Treasurer and Auditor is directed to set aside funds in the amount of \$100,000 for such contract amendment.

BAHA Chair:

Jake Mackenzie

Approved: Date: March 22, 2017

Legislation Details (With Text)

File #:	17-2442	Version:	1	Name:	
Type:	Contract	Status:		Consent	
File created:	3/17/2017	In control:		Bay Area Headquarters Authority	
On agenda:	3/22/2017	Final action:			
Title:	Consultant Bench - On-Call Building Construction and Design Review Services (4LEAF, Inc., Applied Materials & Engineering, Inc., Bureau Veritas North America, Inc., CSG Consultants, Inc., EsGil Corporation, Holmes Structures, IMEG Corp, Interwest Consulting Group)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	2e On-Call Consultant Bench.pdf				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:

Consultant Bench - On-Call Building Construction and Design Review Services (4LEAF, Inc., Applied Materials & Engineering, Inc., Bureau Veritas North America, Inc., CSG Consultants, Inc., EsGil Corporation, Holmes Structures, IMEG Corp, Interwest Consulting Group)

Presenter:

Stephen Wolf

Recommended Action:

Committee Approval

Memorandum

Agenda Item 2e

TO: Bay Area Headquarters Authority

DATE: March 17, 2017

FR: Deputy Executive Director

W. I. 9130

RE: Consultant Bench – On-Call Building Construction and Design Review Services (4LEAF, Inc., Applied Materials & Engineering, Inc., Bureau Veritas North America, Inc., CSG Consultants, Inc., EsGil Corporation, Holmes Structures, IMEG Corp, Interwest Consulting Group)

This memorandum requests approval of a pre-qualified bench of consulting firms to provide design review and construction inspection services to support various agency projects for a period commencing April 1, 2017 and ending February 20, 2020 with an option to extend for up to an additional three years.

Background

On February 27, 2017 BAHA issued a Request for Qualifications (RFQ) to establish a bench of consulting firms to provide design review and construction inspection services for BAHA projects, with an emphasis on the commercial and retail tenant improvements (TI) at the Bay Area Metro Center at 375 Beale Street, San Francisco (Metro Center).

The RFQ designated six categories requiring review for code compliance:

1. Mechanical design review;
2. Electrical design review;
3. Plumbing design review;
4. Structural design review;
5. Certified access specialist accessibility review; and
6. Inspector of record, special, inspection, and testing services.

The selected bench of firms will be on call to perform their respective services for projects as they arise. The first set of contracts to be executed under this procurement are expected in April 2017 for the construction of the Metropolitan Transportation Commission (MTC) and Bay Conservation Development Commission (BCDC) build-out on Level 5 of the Metro Center. Not all firms will be immediately under contract.

Proposers could apply for any or all of the service categories outlined in the RFQ.

Procurement Process

In response to the RFQ, staff received Statements of Qualifications (SOQs) from nine firms. All firms were found to meet the minimum qualifications in their respective categories.

An evaluation panel consisting of BAHA staff reviewed all of the SOQ's and scored them based on qualifications and experience, availability of qualified personnel, and past experience. Based on the

evaluation, staff is proposing to select eight firms to provide BAHA with the most flexibility for successful project delivery. The proposed consultants are (in alphabetical order) as follows:

	Firm	Design Review					Construction Inspection
		Mechanical	Electrical	Plumbing	Structural	Certified Access Specialist	
1	4LEAF, Inc.	X	X	X	X	X	X
2	Applied Materials & Engineering, Inc.						X
3	Bureau Veritas North America, Inc.	X	X	X	X	X	X
4	CSG Consultants, Inc.	X	X	X	X	X	
5	EsGil Corporation	X	X	X	X	X	
6	Holmes Structures				X		
7	IMEG Corp	X	X	X	X		
8	Interwest Consulting Group	X	X	X	X	X	X

All selected firms listed above submitted very strong SOQs and have extensive experience and expertise. All of these firms have available resources and local offices, which will allow BAHA to quickly access technical assistance as needed. All selected firms demonstrated strong qualifications of key staff and a depth of specialized expertise within their respective project teams in relation to the categories on which they proposed. One firm is not being recommended for the consultant bench: Collective Management Services proposed on Categories 1-3, but the other selected firms had more relevant experience and stronger staff qualifications and provide sufficient depth to the bench in those Categories.

Consultants will be selected for individual projects based on Consultants' relevant experience and qualifications and availability at the time. BAHA may make either a direct selection or issue a mini-procurement, at its discretion, as specified in the RFQ.

Attachment A includes a summary of the selected firms' small business and disadvantaged business enterprise status.

Recommendation

Staff recommends that this Authority approve the pre-qualified bench of firms identified above to provide on-call design review and construction inspection services for a three-year term from April 1, 2017 and ending February 20, 2020, with an option to extend for up to an additional three years, with an initial budget for all contracts to be determined as projects arise, subject to the annual budget approval process. Staff will return to this Authority for contract approval in each instance in which a contract or amendment exceeds the Executive Director's designated signature authority.


 Andrew B. Fremier

ABF:gs

J:\PROJECT\375 Beale Project\Level 5 Buildout\Memo-On Call CM Szeto.docx

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Consultant Bench

Consultants:	<p>For Design Review Services: 4LEAF, Inc., Bureau Veritas North America, Inc., CSG Consultants, Inc., EsGil Corporation, Holmes Structures, IMEG Corp, Interwest Consulting Group</p> <p>For Construction Inspection Services: 4LEAF, Inc., Applied Materials & Engineering, Inc., Bureau Veritas North America, Inc., Interwest Consulting Group</p>
Work Project Title:	375 Beale Street On-Call Building Construction and Design Review Services
Purpose of Project:	Provide design review and construction inspection services for BAHA capital projects.
Brief Scope of Work:	Review design and inspect construction for compliance with regulatory and building code requirements.
Project Cost Not to Exceed:	Individual contracts TBD. The estimated total budget for the contracts has not been determined at this time.
Funding Source:	BAHA FY 2016-17 – 2019-20 Capital Budget
Fiscal Impact:	No immediate fiscal impact until contracts are awarded. Funds for each fiscal year are subject to agency budgetary approval process. Project costs shall be consistent with funds programmed and budgeted.
Motion by Authority:	That the above list of consultants be pre-qualified to enter into contracts with BAHA to provide on-call design review and construction inspection services on an as-needed basis through February 20, 2020, as described above and in the Deputy Executive Director's memorandum dated March 17, 2017, subject to applicable contract approval procedures and necessary budget approvals, with an option on the part of BAHA to extend contracts for up to an additional three years.
BAHA Chair:	<hr/> Jake Mackenzie
Approved:	Date: March 22, 2017

Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm		
			Yes	If Yes, List #	No	Yes	If Yes, List #	No
Consultant	4Leaf, Inc.	Design Review, Accessibility Review, and Inspection Services			x			x
Consultant	Applied Materials & Engineering, Inc.	Inspection Services	x					x
Consultant	Bureau Veritas North America, Inc.	Design Review, Accessibility Review, and Inspection Services			x			x
Consultant	CSG Consultants, Inc.	Design Review and Accessibility Review			x			x
Consultant	EsGil Corporation	Design Review and Accessibility Review			x			x
Consultant	Holmes Structures	Design Review			x			x
Consultant	IMEG Corp	Design Review			x			x
Consultant	Interwest Consulting Group	Design Review, Accessibility Review, and Inspection Services			x			x
Subconsultant	Nor Cal Inspection	Inspection Services			x	x		

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

**Denotes certification by the State of California.

Legislation Details (With Text)

File #:	17-2348	Version:	1	Name:	
Type:	Resolution	Status:		Authority Approval	
File created:	2/17/2017	In control:		Bay Area Headquarters Authority	
On agenda:	3/22/2017	Final action:			
Title:	BAHA Resolution No. 18 - Establishing Parking Rates for the Beale and Harrison Street Garages				
	A request for approval of parking rates to be implemented in the Beale and Harrison Street garages.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	3a_BAHA_Reso-18_Parking_Rates.pdf				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:

BAHA Resolution No. 18 - Establishing Parking Rates for the Beale and Harrison Street Garages

A request for approval of parking rates to be implemented in the Beale and Harrison Street garages.

Presenter:

Stephen Wolf

Recommended Action:

Authority Approval

Memorandum**Agenda Item 3a**

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

W. I. 9130

RE: BAHA Resolution No. 18 – Establishing Parking Rates for the Beale and Harrison Street Garages

Staff requests Authority approval of BAHA Resolution No. 18 establishing parking rates for the Beale and Harrison Street garages. The rates would be effective as of the first day of the month following acceptance of the new parking equipment installation. Notices will be posted to advise parking patrons in advance.

