

RFI 2010-003 Commercial Real Estate Brokerage and Advisory Services;  
Thursday, January 28, 2010 at 1:00 p.m.

**These are notes, for reference purposes only. They are not intended as an addendum to the RFI published.**

Attendees:

- Teri Green, MTC (Metropolitan Transportation Commission)
- Patricia Jones, ABAG (Association of Bay Area Governments)
- Jack M. Colbourn, BAAQMD (Bay Area Air Quality Management District );
- Mary Ann Okpalaugo, BAAQMD
- Rebekah Davies, BAAQMD (note taking)

Definitions:

- Agencies: ABAG, BAAQMD, and MTC collectively
- Vendor: RFI bidder contracted to fulfill brokerage and advisory services

Jack Colbourn Introduction and Welcome: Request for Information published and sent out. BAAQMD is seriously considering moving and has a goal. Current BAAQMD office at 939 Ellis Street named third ugliest building in San Francisco

Important: Environmental, green, walk the talk, currently not up-to-date, would like to be better

M. Okpalaugo handles the development of facilities and implementation of potential relocation.

M. Okpalaugo- Welcomed the group and thanked the participants for their interest in attending the meeting. In exploring the possibility of potentially co-locating and issuing an RFI, the pre-meeting is designed to respond to questions and provide the same information to all interested parties at the same time. The RFI opened January 14 and the deadline is Friday, February 5th, next Friday.

Goal to achieve in co-locating to a new headquarters

Important: Single contract for all three agencies, Sustainable Regional Governance Center, improved work environment

T. Green- Introduction of the role of MTC which handles transportation and planning issues, toll authority, lots of operational programs including 511, 511.org, Translink. MTC currently in co-location in Oakland (Metro Center 101 8<sup>th</sup> Street) with ABAG and BART. Approximately 120,000 square feet. Would like to have land use, transportation, and planning issues all together. Outgrowing space very soon.

MTC Priorities:

1. Sustainable and Green

2. Public Space for meetings (many 50 to 60 people; 300-400 occasionally). Space must be accessible to public but not in staff workspace. Concern: public often not welcome in commercial buildings
3. Near transportation hub like BART and other forms of transit
4. Nice to have: cafeteria. Have one now. No where else to go nearby
5. Prefer San Francisco to the East Bay, but meet other needs first

ABAG Priorities:

- Very similar to MTC's goals. ABAG handles regional planning for the 9 Bay Area counties and 101 cities.
- May have conflicts with other agencies meeting days, so needs to be addressed in space/conference room/board room

BAAQMD additional criteria would be to have CNG, electric vehicle infrastructure installed, nearby, or able to be installed

- Q. Do any of the agencies need to sell their buildings before getting new space?
  - A. Not necessarily. The agencies are looking for a vendor for explore all options. BAAQMD may leave some of its staff at 939 Ellis, including lab space, Compliance (field) staff
- Q. What is the time frame?
  - A. Goal is to move within the next two years.
- Q. What is the minimum LEED standard the agencies would like?
  - A. LEED Platinum is the goal but need to add room for flexibility, LEED Gold is minimum standard. New building or existing building with LEED-EB in SF or East Bay acceptable. Looking to professionals for options. Prefer to purchase, but willing to look at options vendor provides.
- Q. Do agencies have existing cost structure for buildings?
  - A. Yes, that information is available.
- Q. What is the internal process of decision making? Is it looking at various buildings, letters of intent, complete authorization?
  - A. The agencies will go to their Boards of Directors and inform them of the recommendation. The Boards will vote on this information. The agencies will map out this process with the vendor.
  - BAAQMD already did a planning study which was used to inform the Board, who gave approval to move forward.
- Q. What if you acquire a bigger building than you need? Will you sublease?
  - A. Other regional agencies may be interested in subleasing space.
- Q. What if only two of the three agencies gave authorization to proceed?
  - A. Many of the Board members sit on two or three of the agencies' Boards. Based on the broker's recommendations, each Agency's Board will need to give separate authorization to proceed with any project.
- Q. How will this project be financed, especially if agencies are not selling their buildings?

