

# 375 Beale Condominium Corporation

June 14, 2021

Agenda Item 6 - 21-0646

## Building Operations and Projects Report

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### Background:

The Bay Area Headquarters Authority (BAHA) is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 confer upon 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 CC&Rs). 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 March 19, 2021 Board meeting.

### ***Response to COVID-19 Pandemic:***

- As allowed under the San Francisco Department of Public Health (SFPDH) Health Order issued on March 16, 2021 and updated Health Orders and Directives that have been issued since that date, BAMC can continue its minimum basic operations.
- The most recent Order and Directive for Offices require non-essential offices to strongly encourage all personnel who can perform their work remotely to telecommute to the greatest extent feasible, but also allow for operation as long as all required health screenings are performed, social distancing (6' distance, face covering, etc.) is maintained, and maximum occupancy is adjusted to 50% occupancy, not counting vaccinated personnel. See Attachment A, Building and Meeting Room Occupancy, for adjusted per floor and meeting room occupancy levels at 25% and 50%. In compliance with the current Order and Directive, most employees that work within BAMC are

working remotely and only go into the building to perform essential work that cannot be performed remotely.

- Based on the ongoing Orders, CW has implemented a variety of cost saving measures, to date totaling approximately \$267,000.
- BAHA and CW staff are closely monitoring updates to the Orders and Directives and determining how changes affect the ability to reoccupy BAMC. Staff will continue to implement measures to respond as required, communicate changes to tenants and agency staff, and revise the BAMC Building Resumption Plan to comply with updated requirements.

### Shared Services

Since the last Board meeting 375 Beale Street served as the venue for two American Red Cross blood drives. All conference room spaces used allowed for socially distanced public access.

Utilization reports on the following shared services are attached:

- BAMC visitors, parking and other service requests for the period of January through April 2021 (Attachment B).
- Room reservations for agency meetings at 375 Beale for the period of January through April 2021 (Attachment C).

### Security Update

There have been no notable security incidents since the last meeting. Staff focus is currently on responding to the COVID-19 pandemic and resulting Health Orders, so the follow up presentation on building security is currently on hold.

### Projects

#### ***Heating, Ventilation, and Air Conditioning (HVAC) Back-up Boilers Replacement***

In April 2021, two boilers in the mechanical penthouse were replaced with a single, smaller, and more efficient boiler. This boiler produces hot water, which is pumped through the building's HVAC system to provide heat to individual tenant spaces. The boiler now serves as a back-up unit to the building's larger main boiler, which was replaced in 2015 as part of major renovations. This newer boiler will also perform as the main boiler during months with lower weather and heating demand.

#### ***Automatic Door Operators at 1<sup>st</sup> Floor Restrooms***

In April 2021, automatic door operators were installed at entrances to the 1<sup>st</sup> floor restrooms for ADA accessibility needs. Tenants and members of the public can now operate the doors via push buttons at the entrance of the men's and women's restrooms.

***Air Handler Unit 4 (AHU-4) Weatherproofing and Noise Dampening***

AHU-4 circulates and filters the air at each floor at the southwest corner of the building. CW staff completed a retrofit of AHU-4 in May 2021. This included the installation of awnings over the air intake and outlet vents and the application of a waterproofing membrane inside the unit to prevent rainwater intrusion. Additionally, sound baffles were installed at the air outlet vent to reduce noise.

***1st Floor Reconfigurations***

BAHA is progressing with design related to optimizing the usable space in the 1<sup>st</sup> Floor Yerba Buena and Ohlone conference rooms and the adjacent warming kitchen. The architect is nearly complete with Architectural, Mechanical, Electrical, and Plumbing (MEP) permit drawings for the conference room and warming kitchen expansion. Staff has also restarted design related to integrating existing AV systems in the multipurpose rooms, Board Room, and Temazcal conference room; a draft Basis of Design (BOD) for this scope of work is under review.

***375 Beale Street Community/Event Space(s), and Café***

BAAQMD and MTC staff will develop and finalize the operating rules and procedures for the Temazcal space and present them to this Condominium Board at its next meeting.

