

375 Beale Condominium Corporation

June 1, 2020

Agenda Item 5

Building Operations and Projects Report

Background:

BAHA is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 give the Facility Operator all powers, duties, and responsibilities for the day-to-day operation, management, and maintenance of the Common Area and the Jointly Used Space (as defined in the CCRs). This includes: implementing adopted rules; preparing and implementing the approved budgets; maintaining the accounting records; contracting service providers; and collecting and depositing authorized assessments.

Cushman & Wakefield (CW)

CW assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under its contract with BAHA, CW is responsible for a full range of services including, but not limited to:

- Developing a plan for the management and operations of the facility (including parking).
- Providing for the operation and maintenance of building equipment and systems.
- Maintaining an on-site business office and being available 24 hours, 7 days a week for owner and tenant issues.
- Developing and maintaining the annual operating and capital budgets.
- Completing financial accounting including the collection and reporting of all revenues received.

Bay Area Metro Center (BAMC) Activities

In this report, we advise you of scheduled activities and shared services utilization since the February 20, 2020 Board meeting:

- On March 13, 2020, the City and County of San Francisco Department of Public Health issued Order of the Health Officer No. C19-07b. That Order required all individuals anywhere in San Francisco to Shelter In Place (SIP) due to Coronavirus 2019 (“Covid-19”), except for certain essential activities and work to provide essential business and government. Please see agenda item 6 for a detailed Covid-19 update.
- During the SIP, BAMC continues its basic operations, including Phase 1 of its “zero waste” program. Phase 1 requires a Zero Waste Facilitator (ZWF) and one sorter to oversee the program and ensure materials collected are being placed in their appropriate bins. The zero waste program also helps ensure the building avoids potential fines and will assist in working toward becoming a “zero waste” building.

Shared Services

Please find attached the utilization reports on the following shared services:

- Angus is the system for entering and tracking BAMC visitors, parking and other service requests (Attachment A).

375 Beale Condominium Board**June 1, 2020****Page 2 of 3****Agenda Item 5**

- Meeting Room Manager or MRM, is the system utilized by BAAQMD & MTC for reserving rooms for agency meetings at 375 Beale (Attachment B).

Security Update

There was one notable security incident since the last meeting. Information regarding that event was shared with the 375 Beale Condominium Board members. At the last, 375 Beale Condominium Board meeting, staff provided a detailed security update, and was authorized to work to build a security culture with awareness of and compliance with building policies, and change Rincon lobby entry doors to “badge access only” during building hours, leaving Beale as the only public accessible entrance. Staff committed to return to the 375 Beale Condominium Board meeting with additional information on Security, including providing a matrix of potential security issues with mitigation options, but staff focus shifted to dealing with responding to the Covid-19 crisis and resulting Orders/SIP, so that report is paused at this point.

CW produced several security guides establishing protocols for workplace emergencies and evacuations. Those guides have been distributed to the tenants and Bay Area Air Quality Management District (BAAQMD) staff, and will be distributed to Metropolitan Transportation Commission (MTC) staff after the SIP is lifted and MTC staff returns to working the office.

Projects***Temazcal / 1st Floor Multi-Use Space Update***

Temazcal the 1st floor multi-use space, reached substantial completion in January, and the State Fire Marshal issued a Certificate of Occupancy on January 29, 2020. The Temazcal space is a flexible meeting space and includes a warming kitchen and service equipment for the service of prepared foods and beverages. Please see agenda item 7 for information on the 375 Beale Street First Floor Community and Event Space(s), including the Temazcal space, fee schedule.

Café Space

Ada's Café (Ada's) encountered issues that would not allow it to remain open without operational assistance from BAHA, subsequently, on June 10, 2019 Ada's informed BAHA that Ada's would be terminating its concessionaire agreement and closed on August 2, 2019. BAHA purchased the Café equipment to enable the retail space to be made operational as soon as possible. Just before the SIP was issued, staff was pursuing the possibility of retaining a third party operator to provide a rotating program of food vendors in the Café space and to provide as needed catering to MTC and BAAQMD. The work to obtain the third party operator has been paused during the Health Order/SIP noted above.