Background

The Bay Area Metro Center (BAMC) has two independent garages with 72 parking spaces combined. Cushman & Wakefield of California, Inc. (Cushman) is responsible for overall parking management services and contracts with ABM Parking Services (ABM) to provide parking attendant and payment management services. The Beale Street garage is open during regular business hours (7am to 7pm) and on Saturdays (9 am to 12 noon) to accommodate Fastrak customers, and currently at no charge. The Beale Street garage also has 4 ADA spaces available, a loading dock for contractor/vendor needs and parking attendant services. The Harrison Street garage is reserved for agency and tenant parking and will be self-service and unattended. Access to and the availability of parking is in accordance with various agreements between BAHA and its agency partners (collectively, “Agencies”) and commercial tenants:

	Agencies	Tenants	Visitors	Total
Beale Street	0	6	24	30
Harrison Street	28	14	0	20
Total	28	20	24	72

Proposed New Equipment and Parking Program

BAHA is working with Cushman for the installation of parking equipment including gates, arms and pay equipment that provides for the issuance of tickets and the calculation of parking fees on an hourly, full day, or monthly reserved basis. Software will allow for the programming of fees and ability to update the fee schedule as needed.

A parking rate comparison of 15 neighboring garages was completed. Based on the survey, the following rates are proposed:

Location	Short- term	1st hour Rate	Maximum	Oversized	Monthly
375 Beale Street Proposed	\$3.25 each 15 min	\$13.00	\$27.00	\$45.00	\$350 (Tandem) \$450 (Single Stall)
<i>Market Average</i>	<i>\$3.72</i>	<i>\$12.68</i>	<i>\$27.58</i>	<i>\$44.75</i>	<i>\$340 (Tandem) \$444 (Single Stall)</i>

Below is the proposed parking program:

1. Governing Board Members:

BAHA will provide parking spaces, at no cost, for all governing board members attending public meetings or meetings with staff at the BAMC. Parking will be in the Beale Street garage with valet parking if needed. Each board member will receive a parking hang tag for identification purposes. Parking attendant services will be extended for any night or weekend meetings.

2. Agency Partners

BAHA will provide its agency partners with an allocation of parking spaces equivalent to their ownership interest in the building and at no additional cost to the agency. The spaces are allocated for agency vehicles and are the tandem spaces (2 cars per stall) in the Harrison Street garage with 24/7 access. Parking fees will only be charged for spaces above the agency allocation at the proposed monthly rates.

The Agencies agreed to jointly share their allocation of 28 parking spaces and the Air District manages a shared vehicle pool for use by the Agencies. This allowed MTC to reduce its own fleet by 3 vehicles. There are 3 specialty vehicles parked in Oakland at the lot leased from Caltrans for use by staff traveling on the highways and bridges.

3. Commercial and Retail Tenants

The various lease agreements provide for optional reserved paid parking for commercial building tenants (1 stall/10,000 SF leased) at the proposed market rate. Parking will primarily be in the Harrison Street garage with 24/7 access. The agreement with Ada's Café provides for one (1) parking space at a rate negotiated in the concession agreement. BAHA will also consider short-term leasing agreements for any spaces in the Harrison Street garage if they remain vacant.

4. Visitor Parking

There are 30 spaces in the Beale Street garage for visitor parking primarily on non-board meeting days. Parking fees will be assessed on an hourly and daily maximum rate. The garage is also large enough to valet park an additional 7 vehicles before reaching maximum capacity.

To ensure availability for special events and guests, staff have the ability to reserve parking through the online Workspeed system. Parking fees will be assessed unless a validation sticker(s) (as described below) is provided to the guest by the agency sponsoring the event.

5. Other Program Features

- Agency/Tenants can purchase Pre-paid validation stickers from Cushman at the following proposed rates:

15 min Stickers	1 hour Stickers	All Day Stickers
100/book @ \$3.25 per sticker or \$325/book	100/book @ \$13.00 per sticker or \$1,300/book	20/book @ \$27 per sticker or \$540/book

Policies on how the validation stickers will be distributed is at the discretion of each tenant.

- Special Event parking fees will be established for events (i.e. Giant's baseball) and will be based on competitive market rates. As an example, special event parking rates are \$30-45 during regular baseball season and \$80-\$100 during playoffs.
- BAHA has executed a contract with National Car Charging, LLC to install and operate an electric vehicle (EV) charging station system. Fees, if any, to utilize this service are not included in the proposed parking rates and will be presented to BAHA for approval should staff wish to implement them.
- BAHA will work with Cushman and ABM to identify the Beale Street garage as an option for the "Find a parking space" programs.

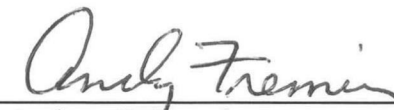
The parking rate comparison (Attachment A) and preliminary garage layout (Attachment B) are attached.

Financial Impact

The parking garages are provided as an amenity to the building tenants, governing board members and visitors. Annual parking revenues are estimated at \$200-300,000 and will offset the garage operational costs, but are not intended to be a profit center. Parking fees will be collected by Cushman and its parking contractor and reported in the monthly financial reports presented to BAHA Finance. Annual reports will be provided to the BAHA Board as set forth in the attached BAHA Resolution No. 18. Cushman will also be responsible for reporting parking revenues to the City and County of San Francisco.

Recommendation

Staff recommends that the Authority approve BAHA Resolution No. 18 establishing parking rates at the Beale and Harrison Street garages which will remain in effect until changed by the Authority. Staff also recommends that the Authority delegate administrative authority to the Executive Director, or his designee, to amend the approved parking rates based on annual cost of living increases or changes within 25% (+/-) to maintain competitive rates based on a market comparisons. However, any new parking fee(s) will be presented to BAHA for approval before implementation.



Andrew B. Fremier

SH:tg

Attachments

J:\COMMITTEE\BAHA\2017\03 Mar'2017_BAHA\3a_Parking Memo\3a_BAHA_Reso-18_Parking_Rates_Memorandum.docx



February 27, 2017

Rate Survey

SITE	SHORT TERM	1st HOUR RATE	MAXIMUM	OVER SIZED	MONTHLY RATE	Notes:					
375 Beale	3.25 each 15 min	13.00	27.00	45.00	\$350.00	Tandem Stall Rate	Suggested Parking Rates				
					\$450.00	Single Stall Rate					
600 Harrison Street	\$2.00 Each 20 Min	\$6.00	\$22.00	N/A	\$180.00	Tandem only for Tenants Per Spot					
					\$240.00	Tenant Single stall					
					\$300.00	Non Tenant					
100 First St.	\$3.00 Each 15 Min	N/A	\$33.00	N/A	\$500.00	Valet Garage					
75 Howard St.	\$6.00 Each 30 Min	\$12.00	\$31.00	\$58.00	\$385.00	Self Park Garage					
199 Fremont St.	\$5.00 Each 30 Min	\$12.00	\$26.00	\$40.00	\$410.00	Parking Lot No Monthly Parking					
250 Brannon Garage	Flate Rate	\$15.00	\$15.00	\$20.00	\$200.00	garage Hrs 7am to 7pm					
Pier 30	Flate Rate	\$1.00	\$14.00		\$180.00	Event Parking \$35-\$40					
505 Howard St.	N/A	\$5.00	\$25.00	\$45.00	\$500.00	Parking Garage					
444 Spear St - Portside	N/A	N/A	\$15.00 Flat	N/A	\$265.00	Parking Garage					
221 Main St.	\$5.00 for 15 Min	\$20.00	\$25.00	\$40.00	\$425.00	Parking Garage					
400 Howard St.	N/A	\$2.75	\$27.50	\$50.00	\$450.00	Valet Garage					
500 Howard St.	N/A	\$3.00	\$30.00	\$40.00	\$425.00	Valet Garage					
Hills Plaza - 345 Spear	\$3.00 each 15 min	\$12.00	\$30.00	N/A	\$375.00	Self Park Garage					
201 Spear st	\$3.00 each 12 Min	\$15.00	\$32.00	N/A	\$400.00 Tenant only	Undergroud Valet Garage					
405 Howard	3.00 each 20 min	\$9.00	\$30.00	\$35.00	\$475.00	Reserved					
					\$425.00	Unreserved					
201 Mission	3.50 each 15 min	\$14.00	\$36.00	\$50.00	\$425.00	Building Tenant					
					\$500.00	Non - Building Tenant					
Area Average Single Stall Daily / Monthly Rate							\$3.72	\$12.68	\$27.58	\$44.75	\$435.42
Area Average Monthly Reserved / Non Tenant Rate											\$443.75
Area Average Tandem Rate											\$340.00



Metropolitan Transportation Commission
Parking Garage Access Control
375 Beale Street,
San Francisco, CA 94105



BCCI CONSTRUCTION COMPANY
SAN FRANCISCO
1160 Battery Streey
Suite 250
San Francisco, CA 94111
415.817.5100
PALO ALTO
2445 Faber Place
Suite 200
Palo Alto, CA 94303
650.543.8900