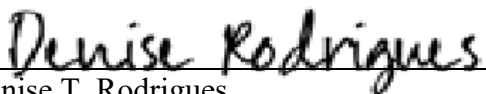
***Temazcal Space***

Installation of the furniture in the Temazcal space was completed in early April 2021.

**Issues:** None

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

**Attachments:** Attachment A: Building and Meeting Room Occupancy  
Attachment B: Angus– MTC Request Summary  
Attachment C: BAMC Shared Room Use

  
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Denise T. Rodrigues

## BUILDING OCCUPANCY

## 375 Beale Street

375 Beale Street													
FLOOR	The numbers below in <b>red</b> reflect the Pre-occupancy counts * Excludes agency shared and meeting spaces								Social Distancing RSF calculation (Estimated)	Pre-COVID Occupancy counts by floor	Building Occupancy at 25% by floor (# of persons)	Building Occupancy at 50% by floor (# of persons)	
8	MTC 113			AIR DISTRICT 30		AGENCY-Shared		+/- RSF	55,700	1,547	143	36	72
7	MTC 151					AGENCY-Shared		57,300	1,592	151	38	76	
6	AIR DISTRICT 234					AGENCY-Shared		58,100	1,614	234	59	117	
5	MTC 35	Agency Shared	BCDC 55		DEGENKOLB 500 65			57,459	1,596	155	39	78	
4	TWILIO 468							58,290	1,619	468	117	234	
3	Xerox/BATA (Conduent) 37		RUTHERFORD & CHEKENE 54		Cubic 10	TWILIO 12		56,595	1,572	113	28	57	
2	PARKING		BIKES/ LOCKERS	Air District 10	MTC 2	CW 4	Xerox/BATA (Conduent) 83	31,778	883	99	25	50	
1	BUILDING SUPPORT 10	R.O.C. 20	PARKING	LOBBY	AGENCY SHARED SPACE		RETAIL/ HUB RESOURCE CTR	Temazcal	20,548	571	30	8	15
									Social Distancing RSF calculation (Estimated)	Pre-COVID Occupancy counts by floor	Building Occupancy at 25% by floor (# of persons)	Building Occupancy at 50% by floor (# of persons)	
								+/- RSF	10,994	1393	348	697	
TOTALS								395,770					

## Attachment A

### Meeting Space Occupancy

<u>Floor</u>	<u>Room Name</u>	<u>Room Number</u>	<u>Room Size</u>	<u>Fire Code Maximum Occupancy</u>	<u>New Social Distancing Recommended Occupancy</u>	<u>25%</u>	<u>50%</u>
1	Boardroom	110-B	Commissioners	125 (Main) / 35 (Raised Dais)	21	31	63
1	Claremont	112	Commissioners	35	5	9	18
1	Mission	116	Commissioners	23	4	6	12
1	Ohlone	107	Multipurpose (SM)	96	16	24	48
1	Yerba Buena	109	Multipurpose (LG)	312	52	78	156
1	Warming Kitchen	174	N/A	3	1	1	2
1	Temazcal			470	78	118	235
2	The Cove	262	N/A	23	3	6	12
5	Redwood	5150	XL	38	6	10	19
6	Solano	6105	SM	6	1	2	3
6	Napa	6203	SM	8	1	2	4
6	Marin	6204	SM	8	1	2	4
6	Sonoma	6302	SM	10	1	3	5
6	San Mateo	6307	SM	10	1	3	5
6	Alameda	6103	MED	17	2	4	9
6	San Francisco	6205	MED	20	3	5	10
6	Contra Costa	6206	MED	20	3	5	10
6	Santa Clara	6301	LG	27	4	7	14
6	Bay Area	6102	XL	36	6	9	18
7	San Andreas	7103	SM	9	1	2	5
7	Mayacamas	7104	SM	9	1	2	5
7	Altamont	7202	SM	7	1	2	4
7	Mount Hamilton	7203	MED	20	3	5	10
7	Mount Sutro	7206	MED	20	3	5	10
7	Sunol	7308	MED	22	3	6	11
7	Mount Diablo	7301	LG	25	4	6	13
7	Tamalpais	7102	XL	37	5	9	19
8	Bodega	8104	SM	12	2	3	6
8	Treasure Island	8202	SM	8	1	2	4
8	Pacific	8203	MED	20	3	5	10
8	Carquinez	8301	MED	24	4	6	12
8	Farallon	8206	MED	20	3	5	10
8	Golden Gate	8102	XL	37	6	9	19
8	Terrace	8357	N/A	20	3	5	10

