

JACK BROADBENT  
Executive Officer/APCO,  
Bay Area Air Quality  
Management District

ANDREW B. FREMIER  
Deputy Executive Director,  
Bay Area Headquarters Authority

STEVE HEMINGER  
Executive Director,  
Metropolitan  
Transportation  
Commission

BRAD PAUL  
Deputy Executive Director,  
Local Government Services

**BOARD OF DIRECTORS OF  
375 BEALE CONDOMINIUM CORPORATION**

**May 10, 2018**

**Bay Area Metro Center**

**375 Beale Street, Claremont Conference Room #112**

**1:00 p.m. – 2:00 p.m.**

**Action**

1. Roll Call / Confirm Quorum  
*Four directors are named in the Articles of Incorporation.  
The presence of three will constitute a quorum.*
2. Minutes of the December 14, 2017 meeting.\* Approval  
*The Board will be asked to approve the minutes of the  
December 14, 2017 375 Beale Street Condominium  
Corporation Board meetings.*
3. Budgets and Assessments Approval  
*The Board will be asked to consider and approve annual  
financial budgets and annual budgets for common expense  
assessments for the FY 2018-19 fiscal year.*
4. Chief Financial Officer's Report Information  
*The Board will receive a report of the Chief Financial  
Officer.*
5. Building Operations and Projects Report\* Information  
*The Board will receive a report on current building  
operations and improvement projects at the Metro Center.*
6. Bay Area Metro Center Design Approval Process\* Information  
*The Board will be provided an update on the development of  
an approval process for space modifications at 375 Beale  
Street.*

**375 Beale Condominium Corporation**

**May 10, 2018**

**Page 2 of 3**

7. Bay Area Metro Center Purchase Sale Agreement Approval for BAHA to sell additional space to BAAQMD\* Approval

*The Board will be asked to approve the purchase sale agreement for the sale of approximately 11,400 rentable sq. ft. to BAAQMD from BAHA.*

8. Bay Area Metro Center Space Modifications Approval

8.1 Rooms 8349 and 8338\*

*The Board will be asked to approve the transfer of the Jointly Used Space designation from 8349 to 8338.*

8.2 Air District L6 Modifications\*

*The Board will be asked to approve space modifications by BAAQMD on Level 6.*

8.3 Air District L8 Modifications\*

*The Board will be asked to approve space modifications by BAAQMD on Level 8.*

9. Ada's Cafe\* Approval

*The Board will be provided a report on Ada's Cafe operations and asked to approve the proposed plan of action.*

10. Public Comment / Other business

11. Adjournment / Next Meeting

*The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.*

\* Staff report included in the packet

\*\* Handout available at meeting

**Public Comment:** The public is encouraged to comment on agenda items at board meetings by completing a request-to-speak card (available from staff) and passing it to the board secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Meeting Conduct:** If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the board may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

**Record of Meeting:** Board meetings are recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at our offices by appointment. Audiocasts are maintained on MTC's Web site for public review for at least one year.

**Accessibility and Title VI:** MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or

## **375 Beale Condominium Corporation**

**May 10, 2018**

**Page 3 of 3**

translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

**可及性和法令第六章：**MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

**Acceso y el Titulo VI:** La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Corporation. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

J:\COMMITTEE\375 Beale Condo\2018\05\_May\2018 Beale Condo\0\_375\_Beale\_Condo\_Corp\_05-10-2018\_Agenda.docx

**Minutes of Meeting of Directors of  
375 Beale Condominium Corporation on  
December 14, 2017**

**1. Quorum**

Chair Heminger confirmed a quorum, namely Steve Heminger (appointed by the owner of Unit 1), Andrew Fremier (appointed by the owner of Unit 2), Jeff McKay (appointed as delegate by the owner of Unit 3), and Brad Paul (appointed by the owner of Unit 4).

**2. Minutes of the June 27<sup>th</sup> and July 6<sup>th</sup> Meetings**

Upon the motion by member Paul and the second by member McKay, the minutes of the June 27<sup>th</sup> and July 6<sup>th</sup> meetings were unanimously approved by the following vote:

Aye: 4 - Heminger, Fremier, McKay and Paul.

**3. Property Management Contract Renewal with Cushman & Wakefield of California, Inc.**

Courtney Ruby presented a report on the renewal of the property management contract with Cushman & Wakefield.

**4. Bay Area Metro Center Design Approval Process**

Courtney Ruby presented a report on an approval process being developed for design changes and construction projects at 375 Beale Street.

**5. Revisions to the Procurement Policy**

Upon the motion by member Fremier and the second by member Paul, the Board unanimously adopted revisions to the 375 Beale Condominium Corporation Procurement Policy by the following vote:

Aye: 4 - Heminger, Fremier, McKay and Paul

**6. Bay Area Metro Center Building Directory**

Upon the motion by member Paul and the second by member Fremier, the Board unanimously approved a design concept for the building directory by the following vote:

Aye: 4 - Heminger, Fremier, McKay and Paul



**7. 375 Beale Street Condo Financials for June 2017 and October 2017**

Brian Mayhew presented a report of the 375 Beale Street Condo Financials for June 2017 and October 2017.

**8. Facility Operator's Report**

Courtney Ruby presented a Facility Operator's Report for the property located at 375 Beale Street.

**9. Building Projects Report**

Staff presented a report on current building improvement projects at the Bay Area Metro Center.

**10. 375 Beale Condo Corporation Business Insurance**

Upon the motion by member Fremier and the second by member Paul the Board unanimously approved replacement insurance coverage pursuant to Section 8.02 of the CC&Rs provided that the terms and conditions for the renewal policies are substantially similar to the current terms and conditions by the following vote:

Aye: 4 - Heminger, Fremier, McKay and Paul

**11. Public Comment/Other Business**

There were no questions or comments from the public.

**12. Adjournment**

Chair Heminger adjourned the meeting at 11:45 a.m.

**Date: May 3, 2018**

**AGENDA ITEM 5**

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**Subject: Building Operations and Projects Report**

Background

BAHA is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 give the Facility Operator all powers, duties, and responsibilities for the day-to-day operation, management, and maintenance of the Common Area and the Jointly Used Space (as defined in the CCRs). This includes implementing adopted rules; preparing and implementing the approved budgets; maintaining the accounting records; contracting service providers; and collecting and depositing authorized assessments.

Cushman & Wakefield (CW)

CW assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under the current contract CW is responsible for a full range of services including, but not limited to:

- Developing a plan for the management and operations of the facility (including parking)
- Providing for the operation and maintenance of building equipment and systems
- Maintaining an on-site business office and being available 24 hours, 7 days a week for owner and tenant issues.
- Developing and maintaining the annual operating and capital budgets
- Completing financial accounting including the collection and reporting of all revenues received

Building Activities

In this report, we advise you of scheduled activities and shared services utilization since the December 6, 2017 Board meeting:

1. We are in the early stages of upgrading the Building Management System (BMS). Now that the building is complete and tenants have moved in, we require more capacity. New equipment has been added – primarily HVAC. This upgrade will help to ensure the building is running optimally (increase operational and energy effectiveness and help us manage the facility more efficiently). Also, this will promote a better response in the event of an emergency.
2. Leviton, the building's lighting contractor, continues to work on base building lighting controls issues.
3. See Attachment A for the usage of the Workspeed system for tracking building, visitor, parking, and other service requests.
4. See Attachment B for the usage of the shared services technology program for key, agreed-upon elements including webcasting and audio visual support.

Projects

***Construction Update***

Degenkolb Engineering on Level 5 sub-leased a portion of their space to The Boldt Company, one of the largest professional construction services in the United State on December 2, 2017. Only a few minor upgrades were made to their new space.

Cubic Transportaiton Systems' build-out was completed in March 2018 and they moved into their new space on April 19, 2018.

***Streetscape/Rincon Place***

Rincon Place concrete stairs were replaced because the treads did not meet accessibility standards for levelness. There is a second pending correction to the pathway near Beale Street due to nonconformity with design causing drainage issues. In the coming months work will commence to properly direct water away from the building.

***Electric Vehicle (EV) Charging Stations***

At the Air District's request, BAHA's consultant redesigned the project to maximize the number of parking spots receiving charging equipment:

1. On Floor 1, charging stations serving 27 spots (all but four with dedicated circuits), and one DC fast charge location.
2. On Floor 2, charging stations serving 36 spots with dedicated circuits, and one DC fast charge location.

The original design served 42 spots with standard chargers, but relied on a shared circuit for every two spots. It also provided for only one DC fast charge location.

The estimate for the original project scope was \$420,000, jointly funded by Air District, BAHA, and Air District's Transportation Fund for Clean Air grant. The cost of the additional electrical infrastructure and charging stations adds \$510,000 to the project cost. BAHA is working with Air District to secure the additional funding or to modify the scope.