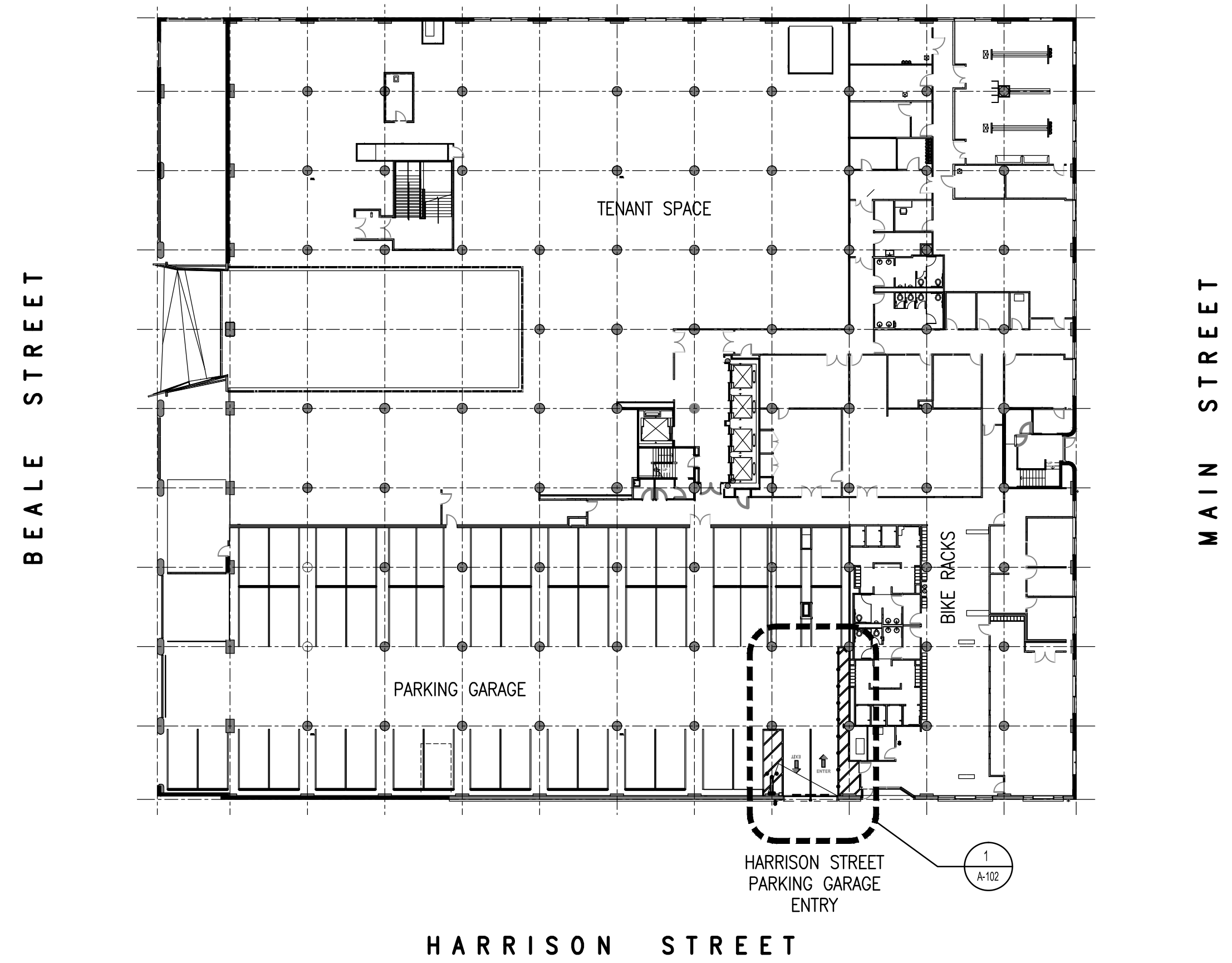
Parking Garage Access Control

(Beale Street & Harrison Street Entries)

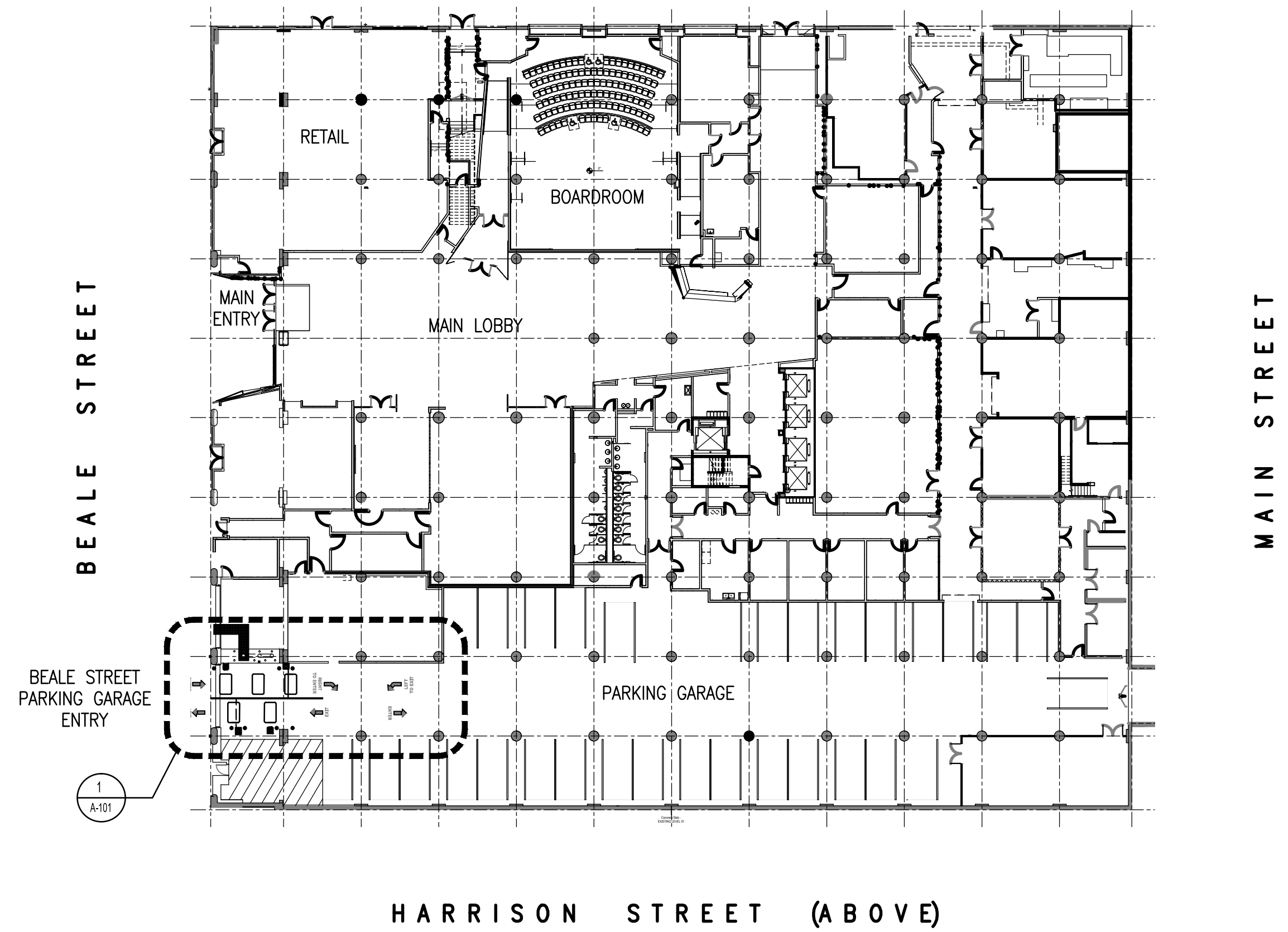
375 BEALE STREET
SAN FRANCISCO, CALIFORNIA 94105

Schematic Drawings
March 01, 2017

REVISIONS			
ISSUE	DATE	DESCRIPTION	BY
SEAL / SIGNATURE			
PROJECT NUMBER			
16-144			
ISSUE			
SCHEMATIC DRAWINGS			
DATE			
03/01/17			
SHEET TITLE			
COVER PAGE			
SCALE			
NONE			
SHEET NO.			
T-001			



OVERALL FLOOR PLAN - 2ND LEVEL
SCALE: 1/32" = 1'-0" **2**



OVERALL FLOOR PLAN - 1ST LEVEL
SCALE: 1/32" = 1'-0" **1**



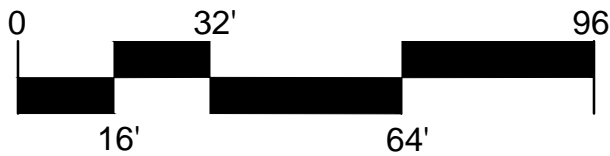
Metropolitan Transportation Commission
Parking Garage Access Control
375 Beale Street,
San Francisco, CA 94105



BCCI CONSTRUCTION COMPANY

SAN FRANCISCO
1160 Battery Streety
Suite 250
San Francisco, CA 94111
415.817.5100