# Visitor Summary & Check-In Source

Generated By: Ebony.Horace@cis.cushwake.com  
May 10, 2021

## PARAMETERS

**Period:** Expected from January 1, 2021 to April 30, 2021

**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		CHECKED IN VISITORS										CHECKED OUT VISITORS	
		#	%	Total		Desktop		Touchscreen		Mobile		Kiosk			
				#	%	#	%	#	%	#	%	#	%	#	%
Bay Area Metro Center	241	50	21%	231	96%	231	100%	0	0%	0	0%	0	0%	182	79%
BAAQMD	76	35	46%	71	93%	71	100%	0	0%	0	0%	0	0%	54	76%
BAHA - Construction	1	0	0%	1	100%	1	100%	0	0%	0	0%	0	0%	1	100%
Bay Conservation and Development Commission (BCDC)	6	2	33%	5	83%	5	100%	0	0%	0	0%	0	0%	4	80%
MTC	158	13	8%	154	97%	154	100%	0	0%	0	0%	0	0%	123	80%
Grand Totals:	241	50	21%	231	96%	231	100%	0	0%	0	0%	0	0%	182	79%

# Summary By Source

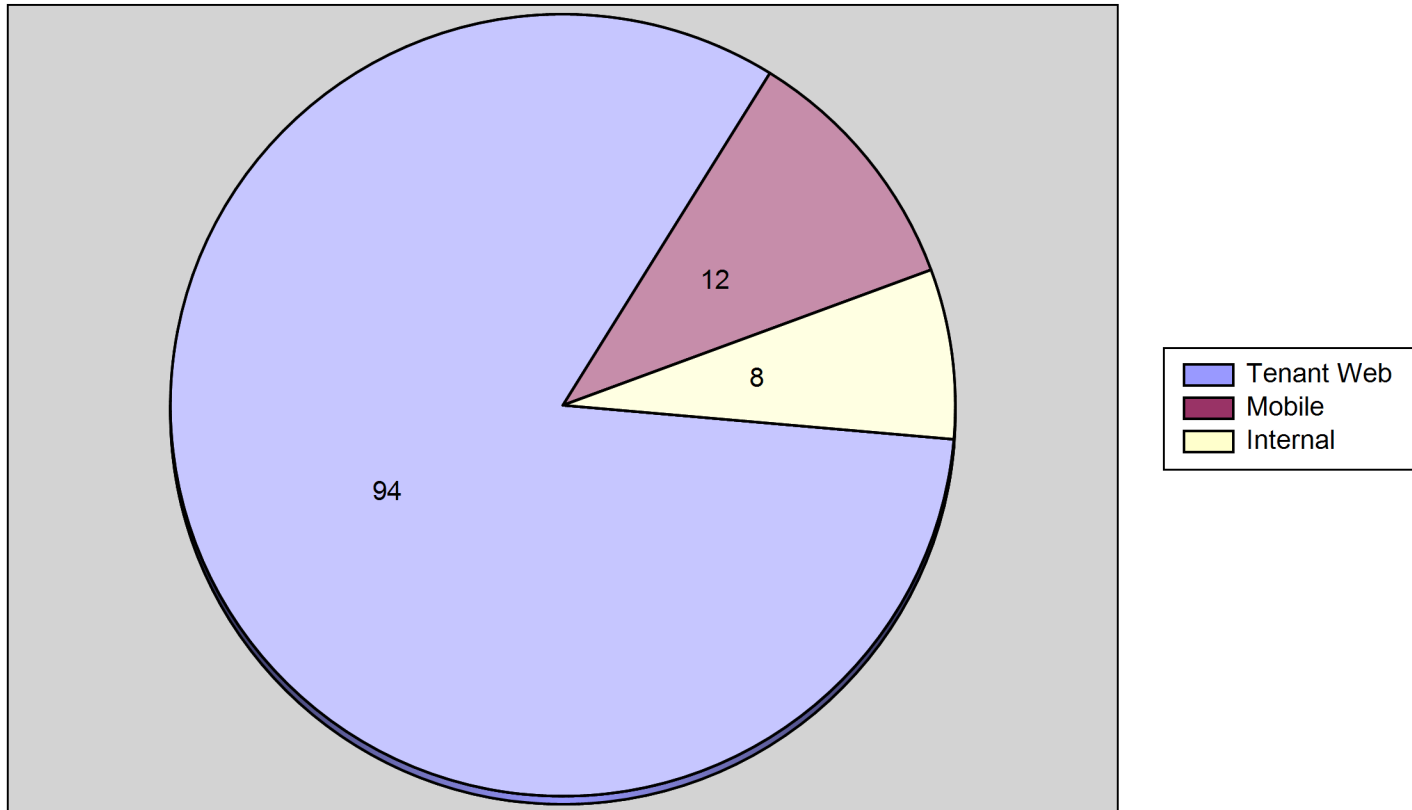
Attachment B

**Period:** Received January 1, 2021 to April 30, 2021  
**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			
<b>Bay Area Metro Center</b>	<b>0</b>	<b>0.0 %</b>	<b>0</b>	<b>0.0 %</b>	<b>94</b>	<b>82.5 %</b>	<b>1</b>	<b>0.9 %</b>	<b>7</b>	<b>6.1 %</b>	<b>12</b>	<b>10.5 %</b>	<b>0</b>	<b>0.0 %</b>	<b>114</b>	
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent		
Building Services	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Cleaning	-	-	-	-	3	100.0 %	-	-	-	-	-	-	-	-	3	
Electrical - Light Bulbs	-	-	-	-	2	25.0 %	-	-	6	75.0 %	-	-	-	-	8	
Electrical Repair - Misc	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2	
Keys & Locks	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2	
Miscellaneous Repairs	-	-	-	-	1	25.0 %	-	-	-	-	3	75.0 %	-	-	4	
Office/Workstation Cleaning	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Parking - Contract	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Parking Inquiry	-	-	-	-	16	80.0 %	-	-	-	-	4	20.0 %	-	-	20	