***1<sup>st</sup> Floor Retail Space Update***

BAHA's architect, TEF Architecture and Interior Design, completed Design Development drawings in April 2018 and is working on final Construction Drawings to submit for permit approval. The space is being designed as a flexible space with a warming kitchen and service equipment that would allow for the service of beverages and pre-cooked food. Attachment C shows various furniture layouts being explored.

Staff is working on a funding plan to submit for BAHA approval in May as part of the FY19 budget. If approved, staff expects the work to begin and be completed between July and December 2018. BAHA's contractor, Swinerton Builders, Inc., may perform some early preparatory work in the coming months, such as demolition and abatement.

  
\_\_\_\_\_  
Courtney Ruby

**Attachments**

Service Requests		
10-01-17 thru 04-18-17		
	<b>MTC/ABAG</b>	<b>BAAQMD</b>
Lighting	37	17
Electrical	4	2
Too Cold	15	14
Too Hot	12	6
Janitorial	282	54
Plumbing	10	11
Other repair	19	18
Misc. requests	56	16
Leaks	5	4
Security badge related requests	120	86

## BAMC Webcast/AV Report - October 2017-March 2018

Month	Webcasts	AV Setups	AV Support for Duration of Meeting	Troubleshooting End User Issues	Totals
Oct. 2017	10	41	3	0	54
Nov. 2017	11	35	3	0	49
Dec. 2017	14	25	3	1	43
Jan. 2018	11	29	5	4	49
Feb. 2018	13	34	5	0	52
Mar. 2018	19	39	9	7	74
<b>Totals</b>	78	203	28	12	321





1420 Sutter St  
San Francisco, CA 94109  
T 415.391.7918 F 415.391.7309  
**TEFarch.com**

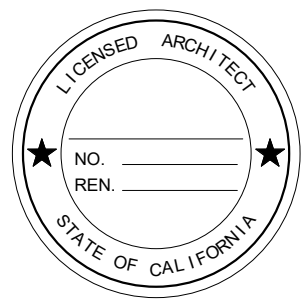
**GENERAL CONTRACTOR**  
TBD



**Bay Area Headquarters Agency**

## LEVEL 1 - RETAIL SPACE

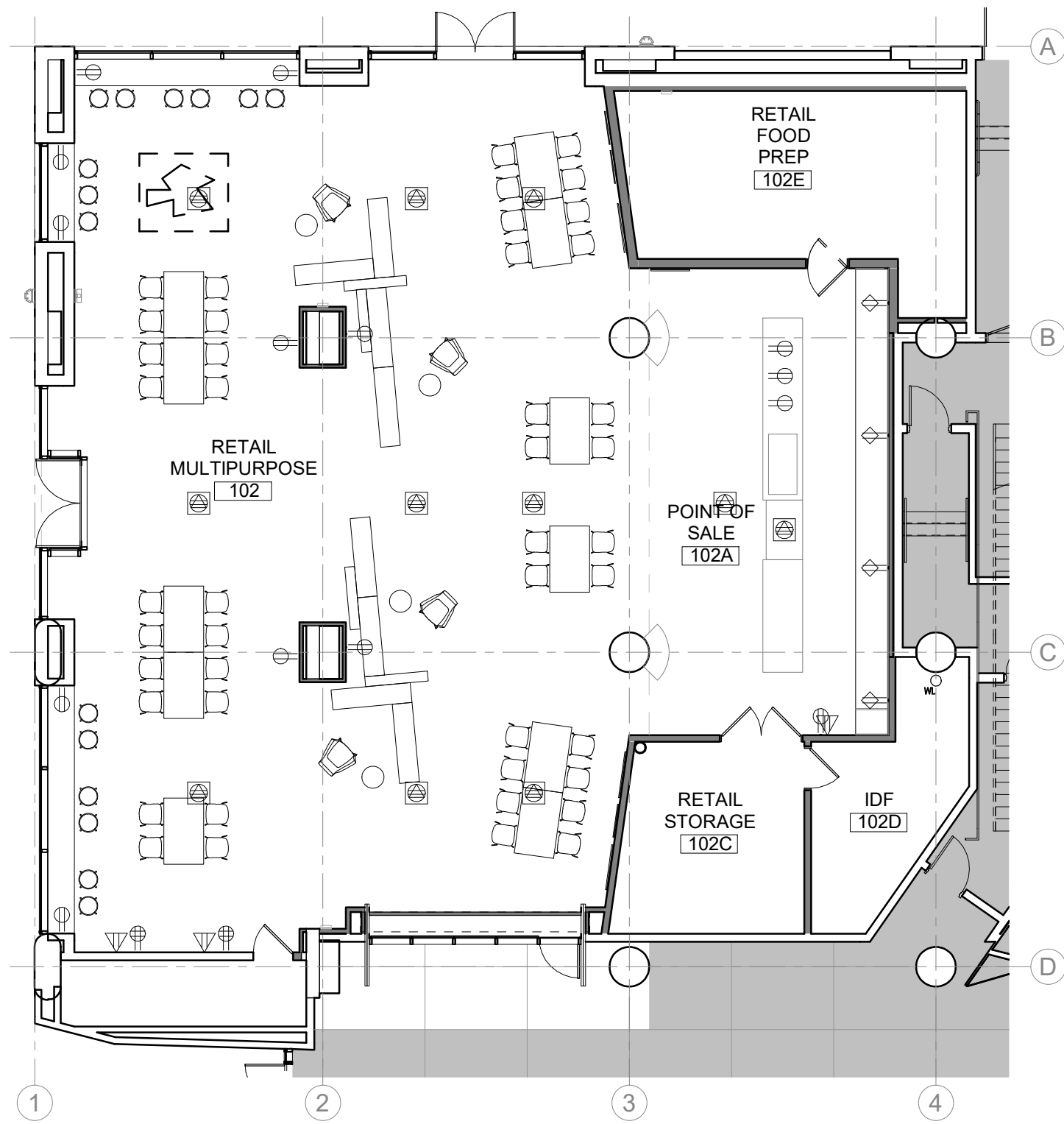
375 Beale Street  
San Francisco, CA, 94105



Project Number	21614.01	Issue Date	SEE BELOW
Scale:	3/32" = 1'-0"	Phase	
Print Date:	4/10/2018 4:02:05 PM		
No.	Date	Description	
02.28.18		DESIGN DEVELOPMENT	
1	04.10.18	APPROVED DD SET	

