



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
APRIL 16, 2014
11:30 A.M.

4TH FLOOR CONFERENCE ROOM
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 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. **REGIONAL AGENCY HEADQUARTERS (RAHQ) STATUS REPORT– APRIL 2014**

J. Broadbent/5052
jbroadbent@baaqmd.gov

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

4. **APPROVAL OF EXPENDITURE IN EXCESS OF \$70,000**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider recommending that the Board of Directors authorize the Executive Officer/APCO reimburse the Bay Area Headquarters Authority (BAHA) for any redesign resulting in change orders or any necessary third party services in the development and operation of the Air District's space at 375 Beale Street, in an amount not to exceed \$500,000.00 dollars.

5. **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).

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

7. 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**

- 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**

APRIL 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room
Ad Hoc Building Committee <i>(At the Call of the Chair)</i>	Wednesday	16	Immediately following the Regular Board meeting	4 th Floor Conf. Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED</i>	Monday	21	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets Quarterly At the Call of the Chair)</i>	Monday	21	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	23	9:30 a.m.	4 th Floor Conf. Room
				<u>VIDEOCONFERENCE LOCATION:</u> Santa Rosa Junior College Doyle Room 4243 1501 Mendocino Avenue Santa Rosa, CA 95401
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	24	9:30 a.m.	Board Room

MAY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	7	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	14	9:00 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of every other month)</i>	Thursday	15	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	19	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets Quarterly at the Call of the Chair)</i>	Monday	19	10:30 a.m.	Board Room
Special Board of Directors Meeting -Budget Hearing <i>(At the Call of the Chair)</i>	Wednesday	21	9:45 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	21	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	22	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	28	9:30 a.m.	4 th Floor Conf. Room

JUNE 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	11	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets Quarterly at the Call of the Chair)</i>	Monday	16	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	26	9:30 a.m.	Board Room

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: April 3, 2014

Re: Regional Agency Headquarters (RAHQ) Status Report - April 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 2015. 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 following items provide the status on the construction, interagency shared services assessment and furniture procurement of the RAHQ project:

Construction

The atrium demolition was completed in January and an open house was held February 6, 2014 for the residential neighbors to see the outcome of three months of evening demolition. Excavation was also completed in January, 2014 and foundation strengthening is underway. Recent construction photos are included as **Attachment A**.

Inter-Agency Shared Service Assessments

Over the past year, management staff from the Air District, BAHA, MTC and ABAG have been working to develop options for sharing various business operations and to implement shared technology services upon move-in to the RAHQ.

Preliminary recommendations for shared services were developed by teams of administrative and technology staff. The agencies are currently working with Accenture LLP to develop a service delivery model and governance framework for shared services that will be presented to the Executive Officers at its April 10, 2014 meeting. The contract for the Air District's portion of work being performed by Accenture LLP will also be discussed by this Committee at its April 16, 2014 meeting.

The Executive Officers for the Air District, MTC, and ABAG agreed on terms for a Memorandum of Understanding (MOU) to establish a "375 Beale Committee" as the mechanism for the Executive Officers to make binding decisions in advance of creating the 375 Beale Street Condominium Corporation. Minutes will be taken at each meeting and will be approved at the next succeeding meeting, thereby, establishing a written record of policies and procedures. The first meeting of the "375 Beale Committee" is scheduled for April 10, 2014.

Furniture Procurement

On January 27, 2014, BAHA issued a request for proposals inviting furniture dealers to submit proposals to provide and install workstations and offices (i.e., systems furniture, conference furniture, seating, and storage units), public space and other ancillary furniture needs for 375 Beale Street. The vendors were invited to install mock workstations and offices at 375 Beale Street. A furniture fair was held for the employees of the agencies on April 1st and 2nd to provide feedback on the proposed solutions.