375 Beale Street Community and Event Space(s)

BAHA issued a Request for Interest to inform BAHA of use and revenue cases for the approximately 8,116 square feet of space on the first floor of its premises comprised of three (3) separate spaces (Café Space, Yerba Buena/Ohlone, and Temazcal). Information from respondents indicates that rather than entering into a long-term relationship with one concessionaire, BAHA should explore the option of working with one or more venue managers to bring in different events, food vendors, and “pop-ups” into the various spaces. To determine if that direction is viable and can be integrated with current usage, BAHA will test a variety of events in the spaces, and report back to this board with its findings. Please see agenda item 7 for information on the 375 Beale Street First Floor Community and Event Space(s) fee schedule.

1st Floor Reconfigurations

BAHA began design related to optimizing the usable space in the 1st Floor Yerba Buena and Ohlone Rooms and adjacent warming kitchen. Schematic drawings for the warming kitchen are due in mid-2020, however the design for integrating the existing AV systems in the multipurpose rooms and the Board Room with those of the Temezcal Room has been paused due to the Health Order/SIP. An estimate of capital costs have been proposed in BAHA’s Fiscal Year 2020-21 budget, which has not been finalized.

Bay Area Air Quality Management District (BAAQMD) 8th Floor Renovation

In January 2020, BAAQMD began work to renovate a portion of its space on the 8th floor. Renovations were anticipated to be completed in May 2020, however due to the Health Order/SIP noted above construction is now paused, and will be reconvened as soon as allowed.

Issues: None

Recommendation: None. This item was presented for information only.

Attachments: Attachment A: Angus– MTC Request Summary
Attachment B: Meeting Room Manager – BAMC Shared Room Use

DocuSigned by:

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Denise I. Rodriguez

Summary By Source

Period: Received February 1, 2020 to April 27, 2020

Sorted By: Request Type

Property: Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

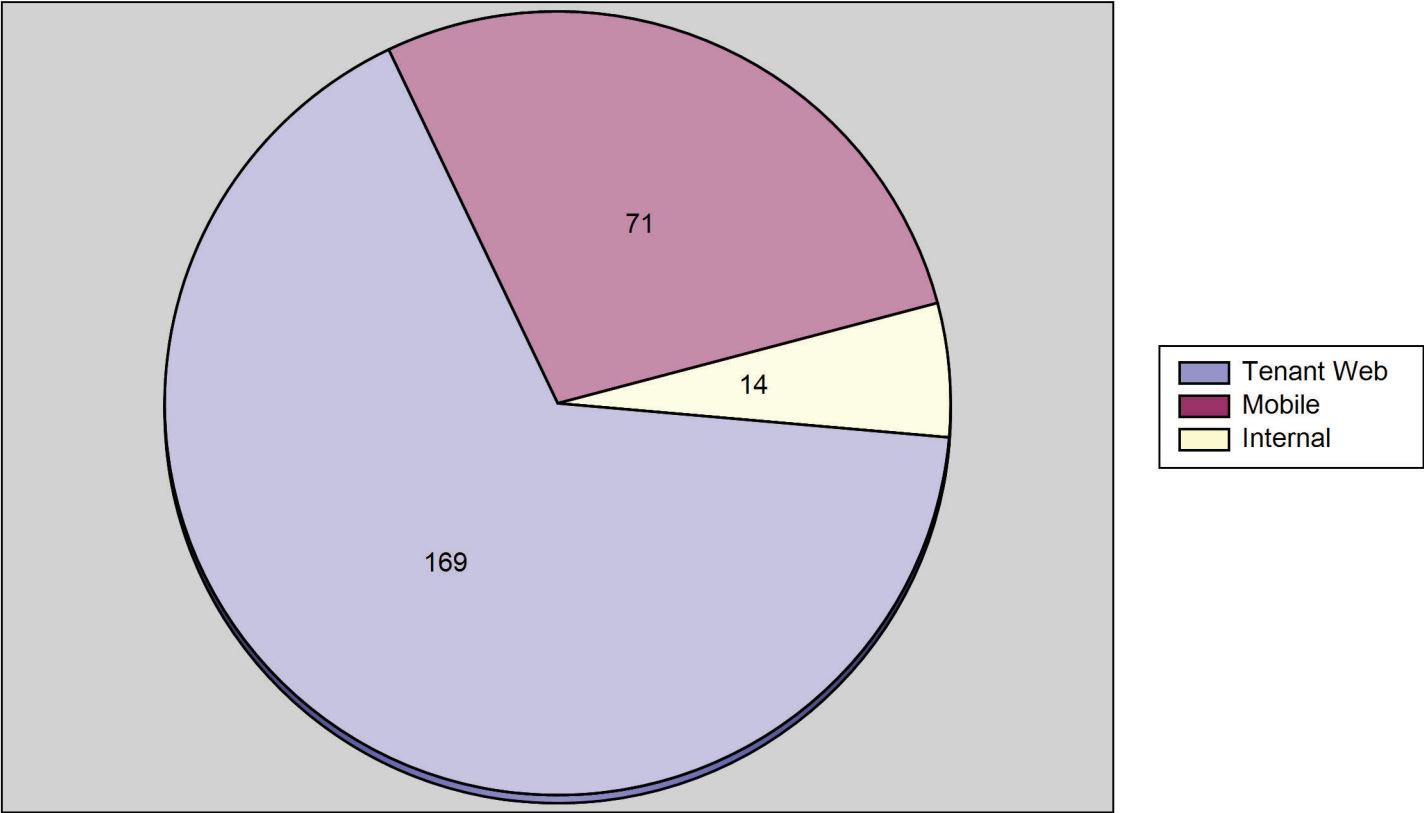
	Email				Tenant Web		Internal				Mobile				Total Count
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		Tenant Requested		Employee Requested		
Bay Area Metro Center	0	0.0 %	0	0.0 %	169	66.5 %	5	2.0 %	9	3.5 %	71	28.0 %	0	0.0 %	254
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Building Services	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2
Carpet Cleaning	-	-	-	-	6	100.0 %	-	-	-	-	-	-	-	-	6
Cleaning	-	-	-	-	25	51.0 %	-	-	1	2.0 %	23	46.9 %	-	-	49
Dedicated Porter Service	-	-	-	-	4	100.0 %	-	-	-	-	-	-	-	-	4
Electrical - Light Bulbs	-	-	-	-	7	70.0 %	1	10.0 %	1	10.0 %	1	10.0 %	-	-	10
Electrical Repair - Misc	-	-	-	-	2	66.7 %	-	-	-	-	1	33.3 %	-	-	3
Engineering Consultation	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Engineering Overtime	-	-	-	-	-	-	-	-	4	100.0 %	-	-	-	-	4
Equipment Replacement	-	-	-	-	-	-	-	-	1	100.0 %	-	-	-	-	1
HVAC - After Hours	-	-	-	-	1	33.3 %	2	66.7 %	-	-	-	-	-	-	3
HVAC - Too Cold	-	-	-	-	7	77.8 %	-	-	-	-	2	22.2 %	-	-	9
HVAC - Too Hot	-	-	-	-	5	83.3 %	-	-	-	-	1	16.7 %	-	-	6
Janitorial Supplies	-	-	-	-	6	66.7 %	-	-	-	-	3	33.3 %	-	-	9
Keys & Locks	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Miscellaneous Repairs	-	-	-	-	8	66.7 %	-	-	-	-	4	33.3 %	-	-	12
Office/Workstation Cleaning	-	-	-	-	1	50.0 %	-	-	-	-	1	50.0 %	-	-	2
Parking - Contract	-	-	-	-	-	-	2	100.0 %	-	-	-	-	-	-	2
Parking Inquiry	-	-	-	-	2	11.1 %	-	-	-	-	16	88.9 %	-	-	18
Patch and Paint	-	-	-	-	1	33.3 %	-	-	-	-	2	66.7 %	-	-	3