PALO ALTO
2445 Faber Place
Suite 200
Palo Alto, CA 94303
650.543.8900



REVISIONS			
ISSUE	DATE	DESCRIPTION	BY

SEAL / SIGNATURE

PROJECT NUMBER

16-144

ISSUE

SCHEMATIC DRAWINGS

DATE

03/01/17

SHEET TITLE

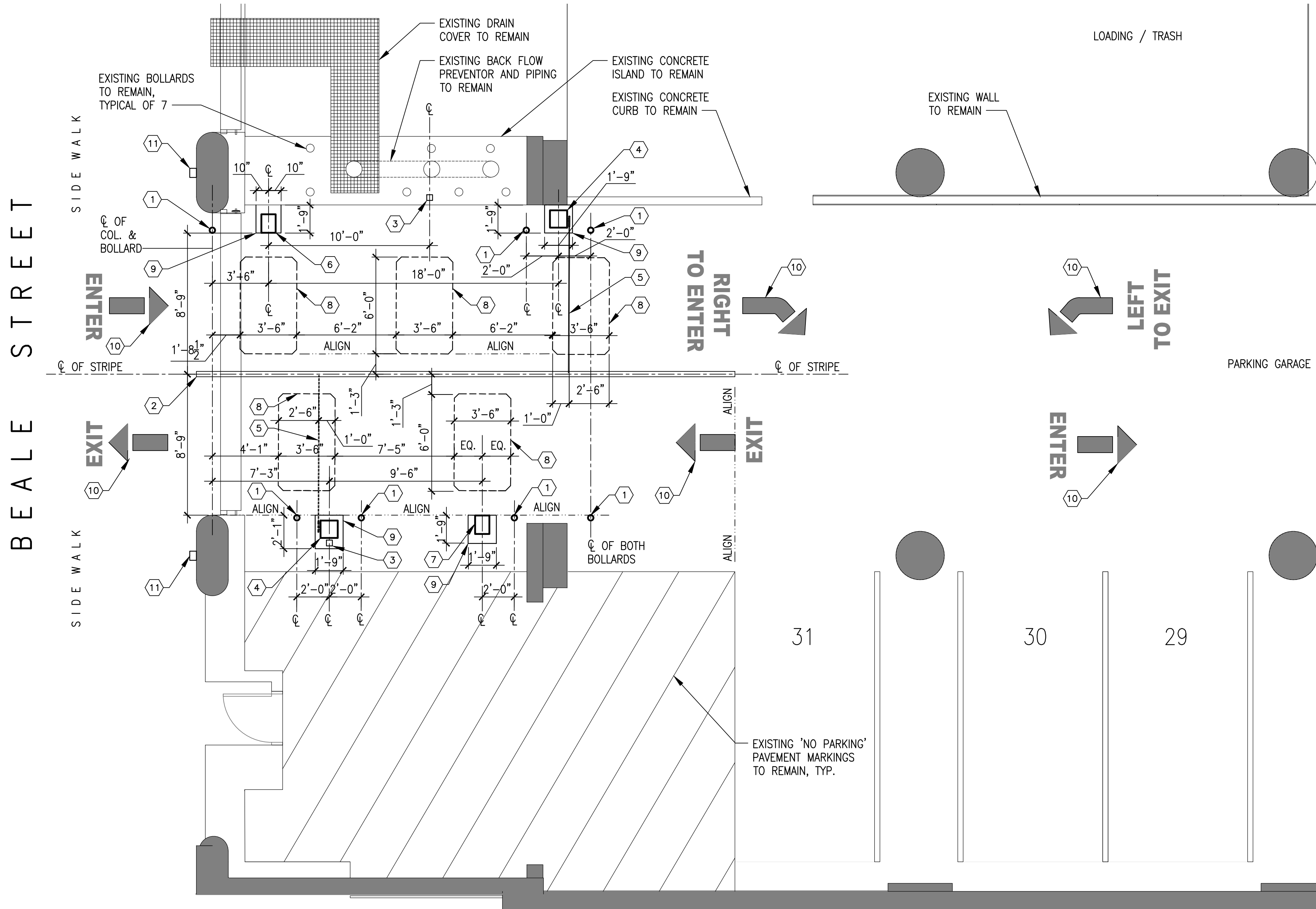
OVERALL FLOOR PLANS

SCALE

1/32" = 1'-0"

SHEET NO.

A-001



ENLARGED FLOOR PLAN - 1ST LEVEL (BEALE STREET ENTRY)

SCALE: 1/4" = 1'-0"

1

KEYED NOTES

- 1 4" DIA., 3'-0" BOLT DOWN METAL BOLLARD PAINTED YELLOW.
- 2 4" WIDE PAINTED YELLOW TRAFFIC DIVIDER STRIPE ON PAVEMENT.
- 3 4" SQUARE, 10' HIGH AVI POST - PAINTED WHITE. AVI DEVICE PROVIDED AND INSTALLED BY OTHERS.
- 4 BARRIER GATE ARM OPERATOR - PROVIDED AND INSTALLED BY OTHERS.
- 5 BARRIER GATE ARM - PROVIDED AND INSTALLED BY OTHERS.
- 6 ENTRY DEVICE - PROVIDED AND INSTALLED BY OTHERS.
- 7 EXIT DEVICE - PROVIDED AND INSTALLED BY OTHERS.
- 8 VEHICLE DETECTION LOOPS SAWCUT - LOOPS PROVIDED AND INSTALLED BY OTHERS.
- 9 6" HIGH CONCRETE PEDESTAL.
- 10 PAINTED PAVEMENT SIGNAGE PER BUILDING OR CALTRAN STANDARD. COORDINATE WITH OWNER ON MESSAGING AND EXACT PLACEMENT.
- 11 EXISTING 'CAR COMING' SIGN TO REMAIN.

SHEET NOTE

- 1. REFER TO ELECTRICAL DRAWINGS FOR CONDUITS RUNS AND TERMINATIONS.
- 2. SEE SHEET A-001 FOR OVERALL PLAN.



Metropolitan Transportation Commission
Parking Garage Access Control
375 Beale Street,
San Francisco, CA 94105



