



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
AD HOC BUILDING OVERSIGHT COMMITTEE MEETING

COMMITTEE MEMBERS

NATE MILEY – CHAIR  
ERIC MAR  
SCOTT HAGGERTY

CAROLE GROOM – VICE-CHAIR  
ASH KALRA  
JAMES SPERING

WEDNESDAY  
JUNE 18, 2014  
9:00 A.M.

ROOM 716  
939 ELLIS STREET  
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER – ROLL CALL**

*The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.*

2. **PUBLIC COMMENT PERIOD** (*Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3*) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at Air District headquarters, 939 Ellis Street, San Francisco, CA, and at the Air District's website [www.baaqmd.gov](http://www.baaqmd.gov) at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.

3. **APPROVAL OF THE MINUTES OF APRIL 16, 2014**

*The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of April 16, 2014.*

4. **REGIONAL AGENCY HEADQUARTERS (RAHQ) STATUS REPORT – JUNE 2014**

**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will receive a status report on the RAHQ at 375 Beale Street.*

5. **AUTHORIZE THE EXECUTIVE OFFICER/APCO TO ENTER INTO A CONTRACT FOR PROJECT/CONSTRUCTION MANAGEMENT SERVICES TO ASSIST IN OVERSIGHT OF IMPROVEMENTS TO AIR DISTRICT SPACE IN 375 BEALE STREET IN AN AMOUNT NOT TO EXCEED \$300,000; FURTHER RECOMMEND THAT THE BOARD OF DIRECTORS INCREASE THE FISCAL YEAR ENDING (FYE) 2015, PROGRAM 104 BUDGET BY A CORRESPONDING \$300,000.00, TO BE DRAWN FROM THE AIR DISTRICT'S UNDESIGNATED RESERVES**

**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will recommend the Board of Directors authorize the Executive Officer/APCO to contract with a Project/Construction Manager to assist staff with oversight of the development and construction of the improvements for the Air District's space in 375 Beale Street, in an amount not to exceed \$300,000.00. Further recommend that the Board of Directors increase the Fiscal Year Ending (FYE) 2015, Program 104 budget by a corresponding \$300,000.00, to be drawn from the Air District's undesignated reserves.*

6. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).*

7. **TIME AND PLACE OF NEXT MEETING – AT THE CALL OF THE CHAIR.**

8. **ADJOURNMENT**

*The Committee meeting shall be adjourned by the Committee Chair.*

**CONTACT THE CLERK OF THE BOARDS**  
**939 ELLIS ST, SF, CA 94109**

**(415) 749-5073**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://www.baaqmd.gov)

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given at least three working days prior to the date of the meeting so that arrangements can be made accordingly.

Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District's offices at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
**939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109**  
**FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941**

**EXECUTIVE OFFICE:**  
**MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

**JUNE 2014**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> - CANCELLED	Monday	16	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets Quarterly – At the Call of the Chair)</i> - CANCELLED	Monday	16	10:30 a.m.	Board Room
<b>Board of Directors Ad Hoc Building Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	18	9:00 a.m.	Room 716
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	25	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED	Thursday	26	9:30 a.m.	Board Room

**JULY 2014**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	2	9:45 a.m.	Board Room
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Monday	7	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Advisory Council Regular Meeting</b> <i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>	Wednesday	9	9:00 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room
<b>Board of Directors Climate Protection Committee</b> – <i>(Meets 3<sup>rd</sup> Thursday every other Month)</i>	Thursday	17	9:30 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	21	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets Quarterly – At the Call of the Chair)</i>	Monday	21	10:30 a.m.	Board Room

## JULY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	23	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room

<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	24	9:30 a.m.	Board Room
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## AUGUST 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	18	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	28	9:30 a.m.	Board Room

HL – 6/11/14 (5:16 p.m.)

P/Library/Forms/Calendar/Calendar/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson Nate Miley and Members  
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent  
Executive Officer/Air Pollution Control Officer

Date: May 13, 2014

Re: Approval of the Minutes of April 16, 2014

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of April 16, 2014.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on April 16, 2014.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Sean Gallagher  
Reviewed by: Rex Sanders

Attachment: Draft Minutes of the Committee meeting of April 16, 2014

Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, California 94109  
(415) 749-5073

**DRAFT MINUTES**

Summary of Board of Directors  
Ad Hoc Building Oversight Committee Meeting  
Wednesday, April 16, 2014

**1. Call to Order – Roll Call**

Chairperson Nate Miley called the meeting to order at 1:07 p.m.