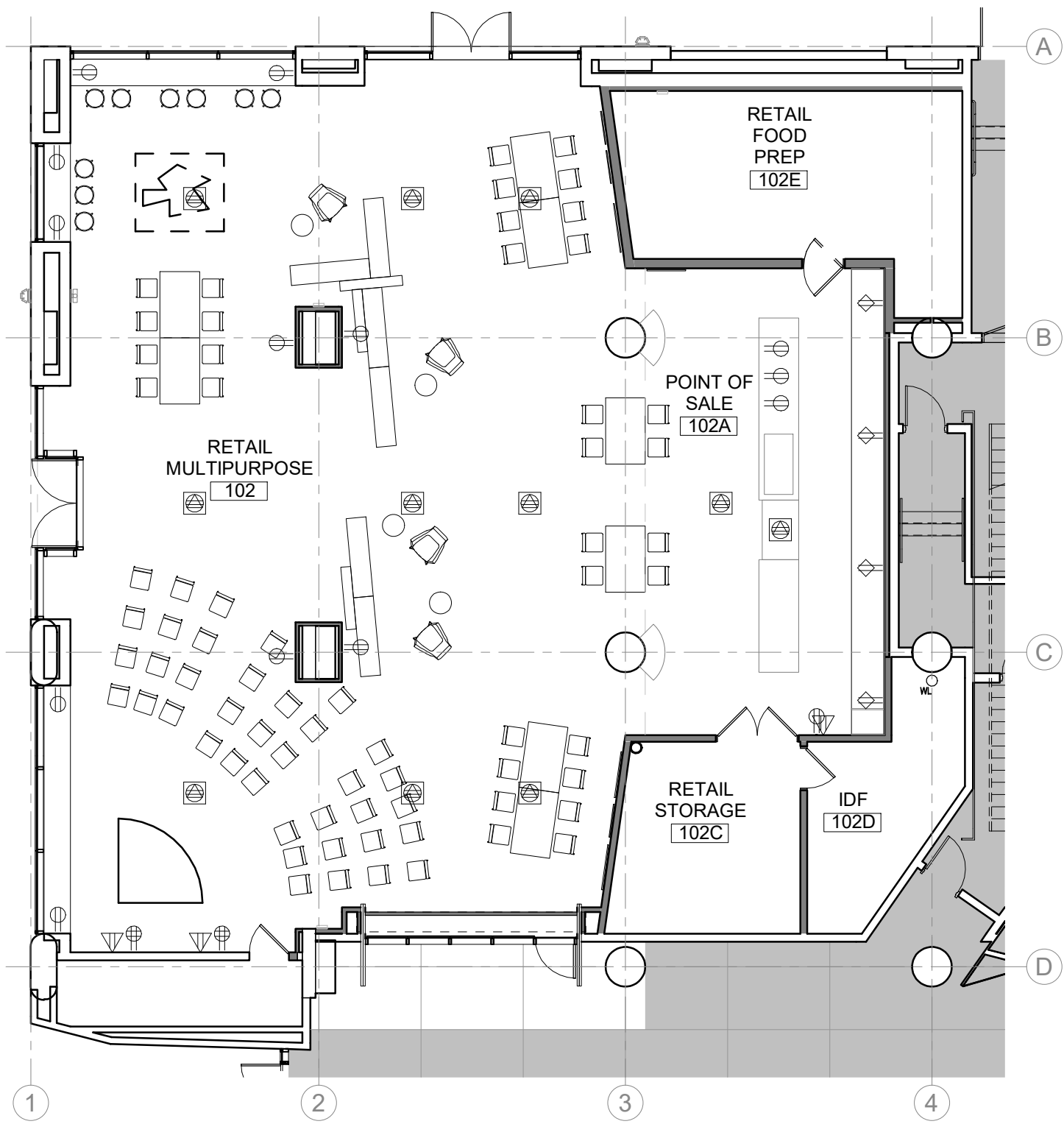
FURNITURE PLAN -  
LAYOUT OPTIONS

A2.41



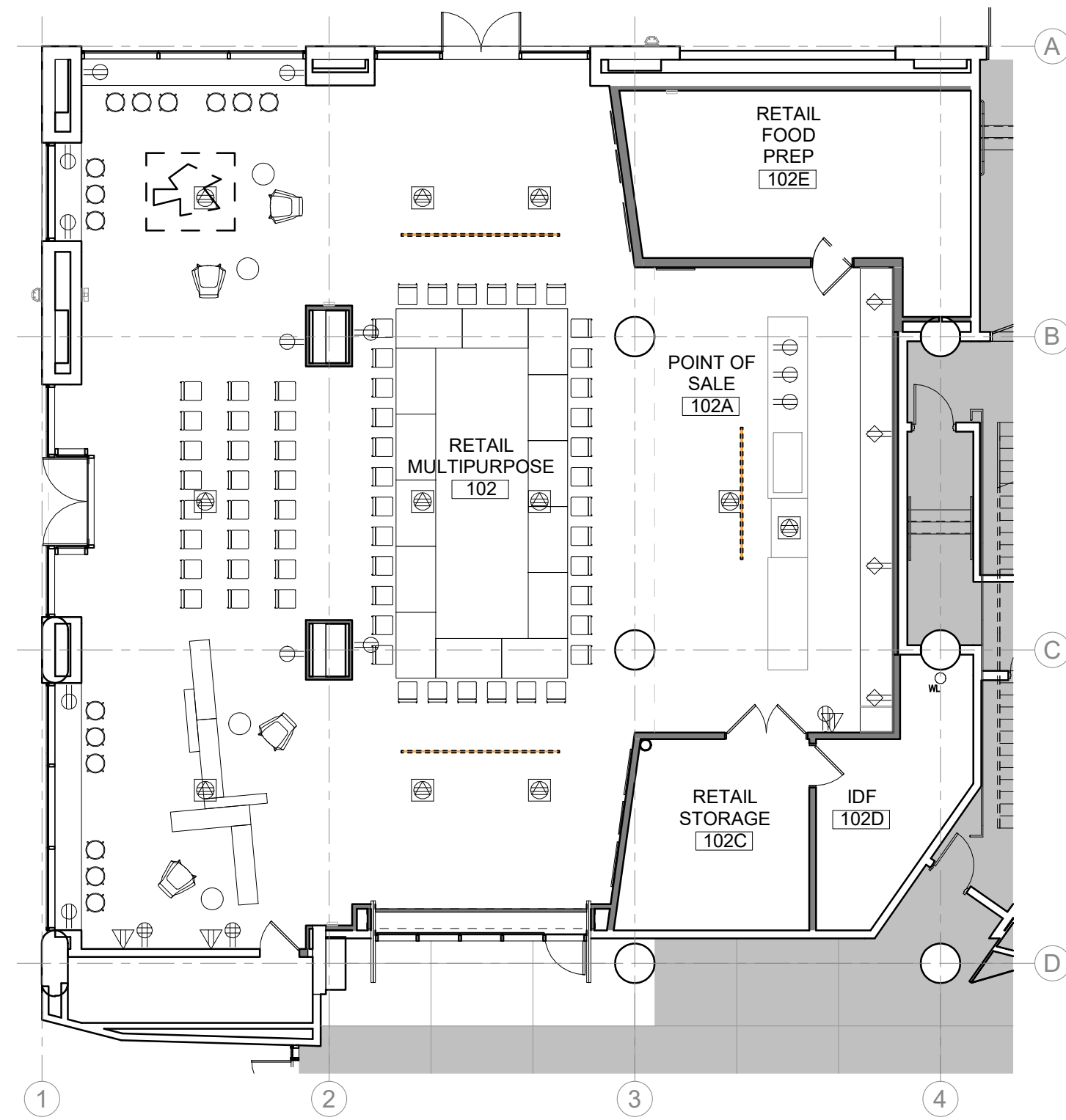
LAYOUT CAPACITY CAFE SEATING: 80

1 FURNITURE PLAN - LEVEL 1 - CAFE LAYOUT  
3/32" = 1'-0"



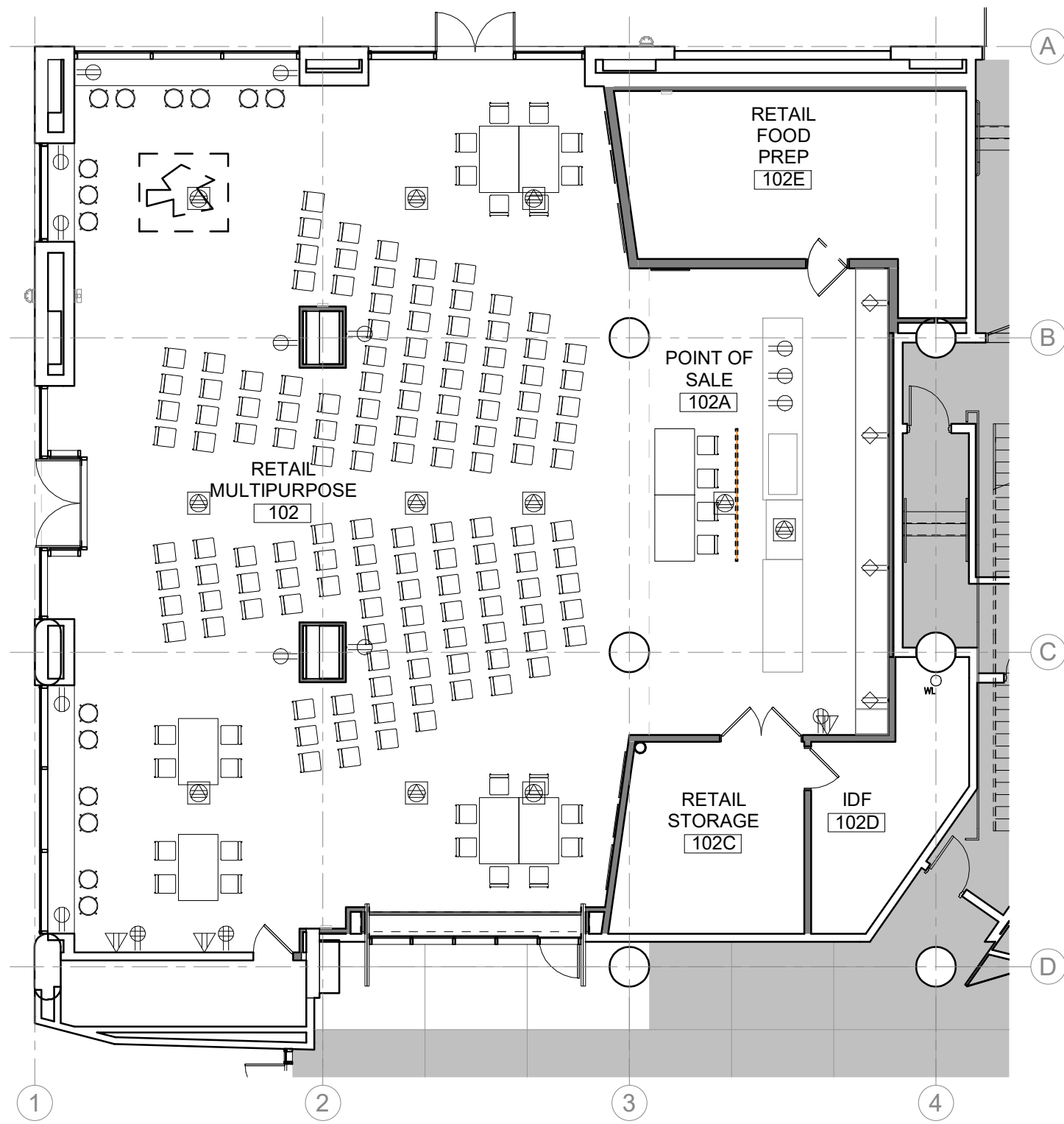
LAYOUT CAPACITY AUDIENCE SEATING: 38  
CAFE SEATING: 55