Patch and Paint	-	-	-	-	-	-	-	-	-	-	2	100.0 %	-	-	2	
Plumbing	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2	
Repair/other	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Replacement Access Card	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Rubbish Removal	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Security Access Card	-	-	-	-	57	95.0 %	-	-	-	-	3	5.0 %	-	-	60	
Trash/Recycling Removal	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Unspecified	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1	
Vendor Access	-	-	-	-	1	33.3 %	1	33.3 %	1	33.3 %	-	-	-	-	3	
<b>Totals:</b>	<b>0</b>	<b>0.0 %</b>	<b>0</b>	<b>0.0 %</b>	<b>94</b>	<b>82.5 %</b>	<b>1</b>	<b>0.9 %</b>	<b>7</b>	<b>6.1 %</b>	<b>12</b>	<b>10.5 %</b>	<b>0</b>	<b>0.0 %</b>	<b>114</b>	

## Summary By Source

Number of Requests Received per Request Source



# **Bay Area Metro Center Shared Room Use Report January 2021 – April 2021**

- Due to Shelter-In-Place orders, all agency public meetings continue to be run remotely through Zoom.
  - BCDC hosts their public meetings internally
  - MTC/ABAG and BAAQMD public meetings are held through a shared Zoom Account run by our Shared Services team.
    - Number of public meetings hosted by the shared zoom account:
      - BAAQMD: 23
      - MTC/ABAG: 55
- Conduent/FasTrak Customer Service has been allowed to use 109 Yerba Buena for socially distanced new hire trainings and staff meetings on the following dates in 2021:  
1/29, 3/19, 3/24, 3/25, 3/26, 4/14, 4/16, 4/21, 4/22, 4/26, 4/28, 4/30
- BAMC hosted 6 Red Cross Blood Drives in 2020, and 2 so far in 2021. Blood Drives are facilitated by the Red Cross and are by appointment only. Strict distancing and cleaning protocols are in place.