- A. The agencies would like to see the options from the vendor.
- Q. What capital would be needed?
  - A. the agencies would like to see options from the vendor as part of the advisement services. ABAG has the ability to issue bonds for capital projects.
- Q. What is more important: cost or LEED standard?
  - A. They are equally important.
- Q. What if an existing building is found and it does not meet LEED?
  - A. LEED is a priority and main criteria for all three agencies to move.
- Q. Would you pay more for a higher LEED standard?
  - A. Yes, potentially. BAAQMD would like to be a showcase for the Bay Area and nation. Currently, BAAQMD sets world-wide standards and would like those reflected in the building. All agencies want to walk the talk regarding green.
- Q. How do the different agencies use their office space?
  - A. BAAQMD combination of 50/50 or 60/40 office space and cubicle environments. MTC wants more offices than they currently have. Open to ideas of collaborative workspaces. ABAG would like additional meeting spaces and small conference rooms.
- Q. Did planning efforts work before regarding programming efforts and specific needs?
  - A. BAAQMD surveyed employees. MTC/ABAG will not be surveying as they have a feel for their current office space and needs. The agencies would like a standard plan for office size and have done lots of data gathering for this. BAAQMD also has standards it would like put into place.. Currently all agencies can do a basic projection for future needs.
- Q. Aside from the agencies requiring public facilities are there any unique needs or wants?
  - A. BAAQMD has a lab, a radio room, Source Testing (Richmond), and satellite spaces for Air Monitoring. MTC/ABAG have huge IT equipment spaces and networks. MTC runs the FasTrak system software and hardware with extensive technical support. Moving that from their current space will be very expensive. They are currently developing new toll accounting system, but there is no timeline for completion of that project.
  - MTC suggests this is the ideal time to consolidate each agency's server rooms into once facility with special HVAC, fire suppression.
  - ABAG is the ISP for about 30 agencies in the Bay Area including MTC.
- Q. In services requesting in the RFI, what is most important in an advisor?
  - A. Knowing options and availability out there, the economy, opportunity to move down the road, the needs of agencies, and ability to advise on financial direction.
  - ABAG: best options: lease or buy? SF or East Bay?
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- BAAQMD direction received is see what available, what can we do with current space. BAAQMD will not abandon current building. Want to be a good neighbor.
- Q. Is their any growth predicted in the future? How far out are the agencies trying to accommodate?
  - A. The agencies are looking at growth five to ten years in the future.
  - The agencies grow slowly, but in 2005 MTC took over Bay Area Toll Authority Toll Collection responsibilities from CALTrans and gained 35 people in six months. May be adding people if HOT lanes are used. Do not know what that means for growth yet.
- Q. BAAQMD collected demographic and geographic data. Are MTC and ABAG going to collect similar information?
  - A. All three agencies have their demographic and geographic data. What is most important is to be near a transportation hub.
- Q. What is the most important transit?
  - A. BART is very important. Seventy percent of MTC uses BART for commute. Sixty-five percent of BAAQMD staff use BART
- Q. How far from transit is okay? Is the quarter-mile standard acceptable?
  - A. MTC/ABAG would like to be closer than a quarter-mile. BAAQMD would accept quarter-mile as it is better than current BART distance.
- Q. Is their any specialized security?
  - A. There are two security agencies that service BAAQMD, one for lobby security and one for outside patrols. BAAQMD has had to increase security as the Board Room is on the seventh floor. Also, biometric security for server rooms.
  - MTC has alarms, security services in the lobby, security cameras, patrolling security at night, restricted elevator access. They also have public art that is a rotating show and open to the public.
  - MTC/ABAG have a library on the first floor with public access.
- Q. Do MTC and ABAG want continued cafeteria service?
  - A. The agencies need something. Coffee and water are provided for public meetings; sandwiches for the Board; some catered events. Cafeteria is nice to have but near services also okay.
  - MTC contracts with the "Lunch Stop" for cafeteria services and has a good relationship with them. Prices are economical and available to the public.
  - Nice for staff to have somewhere away from workspaces for lunch
  - BAAQMD does not have a cafeteria but would like one. BAAQMD uses corner store for most of those services.
- Q. For BAAQMD, could the Lab stay or go?
  - A. The Lab could stay at 939 Ellis or move into the new space.
- Q. What is the desired availability of parking?
  - A. BAAQMD has a large fleet of vehicles for inspectors and staff carpool spaces. MTC/ABAG have not discussed.
  - ABAG's Board meets in the evening, but still need space to park.

- MTC has about twenty percent of its staff drive. Also needs space for Board parking.
- Q. Does the parking need to be covered?
  - A. MTC leases space under the freeway for staff and fleet and space next to their building for Commissioners to park in.
  - BAAQMD has about 5 spaces for parking for inspectors, but has them use nearby garage and then reimburses.
- Q. Does parking need to be on site or nearby?
  - A. Ideally, CNG and electric vehicle charging would be on site. BAAQMD could leave Lab at 939 Ellis and convert some office space into parking garage for field staff.
  - MTC would like to have on site or nearby parking.
  - All agencies do not provide parking for visitors and encourage them to use transit.
- Q. Are there any unique requirements by the agencies?
  - A. There may be additional requirements if other public agencies join in the project.
  - All agencies need a mailroom, copy center/reproduction room, and somewhere to receive shipping and packages. Can be a common space.
- Q. Do the agencies need a loading dock?
  - A. No, there is no need for a loading dock.