2 FURNITURE PLAN - LEVEL 1 - PERFORMANCE LAYOUT  
3/32" = 1'-0"



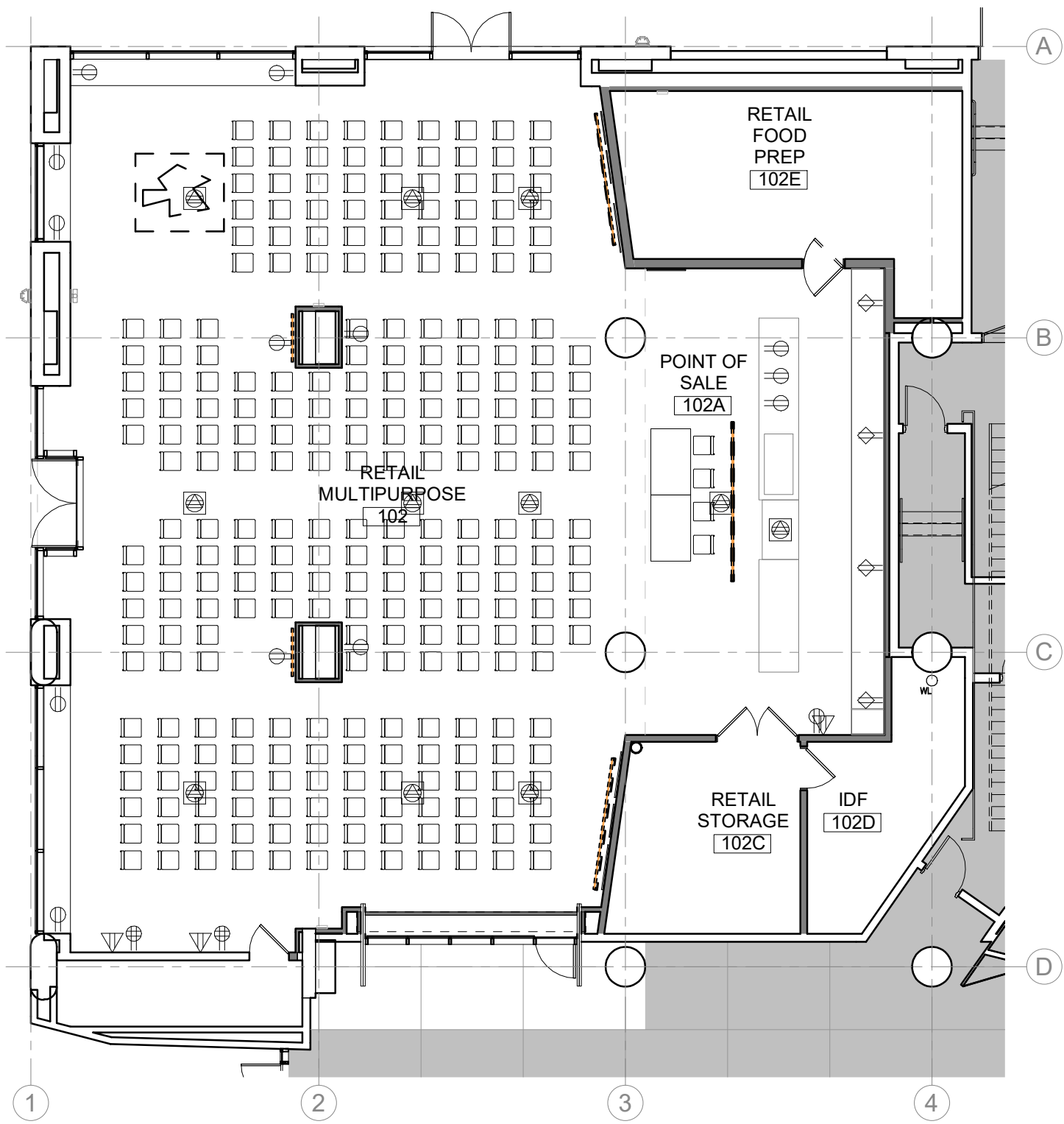
LAYOUT CAPACITY CONF. TABLE CAPACITY: 36  
ADDITIONAL SEATING: 21  
PROJECTION SCREENS: 3

3 FURNITURE PLAN - LEVEL 1 - BOARD ROOM LAYOUT  
3/32" = 1'-0"



LAYOUT CAPACITY AUDIENCE SEATING: 136  
SPEAKER SEATING: 4  
PROJECTION SCREEN: 1

4 FURNITURE PLAN - LEVEL 1 - LECTURE LAYOUT  
3/32" = 1'-0"



LAYOUT CAPACITY AUDIENCE SEATING: 272  
PRESENTER SEATING: 4  
PROJECTION SCREEN: 3  
MONITORS: 2

5 FURNITURE PLAN - LEVEL 1 - AUDITORIUM LAYOUT  
3/32" = 1'-0"

NOTE: POWER/DATA SHOWN FOR REFERENCE ONLY.

**375 BEALE**  
CONDOMINIUM CORPORATION  
*Memorandum*

Bay Area Metro Center, Suite 800  
375 Beale Street, San Francisco, CA 94105  
TEL 415.778.6700  
EMAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

**Date: May 3, 2018**

**AGENDA ITEM 6**

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**Subject: Bay Area Metro Center Design Approval Process**

Summary:

This memorandum outlines for information the next steps in creating an approval process for condo member agencies to follow when undertaking design changes and construction projects at the Bay Area Metro Center (Metro Center).

Background:

Section 5.05 of the Covenants, Conditions, and Restrictions (CC&Rs) dated December 22, 2016 references Rules Approved by the Board ("Rules") related to improvement projects. These Rules have not yet been established or approved. In December, staff outlined a design review process as follows that, when developed, will be recommended for approval as part of the Rules:

Step 1: An agency determines a project is necessary and defines the scope and location of the work to be performed.

Step 2: The Property Manager reviews the project to determine if the project is in compliance with design standards (to be developed and included in the Rules); if there are any impacts to building operations that need to be considered; and if regulatory review is required.

Projects needing regulatory review require design drawings be developed and submitted to the appropriate regulatory agency.

Step 3: The agency submits the project for Board approval if the project is outside the agency-owned space or not in compliance with the design standards in the Rules. Staff will recommend the Rules also delegate to an ad hoc committee the approval necessary in this step. The committee would be comprised of one member from each of the three non-commercial units. BAHA would provide a design review officer to advise the committee on the variances.

Step 4: Assuming the agency receives approval from the Board (or its ad hoc committee) where necessary in Step 3, the agency proceeds with the project by developing drawings and obtaining permits as needed, selecting contractors, coordinating work with the Property Manager and any impacted agencies or tenants, and providing as-built drawings at the project's conclusion.

BAHA has budgeted funds in FY2019 for an architect to help develop the design standards that would be included in the Rules. Once drafted, these Rules will be brought to the Board for approval.

  
\_\_\_\_\_  
Courtney Ruby

CR:sw

J:\COMMITTEE\375 Beale Condo\2018\05\_May\2018 Beale Condo\6\_Design\_Approval\_Memo.docx



# 375 BEALE

CONDOMINIUM CORPORATION  
*Memorandum*

Bay Area Metro Center, Suite 800  
375 Beale Street, San Francisco, CA 94105  
TEL 415.778.6700  
EMAIL info@mtc.ca.gov  
WEB www.mtc.ca.gov

**Date: May 3, 2018**

**AGENDA ITEM 7**

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**Subject: Bay Area Metro Center Purchase and Sale Agreement Terms**

Summary:

This memorandum requests approval of the Term Sheet for Bay Area Headquarters Authority to sell a portion of Unit 2, as defined in Attachment A, to Bay Area Air Quality Management District (Air District) to be incorporated into Unit 3, subject to approval of the transaction by BAHA and Air District's boards.

