



BART Headquarters Workplace Strategy & Option Analysis



June 13, 2019
BART Board of Directors
Planning, Development & Construction Department



BART Headquarters Agenda

- Current situation
- Workplace of the Future
- Request for Proposals
- Summary of Alternatives



BART Headquarters

Current Situation

- Lease 369,587 Square Feet at 300 Lakeside
- +/- 1100 employees & contractors
- Lease expiry July 2021
- Current rent - \$34 Per Square Foot/Per Year - Full Service
 - Two 5-year options available at 90% of Fair Market Value

Real Estate Activities

- Work Place Strategy Study (April – November 2018)
- Real Estate Negotiation (February – June 2019)



Workplace Objectives

INCREASE EFFICIENCY

- Optimize space use by **standardizing space types** & increasing efficiency in layout
- **Reduce redundancies** in space and process
- **Reduce dependency on paper**
- Increase **flexibility** of space and functionality

IMPROVE EFFECTIVENESS

- Provide a workplace that **promotes productivity** for today and in the future
- **Enhance technology** & digital tools for flexibility, speed and communications
- **Manage knowledge** and improve internal communications across all of BART

ENHANCE WORK EXPERIENCE

- Showcase the **BART culture**, history and the customer
- Create “**Workplace of the Future**” that helps to attract and retain top talent
- Provide a **welcoming experience** for new hire and visitor
- Enhance **health & wellbeing** within the workplace



Workplace Engagement Overview

ENGAGEMENT QUESTIONS

- What's the total **Square Footage** is needed for BART to support the next 5-10+ years?
- How can the workplace evolve to be a **tool for productivity**, innovation, and culture building?
- How can BART create a **“workplace of the future”** and what does it take to get there?

BART DATA SOURCES



EXECUTIVE VISIONING SESSION & TOURS

20+ leaders participated in 5 site tours and visioning



WORKPLACE UTILIZATION STUDY

800 spaces observed; every hour for 1 week



ONLINE EXPERIENCE SURVEY

113 of 225 Managers responded



LEADERSHIP INTERVIEWS

14 interviews conducted



EMPLOYEE FOCUS GROUPS

8 interactive workshops



Current BART Workplace



“We’d like more technology in all meeting spaces”

AV technology

- Opportunities for increase efficiency
- Modern technology in limited conference rooms; laptops are not standard issue
- Office/Department display and BART brand not consistently expressed throughout the workplace
- Access to light and views varies
- Significant real estate allocated to paper file storage
- Health and well-being; ergonomics, environmental qualities (temperature, lighting, etc.) could be enhanced
- Overall aesthetics do not represent the BART culture and desired experience



“We don’t know what other teams are working on”

BART display & knowledge sharing



“We want more daylight access & better temp control”