Present: Chairperson Nate Miley; Vice-Chairperson Carole Groom; and Directors Scott Haggerty, Ash Kalra and Jim Spring.

Absent: Director Eric Mar.

Also Present: None.

**2. Public Comment Period:** No requests received.

**3. Approval of Expenditure in Excess of \$70,000 (Agenda Item #4 taken out of order)**

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), gave the staff presentation *Approval of Expenditure in Excess of \$70,000*, including a description of agency space design and programming; consulting on shared services in the new building; and recommendation.

NOTED PRESENT: Director Haggerty was noted present at 1:09 p.m.

The Ad Hoc Building Oversight Committee (Committee) and staff discussed, at slide 5, *Construction Photos*, the expectation that the increased cost of developing shared services will be offset by efficiencies gained by the implementation of the same and staff's approach to dealing with positions that become unnecessary as a result.

Committee Action:

Director Kalra made a motion to recommend the Board authorize the Executive Officer/APCO to reimburse the Bay Area Headquarters Authority for change orders and third party services in the development and operations of the Air District's space at the new Regional Agency Headquarters in an amount not to exceed \$500,000.00.

Committee Comments:

The Committee and staff discussed the methodology for the calculation of agency cost sharing, how much is held in contingency by the Air District, and from where in the Air District budget the recommended reimbursement is paid.

Committee Action (continued):

Director Spring seconded the motion.

Committee Comments (continued):

The Committee and staff discussed whether the staff recommendation is to grant an unusual amount of authority to the APCO; when updates to the Committee are likely to occur; how specific Accenture’s recommendations are expected to be; and the reasoning behind the flexibility requested in the staff recommendation.

Public Comments: No requests received.

Committee Action (continued):

The motion carried by the following vote of the Committee:

AYES: Groom, Haggerty, Kalra, Miley and Spring.

NOES: None.

ABSTAIN: None.

ABSENT: Mar.

**4. Regional Agency Headquarters (RAHQ) Status Report – April 2014 (Agenda Item #3)**

Mr. Broadbent introduced the topic and Mary Ann Okpalaugo, Strategic Facilities Planning Manager of Administrative Services, who gave the staff presentation *Regional Agency Headquarters Status Report 375 Beale Street*, including a construction update; shared services vision; a description of shared technology services at move-in; the recent furniture fair and procurement update; and next steps.

The Committee and staff discussed, at slide 4, *Construction Update*, the nature of the delays involved in the prerequisite move by the U.S. Drug Enforcement Agency office currently at 375 Beale Street.

Ms. Okpalaugo continued the presentation.

The Committee and staff discussed, at slide 6, *Shared-Services at 375 Beale Street*, the Memorandum of Understanding and the relationship of the “375 Beale Committee” to this Committee.

Ms. Okpalaugo concluded the presentation.

Committee Comments:

The Committee and staff discussed concerns expressed by Air District staff regarding workspace accommodations; the expected furniture of resident agencies and whether alternative furniture options exist; the Committee desire to acquire durable furniture that lends to staff comfort and workplace satisfaction; security considerations, current security expectations among agency representatives, and the Air District security stance; the degree of Air District input on the design of the board room and the board room dais; whether an electronic voting system will be incorporated; whether and in what form videoconferencing and webcasting capability will be available; and what will likely happen to the furniture at 939 Ellis and the legal requirements relative to its disposal.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. **Committee Member Comments/Other Business:** None.
6. **Time and Place of Next Meeting:** At the call of the Chairperson.
7. **Adjournment:** The meeting adjourned at 1:42 p.m.

Sean Gallagher  
Clerk of the Boards



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson Nate Miley and Members  
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 11, 2014

Re: Regional Agency Headquarters (RAHQ) Status Report - June 2014

RECOMMENDED ACTION:

None; receive and file.