Background:

The Air District agreed to participate in the purchase of 390 Main Street in June 2011, and BAHA and Air District executed a Purchase and Sale Agreement (PSA) March 21, 2017 at a purchase price of \$385/square foot.

Although the Covenants, Conditions, and Restrictions (CC&Rs) dated December 22, 2016 outline a procedure for Right of First Refusal that is triggered by a unit owner's proposed sale of its entire unit, BAHA's counsel has advised this does not preclude the owners of two units from executing a purchase and sale of a portion of a unit at a mutually agreeable price without soliciting offers from third parties.

BAHA and Air District have reached terms of a deal that would have BAHA sell approximately 11,400 rentable square feet (rsf), as depicted in Attachment A, to the Air District at the original purchase price of \$385/square foot. The CC&Rs establish BAHA as the owner of Unit 2 and Air District as the owner of Unit 3; the agreement would transfer the 11,400 rsf from Unit 2 to Unit 3. A Term Sheet, Attachment B, is attached that details the terms of when Air District can begin its space reconfiguration work.

Execution of the PSA is subject to the BAHA Board's and this Board's approval of the PSA and the Air District Board's approval of the Term Sheet.

Recommendation:

That the Board approve the Term Sheet detailing the sale by BAHA of approximately 11,400 rsf of Unit 2 on Level 8 to Air District to be incorporated into Unit 3 at a purchase price of approximately \$4.39 million, subject to approval of the transaction by BAHA and Air District's boards.

  
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Courtney Ruby

Attachments





TERM SHEET FOR A FUTURE PURCHASE OF A PORTION OF 375 BEALE STREET

SUPERSEDED BY EXECUTION OF PURCHASE AND SALE AGREEMENT

This Term Sheet (the “*Term Sheet*”) contains the basic terms to be included in a future Purchase and Sale Agreement (the “*PSA*”) for the property described below. The parties are the Bay Area Air Quality Management District (the “*Air District*”), and the Bay Area Headquarters Authority (“*BAHA*”). The proposed transaction is subject to (i) the acceptance by both parties of the terms as finally negotiated, and (ii) the negotiation, execution and delivery of a PSA. It is understood that this Term Sheet does not constitute a binding contract, and that the parties do not intend to be legally bound unless and until a definitive PSA has been executed by both parties.

GENERAL TERMS:

- Property Description:** The portion of the eighth floor of 375 Beale Street, San Francisco CA delineated in attachment A.
- Purchase Price:** The purchase price will be \$385 / square foot, with a 1.07 load factor.
- Closing Costs:** Closing costs will be apportioned as they were for the original purchase by the Air District.
- Condominium:** The eighth-floor space purchased will be added to the Air District existing condominium unit. BAHA will be entirely responsible for all efforts and costs associated with the modification to the condominium documentation, including re-filing the condominium map, and shall make such modifications expeditiously.
- Contiguity:** If the inclusion of the eighth-floor space in the existing Air District condominium unit requires that the spaces be contiguous, BAHA will make whatever modifications are needed to the condominium agreement, or to the physical building, or to both, to create a contiguous space, and shall do so expeditiously, upon Air District approval. The Air District will assume all costs associated with making the spaces contiguous, but will have the right to withdraw from the purchase without forfeiting escrow, should the estimated costs exceed \$50,000. Inability to make the spaces contiguous will be grounds for the Air District to withdraw from the purchase without forfeiting escrow.
- Modifications:** The Air District intends to modify the eighth-floor space as described in attachment B. The Air District will be entirely responsible for costs associated with the design, modification and demolition costs, including inspection and permitting costs.
- Escrow:** The Air District will pay ten percent of the purchase price into an escrow account.
- Closing** The sale will close with the final filing and acceptance of the condominium documentation and condominium map.

**Occupancy**

The Air District will be allowed to demolish and occupy the space prior to the close of sale and as soon as both agencies have received final board approvals, the Air District has received Condo Board approval of any necessary demolition and remodel plan and a 10% purchase price has been irrevocably placed into an escrow account mutually agreeable to both parties

**Default:**

If the buyer defaults for any reason other than a failure by BAHA, or the inability to make the spaces contiguous, the escrow will be forfeited and the original configuration of the space will be restored.

**375 BEALE**  
**CONDOMINIUM CORPORATION**  
*Memorandum*

Bay Area Metro Center, Suite 800  
375 Beale Street, San Francisco, CA 94105  
TEL 415.778.6700  
EMAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

**Date: May 3, 2018**

**AGENDA ITEM 8.1**

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**Subject: Bay Area Metro Center Space Modifications: Rooms 8349 and 8338**

Summary:

This memorandum requests approval to remove the status of Jointly Used Space (JUS) from Room 8349, Angel Island Conference Room, and to transfer it to Room 8338, and to allow the Metropolitan Transportation Commission (MTC) to modify the finishes of 8338 to be consistent with other medium conference rooms.

Background:

Room 8349 serves as the Deputy Executive Directors' shared conference room for MTC. The Covenants, Conditions, and Rules (CC&Rs) dated December 22, 2016 designate executive conference rooms as JUS (see Exhibit A-3, Occupancy Plan).

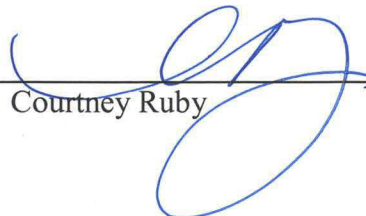
In Item 7, staff requested the Board approve the sale by BAHA of a portion of Lot 2 on Level 8 to the Bay Area Air Quality Management District (Air District), including space currently occupied by one of MTC's Deputy Executive Directors, Brad Paul. For Air District to make use of the space it purchases, BAHA intends to relocate Mr. Paul to Room 8349. Presently, 8349 is an approximately 250-square-foot conference room with fabric panels, white boards, and a monitor. See Attachment A for the locations of 8349 and 8338.

Room 8338 would be designated an executive conference room. The room is an approximately 100-square-foot office with painted walls and no monitor.

Section 5.04 of the CC&Rs requires Board approval of modifications made to Jointly Used Spaces. Although no modifications are presently being considered for 8338, approval of this item would also allow MTC to modify the finishes in the future to be consistent with other similarly-sized conference rooms.

Recommendation:

That the status of Jointly Used Space be transferred from Room 8349 to Room 8338, and BAHA be allowed to modify the finishes of 8338 to be consistent with other similarly-sized conference rooms.

  
\_\_\_\_\_  
Courtney Ruby

Attachments

## GENERAL NOTES

1. ALL DIMENSIONS ARE FACE OF WALL UNLESS OTHERWISE NOTED.
2. SEE 06-10 FOR DOOR SCHEDULE. SEE 06-11 FOR PANEL TYPES.
3. ELECTRICAL, TELECOMMUNICATIONS AND AUDIO VISUAL DEVICES SHOWN HERE ARE FOR GENERAL LOCATION. REFER TO DIMENSIONED PLANS ON THIS AND SUBSEQUENT SHEETS FOR EXACT LOCATIONS. REFER TO ELECTRICAL, TELECOMMUNICATIONS AND AUDIO VISUAL DRAWINGS FOR DEVICE SPECIFICATIONS. IF THERE IS A DISCREPANCY IN QUANTITIES, PROVIDE FOR THE MOST DEVICES AND NOTIFY ARCHITECT OF THE DISCREPANCY BEFORE PROCEEDING.
4. SEE 10-01 FOR CABLE DISPLAY SYSTEM DETAIL.
5. ALL BACK TO BACK OUTLET BOXES IN ROOMS WATER ASSEMBLIES TO BE SPACED 2'-0" MINIMUM AND SEALS WITH SHEET GALLIUM PAD. REFER TO DETAIL 06-10-05.
6. FOR CABLE DISPLAY SYSTEM REFER TO 06-10-05.

## SHEET NOTES LEGEND

- AT ALL LOCATIONS WHERE SYSTEMS CABLES ENCASED IN EXISTING BUILDINGS, DETAIL OF NEW POWER AND DATA CABLES SHALL BE SHOWN ACCORDING TO THE BAY AREA HEADQUARTERS AUTHORITY. ANY PROPOSED VARIATIONS OR CONFLICTS SHOULD BE ADDRESSED BY THE ARCHITECT BEFORE INSTALLATION. PREPARE CONDUIT SCHEDULES AND CABLE SCHEDULES. DETAILS ARE NOTED ON CORRESPONDING TELECOMMUNICATIONS AND ELECTRICAL SHEETS WITHIN THIS DRAWING SET OR IN THE PROJECT SPECIFICATIONS. FIND CONDUIT AND CABLE SCHEDULES. DETAILS AND TRANSMISSIONS TO FURNISH COMPONENTS ARE TO BE COMPLETED DURING REVIEW OF ON-SITE MOCK-UP.