BCCI CONSTRUCTION COMPANY

SAN FRANCISCO
1160 Battery Streey
Suite 250
San Francisco, CA 94111
415.817.5100

PALO ALTO
2445 Faber Place
Suite 200
Palo Alto, CA 94303
650.543.8900



REVISIONS

ISSUE	DATE	DESCRIPTION	BY

SEAL / SIGNATURE

PROJECT NUMBER

16-144

ISSUE

SCHEMATIC DRAWINGS

DATE

03/01/17

SHEET TITLE

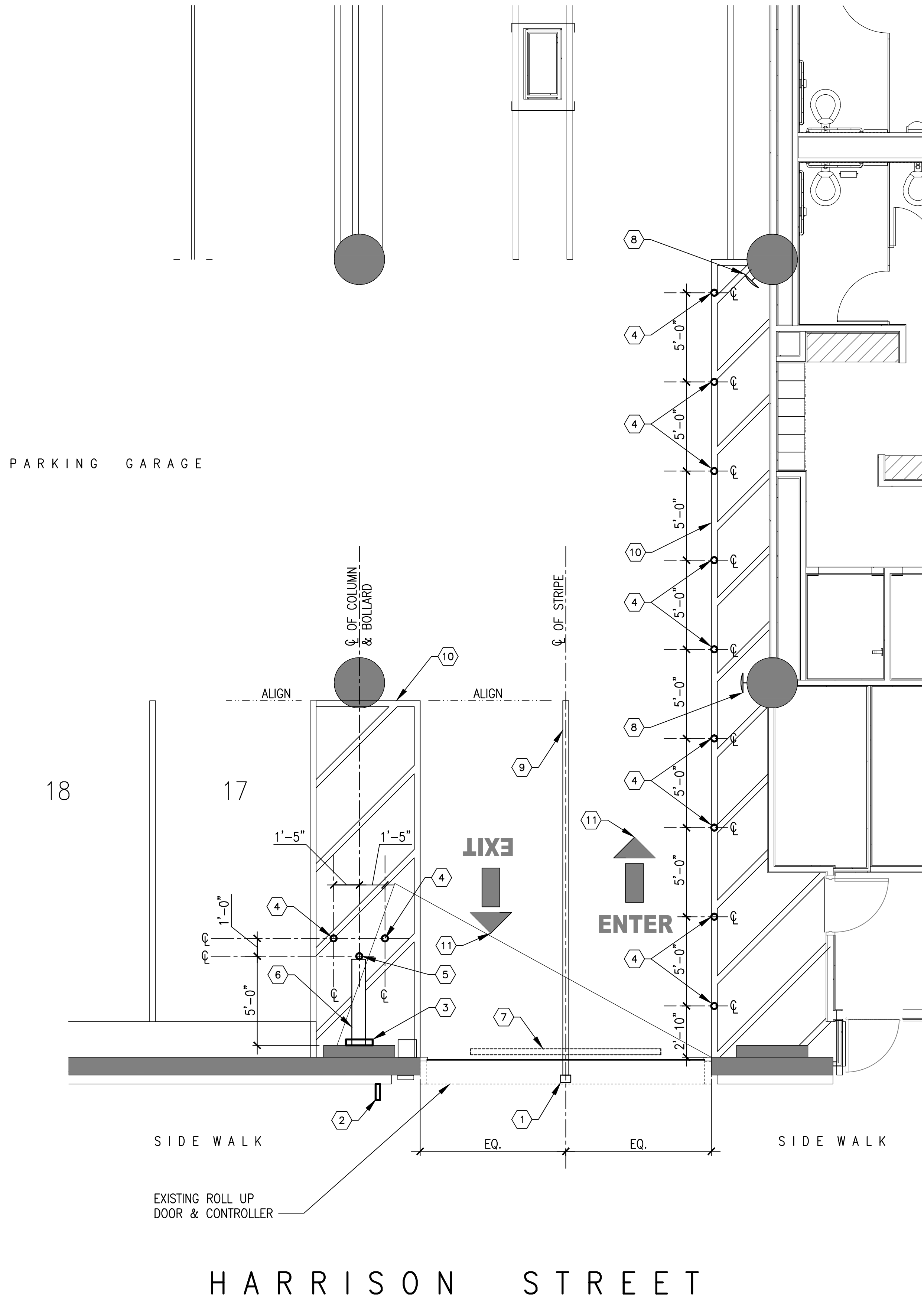
ENLARGED FLOOR PLAN

SCALE

1/4" = 1'-0"

SHEET NO.

A-101



ENLARGED FLOOR PLAN - 2ND LEVEL (HARRISON STREET ENTRY)
SCALE: 1/4" = 1'-0"

KEYED NOTES

1. AVI DEVICE MOUNTED ON BUILDING EXTERIOR - PROVIDED AND INSTALLED BY OTHERS. EXACT LOCATION TO BE DETERMINED ON FIELD.
2. 'CAR COMING' SIGN AND BUZZER MOUNTED ON BUILDING EXTERIOR. EXACT LOCATION TO BE DETERMINED ON FIELD.
3. CONTROLLER BOARD MOUNTED ON BUILDING WALL - PROVIDED AND INSTALLED BY OTHERS. EXACT LOCATION TO BE DETERMINED ON FIELD. CENTERED ON EXISTING COLUMN.
4. 4" DIA., 3'-0" BOLT DOWN METAL BOLLARD PAINTED YELLOW.
5. PHOTO-EYE DEVICE & SENSOR MOUNTED ON BOLLARD.
6. CABLE PROTECTOR - CUT TO SIZE ON FIELD.
7. 10' LONG SUSPENDED CLEARANCE BAR CENTERED ON THE DOOR OPENING - ACTUAL CLEARANCE TO BE DETERMINED ON FIELD.
8. GARAGE MIRROR - EXACT LOCATION, MOUNTING HEIGHT AND ORIENTATION TO BE DETERMINED IN FIELD BASED ON VIEW ANGLES.
9. 4" WIDE PAINTED YELLOW TRAFFIC DIVIDER STRIPE ON PAVEMENT.
10. 4" WIDE PAINTED WHITE SAFETY ZONE STRIPE ON PAVEMENT - DIAGONAL STRIPES @ 36" O.C.
11. PAINTED PAVEMENT SIGNAGE PER BUILDING OR CALTRAN STANDARD. COORDINATE WITH OWNER ON MESSAGING AND EXACT PLACEMENT.

SHEET NOTE

1. REFER TO ELECTRICAL DRAWINGS FOR CONDUITS RUNS AND TERMINATIONS.
2. SEE SHEET A-001 FOR OVERALL PLAN.



Metropolitan Transportation Commission
Parking Garage Access Control
375 Beale Street,
San Francisco, CA 94105



BCCI CONSTRUCTION COMPANY

SAN FRANCISCO
1160 Battery Streey
Suite 250
San Francisco, CA 94111
415.817.5100
PALO ALTO
2445 Faber Place
Suite 200
Palo Alto, CA 94303
650.543.8900



REVISIONS			
ISSUE	DATE	DESCRIPTION	BY

SEAL / SIGNATURE

PROJECT NUMBER
16-144
ISSUE
SCHEMATIC DRAWINGS
DATE
03/01/17
SHEET TITLE
ENLARGED FLOOR PLAN
SCALE
1/4" = 1'-0"
SHEET NO.

Date: March 22, 2017
W.I.: 9130

ABSTRACT

BAHA Resolution No. 18

This resolution approves the Parking Rate Schedule for the Bay Area MetroCenter (BAMC).

Discussion of this Resolution can be found in the Executive Director's Memorandum to BAHA dated March 15, 2017.

Date: March 22, 2017

W.I.: 9130

Re: Bay Area Headquarters Authority's – Parking Rate Schedule

BAY AREA HEADQUARTERS AUTHORITY
RESOLUTION No. 18

WHEREAS, the Metropolitan Transportation Commission (“MTC”) and the Bay Area Toll Authority (“BATA”) have executed a joint exercise of powers agreement dated September 28, 2011 which creates and establishes the Bay Area Headquarters Authority (“BAHA”); and

WHEREAS, the Bay Area MetroCenter building has 2 independent parking garages with parking for agency partners, building tenants, governing board members and visitor; and

WHEREAS, the BAHA staff has prepared a proposed parking rate schedule setting forth parking rates for the Beale Street and the Harrison Street garages; now, therefore, be it

RESOLVED, that BAHA approves the parking rate schedule as set forth in Attachment A to this Resolution; and, be it further

RESOLVED, that the BAHA Executive Director, or his designee, may approve adjustments to the schedule for annual cost of living adjustments and for rate changes within 25% +/- based on market rate comparisons providing that any new rates will be submitted to BAHA for approval before implementation; and, be it further

RESOLVED, that the BAHA staff shall report annually with the budget adoption actual income and expenditures and other information related to the operations of the parking garages as may be requested by BAHA.

BAY AREA HEADQUARTERS AUTHORITY

Jake Mackenzie, Chair

The above resolution was entered into by the
Bay Area Headquarters Authority at a regular meeting
of the Authority held in San Francisco, California,
on March 22, 2017.

Date: March 22, 2017

W.I.: 9130

Attachment A

BAHA Resolution No. 18

Bay Area MetroCenter Parking Schedule

Attachment A

Bay Area MetroCenter Parking Schedule * Effective March 22, 2017	
Daily Parking Rates	
Short-Term	\$3.25 each 15 minutes
1 st Hour Rate (and thereafter)	\$13.00
Daily Maximum/Lost Ticket	\$27.00
Oversized Maximum	\$45.00
Monthly Reserved Parking	
Monthly – Tandem Stall	\$350.00
Monthly – Single Stall	\$450.00
Special Event Parking	
Special Event Rate	Per event - Market Rate to be approved by BAHA Facility Operator <i>between \$30 to \$100 per event</i>
Parking Validation	
15 minute Stickers Books 100 per book or \$3.25 each	\$325.00
1 hour Sticker Books 100 per book or \$13.00 each	\$1,300.00
All Day Stickers 20 per book or \$27.00 each	\$540.00

- *Parking Rates include 25% Municipal Parking Tax*

Legislation Details (With Text)

File #:	17-2433	Version:	1	Name:	
Type:	Contract	Status:		Authority Approval	
File created:	3/16/2017	In control:		Bay Area Infrastructure Financing Authority	
On agenda:	3/22/2017	Final action:			
Title:	Lease Agreement - Cubic Transportation Systems, Inc. (\$494,000) and Lease Amendment - Bay Area Toll Authority FasTrak® Customer Service Center				

A request for approval to enter into a five year / three month lease with Cubic Transportation Systems, Inc. to lease Suite #340 and to amend the lease with the Bay Area Toll Authority (BATA) to reduce the rentable square feet associated with Suite #330 at 375 Beale Street.

Sponsors:

Indexes:

Code sections:

Attachments: [3b Cubic Lease Agreement.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:

Lease Agreement - Cubic Transportation Systems, Inc. (\$494,000) and Lease Amendment - Bay Area Toll Authority FasTrak® Customer Service Center

A request for approval to enter into a five year / three month lease with Cubic Transportation Systems, Inc. to lease Suite #340 and to amend the lease with the Bay Area Toll Authority (BATA) to reduce the rentable square feet associated with Suite #330 at 375 Beale Street.