Evaluation of the proposals is underway and staff expects to recommend approval in May to the BAHA Board.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

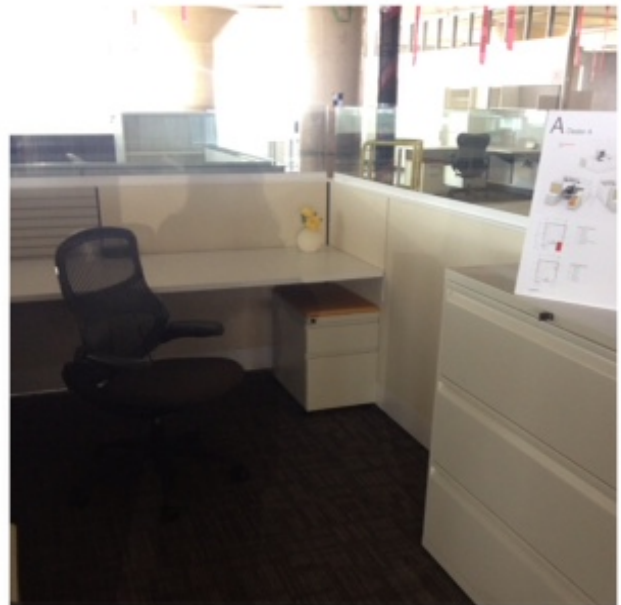
Prepared by: Mary Ann Okpalaugo
Reviewed by: Jack M. Colbourn

Attachment

1



2



3

- 1) After several months of evening demolition the atrium is complete.
- 2) Work at 201 Folsom Street is moving forward; projected completion date 2015.
- 3) Furniture mock-up of work station solutions, demonstrating seating and file storage.

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: April 3, 2014

Re: Approval of Expenditure in Excess of \$70,000

RECOMMENDED ACTION:

The Committee will consider recommending that the Board of Directors authorize the Executive Officer/APCO to reimburse the Bay Area Headquarters Authority (BAHA) for change orders and third party services in the development and operations of the Air District's space at the new Regional Agency Headquarters (RAHQ) in an amount not to exceed \$500,000.00 dollars.

BACKGROUND

The design and programming of the agency floors, the board room, other public spaces, and the development of the atrium at the RAHQ began in February, 2012. Sign off on the design and programming by agency staff was completed and submitted to BAHA in February, 2013. Design plans were submitted to the State Architect for approval in February 2013.

The vision for the RAHQ includes the sharing of business operations and technology services among the agencies as a high priority. Over the past year, staff from the Air District, BAHA, MTC, and ABAG have been working to develop options for sharing various business operations and to implement shared technology services upon move-in at 375 Beale Street. The agencies are currently working with Accenture LLP to develop a service delivery model and governance framework for the shared services.

Accenture was selected in January, 2013 to assist with the development and implementation of technology and business services for the shared environment (such as shared network design and hardware/software). Accenture LLP will also assist in the development of a shared services model to address operations, resources, cost sharing, governance, and performance measurements. Cost sharing by each of the three agencies for the Accenture LLP consultation engagement is being requested.

DISCUSSION

The Air District has reorganized some aspects of the design and programming of its agency space at the RAHQ. Redesign and programming changes have resulted in change orders for the project.

Accenture LLP has completed the preliminary analysis of each agency's existing systems and a technology road map for 15 different business and technology elements has been identified (**Attachment A**). The agencies are currently working with Accenture LLP to develop a service delivery model and governance framework for shared services that will be presented to the Executive Officers at its April 10, 2014 meeting. The current scope of work with Accenture LLP includes:

- Developing a governance framework for ownership; oversight and resources management;
- Identify technology solution options for rightsizing computing hardware (cloud solutions) and physical location of equipment (hosting);
- Develop the technical design and specifications necessary to move to the procurement phase;
- Provide technology project management and support activities including timelines/schedules to meet the construction and relocation schedule; and
- Work with the agencies to implement a technology change management model with a focus on building agency readiness and capabilities to implement the shared technology model in advance, to extent possible, of relocating to 375 Beale Street.

The Air District will work through BAHA for design changes that are needed in its agency space.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

A transfer of funds from the Reserve for Building Funds to Program 702 in the amount of \$500,000.00 is requested.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

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

Attachments:

Attachment A - Day 1 Shared Services Conceptual Layout

Day 1 Shared Services Conceptual Layout