Lack of light; wayfinding



Maximize Efficiency | key findings

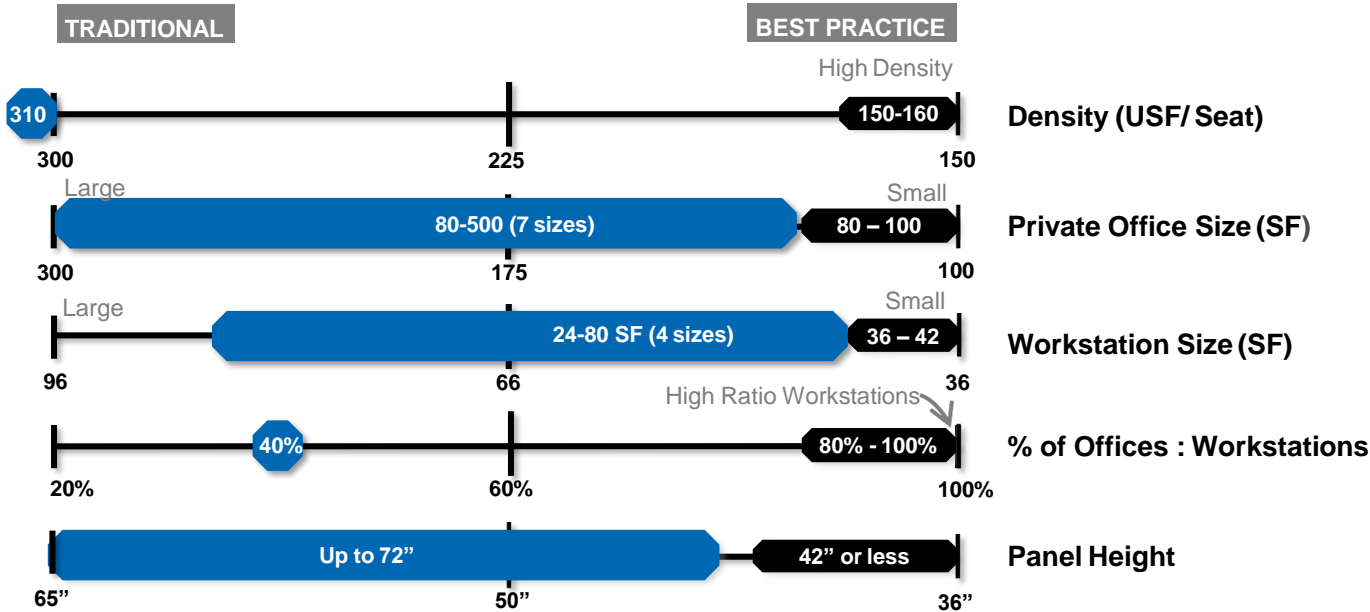
★ BART TODAY

★ BART FUTURE

How space is PLANNED... (Staff have assigned / dedicated workspace)			... and how space is USED (Staff share/move between workspaces)	
Cellular Space	Open Plan	Activity-Based Plan	Hybrid Mobility	Full Mobility
Offices and/ or high partition cubicles	Higher percent of open vs. enclosed spaces	Balance of open and enclosed. Choices of where to work. Greater opportunity for amenities.	Mix of <i>unassigned</i> and <i>assigned</i> workstations and support space	Fully <i>unassigned</i> workstations and support space
				
300-250sf/seat	250-200sf/seat	200-150sf/seat	150-100sf/person	100-50sf/person
Increasing Choice, Efficiency, Flexibility and Cultural Integration				



Workplace Efficiency Benchmark



BART has an opportunity to gain efficiencies in a variety of ways:

1. Improve overall space efficiency
2. Standardize to fewer size offices and workstations
3. Reproportion spaces for shared use space
4. Reduce redundancies and area for paper storage

Current
 Best Practice



Future Recommended Experience



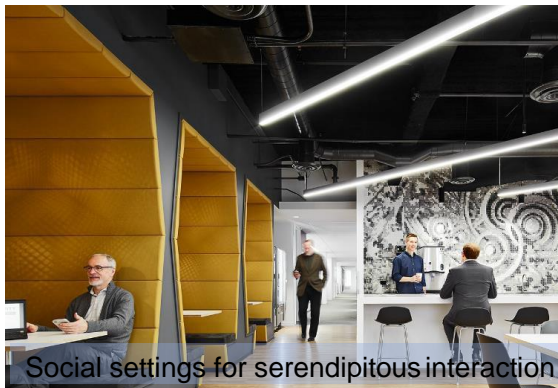
Connected workspace



Ubiquitous technology

FUTURE FOCUS

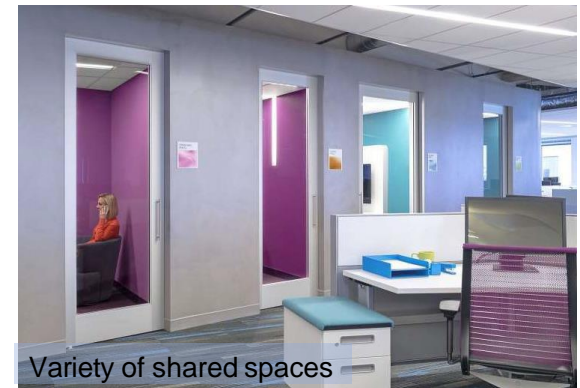
- Showcase the customer experience and express the BART vision and mission
- Align workspace to ways of working; provide variety of space types for multiple activities
- Enhance technology and increase consistency
- Improve knowledge sharing opportunities
- Create varied settings such as a coffee bar and informal seating
- Reduce redundancies of space and reliance on paper.



