



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
AD HOC BUILDING OVERSIGHT COMMITTEE MEETING

COMMITTEE MEMBERS

ERIC MAR – CHAIR  
CAROLE GROOM  
DAVID HUDSON

LIZ KNISS – VICE-CHAIR  
SCOTT HAGGERTY  
JAMES SPERING

WEDNESDAY  
APRIL 20, 2016  
9:30 A.M.

7<sup>th</sup> FLOOR BOARD ROOM  
939 ELLIS STREET  
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

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

2. **PUBLIC COMMENT ON NON-AGENDA MATTERS** (*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.*

*This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/The-Air-District/Board-of-Directors/Agendas-and-Minutes.aspx> at the time of the meeting.*

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF FEBRUARY 17, 2016**

Clerk of the Boards/5073

*The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of February 17, 2016.*

4. **BAY AREA METRO CENTER (375 BEALE STREET) PROJECT STATUS REPORT – APRIL, 2016**

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will receive a project status report on the Bay Area Metro Center project at 375 Beale Street.*

5. **MOVE-IN SCHEDULE FOR 375 BEALE STREET**

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

*The Committee will receive an update regarding the move in schedule for 375 Beale Street.*

6. **OVERVIEW OF DECOMMISSIONING ACTIVITIES AT 939 ELLIS STREET AND SELECTION OF CONTRACTOR FOR EQUIPMENT DISPOSAL AND RECYCLE**

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

*The Committee will recommend that the Board of Directors authorize the Executive Officer/APCO to enter into contract with Bluewater Environmental Services, Inc. not to exceed \$88,940.00 for the disposal and recycle of equipment at 939 Ellis Street and Transfer \$88,940.00 from the designated building reserve to the Fiscal Year Ending 2016 budget.*

7. **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).*

8. **TIME AND PLACE OF NEXT MEETING:** *At the Call of the Committee Chair.*

9. **ADJOURNMENT**

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

**CONTACT:**

**MANAGER, EXECUTIVE OPERATIONS**  
**939 ELLIS STREET, SAN FRANCISCO, CA 94109**  
**mmartinez@baaqmd.gov**

**(415) 749-5016**  
**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. Please note that all correspondence must be addressed to the “Members of the Ad Hoc Building Oversight Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- **Accessibility and Title VI:** The Air District provides services and accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Board matters. For accommodations or translations assistance, please call 415-749-5016 at least three days in advance of a meeting, so that arrangements can be made accordingly.

**Accesibilidad y Título VI:** El Distrito del Aire ofrece servicios y realiza las adaptaciones necesarias para las personas con discapacidades y para las personas con un dominio limitado del inglés siempre que estos servicios se soliciten y se deseen tratar asuntos relacionados con la Junta. Si necesita ayuda con algún tipo de adaptación o traducción, llame al 415-749-5016 como mínimo tres días antes de la reunión de manera que puedan realizarse las adaptaciones necesarias.

**Magagamit na Tulong at Título VI:** Nagbibigay ang Air District ng mga serbisyo at mga akomodasyon, kapag hiniling, sa mga taong may kapansanan at mga taong limitado ang kakayahan sa Ingles na gustong magpahayag tungkol sa mga usapin sa harap ng Lupon. Para sa mga tulong sa akomodasyon o sa pagsasalin, mangyaring tumawag sa 415-749-5016 nang tatlong araw man lamang na una pa sa miting, para makapaghandang ayon sa pangangailangan.

**可及度及標題VI：**空氣管理局根據申請為殘障人士和英語熟練程度有限但卻希望參與董事會事宜的人員提供服務和住宿。關於住宿或者翻譯幫助，請至少在會議之前三天致電 415-749-5016，以便作出相應安排。

**Tạo Khả Năng Truy Cập và Chương VI:** Đặc Khu cung cấp dịch vụ và phương tiện đáp ứng, khi có yêu cầu, cho những người bị khuyết tật và cho những cá nhân không thông thạo Anh ngữ muốn được tham gia các vấn đề của Hội Đồng. Để được phương tiện đáp ứng hoặc trợ giúp phiên dịch, xin gọi số 415-749-5016 ít nhất ba ngày trước khi có hội thảo, để tiện bố trí các phương tiện

