

**BAY AREA HEADQUARTERS AUTHORITY**

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***Memorandum*****Agenda Item 5**

TO: Bay Area Headquarters Authority

DATE: April 20, 2016

FR: Executive Director

W. I. 9130

RE: 375 Beale Street Status Report – April 2016

**1. Construction Update/Certificate of Occupancy**

On Monday, April 18<sup>th</sup>, the California State Fire Marshall issued the long-anticipated Certificate of Occupancy which certified that the building is in compliance with fire and life safety requirements. The building is in its final stages of being unwrapped and is now ready for occupancy. The balance of the construction work to be completed involves the external features of the 8<sup>th</sup> Floor roof terrace and Tree Well, development of Rincon Place, and audio visual commissioning that McCarthy will continue to work on. None of this work affects being able to move into the building. Attachment A includes updated construction photos. Attachment B is a stacking plan that summarizes the planned occupancy of the building including agency, commercial office, and retail spaces.

**2. Move Date(s)**

The Xerox Fastrak Customer Service Center is relocating to the building and will be open for operations as of Monday, April 25<sup>th</sup>. MTC and ABAG's first day of operations will be Monday, May 23<sup>rd</sup>. The Air District is planning to move one week later during the Memorial Day weekend, with Tuesday, May 31<sup>st</sup> being its first day of business. MTC also will host its May Committee meetings at 375 Beale Street in the Board Room on May 11<sup>th</sup> and May 13<sup>th</sup>, one week prior to the staff relocation. The first Commission meeting at Beale Street will be May 25<sup>th</sup>.

**3. Streetscape/Rincon Place**

Sidewalk improvements for Beale Street are completed and improvements for Main Street are underway. The City and County of San Francisco has a contract to relocate water main lines and permanent grade changes along Beale Street. This work is not anticipated to start until later in the summer, and will continue throughout the year. Tishman Speyer is working with the City and County of San Francisco to resolve conflicts at the corner of Harrison and Main streets. Tishman Speyer is also preparing to submit drawings of the landscape improvements on Rincon Place for permit approval before starting work this summer.

**4. Technology**

Final audio visual connections have been made in conference rooms. Mock meeting scenarios are being held in the board room for webcasting and final sound adjustments are being made. Telephones have been placed in the public areas. Also, the media wall in the lobby area is active and test video is being looped.

## **5. Furniture Procurement**

Approximately 1,500 chairs/seating (offices and workstations, conference rooms, public meeting rooms), tables and other ancillary furniture for the atrium and collaboration areas have been placed. Installation of shelving for the technical and the law libraries is nearly complete. Hogue is coordinating the installation of all other furniture items by the end of April.

## **6. Building Operational Readiness**

BAHA is working with agency partners and Cushman & Wakefield of California, Inc. (Cushman & Wakefield) on building operational readiness and opening activities. Preparation of the mail rooms, copy/supply rooms, pantries, security badging, and board room operations are underway. BAHA has implemented a new conference room scheduling system to coordinate meeting room management. Cushman & Wakefield is preparing for the visitor management system. It has also developed an emergency evacuation plan and will provide floor warden and other safety training as part of the building orientation.

## **7. Ada's Café and Resource Center**

Design plans have been approved by the Office of State Fire Marshal (OSFM) and Division of State Architect (DSA) and a construction contract with BCCI is in place. Work has been authorized to start and is estimated to take five months to complete, with a grand opening scheduled for October 2016.

## **8. Rutherford + Chekene**

Design plans are currently under review by OSFM and DSA. However, permitted construction work continues in the space. BAHA is also awaiting execution of the lease amendment approved by BAHA in February, based on the reduction in square feet. Rutherford is expected to occupy the space as of June 2016.

## **9. Twilio**

Per the terms of the lease agreement, the landlord improvements were completed and the space delivered on April 15<sup>th</sup> to Twilio for acceptance, which allows tenant improvements to commence. Twilio has submitted design plans to OSFM and DSA for review and is awaiting approval. Twilio is expected to occupy the space as of October 2016.

## **10. Degenkolb Engineers**

BAHA is obligated to turn over the space to Degenkolb Engineers (Degenkolb) by September 1, 2016 once landlord work is completed. Degenkolb is making preparations and has selected BCCI to provide construction services. Landlord work is expected to commence in conjunction with Level 5 work.

