



**Ad Hoc Building Oversight Committee  
April 20, 2016  
Bay Area Metro Center (375 Beale Street) Project  
Status Report – April, 2016**

# Bay Area Metro Center 375 Beale Street - Project Status Report

- Construction Update
  - Conditional Certificate of Occupancy
  - State Fire Marshall Issuance of Certificate of Occupancy
- Furniture Procurement Update
- Shared Services Operations/Service Level Agreements
- Photos of 375 Beale Street
- Next Steps



# Construction Update

- March 24, 2016 - Conditional Certificate of Occupancy (CCOO) issued
  - The CCOO allowed for the installation of furniture (chairs, tables, and other ancillary items)
  
- April 18, 2016 – Final Certificate of Occupancy Received
  - Construction firm expected to relocate from Level 2
  - Xerox expected to relocate and be operational in the building by April 25, 2016

# Furniture Update

- Office and Workstation Furniture Installed on Levels 2, 6, 7, and 8
  - Conference Room Tables Installed
  - Conference Room LCD Screens (being tested)
  
- In Process of Installing Level 8 Executive Suite Furniture
  - Guest and Task Chairs
  - Multi-Function Devices/Printers
  - Seating in Public Spaces
  
- Furniture Punch List - Underway with Agency Staff, Contracted Staff, Furniture Providers and McCarthy to prepare building for occupancy
  
- BAHA working with Furniture Provider to Install Additional Bracket Support for Workstation Surfaces

# Shared Services/Service Level Agreements

- Agency Representatives participated in the screening, interviewing and selection of
  - Front Desk Administrator/Receptionist and the Meeting Room Coordinator
  
- Agency Representatives Completed Service Level Agreement document for shared business operations and technology solutions at 375 Beale – Executive Management Review
  
- Agency Representatives Planning Pre-Move Orientation Sessions for Administrative Staff and Move Ambassadors
  - Agenda to include Building & Business Operations, Technology, & Agency Specific Sessions





1940's Embarcadero



USPS Headquarters Building









frisch, hot, fast  
**Sandwiches**  
make order!  
CASH  
CASH

MULTI PURPOSE  
ROOM WEST





Harrison







































































- Finalize Review of Building Systems Tests and Certifications
- Conduct “Flush Outs” for Indoor Air Quality Testing
- Finalize Air District Staff Tours





**Ad Hoc Building Oversight Committee  
April 20, 2016  
Move-In Schedule for 375 Beale Street**

# Move-In Schedule for 375 Beale Street

## Move Date

- Memorial Day Weekend, May 27-30, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 22	23	24	25	26	27	28
29	30	31	June 1	2	3	4

- First Committee Meeting at 375 Beale Street, June 1, 2016
- First Board Meeting at 375 Beale Street, June 15, 2016



# Move-In Schedule for 375 Beale Street

## Move Requirements Underway

- Certificate of Occupancy from the State Fire Marshall
- 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

# Move-In Schedule for 375 Beale Street (cont.)

## Next Steps

Staff implementing Operations Plan:

- Complete move requirements & planning
- Prepare orientation and welcome packets
- Train key staff on safety and evacuation plans for 375 Beale Street
- Set up mail and routing at 375 Beale Street
- Book conference and Board rooms
- Pre-move records, Laboratory, Radio Room & Meteorology Sections
- Inform Public, Industry, Vendors, NGO's and Oversight Agencies
- Move staff and operations to 375 Beale Street
- Decommission 939 Ellis Street



**Ad Hoc Building Oversight Committee**  
**April 20, 2016**  
**Overview of Decommissioning Activities at 939 Ellis**  
**Street**



# Overview of Decommissioning Activities at 939 Ellis Street

## Overview

- Agreement to vacate 939 Ellis Street by no later than June 30, 2016 and remove furnishings, office equipment and supplies as part of the turnover to the new building owners.
- Relocated surplus equipment that may be required at the new building (bookshelves, filing cabinets, printers, etc.) to Richmond.
- Assessed and Removed Hazardous Waste & Materials.
- Conducted requests for proposals (RFP) to liquidate furniture and equipment assets at 939 Ellis Street.



# Overview of Decommissioning Activities at 939 Ellis Street

## RFPs & Other Options

- Conducted 2 RFPs for Asset Liquidation
- Lowest bid received costs the Air District \$181,500 to liquidate building assets
- Considered Other More Cost-effective Options
  - Surplus Auction
  - Donations
  - Recycling / Disposal
- Chose a hybrid to maximize reuse and cost-effectiveness approach

# Overview of Decommissioning Activities at 939 Ellis Street

## Hybrid Approach

### **Auction and Reuse**

- Online Auction Open to the Staff and Public
- Offer available furniture and equipment to cities and Counties post auction

### **Recycling & Disposal**

- Contacted several recycling and disposal firms for bids on recycling and disposal under this hybrid approach.
- Bluewater Environmental Services, Inc. selected based on their availability, lowest bid, and past experience with the Air District.



# Overview of Decommissioning Activities at 939 Ellis Street

## Recommendation

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.