Presenter:

Andrew Fremier

Recommended Action:

Authority Approval

Memorandum

Agenda Item 3b

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

W. I. 9130

RE: Lease Agreement – Cubic Transportation Systems, Inc. (\$494,000) and Lease Amendment – Bay Area Toll Authority FasTrak® Customer Service Center

This memorandum seeks Authority approval to (i) enter into a 5 year / 3 months lease with Cubic Transportation Systems, Inc. (“Cubic”) to lease Suite #340 at 375 Beale Street at a cost not to exceed \$450,000 for tenant improvements and \$44,000 for real estate broker commissions; and (ii) amend the Bay Area Toll Authority (BATA) FasTrak® Customer Service Center (CSC) lease to reduce the lease area of Suite #330 by 2,991 rentable square feet (rsf).

Background

On October 1, 2015, BAHA executed an agreement with the BATA to lease Suites #210 and #330 to house the FasTrak® CSC for a total of 30,266 rsf. BATA’s contractor, Xerox State and Local Solutions, Inc. (Xerox), which operates the FasTrak® CSC, later determined that 2,991 rsf that was part of Suite #330 was not required for its operations. BATA subsequently licensed Suites #210 and #330 (less the 2,991 rsf) to Xerox for the purpose of providing customer service center operations. The remaining 2,991 rsf area was built out but is unoccupied. Cushman & Wakefield of California, Inc. (Cushman) has been working with BAHA to market the space.

Cubic is currently under contract with the Metropolitan Transportation Commission (MTC) to operate the Clipper® Customer Service Center. Cubic was in the market to obtain additional office space and contracted with real estate broker Jones Lang LaSalle (“JLL”). On March 9th, Cubic submitted a signed Letter of Intent (LOI) to lease the unoccupied 3rd floor space, now identified as Suite #340, for general office use. Additionally, Cubic plans to use the space to test equipment for future payment methods and fare gates for the Bay area transportation system.

Cubic will be responsible for all design costs, cabling and furniture/equipment. Based on a mutually agreeable design, BAHA will complete a turnkey build-out, which includes a demising wall to separate the new Suite from the FasTrak® CSC. For the build-out, BAHA is considering Swinerton Builders, the firm that was recently awarded the construction contract for the 5th floor improvements. The solicitation under which Swinerton was selected included a provision allowing BAHA to contract with the selected contractor to perform other tenant improvement projects at 375 Beale Street. All subcontractor services would be bid out. BAHA’s cost is capped at \$450,000, with BAHA and Cubic splitting any savings and Cubic fully responsible for any cost overruns.

Proposed Lease Terms and Conditions


The signed LOI includes the following terms and conditions:

- Rentable Square Feet: 2,991 rsf
- Proposed Lease Terms: \$60.00 to \$69.56/rsf (assumes 3% CPI adjustment)
- Estimated Turnkey Build-out Costs: \$450,000 or \$150/rsf
- Estimated Commissions: \$44,000 (split between Cushman JLL)
- Net Effective Rent: \$113,632 over a 5 year /3 month term
- Subject to BAHA's need for additional space, Cubic will have two (2), three (3)-year options to renew the lease at 100% of the then fair market value.
- In the event that MTC terminates its Clipper[®] Customer Service Center contract with Cubic, the lease will automatically terminate effective on the contract termination date.

A summary of the proposed lease agreement, and the floor plan are attached. Prior to executing the proposed lease agreement, the BAHA/BATA lease for the FasTrak[®] CSC will need to be amended to reflect the reduction of 2,991 rsf to Suite #330.

Recommendation

1. Authorize the Executive Director, or his designee, to negotiate and enter into a lease agreement with Cubic for Suite #340 at 375 Beale Street at the proposed terms and conditions outlined in this memorandum.
2. Direct the Treasurer and Auditor to set aside funds in the amount of \$450,000 for tenant improvements.
3. Direct the Treasurer and Auditor to set aside funds in the amount of \$44,000 for real estate broker fees to be shared between Cushman JLL.
4. Authorize the Executive Director, or his designee, to make adjustments to the lease terms that are up to the Executive Director's contract authority of \$200,000.
5. Authorize the Executive Director, or his designee, to negotiate and enter into a lease amendment to the BATA FasTrak[®] CSC lease to reduce the rsf in Suite #330 by 2,991.
6. Direct the Executive Director to report back to BAHA with the final terms and conditions of the lease agreement with Cubic and the lease amendment with BATA.



Andrew B. Premier

SH:tg

Attachments

J:\COMMITTEE\BAHA\2017\03 Mar'2017_BAHA\3b_Cubic_Lease_Agreement.docx

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Lease Agreement

Lessee:	Cubic Transportation Systems, Inc. San Francisco, California
Term:	Five year, 3 months with two (2) three (3)-year options to renew
Space:	3 rd Floor Suite #340 Approximately 2,991 Rentable Square Feet (estimated)
Full Service Rent:	\$60.00 to \$69.56 over 5 years / 3 months (estimated)
Commissions:	\$44,000 (estimated) payable to Cushman & Wakefield of California, Inc. (\$12,000) and Jones Lang LaSalle (\$32,000)
Rent Commencement:	TBD – estimated to be September 1, 2017 – includes one month rent abatement
Tenant Improvements:	BAHA to provide turnkey build-out capped at \$450,000
Funding Source:	FY 2016-17 BAHA Commercial Development Fund
Net Effective Rent:	\$113,632 over a 5 year / 3 months period (estimated)
Security Deposit:	None, but Cubic to provide a corporate guarantee
Parking:	None
Motion by Authority:	That the Executive Director or his designee is authorized to negotiate and enter into a lease agreement with Cubic Transportation Systems, Inc. for Suite #340 at 375 Beale Street as described above and in the Deputy Executive Director's Memorandum dated March 15, 2017, and the Treasurer and Auditor is directed to set aside funds in the amount of \$450,000 for tenant improvements and \$44,000 for broker fees.
BAHA Chair:	<hr/> Jake Mackenzie
Approved:	Date: March 22, 2017

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Lease Amendment

Lessee: Bay Area Toll Authority
San Francisco, California

Term: Through October 11/30/2019

Space:	3 rd Floor Suite #330	9,170 rsf (before this amendment) 6,170 rsf (after this amendment) (reduction of 2,991 rsf)
	2 nd Floor Suite #210	21,096 rsf

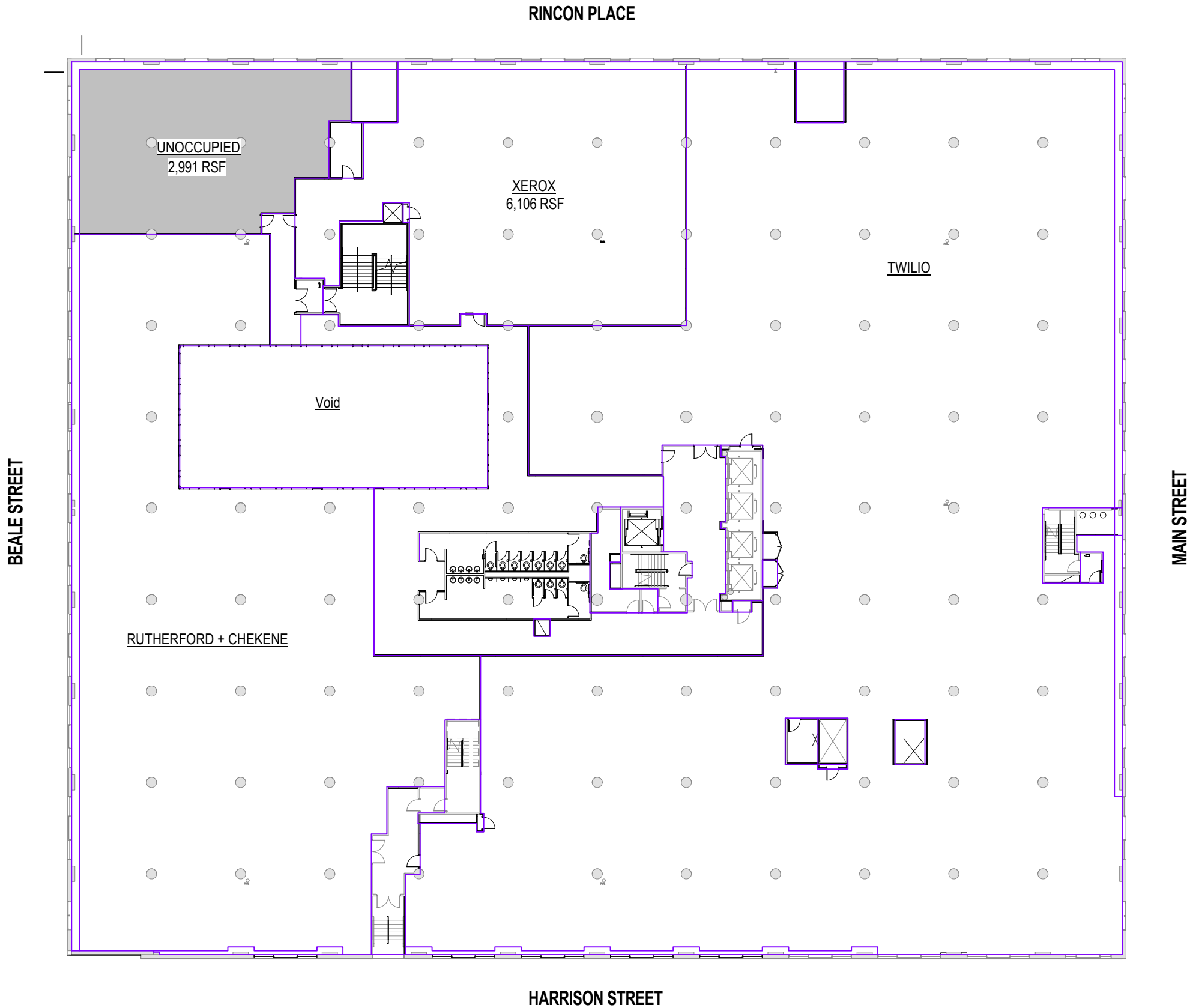
Impact to Rent: None

Motion by Authority: That the Executive Director or his designee is authorized to negotiate and enter into a lease amendment with the Bay Area Toll Authority to reduce the lease area of Suite #330 by 2,991 rsf as described above and in the Deputy Executive Director's Memorandum dated March 15, 2017.