Summary By Source

Agenda Item 5 - Attachment A

	Email				Tenant Web		Internal				Mobile				Total Count	
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		Tenant Requested		Employee Requested			
Bay Area Metro Center	0	0.0 %	0	0.0 %	169	66.5 %	5	2.0 %	9	3.5 %	71	28.0 %	0	0.0 %		254
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent		
Plumbing	-	-	-	-	6	75.0 %	-	-	1	12.5 %	1	12.5 %	-	-		8
Repair/other	-	-	-	-	4	80.0 %	-	-	1	20.0 %	-	-	-	-		5
Replacement Access Card	-	-	-	-	6	100.0 %	-	-	-	-	-	-	-	-		6
Restroom Service	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-		1
Rubbish Removal	-	-	-	-	3	100.0 %	-	-	-	-	-	-	-	-		3
Security Access Card	-	-	-	-	65	81.3 %	-	-	-	-	15	18.8 %	-	-		80
Tenant Improvement	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-		1
Trash/Recycling Removal	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-		1
Unspecified	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-		2
Vendor Access	-	-	-	-	1	50.0 %	-	-	-	-	1	50.0 %	-	-		2
Totals:	0	0.0 %	0	0.0 %	169	66.5 %	5	2.0 %	9	3.5 %	71	28.0 %	0	0.0 %		254

Number of Requests Received per Request Source



Visitor Summary & Check-In Source

Agenda Item 5 - Attachment A

Generated By: Ebony.Horace@cis.cushwake.com

April 27, 2020

PARAMETERS

Period: Expected from February 1, 2020 to April 27, 2020

Property: Bay Area Metro Center

Building: Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

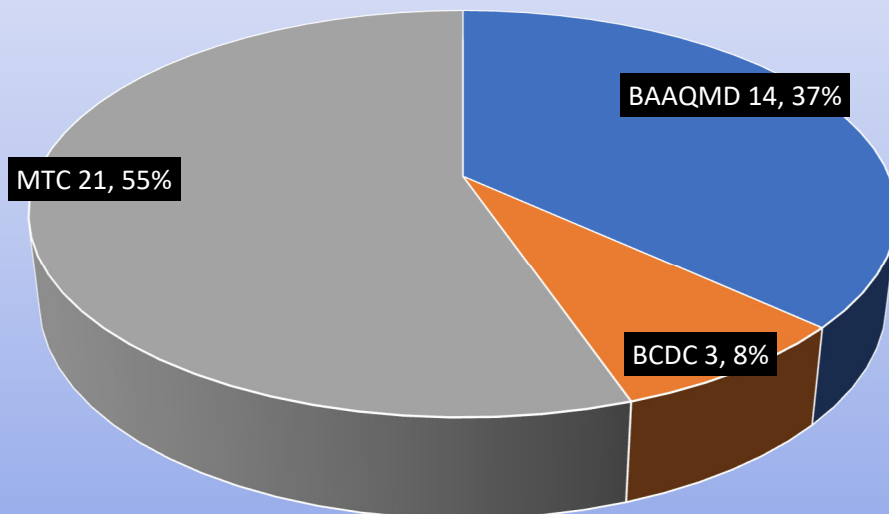
Tenant	EXPECTED VISITORS	PRE-REGISTERED BY TENANT		Total		CHECKED IN VISITORS								CHECKED OUT VISITORS	
						Desktop		Touchscreen		Mobile		Kiosk			
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
Bay Area Metro Center	1891	855	45 %	1394	74 %	1394	100 %	0	0 %	0	0 %	0	0 %	903	65 %
ABAG	75	44	59 %	57	76 %	57	100 %	0	0 %	0	0 %	0	0 %	31	54 %
BAAQMD	621	343	55 %	454	73 %	454	100 %	0	0 %	0	0 %	0	0 %	282	62 %
BAHA - Construction	2	0	0 %	2	100 %	2	100 %	0	0 %	0	0 %	0	0 %	2	100 %
Bay Conservation and Development Commission (BCDC)	346	280	81 %	155	45 %	155	100 %	0	0 %	0	0 %	0	0 %	114	74 %
MTC	847	188	22 %	726	86 %	726	100 %	0	0 %	0	0 %	0	0 %	474	65 %
Grand Totals:	1891	855	45 %	1394	74 %	1394	100 %	0	0 %	0	0 %	0	0 %	903	65 %