## **11. Level 5 MTC and San Francisco Bay Conservation and Development Commission (BCDC) (Reserved) Space**

Construction drawings are underway for the combined spaces. Once approved by BAHA, they will be submitted to OSFM and DSA for approval. BAHA is also considering options for developing the

space reserved for BCDC if there is a delay once plans are approved. Staff will submit a request at a future Authority meeting to approve funding to build out MTC's Level 5 improvements concurrent with the improvements to the BCDC space. If BCDC is not allowed to relocate, the space will be ready for another tenant.

## **12. BCDC Update**

In February 2016, BCDC submitted an updated report to the Senate Committee on Budget and Fiscal Review. Assuming funding is approved in the FY 2016-17 State Budget, BCDC proposes a move-in date in early 2017. No additional information is known at this time.

## **13. Election Polling Location**

BAHA reached an agreement with the San Francisco Department of Elections to make 375 Beale Street available as a polling place for the June 7 Primary and the November 8 Presidential elections.



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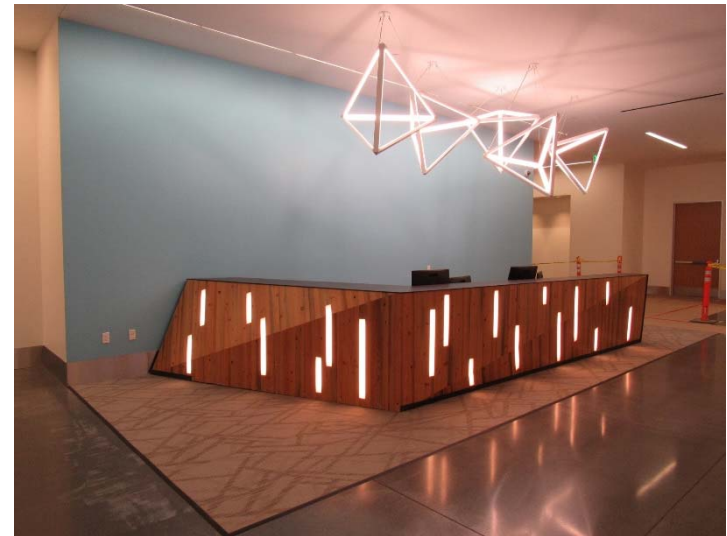
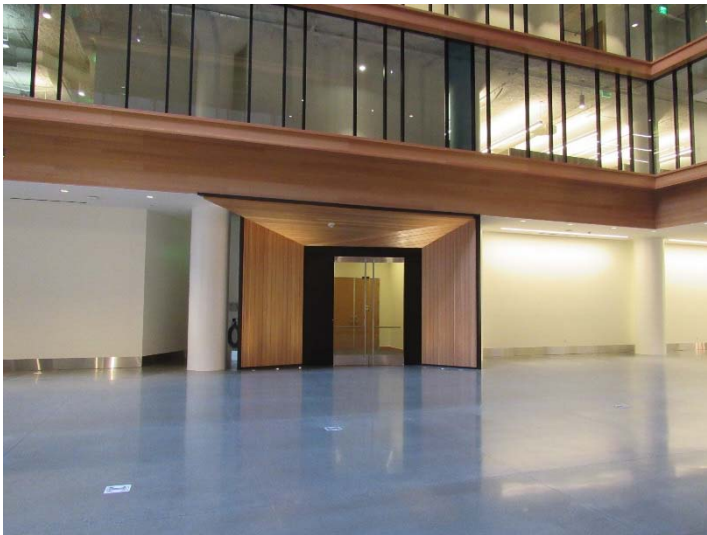
Steve Heminger

SH:TG  
Attachments



State Fire Marshall and Andrew Fremier – Certificate of Occupancy

**Agenda Item 5 – Attachment A**





**Agenda Item 5 - Attachment A**



**Agenda Item 5 - Attachment A**



# 375 BEALE STREET - LEASING UPDATE

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) 55,700 RSF						
	Agency (MTC, ABAG, BAAQMD) 57,300 RSF						
	Agency (BAAQMD) 58,100 RSF						
	Agency (MTC) 14,900 RSF	BCDC (pending negotiations) 21,000 RSF			DEGENKOLB 22,536 RSF (occupy: 2-1-2017)		
	TWILIO 58,290 RSF (occupy: 10-15-2016)						
	BATA-Fastrak 9,170 RSF	RUTHERFORD & CHEKENE 13,892 RSF (occupy: 6-1-16)		TWILIO 33,533 RSF (occupy: 10-15-2016)			
	PARKING 16,064		BIKES/ LOCKERS 4,396	BAAQMD & BAHA 9600 RSF	CW 1,082 RSF	BATA-Fastrak CSC 21,100 RSF (occupy: 4-25-16)	
	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

4/1/2016