



AGENDA: 4

Bay Area Metro Center – 375 Beale Street Project Status Report Ad Hoc Building Oversight Committee Meeting September 23, 2015





STATUS REPORT

- Construction Update
- Furniture Procurement Update
- Move Coordination Update
- 375 Beale Street Conference Room/Building Naming



CONSTRUCTION UPDATE

- 1) The projected date for substantial completion of construction activities at 375 Beale Street is December 17, 2015
 - This will be followed by four weeks of testing of technical systems and addressing punch list items
- 2) Air District operations and staff move date is scheduled for the first quarter, 2016
- 3) Building tours have begun for Air District staff



CONSTRUCTION PHOTOS



Exterior scaffolding for exterior painting

Exterior painting underway





CONSTRUCTION PHOTOS



Glass on Beale Street

Front entrance to 375 Beale Street





CONSTRUCTION PHOTOS



Painting of the Board room

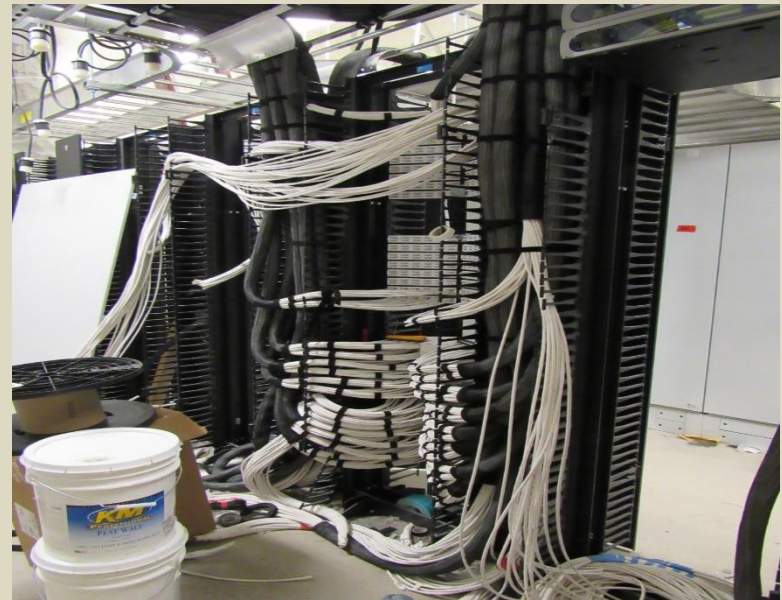
Wood ceiling finishes and acoustics underway





CONSTRUCTION PHOTOS

Installation of Data Center Server Racks and Data Center Wiring





CONSTRUCTION PHOTOS



Completion of office/conference room build outs... view of painted ceiling



Installation of carpeting in offices/conference rooms



CONSTRUCTION PHOTOS



Installation of atrium glass



View of atrium skylight with wood and glass framing



CONSTRUCTION PHOTOS



View from roof of atrium
skylight –wood framing
and atrium glass
enclosure



CONSTRUCTION PHOTOS



Installation of hanging stair case



Steel enclosure for hanging stair case



FURNITURE PROCUREMENT UPDATE

- Ordering of furniture for workstations, private offices, and conference rooms is ongoing.
- Furniture installation anticipated by mid-December



MOVE COORDINATOR UPDATE

- An RFP for physical movers was issued in August, 2015
- Asset inventory complete of 939 Ellis Street
- Building readiness activities are on-going



375 Beale Street Building Name

- 1) 44 public meeting and shared conference rooms are available throughout the agency space at 375 Beale Street
- 2) Conference room names reflect the Bay Area's natural and geographical forms – mountains, bays, flora, and governmental overlay in the form of county names
- 3) BAHA has named the new building name, Bay Area Metro Center





Next Steps

- Monitor construction schedule and update Board and Staff on progress
- Complete furniture procurement and installation
- Prepare agency operations and staff for the move

**Bay Area Metro Center – 375 Beale Street
Update on Proposed Shared Services Organization
Ad Hoc Building Oversight Committee Meeting
September 23, 2015**





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Background

- Why Shared Services?
 - Multi-Agency coordination
 - Multi-Agency operational efficiencies
 - Lower operational costs for Agencies