BACKGROUND

The Air District will be relocating its operations to the new Regional Agency Headquarters (RAHQ) located at 375 Beale Street during the calendar year 2016. The RAHQ was purchased by the Bay Area Headquarters Authority (BAHA) through a joint powers agreement between the Metropolitan Transportation Commission (MTC) and the Bay Area Toll Authority. BAHA has allocated 260,000 square feet of its 518,000 square feet building, to the development of separate condominium units to be purchased or leased by the Air District, the Association of Bay Area Governments (ABAG), the MTC and possibly other government agencies.

The three agencies will remain as independent legal entities with independent executive management teams, and boards of directors. However, sharing of technology and business services among the agencies will gain organizational efficiencies and is a high priority of all the agencies.

DISCUSSION:

The Ad Hoc Building Oversight Committee will receive an update on the RAHQ Project at its meeting on June 18, 2014. The items to be covered will include an update on construction; the construction schedule; the inter-agency shared services delivery assessment currently being conducted and the next steps with respect to the selection of the furniture manufacturer/dealer team.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Mary Ann Okpalauugo  
Reviewed by: Jack M. Colbourn

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Nate Miley and Members  
of the Ad Hoc Building Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 11, 2014

Re: Authorize the Executive Officer/APCO to Enter into a Contract for  
Project/Construction Management Services to Assist in Oversight of Improvements to  
Air District Space in 375 Beale Street in an Amount not to Exceed \$300,000; Further  
Recommend that the Board of Directors Increase the Fiscal Year Ending (FYE) 2015,  
Program 104 Budget by a Corresponding \$300,000.00, to be Drawn from the Air  
District's Undesignated Reserves

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RECOMMENDED ACTION:

Recommend the Board of Directors authorize the Executive Officer/APCO to enter into a contract with a Project/Construction Manager to assist staff with oversight of the development and construction of the improvements for the Air District's space in 375 Beale Street, in an amount not to exceed \$300,000.00. Further recommend that the Board of Directors increase the Fiscal Year Ending (FYE) 2015, Program 104 budget by a corresponding \$300,000.00, to be drawn from the Air District's undesignated reserves.

BACKGROUND

The Air District has leased space in 375 Beale Street under an "Office Lease" that contains an option to purchase the space that may be exercised as soon as the space has been constructed. The tenant improvements to the space the Air District will occupy are defined in a "Tenant Work Letter" that is an exhibit to the Office Lease. The Air District anticipates exercising its option to purchase the property on move-in and has put in place financing to accomplish that goal. Once the Air District exercises its option, title to all of the tenant improvements will transfer from the Bay Area Headquarters Authority (BAHA) to the Air District.

Architectural and engineering design for the agency spaces for 375 Beale Street (including the Air District's space) have been underway for several months and have progressed to the point that contracts for construction have been bid and awarded by the BAHA. The Air District has not had an opportunity yet to provide approvals on the final working drawings and construction drawings. Construction has not commenced on tenant improvements and is not expected to for some time.

## DISCUSSION

A professional project/construction management contractor will be invaluable in assisting Air District staff with review and approval of the final working drawings and construction drawings for the Air District's tenant improvements at 375 Beale Street. A project/construction manager will also be able to assist Air District staff with any necessary change orders. In addition, a project/construction manager will be an excellent interface with BAHA's construction team and provide oversight and insight on behalf of the Air District as the development of 375 Beale Street moves forward. These activities will be expected to improve communication with BAHA, save money, and prevent delays in the construction of the Air District's tenant improvements.

Senior staff have interviewed a team from Cassidy-Turley (the Air District's broker in the sale of 939 Ellis). Cassidy-Turley acted as the federal Drug Enforcement Agency's project/construction manager for the construction of the current DEA lab in the 375 Beale Street property. Based on Cassidy-Turley's familiarity with both the Air District and 375 Beale Street, staff recommends that Cassidy-Turley be awarded a sole source contract to act as the Air District's project/construction manager for the Air District's tenant improvements at 375 Beale Street.

Based on discussions with Cassidy-Turley, staff anticipated that the project/construction manager will spend an average of 15-20 hours per week through the course of the construction project. Billing for this work will be on an hourly basis. Staff accordingly recommends an initial budget for this contract of \$300,000.00.

## BUDGET CONSIDERATION/FINANCIAL IMPACT:

The FYE 2015 Program 104 budget will be increased by \$300,000.00, drawn from undesignated reserves.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Brian Bunger