## SYMBOLS LEGEND

- NEW CONSTRUCTION (THIS SHEET)
- EXISTING AND CORE AND SHELL CONSTRUCTION (REFER TO CORE AND SHELL DRAWINGS)
- POWER SYMBOLS - SEE 7-DRAWING
- FLOOR DEVICE
- WALL DUPLEX POWER
- WALL QUAD POWER
- DATA SYMBOLS - SEE 7-DRAWING
- DATA OUTLET
- RADIANT HEAT LEADER

## CONFORM SET

February 8, 2014

SPM #: 01-38-11-0015

DSA #: 01-113249



## Revisions

01	CONFORM SET	02/08/14
02	PERMIT SET	01/28/14
03	PERMIT SET	01/28/14
04	PERMIT SET	01/28/14
05	PERMIT SET	01/28/14
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07	PERMIT SET	01/28/14
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Date	02/08/14
Job Number	01-38-11-0015
Drawn	Tom Eliot Fisch
Checked	Tom Eliot Fisch
Approved	Tom Eliot Fisch
Title	Level 08 Enlarged Floor Plan Southeast

Level 08 Enlarged Floor Plan Southeast

Sheet  
104-08d



**Date: May 3, 2018**

**AGENDA ITEM 8.2**

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**Subject: Air District Space Modifications: Level 6**

Summary:

This memorandum requests conditional approval for Air District to add workstations on Level 6, subject to completion of design and regulatory approval. In granting this approval, the Corporation is allowing certain exceptions to the interior design layout.

Background:

Air District requires additional workstations to seat an influx of staff and proposes adding a total of 11 workstations in three locations (see Attachment A).

The proposed locations for these workstations are not consistent with how the floor plan was intended to function. Air District requests the following exceptions:

1. Placement of seven workstations along exterior wall (7 workstations). With only a few exceptions, the original design did not allow staff against the perimeter for the following reasons:
  - a. To provide continuous path of travel. Only at existing air handlers and executive office area is this path broken.
  - b. To bring light deep into the floors. People against the window may experience glare and want the blinds closed.
  - c. For thermal comfort. The concrete perimeter wall is cold in the winter and warm in the summer, and ducts overhead blow air at high volume at the wall. This may create thermal discomfort.
  - d. Power and data are not available at these locations.

Recommendation: Allow exception. The locations where workstations are being added are at two corners of the building. As such, the length of the path of travel around the exterior will be the same. The impact of closing shades will be limited to the immediate neighborhood as light to adjacent neighborhoods is already blocked by office bays that extend close to the exterior walls. Within the bay, staff will have to compromise on the use of the shade. Granting this exception does not allow Air District to block light using materials other than the existing shades. Air District will fur<sup>1</sup> the exterior wall out, subject to the review and approval by BAHA staff, to allow the installation of insulation and to hide new conduit for power and data.

2. Placement of workstations outside of ceiling cloud boundary (11 workstations). Workstations were designed to be placed underneath acoustical ceiling clouds.

Recommendation: Allow exception. Air District proposed extending the clouds to cover the new workstations. Doing so would introduce the need to modify sprinkler coverage,

---

<sup>1</sup> Fur: the installation of wood or other strips along the concrete wall to create an air pocket for conduit and insulation behind a drywall outer surface.

and BAHA staff believes any modification to the clouds will be noticeable and diminish the existing design. In all 11 locations, the ceiling already has either an acoustical felt (different from the cloud) overhead, or is partially covered by an existing cloud.

3. Use of a non-standard sized workstation. To allow an accessible path of travel, 4 workstations will measure 6 feet by 10 feet and 6 will measure 8 feet by 9 feet, whereas the standard is 8 feet by 10 feet.

Recommendation: Allow exception. Air District will use standard furniture components of the same make and model as other workstations.

MTC and Air District executive staff met on April 26, 2017 to review these designs and agreed with BAHA staff's recommendations to allow the exceptions noted above.

Air District is in the process of completing design drawings and has not yet submitted any drawings other than architectural. Approval to proceed with the work is conditional on any other design elements, including mechanical, electrical, and plumbing, being consistent with the building's current design or receiving additional allowances for exception. Drawings must also be submitted to and approved by regulatory agencies.

Recommendation:

That the Corporation approve the Air District's request to add workstations on Level 6, subject to completion of design and regulatory approval.



---

Courtney Ruby

Attachments

375 Beale Street, 6th Floor  
San Francisco, CA 94105

**b**  
**brexton**

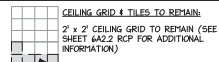
909 Montgomery St., Suite 280  
San Francisco, California 94133  
T 415-546.1212 [brexton.com](http://brexton.com)

Stamp





## DEMO RCP LEGEND



GRID # TILES TO BE DEMOLISHED  
(E) CEILING LIGHT TO BE REMOVED

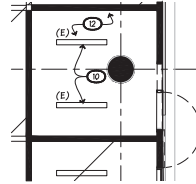
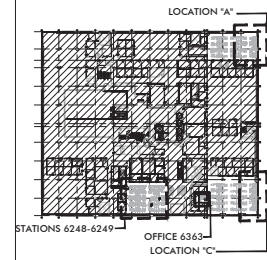
NOTE: FIXTURES WITHOUT ANY NOTATION SHALL BE CONSIDERED EXISTING.

## DEMO RCP SHEET NOTES

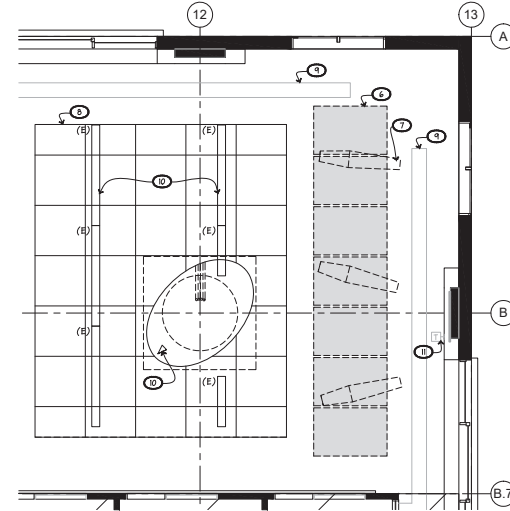
- REFER TO GENERAL NOTES SHEET A0.6 FOR ADDITIONAL DEMOLITION PLAN NOTES; ALL NOTES APPLY AS IF PRINTED IN FULL HERE.
  - REFER TO REFLECTED CEILING PLAN 06A2.2 FOR MORE INFORMATION.
  - REVIEW ALL SALVAGEABLE MATERIAL WITH BUILDING ENGINEER. STORE MATERIAL TO BE SALVAGED AS DIRECTED. REMOVE ALL EXCESS MATERIALS AS REQUIRED. SALVAGE ONLY MATERIAL IN GOOD CONDITION TO REUSE.
  - INSPECT CEILING FOR STAINED OR WATER-DAMAGED TILES. REMOVE & CHECK FOR LEAKS IN CEILING OR MECHANICAL EQUIPMENT. REPAIR LEAK SOURCE AS REQUIRED. REPLACE WITH NEW TILES TO MATCH EXISTING.
  - CLEAN OR REPLACE STAINED OR MISSING HVAC SUPPLY/RETURN GRILLS AS REQUIRED.
- (E) DEMOLISH (E) ACOUSTICAL PANEL CEILING SYSTEM. (TYP.)  
 (E) REMOVE (E) LIGHTING FIXTURE & COORDINATE WITH BLDG ENGINEER FOR SALVAGE. (TYP.)  
 (E) CEILING GRID TO REMAIN. (TYP.)  
 (E) HVAC DUCT TO REMAIN. (TYP.)

- (E) LIGHT FIXTURE TO REMAIN. (TYP.)  
 (E) THERMOSTAT TO REMAIN. (TYP.)  
 (E) CEILING TO REMAIN.