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 2016**

<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	18	9:30 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	18	10:30 a.m.	Board Room
<b>Board of Directors Ad Hoc Building Oversight Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	20	9:30 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	20	9:45 a.m.	Board Room
<b>Advisory Council Meeting</b> <i>(At the Call of the Chair)</i>	Monday	25	10:00 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.	Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED	Thursday	28	9:30 a.m.	Board Room

**MAY 2016**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Public Engagement Committee</b> <i>(At the Call of the Chair)</i>	Monday	2	9:30 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> - CANCELLED	Wednesday	4	9:45 a.m.	Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	5	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	16	9:30 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> - CANCELLED & RESCHEDULED TO WEDNESDAY, JUNE 1, 2016 AT 9:30 A.M.	Monday	16	10:30 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	18	9:45 a.m.	Board Room

## MAY 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Climate Protection Committee</b> ( <i>Meets on the 3<sup>rd</sup> Thursday of every other month</i> ) - CANCELLED	Thursday	19	9:30 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.	Board 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

## JUNE 2016

<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> ) - CANCELLED	Wednesday	1	9:45 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> ( <i>Meets on the 3<sup>rd</sup> Monday of each Month</i> )	Wednesday	1	9:30 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	15	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	20	9:30 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> ( <i>Meets on the 3<sup>rd</sup> Monday of each Month</i> )	Monday	20	10:30 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	22	9:30 a.m.	Board Room
<b>Board of Directors Mobile Source Committee</b> ( <i>Meets on the 4<sup>th</sup> Thursday of each Month</i> )	Thursday	23	9:30 a.m.	Board Room

HL – 4/12/16 (11:50 a.m.)

G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson Eric Mar and Members  
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: April 13, 2016

Re: Approval of the Minutes of February 17, 2016

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of February 17, 2016.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on February 17, 2016.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marjorie Villanueva  
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Committee Meeting of February 17, 2016

## AGENDA 3 – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of February 17, 2016

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, February 17, 2016

#### 1. CALL TO ORDER – ROLL CALL

Chairperson Eric Mar called the meeting to order at 9:09 a.m.

Present: Chairperson Eric Mar; Vice-Chairperson Liz Kniss; and Directors Carole Groom; Scott Haggarty; David Hudson; and Jim Spering.

Absent: None.

#### 2. PUBLIC COMMENT ON NON-AGENDA MATTERS: No requests received.

#### 3. APPROVAL OF THE MINUTES OF DECEMBER 14, 2015

Ad Hoc Building Oversight Committee (Committee) Comments: None.

Public Comments: No requests received.

#### Committee Action:

Director Hudson made a motion, seconded by Director Groom, to approve the minutes of December 14, 2015; and the motion carried by the following vote of the Committee:

AYES: Mar, Groom, Hudson, and Spering.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Haggarty and Kniss.

#### 4. BAY AREA METRO CENTER (375 BEALE STREET) PROJECT STATUS REPORT – FEBRUARY 2016

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced Damian Breen, Deputy Air Pollution Control Officer, who then introduced Andrew Fremier, the Deputy Executive Director of the Metropolitan Transportation Commission (MTC), to give the staff presentation *Bay Area Metro Center – 375 Beale Street Project Status Report*, which included an agenda; project planning; operations planning; construction update; power issues; and next steps.

NOTED PRESENT: Director Haggarty was noted present at 9:21 a.m.

Committee Comments:

The Ad Hoc Building Oversight Committee (Committee) and staff discussed the fire marshall's report and being prepared for additional time for such construction issues.

NOTED PRESENT: Vice-Chair Kniss was noted present at 9:29 a.m.

The Committee and staff discussed concerns about delays; associated costs; the purchase agreement with MTC; the sale agreement of 939 Ellis; the lease-back agreement of 939 Ellis; compensation for losses; engaging with MTC to remedy issues; developing a "Plan-B" that would allow a move from 939 Ellis and remote work for employees; existing continuity plans; time estimates for completion at the building; accountability for lost time; responsibility by the Board for the decisions made around the sale, purchase, and move; reasonable delays; working together as partners with MTC to fix the issues; and the estimated move date scheduled sometime in May.