Social settings for serendipitous interaction



Multi-functional spaces



Variety of shared spaces



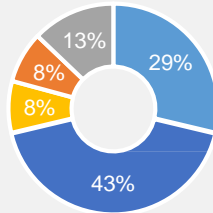
Workplace Scenarios

Target

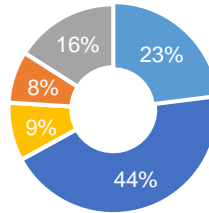
- Workstations
- Offices
- Collaboration / Team Spaces
- Mission Critical / Unique Spaces
- Support/ Amenities

CURRENT

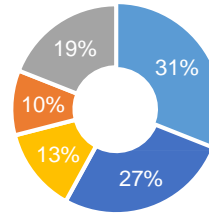
Area % of Total



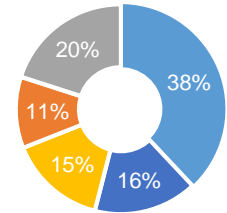
CONSERVATIVE



MODERATE



PROGRESSIVE

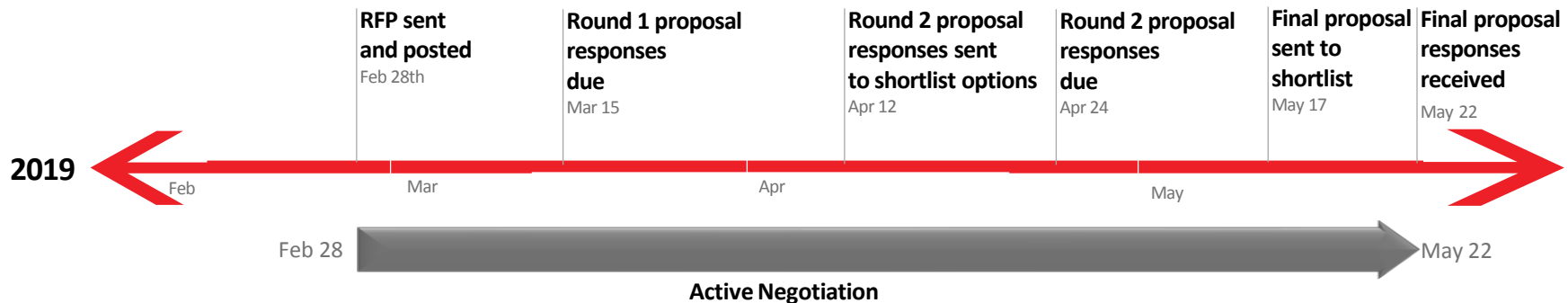


	CURRENT	CONSERVATIVE	MODERATE	PROGRESSIVE
Headcount / Seat Count	1100 / 1140	1300 / 1300	1300 / 1290	1300 / 1275
Offices % / Workstation %	40 % / 60 %	20 % / 80 %	20 % / 80 %	10 % / 90 %
Office Sizes	100-500SF (varies)	250SF , 150SF	150 SF, 120SF	120SF
Workstation Sizes	24-80SF (varies)	36 SF	36 SF, 24SF	36 SF, 24SF
Sharing %	0%	0%	5%	10%
USF / Person	305	200	166	150
Total USF	~335,988 USF ~369,587 RSF	~258,000 USF ~297,000 RSF	~216,000 USF ~248,000 RSF	~196,000 USF ~225,000 RSF



