

**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

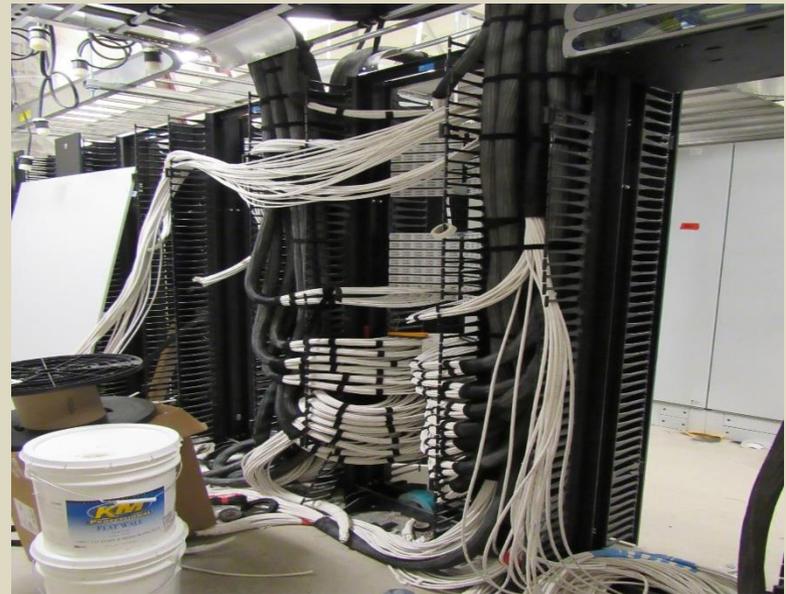
Wood ceiling finishes and acoustics underway





# 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



## Business and IT Operations Identified for Sharing

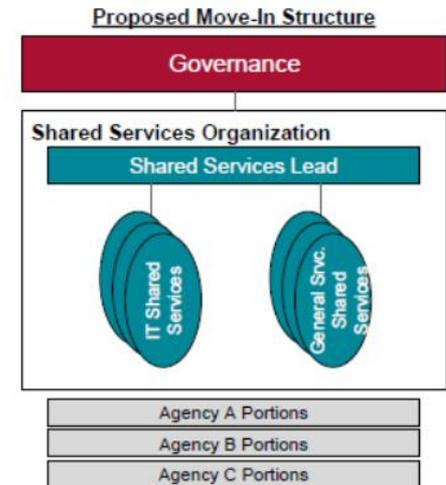
Business Operations	IT Operations
<p><b>General Services</b></p> <ol style="list-style-type: none"><li>1) Receptionist/Visitor Management</li><li>2) Secured Card Access</li><li>3) Conference Room Scheduling</li><li>4) Conference Room Setup/Equipment</li><li>5) Copy/Print Services</li><li>6) Pantries and Supply Rooms</li><li>7) Shuttle Services</li><li>8) Fleet Management</li><li>9) Wellness Center</li><li>10) Agency Mail Distribution/Processing</li></ol> <p><b>Building Services</b></p> <ol style="list-style-type: none"><li>1) Building Management with Agency Liaisons</li><li>2) Building Security with Agency Liaisons</li><li>3) Secured Mail Delivery Room</li><li>4) Bike Racks</li><li>5) Retail Food Vendors</li></ol>	<p><b>Office Productivity</b></p> <ol style="list-style-type: none"><li>1) Email</li><li>2) Calendaring/Meeting Scheduling</li><li>3) Conference Room Scheduling</li><li>4) Visitor Scheduling and Management</li><li>5) Video Conferencing</li><li>6) Webcasting</li><li>7) Conference Room Audio/Visual Support Systems</li><li>8) Printers/Copiers</li></ol> <p><b>IT Infrastructure</b></p> <ol style="list-style-type: none"><li>1) Electronic File Storage and Information Collaboration Services</li><li>2) Telephone Systems</li><li>3) Converged Network, Cabling, and Components</li><li>4) Wireless (Wi-Fi) network</li><li>5) Internet Connectivity</li><li>6) Server Rooms</li><li>7) IDF Rooms</li></ol>



