



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

Meeting Agenda

Bay Area Headquarters Authority

Authority Members:

Scott Haggerty, Chair Alfredo Pedroza, Vice Chair
Jeannie Bruins, Federal D. Glover, Libby Schaaf, Amy R. Worth

Wednesday, November 20, 2019

1:35 PM

Yerba Buena Conference Room - 1st Floor

*** PLEASE NOTE TIME ***

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 1:35 p.m. or immediately following the 1:30 p.m. Bay Area Toll Authority meeting.

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. [19-0810](#) Minutes of the June 26, 2019 meeting
- Action: Authority Approval
- Attachments: [2a_06-26-2019_BAHA_Draft_Minutes.pdf](#)
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- 2b. [19-1186](#) Contract - First Floor Reconfigurations Preconstruction: Swinerton Builders (\$100,000)
- Action: Authority Approval
- Presenter: Gary Szeto
- Attachments: [2b_Swinerton_Contract.pdf](#)

3. Public Comment / Other Business

4. Adjournment / Next Meeting:

The next meeting of the Bay Area Headquarters Authority is scheduled to be held on Wednesday, December 18, 2019 at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105. Please note this December meeting date is scheduled to take place on the 3rd Wednesday instead of the 4th Wednesday due to the Christmas holiday.

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 #: 19-0810 **Version:** 1 **Name:**

Type: Minutes **Status:** Consent

File created: 6/21/2019 **In control:** Bay Area Headquarters Authority

On agenda: 11/20/2019 **Final action:**

Title: Minutes of the June 26, 2019 meeting

Sponsors:

Indexes:

Code sections:

Attachments: [2a_06-26-2019_BAHA_Draft_Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the June 26, 2019 meeting

Recommended Action:
Authority Approval



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

Meeting Minutes

Bay Area Headquarters Authority

Authority Members:

Scott Haggerty, Chair **Alfredo Pedroza, Vice Chair**
Jeannie Bruins, Federal D. Glover, Libby Schaaf, Amy R. Worth

Wednesday, June 26, 2019

9:35 AM

Board Room - 1st Floor

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 5 - Chair Haggerty, Vice Chair Pedroza, Commissioner Bruins, Commissioner Schaaf and Commissioner Worth

Absent: 1 - Commissioner Glover

2. Consent Calendar

Approval of the Consent Calendar

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

Aye: 4 - Chair Haggerty, Vice Chair Pedroza, Commissioner Bruins and Commissioner Worth

Absent: 2 - Commissioner Glover and Commissioner Schaaf

2a. [19-0437](#) Minutes of the April 24, 2019 meeting

Action: Authority Approval

2b. [19-0343](#) Third Quarter BAHA Financial Statements - March 2019

Action: Information

Presenter: Brian Mayhew

3. Authority Approval

- 3a. [19-0644](#) Contract Amendment - Property Management Services: Cushman & Wakefield of California, Inc. (\$660,000)

A request for approval of a contract amendment with Cushman & Wakefield to complete building improvements at the Bay Area MetroCenter.

Action: Authority Approval

Presenter: Gary Szeto

Commissioner Schaaf arrived during agenda item 3a.

Upon the motion by Vice Chair Pedroza and the second by Commissioner Bruins, the Authority unanimously adopted the contract amendment with Wakefield of California, Inc. The motion carried by the following vote:

Aye: 5 - Chair Haggerty, Vice Chair Pedroza, Commissioner Bruins, Commissioner Schaaf and Commissioner Worth

Absent: 1 - Commissioner Glover

- 3b. [19-0645](#) Contract- Bay Area Metro Center Design Services: Perkins + Will, Inc. (\$300,000)

A request for approval of a contract with Perkins + Will for design services of the Yerba Buena Conference Room expansion, Warming Kitchen expansion, and Control Room redesign at the Bay Area MetroCenter.

Action: Authority Approval

Presenter: Gary Szeto

Upon the motion by Commissioner Worth and the second by Commissioner Bruins, the Authority unanimously adopted the contract with Perkins + Will, Inc. The motion carried by the following vote:

Aye: 5 - Chair Haggerty, Vice Chair Pedroza, Commissioner Bruins, Commissioner Schaaf and Commissioner Worth

Absent: 1 - Commissioner Glover

- 3c.** [19-0344](#) BAHA Resolution No. 20, Revised - FY 2018-19 Bay Area Headquarters Authority Operating and Capital Budgets Revision; and BAHA Resolution No. 21 - FY 2019-20 Bay Area Headquarters Authority Operating and Capital Budgets

A request for approval of BAHA Resolution No. 20, Revised, FY 2018-19 Operating and Capital Budgets to increase assessment revenue and the revised assessment fee schedule in the Condo and Shared Services Program; and BAHA Resolution No. 21, FY 2019-20 Operating and Capital Budgets.