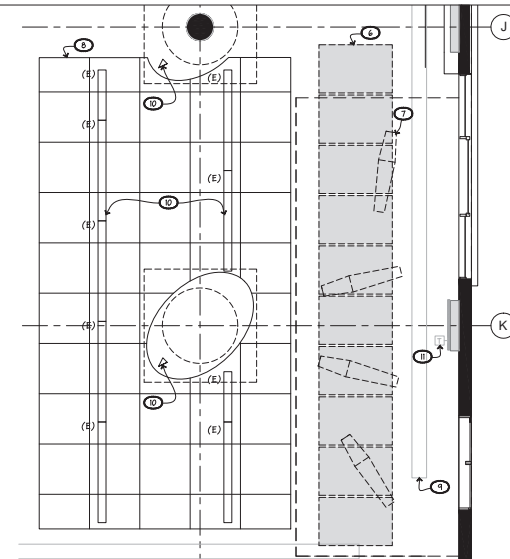
## KEY PLAN



OFFICE 6363  
1/4" = 1'-0" 17



LOCATION A  
1/4" = 1'-0" 3



LOCATION C  
1/4" = 1'-0" 5

BAAQMD

375 Beale Street  
6th Floor  
San Francisco, CA 94105



307 Montgomery St., Suite 300  
San Francisco, California 94105  
T 415-546-1212 baaqmd.com

Design



Consultant

Issue/Revision:

No.	Rev.	Description
1	02/07/20	ISSUE FOR REVIEW

06A2.0.2

Copyright Statement:  
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Approval Signatures:

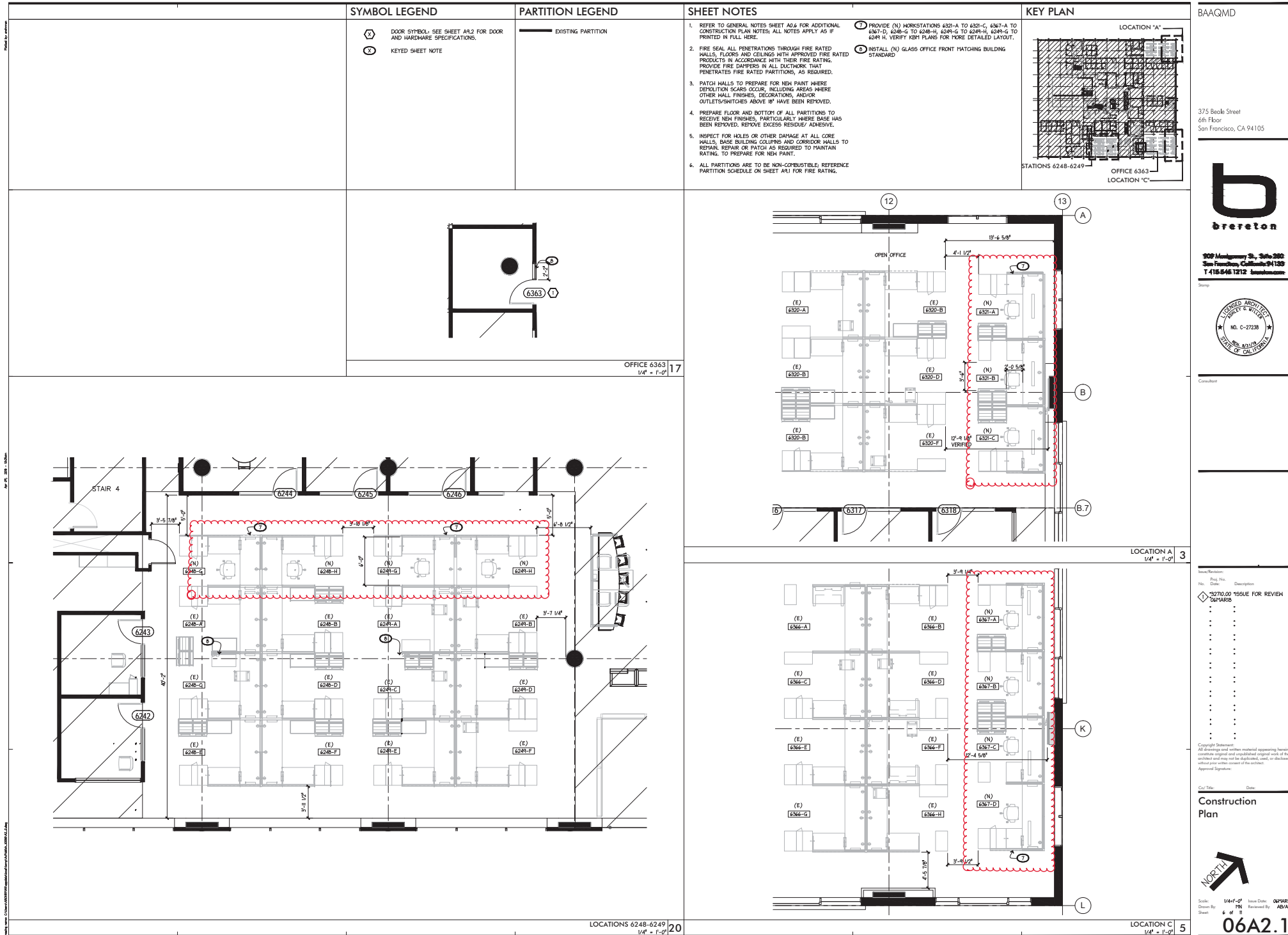
Date:

Reflected Ceiling  
Demolition Plan



Scale: 1/4" = 1'-0" Issue Date: 02/06/20  
Drawn By: TBN Reviewed By: 02/01/21  
Sheet: 5 of 8

06A2.0.2



BAAQMD

375 Beale Street  
4th Floor  
San Francisco, CA 94105



309 Montgomery St., Suite 300  
San Francisco, California 94105  
T 415.646.1212 [breton.com](http://breton.com)

Drawn:



Consultant:

Issue/Revision:

No.	Rev.	Description
1	02/07/20	ISSUE FOR REVIEW

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Approval Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_

Construction  
Plan



Scale: 1/4" = 1'-0"  
Drawn By: JTB  
Issue Date: 06/08/20  
Reviewed By: JTB  
Date: 06/01/21

06A2.1

**Date: May 3, 2018**

**AGENDA ITEM 8.3**

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**Subject: Air District Space Modifications: Level 8**

Summary:

This memorandum requests conditional approval of Bay Area Air Quality Management District's (Air District) Level 8 design modifications, including the relocation of a Jointly Used Space (JUS) subject to: the revision specified in this memorandum; completion of design to be reviewed by staff for conformance with existing design elements; regulatory approval; and approval of the work plan by BAHA staff.

Background:

Air District requires additional executive office space. In Agenda Item 7, staff requested the Board approve the sale by BAHA of a portion of Lot 2 on Level 8 to the Bay Area Air Quality Management District (Air District). Air District wishes to reconfigure the space formerly occupied by the Association of Bay Area Governments' (ABAG) executive and legal staff and provided a floor plan for staff review (see Attachment A).

Section 5.04 of the Covenants, Conditions, and Restrictions (CC&Rs) dated December 22, 2016 requires Board approval of modifications made to JUSs. Air District's plans would eliminate Room 8312, which is a medium-sized conference room that is a JUS, and create a new JUS medium-sized conference room closer to the technical library light well.

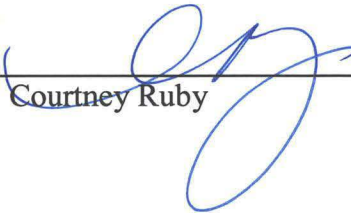
The location of this new conference room and a new door to executive open space would encroach on the existing passageway around the light well over the technical library. This placement is in conflict with a portion of the current path of travel and with the wood acoustical ceiling overhead and the utilities it conceals. Staff recommends approval of the floor plan be contingent on a revision that does not encroach beyond the existing wall line. The proposed floor plan otherwise appears consistent with the current design.

Air District is in the process of completing design drawings. Approval to proceed with the work is conditional on any other design elements, including architectural finishes, mechanical, electrical, and plumbing, being consistent with the building's current design or receiving additional allowances for exception. Drawings must also be submitted to and approved by regulatory agencies.

The location and nature of this work will be disruptive to neighboring areas on Level 7 and 8, affecting Air District and Metropolitan Transportation Commission (MTC) staff. Air District will work with BAHA staff to develop a construction work plan that limits disruptions to an acceptable level.

Recommendation:

That the Corporation conditionally approve the Air District's Level 8 design modifications, including the relocation of the JUS specified in the memorandum, subject to: the revision specified in this memorandum; completion of design to be reviewed by staff for conformance with existing design elements; regulatory approval; and approval of the work plan by BAHA staff.