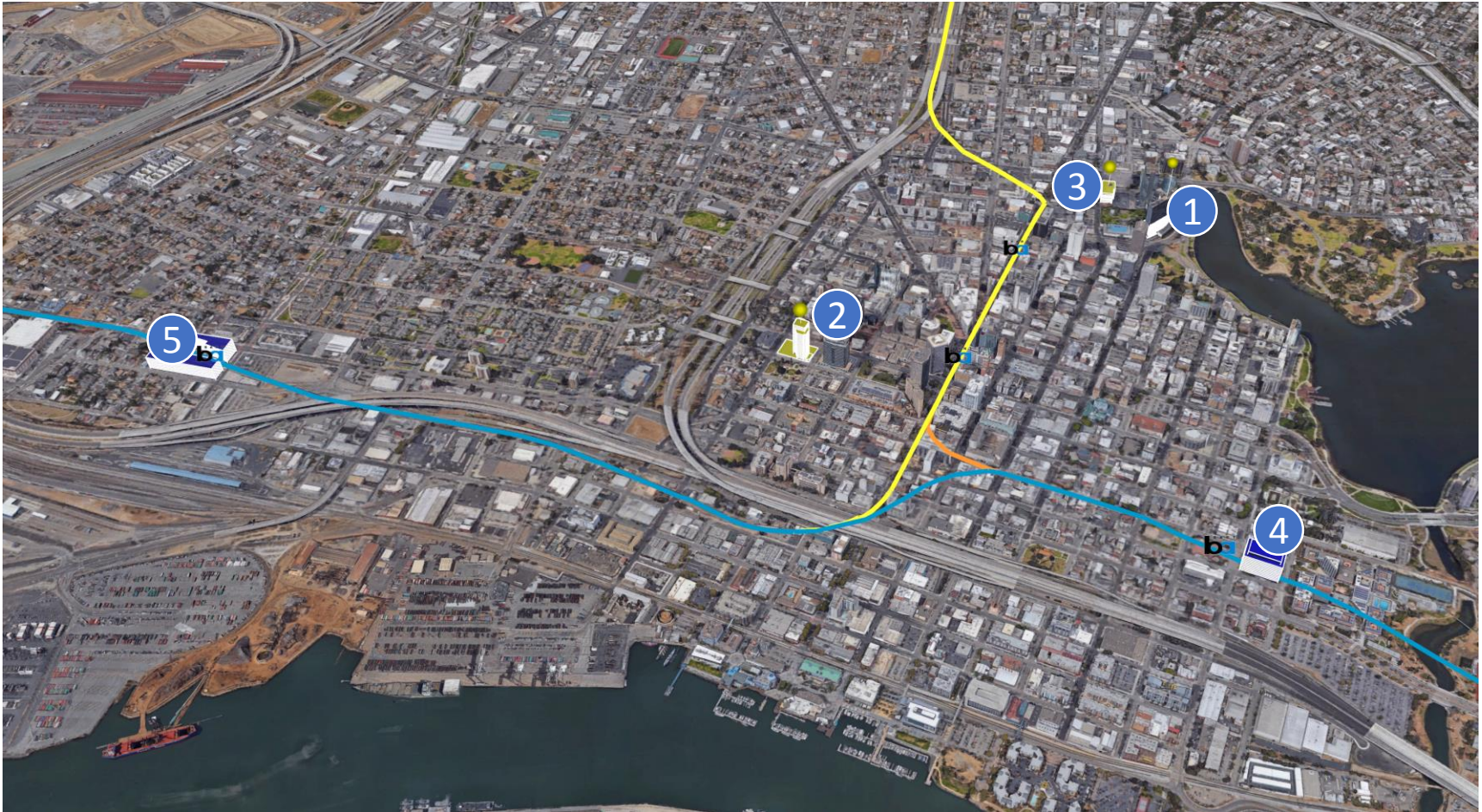
BART Headquarters - RFP

- Posted RFP publicly and sent to all viable relocation options/developers
- RFP Criteria
 - +/- 250,000 RSF
 - Option to purchase
 - 10-15 year lease term
 - Ability to accommodate BART Board Room
 - Proximity to local amenities and BART station





BART Headquarters - RFP



Legend

- 1 300 Lakeside
- 2 601 12th Street
- 3 2150 Webster
- 4 Lake Merritt Development
- 5 West Oakland Development



Summary of Alternatives



	300 Lakeside Drive	601 12th Street	2150 Webster	Lake Merritt Development	West Oakland Development
Landlord	Swig Company & Rockpoint Group	Shorenstein & Met Life	Lane Partners & Walton Street	Strada Investment Group & EBALDC	China Harbour Engineering Company & SUDA
Notes	Renew and downsize in lower half of the building	Relocate to new Class A tower near City Center	Relocate to fully renovated building. BART has the option to purchase the building	Relocate to build-to-suit at Lake Merritt BART station	Relocate to build-to-suit at West Oakland BART station
Delivery Timing	Now	Now	Now	Estimated 2025	Estimated 2022/2023
Premises Size	255,516 RSF	264,418 RSF	241,490 RSF	250,000 RSF	253,000 RSF
Board Room Location	Within premises on 2nd floor	Within premises on 2nd floor	Within premises on 1st floor	Within premises on 1st or 2nd floor	Within premises on 1st or 2nd floor
Parking	0.7 stalls per 1,000 RSF leased	0.7 stalls per 1,000 RSF leased split equally between the building garage and adjacent garage.	11 stalls. Landlord is working on lease for 100 stalls at nearby garage.	Estimated 75-150 stalls	Estimated 125-140 stalls.
Bike Parking	50 exclusive bike stalls	68 non-exclusive bike stalls	50-100 exclusive bike stalls	TBD	60-100 bike stalls



Questions & Discussion