Bay Area Metro Center Shared Room Use January – April 2020

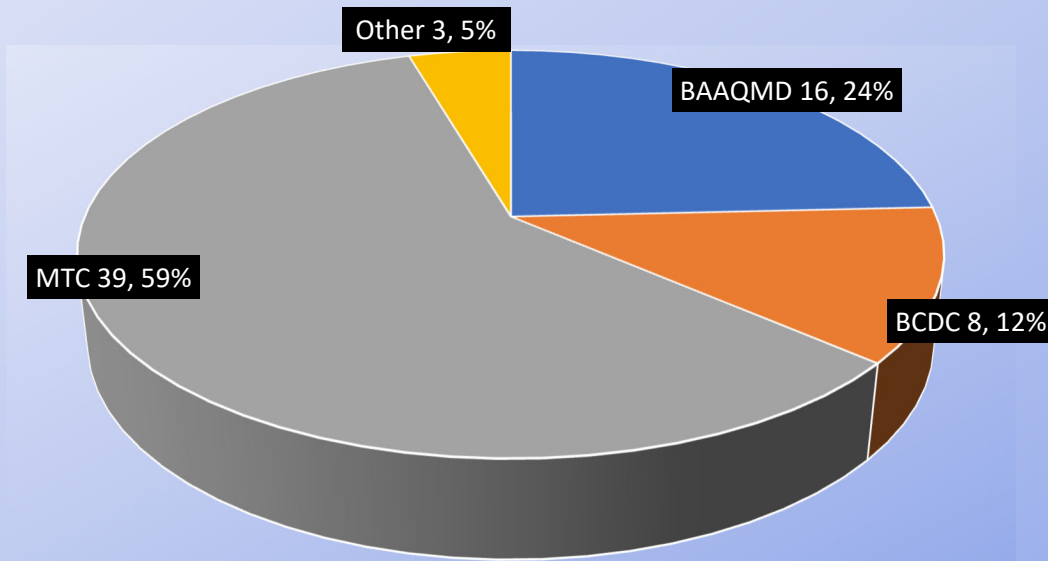
- Due to the Shelter-In-Place (SIP) order beginning 3/16 the last public meetings to take place (with essential personnel only) in the Board Room:
 - 3/25 MTC: BATA, BAHA, BAIFA, SAFE, Commission
 - 4/1 BAAQMD: Executive Committee
- All agency public meetings since SIP order have been held remotely via Zoom.
 - BCDC has run their own Zoom meetings
 - BAAQMD and MTC/ABAG have used a shared Zoom account with AV Support Staff.
- A few trial reservations were held in the new conference room-103 Temazcal prior to the SIP order, including:
 - Ribbon Cutting Ceremony
 - ABAG General Assembly Lunch
 - BAAQMD All-Hands Lunch

Board Room

Total Reservations: 38



**107 Ohlone/109 Yerba Buena
Total Reservations: 66**



*Other includes Cushman & Wakefield, other BAMC tenant, and 3rd party reservations

**Agency Floors: Large/XL Rooms
Total Reservations: 865**