Courtney Ruby

**Attachments**

J:\COMMITTEE\375 Beale Condo\2018\05\_May\2018 Beale Condo\8.3\_Air District L8 space modifications.docx

# Attachment A

## Level 8 Partial Plan: Proposed Design

BAAQMD - 8th Floor Exec Project

375 Beale St., 8th Floor San Francisco, CA  
Space Plan - 26FEB2018



### CONTACTS

Joseph Driste  
Business Administration Division  
BAAQMD  
(415) 749-4986

Raymond Wang  
Administrative Analyst  
BAAQMD  
(415) 749-8422

Abby Barata  
Brereton Architects  
(415) 963-4615

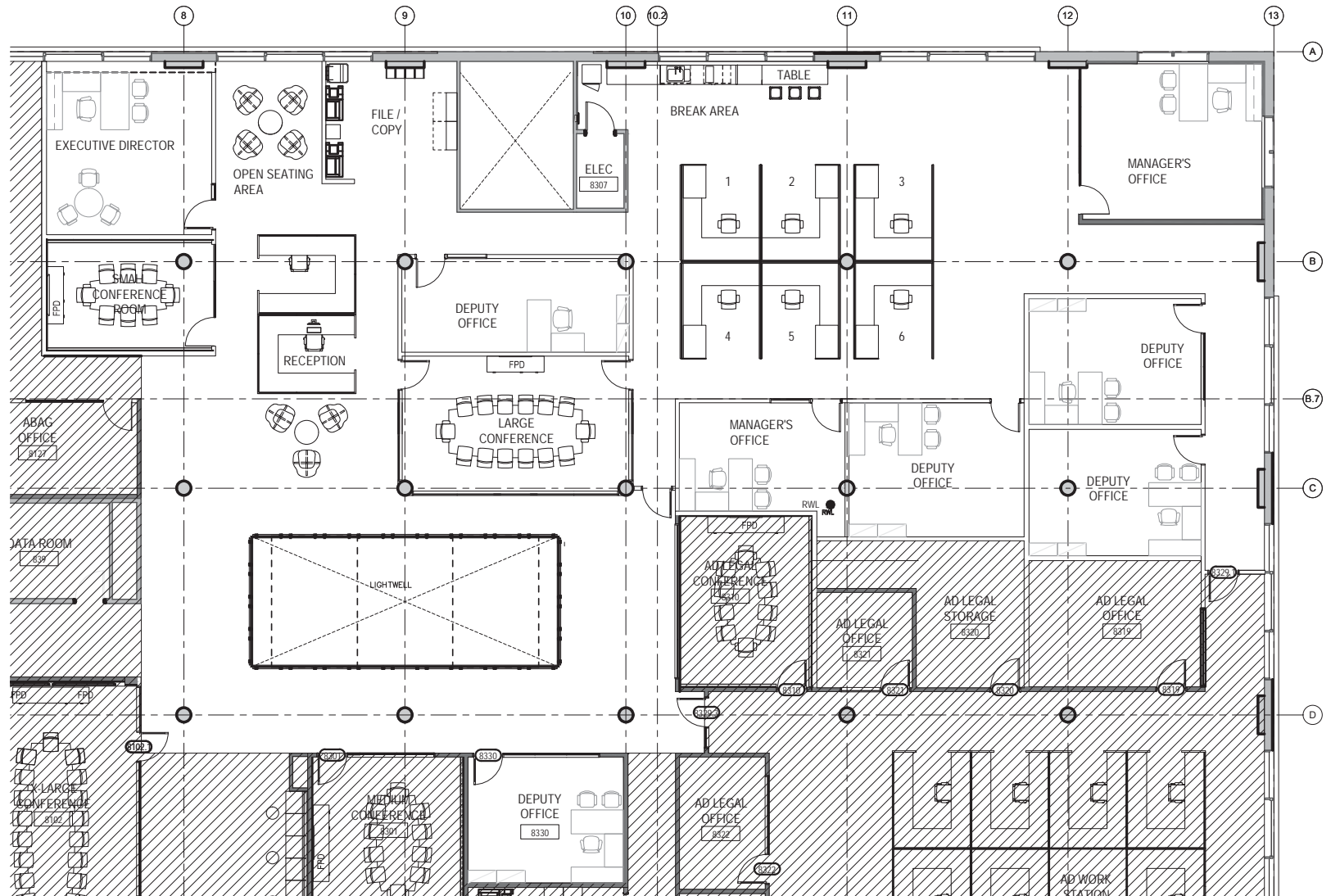
02-26-2018

### SPACE PLAN

Program

Executive Director Office	1
Deputy Offices	5
Manager Offices	2
Cubicle Workstations	7
Reception Cubicle Workstation	1
Large Conference Rooms	1
Small Conference Rooms	1
File/Copy Room	1
Kitchenette	1

### KEY PLAN







# 375 BEALE

CONDOMINIUM CORPORATION

## Memorandum

Bay Area Metro Center, Suite 800  
375 Beale Street, San Francisco, CA 94105  
TEL 415.778.6700  
EMAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

Date: May 3, 2018

AGENDA ITEM 9

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**Subject:** Update on Ada's Cafe (Ada's) operations and plan to evaluate and modify current retail concession agreement and business model

Summary:

This memorandum provides an update on Ada's current operations and recommends the Board approve the proposed plan to improve upon the current concession's agreement and business model to more fully meet the Agencies' and tenants' needs.

Background:

Upon moving into the Bay Area Metro Center (BAMC) we desired to partner with a regional nonprofit that a) could fulfill our need for a small food concession to serve our employees and building tenants and b) was a recognized leader in serving the regional community. Ada's, with a mission dedicated to conducting and publishing research on improving workplaces for people with disabilities and on hiring, training and empowering people with disabilities in its commercial food service business, met our requirements. Ada's helps disabled adults find financial and social independence, and provides them with ways to connect with the community.

In the past year at 375 Beale Street, Ada's has provided 7,500 hours of employment to 14 individuals with disabilities including Down Syndrome, Deafness, Post-Traumatic Stress Disorder, Traumatic Brain Injury, Short-Term Memory Loss, Cerebral Palsy, and Anxiety. These individuals earned a total of \$122,000 in wages.

As with any new food concessions, it takes time to establish a steady customer base while attracting more customers and continuing to satisfy existing customers. Ada's, however, has struggled more than anticipated. Some likely contributing factors are that one of our largest tenants, Twilio, caters to its employees 24/7, all BAMC tenants have on-floor coffee service, and the Woodlands Market on Folsom Street opened in 2017. Additionally, there was little foot traffic on the street until early 2018 due to street and sidewalk construction, which may have impacted the visibility of Ada's within the neighborhood.

After a generally increasing trend over the first two months, sales have not grown. In the past year, daily sales have consistently hovered around \$1,000. While some patterns have emerged (Wednesday is the best day (\$1,200) and Monday is the slowest day (\$880)), daily sales for the entire year have averaged \$1,014.

### Average Daily Profit & Loss

Average Daily Sales	\$ 1,014
- Cost of Goods Sold	(354)
- Cafe Labor – Wages plus Benefits	(720)
- Kitchen Labor Allocation - Wages plus Benefits	(275)
- Kitchen and Other Operating Expense Allocations	(240)
- Daily Transportation	(35)
Net Daily Loss	\$(610)

Ada's has stated that unless it is able to generate daily sales of \$1,900 or more while also holding non-cost-of-goods expenses steady, its major funder has asked that it start taking steps to close the Beale Street location. We believe there are viable options to continue our partnership, address the cafe's operating deficits and get our needs met.

We are proposing the following:

- Provide a limited amount of operational funds over two years that both assists Ada's with covering costs and refines the first floor concessions business model.
- Hire a business consultant to make recommendations to address the Agencies' and tenants' floor level concession needs including:
  - Conducting a needs survey;
  - Evaluating the effectiveness of the current business model; and
  - Developing a preliminary business plan.
- Assign management of the project to BAHA.
- Revise the Ada's concession agreement to engage in an open-ended process to determine a model that is financially feasible for all parties involved.

To move forward with this plan we are requesting each Agency to provide operational funds annually for two years as follows:

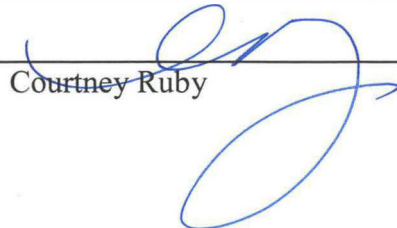
Agency	Percentage	Annual Amount not to Exceed
MTC/BAHA	51.28 %	\$78,000
BAAQMD	39.64 %	\$60,000
ABAG	9.09 %	\$14,000

Note: The first \$50,000 of the requested funding will be used to engage a business consultant. Second-year funding would be contingent on the implementation of recommendations by the consultant.

The funds for this project are subject to the approval of future BAAQMD, ABAG and BAHA budgets by the respective Boards.

**Recommendation:**

Staff recommends the 375 Beale Condominium Corporation approve the proposed plan to improve upon the current concession agreement and business model to more fully meet the Agencies' and tenants' needs.

  
Courtney Ruby

CR