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 9:45 a.m.

Tom Flannigan  
Acting Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Eric Mar and Members  
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: April 13, 2016

Re: Bay Area Metro Center (375 Beale Street) Project Status Report- April, 2016

**RECOMMENDED ACTION**

None; receive and file.

**BACKGROUND**

Construction of the Bay Area Metro Center began in January, 2013, with excavation, foundation strengthening, and demolition of the interior of the building including the atrium demolition that concluded in January, 2014. The framing of offices and installation of utilities work began in July, 2014, and is completed on Levels 1, 2, 6, 7 and 8. The Bay Area Air Quality Management District (Air District) and the Bay Area Headquarters Authority (BAHA) are now working on the last steps towards building occupancy; these include: obtaining a certificate of occupancy from the State Fire Marshal, completing furniture and building punch list items, reviewing building systems tests and certifications, conducting “flush outs” for indoor air quality and indoor air quality testing.

**DISCUSSION****Construction**

A conditional certificate of occupancy was obtained from the State Fire Marshall on March 24, 2016, which has allowed for the completion of furniture buildout on all floors. BAHA’s construction contractor, McCarthy Building Companies, Inc. (McCarthy), is now working to correct minor construction issues with the goal of obtaining a complete certificate of occupancy from the State Fire Marshal on April 18, 2016.

Additionally, Air District and BAHA staff with the assistance of contracted architects, furniture providers and McCarthy are currently working together to complete construction and furniture punch list items that will prepare all floors in the building for occupancy by the Air District. In preparation for occupancy, the Air District has been conducting tours for its staff and preparing its records and equipment for the move to the new building.

**Inter-Agency Collaboration**

The Air District, MTC, BAHA and ABAG staff have completed a service-level agreement document for shared business operations and technology solutions at 375 Beale St. This document is currently under review by Executive Management from the agencies and include the following joint services:

**Table 1 - Shared services at 375 Beale Street**

Business Operations	IT Operations
<p><b>General Services</b></p> <ul 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> </ul> <p><b>Building Services</b></p> <ul 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> </ul>	<p><b>Office Productivity</b></p> <ul 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> </ul> <p><b>IT Infrastructure</b></p> <ul 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> </ul>

**BUDGET CONSIDERATIONS/FINANCIAL IMPACTS**

None. The Air District’s fiscal year ending 2017 proposed budget includes revenues to cover the cost of the Shared Services Organization.

Respectfully,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Mary Ann Okpalaugo  
Reviewed by: Damian Breen

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Eric Mar and Members  
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: April 13, 2016

Re: Move-In Schedule for 375 Beale Street

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Construction of the Bay Area Metro Center began in January, 2013, with excavation, foundation strengthening, and demolition of the interior of the building including the atrium demolition that concluded in January, 2014. The framing of offices and installation of utilities work began in July, 2014, and is completed on Levels 1, 2, 6, 7 and 8. The Bay Area Air Quality Management District (Air District) and the Bay Area Headquarters Authority (BAHA) are now working on the last steps towards building occupancy; these include: obtaining a certificate of occupancy from the State Fire Marshal, completing furniture and building punch list items, reviewing building systems tests and certifications, conducting “flush outs” for indoor air quality and indoor air quality testing.

DISCUSSION

In order to establish certainty around a move in date, Air District, Metropolitan Transportation Commission (MTC), Bay Area Headquarters Authority (BAHA), and Association of Bay Area Governments (ABAG) staff have been working together to establish a schedule that highlights key milestones by which to track the construction project.

Based on the schedule, staff can fine-tune its move plan and adjust its operations to minimize disruption for staff, the regulated community and public. Staff will update the Committee on the status of the building’s Certificate of Occupancy and the status of the Air District’s move schedule.

BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Damian Breen

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Eric Mar and Members  
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: April 14, 2016

Re: Overview of Decommissioning Activities at 939 Ellis Street and Selection of  
Contractor for Equipment Disposal and Recycle

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RECOMMENDED ACTION

Recommend Board of Directors:

- Authorize the Executive Officer/APCO to enter into contract with Bluewater Environmental Services, Inc. not to exceed \$88,940.00 for the disposal and recycle of equipment at 939 Ellis Street.
- Transfer \$88,940.00 from the designated building reserve to the Fiscal Year Ending 2016 budget.

BACKGROUND

939 Ellis Street has served as the Bay Area Air Quality Management District's (Air District) headquarters since the 1970's. As part of its relocation to a new headquarters building at 375 Beale St. in San Francisco, the Air District sold the 939 Ellis Street property in April 2014. As part of the agreement under that sale, the Air District agreed that it would vacate 939 Ellis Street by no later than June 30, 2016 and that it remove its furnishings, office equipment and supplies as part of the turnover to the new building owners.

Staff will update the Committee on its efforts to decommission the 939 Ellis Street facility and will request approval for a contractor to assist with the final disposal and recycle of office furnishings and equipment.

DISCUSSION

As part of its relocation to its new facility at 375 Beale Street, the Air District has received instructions from its Board of Directors and is obligated under California law to "maximize the value of its assets at 939 Ellis Street." In order to do this, staff has taken a number of actions, these include:

- Conducting requests for proposals (RFP) to liquidate furniture and equipment assets at 939 Ellis Street; and
- Relocating surplus equipment that may be required at the new building (bookshelves, filing cabinets, printers, etc.) to its Richmond facility so as to defray the costs of purchase of new equipment.

Additionally, staff is preparing to:

- Work with Air District staff and the public to advise them of the availability of the furniture and equipment in the building via an internet auction.
- Follow the public auction, staff will also notify cities and counties of the availability of Air District equipment and furniture.

### **Request for Proposals (RFP) for Asset Liquidation**

The Air District conducted two RFP for liquidators, the first in October 29, 2015, with the second occurring on January 27, 2016. As part of these solicitations, staff performed outreach to 20 liquidation, resale and reuse companies in the Bay Area. On both occasions, the Air District received bids that would require a significant outlay of capital to remove furniture and equipment from the building, the least costly bid of which was \$181,500 from Blue Sky Shipping. When staff inquired about the costs quoted in these bids, it was informed that the cost for man power to remove the furniture and equipment far outweighs the value of their value.

### **Other Options**

Having exhausted the RFP option, staff has been evaluating other methods to maximize the value of the equipment the furniture in the building. These include the internet auction and offering the furniture and equipment to cities and counties, mentioned earlier. In both of these cases, some costs to move purchased items to a loading area in the basement where they can be picked up by the successful bidding entities will be incurred by the Air District but these costs should be less than the bids received for the items.

However, in the end the Air District is contractually obligated to remove items that are not bolted to the infrastructure of the building. In order to do this, staff approached a number of disposal and recycle companies to determine the cost for removing remaining furniture and equipment from the building. The Air District received a number of bids, the least expensive being from Bluewater Environmental Services, Inc. (Bluewater). Bluewater is a San Leandro based environmental, demolition and recycling contractor. Bluewater was current licenses with United States Department of Transportation and California Department of Toxic Substances for hazardous materials transport, Cal OSHA for asbestos demolition and the California contractors state licensing board. Bluewater is well known to Air District staff through its asbestos work and has a good reputation in the industry.

## **Additional Decommissioning Required**

In addition to the physical furniture and equipment at the building, staff is also required to decommission the services, supplies and vendors at the current building and to deal with any hazardous waste remaining on-site as a result of Air District operations. The Administrative Division has already worked with the Safety-Kleen Corporation to perform an assessment of the hazardous materials on site and to have them removed and has an extensive planning document in place to shut down vendor services which will be implemented on the day following the Air District relocation to 375 Beale St.

## **BUDGET CONSIDERATIONS/FINANCIAL IMPACTS**

Staff is requesting that the costs for the disposal and recycle of the remaining furniture and equipment (\$88,940.00) be moved from the designated building reserve to the fiscal year ending 2016 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Damian Breen