Background

Business and IT Operations Identified for Sharing

Business Operations	IT Operations
General Services <ul style="list-style-type: none">1) Receptionist/Visitor Management2) Secured Card Access3) Conference Room Scheduling4) Conference Room Setup/Equipment5) Copy/Print Services6) Pantries and Supply Rooms7) Shuttle Services8) Fleet Management9) Wellness Center10) Agency Mail Distribution/Processing Building Services <ul style="list-style-type: none">1) Building Management with Agency Liaisons2) Building Security with Agency Liaisons3) Secured Mail Delivery Room4) Bike Racks5) Retail Food Vendors	Office Productivity <ul style="list-style-type: none">1) Email2) Calendaring/Meeting Scheduling3) Conference Room Scheduling4) Visitor Scheduling and Management5) Video Conferencing6) Webcasting7) Conference Room Audio/Visual Support Systems8) Printers/Copiers IT Infrastructure <ul style="list-style-type: none">1) Electronic File Storage and Information Collaboration Services2) Telephone Systems3) Converged Network, Cabling, and Components4) Wireless (Wi-Fi) network5) Internet Connectivity6) Server Rooms7) IDF Rooms

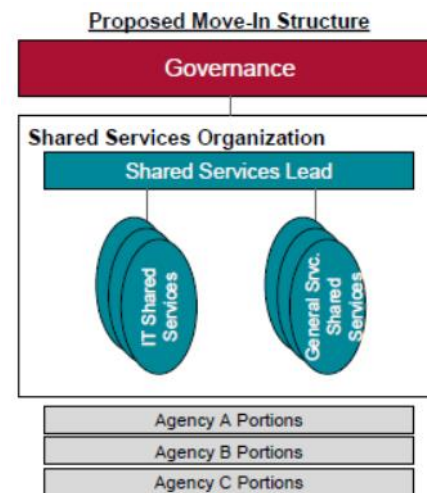


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Background

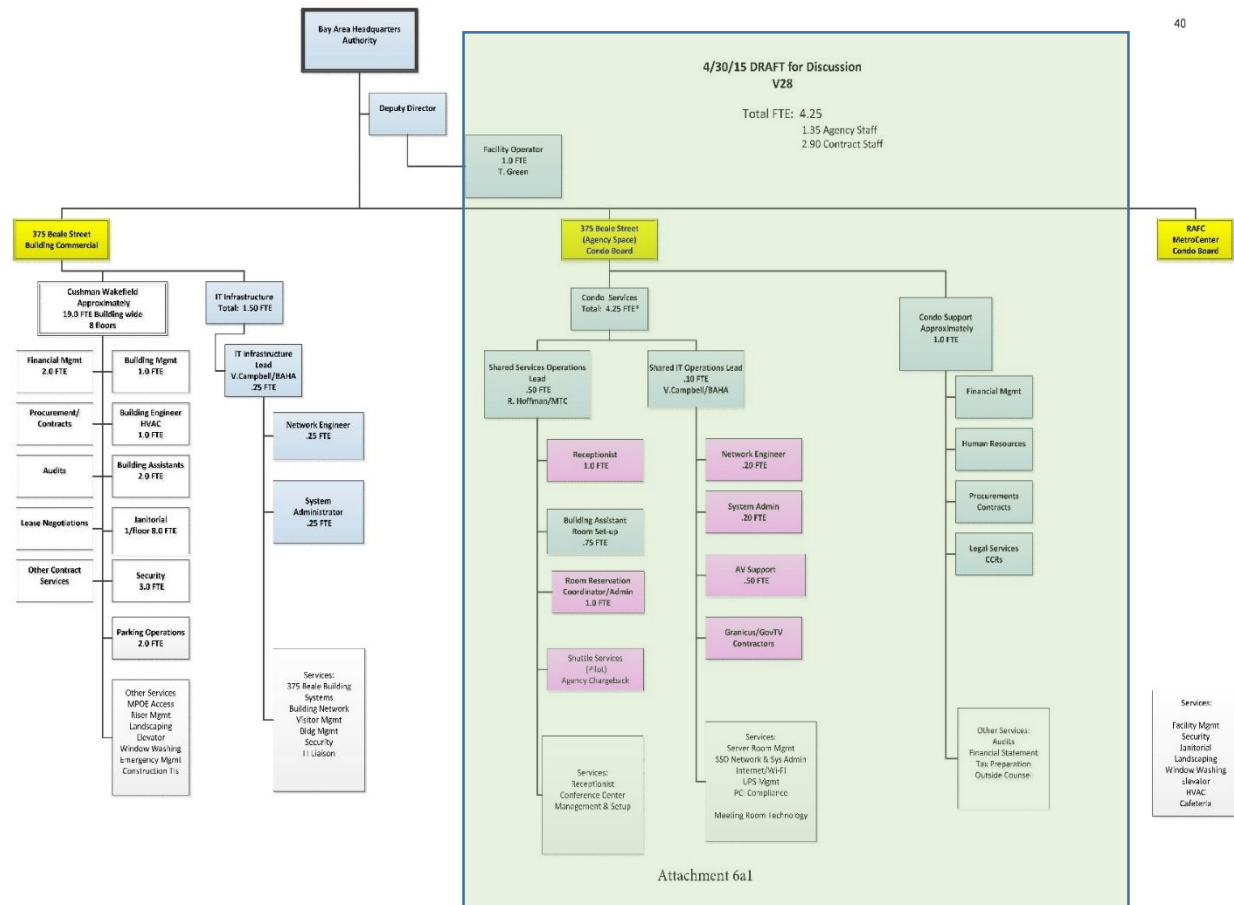
Background - Models for Shared Services Organization