Action: Authority Approval

Presenter: Brian Mayhew

Upon the motion by Commissioner Bruins and the second by Commissioner Worth, the Authority unanimously adopted BAHA Resolution No. 20, Revised - FY 2018-19 Bay Area Headquarters Authority Operating and Capital Budgets revision; and BAHA Resolution No. 21 - FY 2019-20 Bay Area Headquarters Authority Operating and Capital Budgets. The motion carried by the following vote:

Aye: 5 - Chair Haggerty, Vice Chair Pedroza, Commissioner Bruins, Commissioner Schaaf and Commissioner Worth

Absent: 1 - Commissioner Glover

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority will be held on July 26, 2019 in the Board Room at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

Legislation Details (With Text)

File #: 19-1186 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 10/7/2019 **In control:** Bay Area Headquarters Authority

On agenda: 11/20/2019 **Final action:**

Title: Contract - First Floor Reconfigurations Preconstruction: Swinerton Builders (\$100,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2b Swinerton Contract.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - First Floor Reconfigurations Preconstruction: Swinerton Builders (\$100,000)

Presenter:
Gary Szeto

Recommended Action:
Authority Approval

Bay Area Headquarters Authority (BAHA)

November 20, 2019

Agenda Item 2b

Contract – First Floor Reconfigurations Preconstruction: Swinerton Builders (\$100,000)

Subject: A request that the Authority authorize the Executive Director or designee to negotiate and enter into a contract with Swinerton Builders (“Swinerton”) to perform preconstruction services for first floor reconfigurations at 375 Beale Street, in an amount not to exceed \$100,000.

Background: In January 2017, staff selected Swinerton from a competitive procurement for the Metropolitan Transportation Commission (MTC) and the San Francisco Bay Conservation and Development Commission (BCDC) tenant improvements on the fifth floor. The selection was based on best value, with cost as one of several factors. The scope of the procurement included the ability to use the contractor for other tenant improvements in the building for a period of three years using the same fee structure from the proposal.

BAHA’s construction projects with Swinerton have used the construction management at risk (CMAR) method, whereby the contractor provides preconstruction services under a fixed fee, and construction services using fixed markups on the cost of construction. During preconstruction, the contractor prepares cost estimates, constructability reviews, and subcontractor bid packages. BAHA may also elect to have the contractor or its subcontractors complete submittals and the design portion of design-build scope. BAHA is not obligated to start construction. Subject to budget approval, BAHA may elect to amend the preconstruction contract to include construction services.

Swinerton is currently constructing the Large Retail space build-out, and has successfully completed the following BAHA projects: fifth floor MTC and BCDC tenant improvements; third floor Cubic tenant improvements; and first and second floor electric vehicle charging stations infrastructure.

As authorized by the Authority on June 26, 2019, BAHA has contracted with architect Perkins & Will to provide design services for reconfigurations on the first floor of the Metro Center that include:

1. The reconfiguration and expansion of the existing Multipurpose Rooms 100 and 107, funded in part by the Bay Area Air Quality Management District, to increase room capacity and improve functionality;
2. The expansion of the Warming Kitchen 174 into adjoining IT Support Room 172; and

3. The reconfiguration and expansion of the existing Control Room 106 to provide webcasting capability in the Large Retail space.

Staff is requesting authorization to enter into a contract with Swinerton for preconstruction services for the first floor reconfigurations as described above.

Swinerton is neither a small business nor a disadvantaged business enterprise and has no subcontractors.

Issues: None

Recommendation: Staff recommends that the Authority authorize the Executive Director or designee to negotiate and enter into a contract with Swinerton Builders in an amount not to exceed \$100,000 for preconstruction services for the first floor reconfigurations at the Bay Area Metro Center.

Attachments: Request for Committee Approval – Summary of Proposed Contract



Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	9161
Consultant:	Swinerton Builders San Francisco, CA
Work Project Title:	First Floor Reconfigurations
Purpose of Project:	Reconfigure and expand first floor multipurpose rooms, warming kitchen, and control room
Brief Scope of Work:	Preconstruction services related to this project
Project Cost Not to Exceed:	\$100,000
Funding Source:	BAHA FY 2019-20 Capital Building Improvement Project Budget
Fiscal Impact:	Funding is included in the FY 2019-20 BAHA Building Improvement Fund
Motion by Authority:	That the Executive Director or designee is authorized to negotiate and enter into a contract with Swinerton Builders as described above and in the Bay Area Headquarters Authority Summary Sheet dated November 20, 2019, and the Treasurer and Auditor is directed to set aside funds in the amount of \$100,000 for such contract.
BAHA Chair:	<hr/> Scott Haggerty
Approved:	Date: November 20, 2019