# Background

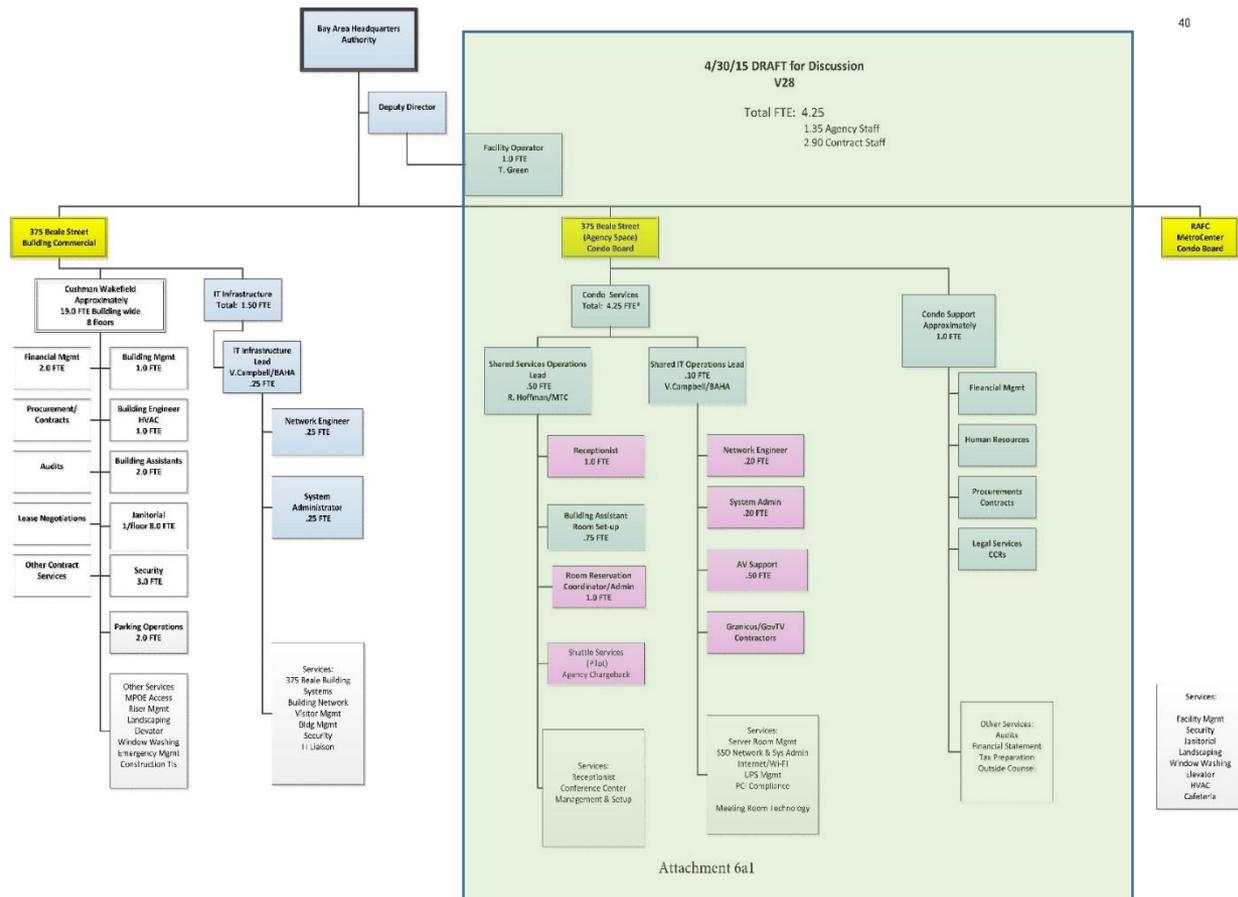
## Background - Models for Shared Services Organization

- 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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## Update on Parking for Air District Operations

Ad Hoc Building Committee Meeting  
September 23, 2015

Damian Breen  
Deputy Air Pollution Control Officer



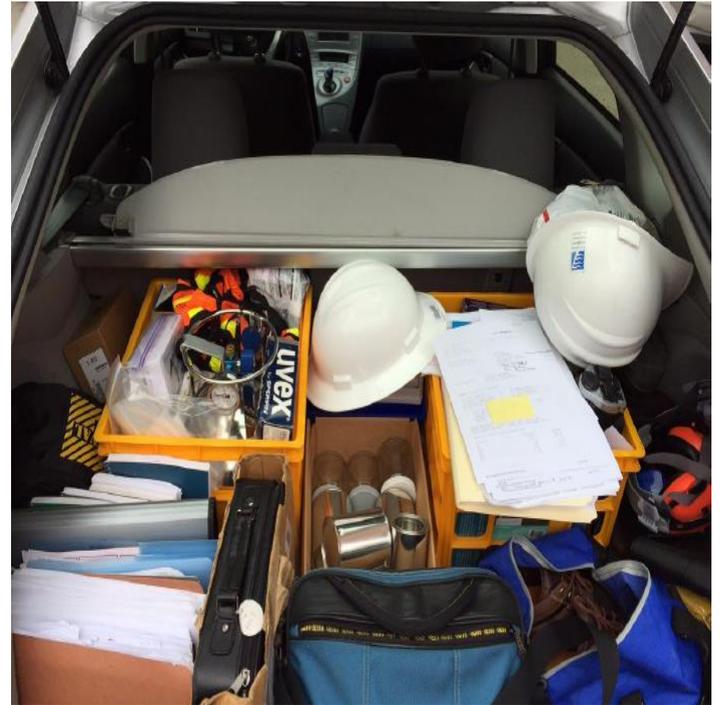
# Overview of Air District Fleet and Current Parking

- 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





# 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



# 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