- SSO to be flexible to allow for future growth
- Models explored:
 - Services fully contracted out
 - Agency staff working for SSO
 - Hybrid model





- Hybrid model chosen because of its flexibility
- The proposed Plan assumes a greater share of responsibility by the Agencies
- Shared Services staffing plan





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Shared Services Draft Budget Framework

Item	Air District Portion	BAHA Total Budget	Examples
Building Common Costs	\$1,702,573	\$3,318,000	Janitorial, Security, Landscaping, Parking, HVAC, Elevator, Fire/Life Safety
Condo Costs	\$615,230	\$1,511,246	Facility Operator Staffing, Shared Business Operations (Coffee, Insurance, Postage, Copiers, Office Supplies, IT License & Maintenance)
Totals	\$1,965,992	\$4,829,246	



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Next Steps

- 1) Finalize proposal of a shared business operations and technology solutions budget
- 2) Finalize proposal for a governance structure
- 3) Finalize proposal of shared service level agreements
- 2) Bring proposals to this Board for consideration



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AGENDA: 7



Update on Parking for Air District Operations

Ad Hoc Building Committee Meeting
September 23, 2015

Damian Breen
Deputy Air Pollution Control Officer



Overview of Air District Fleet and Current Parking

- Air District fleet - 134 automobiles, pickup trucks and vans
- Fleet necessary to perform vital field functions
- Majority light duty passenger car
- 81% of this fleet operates on alternative fuel
- 939 Ellis Street location has over 100 parking spots
- Field employees routinely need to take training, resupply, attend meetings, deliver ambient air quality and enforcement samples and equipment etc. at RAHQ
- 15 Pool cars housed at 939 Ellis Street



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Overview of Air District Fleet and Current Parking





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Parking Available at 375 Beale Street

- 78 parking spaces are available at the new building
- Air District gets 13 dedicated parking spots
- Other agency partners get 14 parking spots
- 12 parking spots unallocated – being reserved by BAHA
- The remainder of the building parking spots (39) are reserved for tenants, visitors and handicap parking
- Board parking is guaranteed by BAHA
- Air District working with other agencies on a shared Pool fleet solution



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Potential Solutions Investigated

- Leasing or purchasing additional parking space from BAHA
- Leasing the land from Caltrans with the assistance of MTC
- Increasing the efficiency of the Air District's current fleet operations
- Leasing parking from the Port of San Francisco
- Leasing parking from private parking operators
- Purchase of parking spots in the buildings around 375 Beale Street
- Long-term lease agreements for parking
- Purchase of parking lots around 375 Beale Street
- Designation of reserved Air District street parking



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Parking Solutions

Efficiencies:

- Reduced Air District Pool Fleet
- Pilot car sharing and car rental options for the pool fleet
- Encouraging Public Transit Options
- Integrated technology solutions for Pool Operations
- **Still need 15 to 20 Spots**



Board Direction

- On September 2, 2015, the Board granted the Executive Officer authority to place bids on real estate and long-term parking leases to meet the Air District's operational needs in an amount not to exceed \$3 million.

WHY?

- Need the ability to secure long term leases – fixed costs over 50 to 100 years
- Need to be able to react to real estate market
- Need some flexibility to increase or decrease bids
- Any bids accepted need approval by Air District Board