BAHA Chair:

Jake Mackenzie

Approved: Date: March 22, 2017



Level 03 - OVERALL PLAN

DRAWING TITLE

ISSUED WITH

DRAWING REFERENCE

1" = 30'-0"

DRAWING SCALE

06.29.2016

DATE

375 BEALE STREET

PROJECT NAME

38653.001

PROJECT NUMBER

SK 03

DRAWING NUMBER

1 LEVEL 03 - Overall Plan

1" = 30'-0"

375 Beale Street, San Francisco, CA

Legislation Details (With Text)

File #:	17-2421	Version:	1	Name:	
Type:	Resolution	Status:		Authority Approval	
File created:	3/13/2017	In control:		Bay Area Headquarters Authority	
On agenda:	3/22/2017	Final action:			
Title:	BAHA Resolution No. 17, Revised, FY 2016-17 Capital and Operating Budgets				

A request to amend the FY 2016-17 Capital and Operating Budgets for tenant improvements and real estate broker commissions for a new lease with Cubic Transportation Systems, Inc.

Sponsors:**Indexes:****Code sections:****Attachments:** [3c_BAHA_Reso-17_Budget_Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:

BAHA Resolution No. 17, Revised, FY 2016-17 Capital and Operating Budgets

A request to amend the FY 2016-17 Capital and Operating Budgets for tenant improvements and real estate broker commissions for a new lease with Cubic Transportation Systems, Inc.

Presenter:

Brian Mayhew

Recommended Action:

Authority Approval

Memorandum

Agenda Item 3c

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

W. I. 1235

RE: BAHA Resolution No. 17, Revised, FY 2016-17 Capital and Operating Budgets

Staff requests Authority approval of BAHA Resolution No. 17, Revised, increasing the FY 2016-17 BAHA Commercial Development Fund by \$494,000. If approved by the Authority, Cubic Transportation Systems, Inc. may enter into a lease agreement with BAHA to lease Suite # 340 at 375 Beale Street at a cost not to exceed \$450,000 for tenant improvements and \$44,000 for real estate broker commissions.

The proposed Lease terms and conditions are shown in detail on this agenda under agenda item 3b. If approved, funds for tenant improvements and real estate broker commissions must be added to the BAHA budget.

Recommendation

Staff recommends that the Authority approve BAHA Resolution No. 17, Revised, increasing the BAHA FY 2016-17 Commercial Development Fund by \$494,000 in funds for tenant improvements and real estate broker commissions for the lease with Cubic Transportation Systems, Inc., subject to the Authority's approval of agenda item 3b.



Andrew B. Premier

SH:st

Attachment

J:\COMMITTEE\BAHA\2017\03 Mar'2017_BAHA\3c_BAHA_Reso-17_Budget_Amendment_Memo.docx

Date: June 22, 2016
W.I.: 9130
Revised: 10/26/16-BAHA
11/16/16-BAHA
01/25/17-BAHA
03/22/17-BAHA

ABSTRACT

BAHA Resolution No. 17, Revised

This resolution approves the Budget for FY 2016-17 for the Bay Area Headquarters Authority (BAHA).

Attachment A to this resolution was revised on October 26, 2016 to authorize a \$10,000,000 increase to the BAHA budget for FY 2016-17 to cover the remaining closeout costs for the building contractor as well as the balance of some residual improvements.

Attachment A to this resolution was revised on November 16, 2016 to authorize a \$2,000,000 increase to the BAHA capital budget for FY 2016-17 to complete the MTC 5th floor buildout.

Attachment A to this resolution was revised on January 25, 2017 to authorize a \$195,000 increase to the BAHA capital budget for FY 2016-17 for installation of an electric vehicle (EV) charging system and supporting infrastructure for the Beale and Harrison garages.

Attachment A to this resolution was revised on March 25, 2017 to authorize \$494,000 to be added to the Commercial Development Fund for adding a new lease with Cubic.

Discussion of this Resolution can be found in the Executive Director's Memoranda to BAHA dated June 15, 2016, October 19, 2016, and November 9, 2016, and in the Deputy Executive Director's Memoranda dated January 18, 2017 and March 15, 2017.

Date: June 22, 2016
W.I.: 9130

Re: Bay Area Headquarters Authority Capital and Operating Budgets for FY 2016-17

BAY AREA HEADQUARTERS AUTHORITY
RESOLUTION No. 17

WHEREAS, the Metropolitan Transportation Commission (“MTC”) and the Bay Area Toll Authority (“BATA”) have executed a joint exercise of powers agreement dated September 28, 2011 which creates and establishes the Bay Area Headquarters Authority (“BAHA”); and

WHEREAS, the BAHA staff has prepared a proposed capital and operating budget setting forth the anticipated revenues and expenditures of BAHA for FY 2016-17 according to generally accepted accounting principles; now, therefore, be it

RESOLVED, that BAHA approves the FY 2016-17 capital and operating budget (the “BAHA Budget”) as set forth in Attachment A to this Resolution; and, be it further

RESOLVED, that the Executive Director or designee may approve adjustments among line items in the BAHA Budget for FY 2016-17, provided that there shall be no increase in the overall BAHA Budget without prior approval of BAHA; and, be it further

RESOLVED, that the Executive Director or designee shall submit written requests to BAHA for approval of consultants, professional services, and expenditures authorized in the BAHA Budget for FY 2016-17; and be it further

RESOLVED, that the Executive Director and Treasurer and Auditor are authorized to carry over and re-budget all funds and contracts properly budgeted in the prior year for which expenditures were budgeted and encumbered and which will take place in FY 2016-17; and, be it further

RESOLVED, that the BAHA staff shall furnish BAHA with at minimum, at least quarterly, a financial report to reflect budgeted and actual income, expenditures, obligations for professional and consultant services, and such other information and data as may be requested by BAHA.

BAY AREA HEADQUARTERS AUTHORITY



Dave Cortese, Chair

The above resolution was entered into by the Bay Area Headquarters Authority at a regular meeting of the Authority held in San Francisco, California, on June 22, 2016.

Date: June 22, 2016
W.I.: 9130
Revised: 10/26/16-BAHA
11/16/16-BAHA
01/25/17-BAHA
03/22/17-BAHA

Attachment A
BAHA Resolution No. 17

FY 2016-17 BAHA Budget

BAHA Building and Commercial Operations Budget FY 2016-17

	Building and Commercial Operations- CW	Condo and Shared Services	BAHA Operating	Total BAHA operating
Revenue:				
Assessment fee - shared services	\$ -	\$ 1,456,146	\$ -	\$ 1,456,146
Assessment fee - common area	-	3,018,838	-	3,018,838
Lease income	5,564,578	-	-	5,564,578
Expense reimbursements	95,607	-	-	95,607
Other income - parking	57,600	-	-	57,600
Total operating income	5,717,785	4,474,984	-	10,192,769
Operating expenses:				
Salaries and Benefits	-	562,048	1,124,317	1,686,365
Overhead	-	240,098	480,432	720,530
Postage meter and Comcast/Direct TV	-	12,000	-	12,000
Supplies	-	256,000	-	256,000
Other expenses	24,044	-	-	24,044
Contractual services	2,230,579	3,018,838	-	5,249,417
Shuttle services	-	50,000	-	50,000
IT licenses, maintenance	-	261,000	50,000	311,000
Audit/tax prep	-	-	60,000	60,000
Contingency	-	25,000	250,000	275,000
Insurance	-	50,000	-	50,000
Total expenses	2,254,623	4,474,984	1,964,749	8,694,356
Total operating gain (loss)	\$ 3,463,162	\$ -	\$ (1,964,749)	\$ 1,498,413

Distribution of Condo Area Fees

	Common Area	Shared Services	Total
BAAQMD	\$ 1,237,723	\$ 604,220	\$ 1,841,943
ABAG	203,909	110,091	314,000
MTC	1,577,206	741,835	2,319,041
Total	<u>\$ 3,018,838</u>	<u>\$ 1,456,146</u>	<u>\$ 4,474,984</u>

BAHA Capital Budget FY 2016-17	LTD Budget Thru FY2016-17	Amendment # 1 FY2016-17	Total LTD BUDGET Thru FY2016-17
Sources			
Insurance proceeds	\$ 311,738	\$ -	\$ 311,738
Transfer in from MTC	801,160	-	801,160
Transfer in from SAFE	112,910	-	112,910
Transfer in from BATA	6,906,010	-	6,906,010
Purchase from ABAG	1,600,000	-	1,600,000
Purchase from Air District	34,000,000	-	34,000,000
Reimbursement from Air District	500,000	-	500,000
Reimbursement from PG&E	64,154	-	64,154
TFCA GRANT	157,000	(6,000)	151,000
Grant Local Match from MTC/BATA	34,000	85,000	119,000
Grant Local Match from Air District	34,000	116,000	150,000
SPANs savings	33,000,000	-	33,000,000
Capital Contribution (BATA)	193,310,846	-	193,310,846
Total Transfer In	270,831,818	195,000	271,026,818
Uses			
Purchase Building	\$ 93,000,000	\$ -	\$ 93,000,000
Building Improvements	-	-	-
Building Development	137,778,343	195,000	137,973,343
Insurance	-	-	-
Development Contingency	18,824,538	-	18,824,538
Furniture, Fixtures, Equipment	15,000,000	-	15,000,000
Backup Generator and 12V Feed	1,000,000	-	1,000,000
Staff Costs	5,228,937	-	5,228,937
Total Usage	270,831,818	195,000	271,026,818

LTD Actual & Encumbrances as of Nov. 2016

267,968,920

Remaining Balance \$ 3,057,898

BAHA Commercial Development Fund Life To Date FY 2016-17						
Program #	Budget	Tenant Improvements	Commissions	Total	LTD Expense	Budget Balance
	Sales Proceeds			\$ 22,139,154		
9135	T.I. Rutherford and Chekene	\$ 1,198,880	\$ 123,181	\$ 1,322,061	\$ 1,235,930	\$ 86,131
9136	Xerox	-	110,975	110,975	110,975	-
9137	T.I. Degenkolb	1,834,670	452,740	2,287,410	2,287,410	-
9138	T.I. Twilio	8,338,957	1,836,460	10,175,417	10,175,417	-
9139	Construction contingency TIs	525,000	-	525,000	-	525,000
9139	Engineering/Architectural	150,000	-	150,000	-	150,000
9140	T.I. Ada's Café	455,000	-	455,000	455,000	-
9141	BCDC	5,000,000	80,000	5,080,000	-	5,080,000
9142	Cubic	450,000	44,000	494,000	-	494,000
	Total Tenant Improvements	\$ 17,952,507	\$ 2,647,356	\$ 20,599,863	\$ 14,264,732	\$ 6,335,131
	Marketing			\$ 83,500	\$ 17,065	\$ 66,435
	Building Improvements			\$ 890,000		
	Net			565,791		

Legislation Details (With Text)

File #: 17-2349 **Version:** 1 **Name:**
Type: Report **Status:** Informational
File created: 2/17/2017 **In control:** Bay Area Headquarters Authority
On agenda: 3/22/2017 **Final action:**
Title: 375 Beale Street Status Report - March 2017
Sponsors:
Indexes:
Code sections:
Attachments: [4a_BAHA_Status_Report_March.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Subject:
375 Beale Street Status Report - March 2017

Presenter:
Stephen Wolf

Recommended Action:
Information

**BAY AREA HEADQUARTERS AUTHORITY**

Regional Agency Headquarters
375 Beale Street, San Francisco, CA 94105

TEL 415.543.BAHA (2242)

EMAIL info@mtc.ca.gov

WEB www.mtc.ca.gov

Memorandum**Agenda Item 4a**

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

W. I. 9130

RE: **375 Beale Street Status Report – March 2017**

1. 375 Beale Construction

The one-year builder's warranty expires April 25, 2017. Since substantial completion, McCarthy has responded to warranty claims made by BAHA and is performing walk-throughs of existing building systems to identify any final repairs that are needed. The United States Green Building Council (USGBC) provided initial comments to BAHA's Leadership in Energy and Environmental Design (LEED) certification submittal. The project was submitted with enough points to achieve Gold certification under LEED for New Construction v2009.

2. Streetscape/Rincon Place

Tishman Speyer continues this work. Concrete walls and ramps in Rincon Place were installed in January and February with some time lost to rain. Tishman Speyer now projects Rincon Place to be complete by the beginning of June. Streetscape work along Beale, Main, and Harrison Streets continues slowly. Work on Main and Harrison Streets will move ahead in March as Tishman Speyer and the City recently resolved coordination of final lane striping. Tishman Speyer projects streetscape work will also be completed in early June.

3. Tenant Updates

Degenkolb Engineers moved into the 5th floor space over the weekend of January 20th. The Bay Area MetroCenter is now home to approximately 1,400 building occupants. Attachment A includes the updated stacking plan with information about building tenants.

In December, BAHA invited a small group of staff, building tenants and neighborhood representatives to a two-part exercise to brainstorm ideas for the best interim use of the vacant retail space on the 1st floor. TEF Architects provided a briefing and then toured indoor downtown spaces with the goal of getting inspiration on how to transform the space into a lively gathering space. Recommendations from this exercise are being formulated into a plan that will be presented to BAHA for consideration.

4. San Francisco Bay Conservation and Development Commission (BCDC) Relocation

Swinerton Builders completed the bidding of mechanical, electrical, plumbing, and fire protection design-build scopes in February and is in the process of bidding finishes. The draft construction schedule shows construction May 1 to September 1, with occupancy as of October 2nd. The start of construction depends on completing design and permitting on time. Staff continues to work with the

California Department of General Services (DGS) to obtain final approval on the lease terms and execution of a lease agreement.

5. 375 Beale Street Condominium

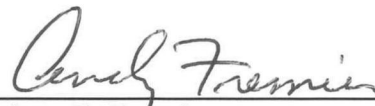
Below is an update on the various real estate transactions related to the condo sales:

Party	Transaction	Status	Transaction Amount
ABAG	Exchange of Oakland MetroCenter property for 375 Beale Condo interest	Expected to close in April	Exchange
Air District	Purchase Agreement execution in process	Expected to close in April	\$29.7 Million
BART	Purchase Agreement executed January 27 th	Escrow expected to close April once clear title show MTC as the single owner of the MTC and ABAG interests in the Oakland property	\$19.8 Million

6. Ada's Café and Resource Center ("The Hub")

In February, BAHA funded the cost of providing coffee services to agency staff. Over 300 drinks were served which gave Ada's a glimpse into what people liked and also gave its new trainees an opportunity to learn and improve their growing skill set. Ada's Café passed its health inspection on February 28th after completing construction items identified by the San Francisco Department of Health. Next step is final approval by the Health Inspector and the permit to operate. Training of Ada's staff is underway and the café is expected to be fully operational in early April.

The HUB began officially opened on January 25, 2017. While foot traffic continues to be light, Hub staff have assisted hundreds of FasTrak and Clipper customers. Once Ada's opens, MTC intends to formally market both vendors to building tenants and its Rincon Hill neighbors. Additionally, MTC staff continues to add new tasks and functionality to Hub staff's work plan. Staff expects that these factors will increase the volume of customers The Hub serves, while continuing to provide a high level of customer service to the public. The Air District has also contributed \$65,000 towards the Hub operations.



Andrew B. Fremier

SH:tg
Attachments

375 BEALE STREET - STACKING PLAN

375 Beale Street ESTIMATED AGENCY RSF - STACKING PLAN

BOMA Legacy Method A: Smith Group 6.19.15

FLOOR

8 7 6 5 4 3 2 1	Agency (MTC, ABAG, BAAQMD) 57,400 RSF							
	Agency (MTC, ABAG, BAAQMD) 59,420 RSF							
	Agency (BAAQMD) 60,200 RSF							
	Agency (MTC) 20,884 RSF		BCDC (pending negotiations) 21,157 RSF			DEGENKOLB 22,536 RSF		
	TWILIO 58,290 RSF							
		BATA-Fastrak 6180 RSF	RUTHERFORD & CHEKENE 13,892 RSF			TWILIO 33,533 RSF		
	PARKING 16,064		BIKES/ LOCKERS 4,396	BAAQMD & BAHA 9,600 RSF		CW 1,082 RSF	BATA-Fastrak CSC 21,100 RSF	
	BUILDING SUPPORT 10,326		PARKING 15,912		LOBBY 14,606		Board Rooms & Public Meeting Rooms 14,200 RSF	Resource Center & ADA's 1,521 RSF

Agency Space

Leased Space

Vacant Space

3/6/2017