

# City and County of San Francisco



**London Breed, Mayor**

# Human Services Agency

Department of Human Services  
Department of Disability and Aging Services  
Office of Early Care and Education

**Trent Rhorer, Executive Director**

San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244  
San Francisco, CA 94102-4689  
Phone: 415.554.7719 | Fax: (415) 554-5163  
E-mail: [Board.of.Supervisors@sfgov.org](mailto:Board.of.Supervisors@sfgov.org)

Dear Honorable Members of the San Francisco Board of Supervisors,

On October 23, 2019, the Board approved the emergency declaration for the HVAC system at 1235 Mission Street, which included a request for reporting on the below items (File 19-0808). This letter includes the information requested.

File No. 19-0808

*FURTHER RESOLVED, That the Board of Supervisors requests a report from the Human Services Agency no later than January 2, 2020 on (a) upgrades to building systems performed at 1235 Mission Street under the terms of the 2014 lease, including City and SFUSD costs for these upgrades, (b) other potentially necessary upgrades and associated costs for the electrical, plumbing, and other systems during the term of the lease, (c) building inspection protocols and building inspections made prior to entering into the 2014 lease including anticipated costs, and (d) an itemized account \$6 million spent on tenant improvements under the 2014 lease.*

As of December 2019, work performed by SFUSD under the 2014 lease includes:

1. Replacement of handrails with ADA compliant handrails, in east and west stairwells.
  - a. Cost: \$200,000
2. Roof resurfacing and restoration.
  - a. Cost: \$806,000
3. Water proofing repairs – sidewalk and roof.
  - a. Cost: \$30,000

Repairs in progress:

4. Fire and life safety system
  - a. Cost: \$750,000
5. Elevator #3 overhaul
  - a. Cost: \$250,000

- Subtotal of work completed and in progress: \$2,036,000
- Soft costs (project management, architectural, consulting): \$1,067,240
- Total: \$3,103,240
- Contingency available (estimated): \$396,760

As of December 2019, work performed by SFHSA under the 2014 lease includes:

1. Lobby remodel
  - a. Cost: \$1,300,000
2. ADA
  - a. Cost: \$52,243
3. Electrical
  - a. Cost: \$195,405
4. HVAC
  - a. Cost: \$65,773
5. Interior (basement, distribution, and interview area remodel)
  - a. Cost: \$682,713
6. Plumbing
  - a. Cost: \$49,858

Work in progress:

7. HVAC - chiller and supply fan replacement
  - a. Cost: \$1,013,548
8. Elevator #1 replacement
  - a. Cost: \$475,000
9. Interior – 4<sup>th</sup> floor remodel
  - a. Cost: \$650,000

Grand total of SFHSA work completed and in progress: \$4,484,541

Other potential upgrades, necessary to operation of the building include:

1. Elevator #2 & #4 replacement
  - a. Estimated cost: \$978,500
2. Window replacement and thermal/moisture protection
  - a. Estimated cost: \$412,844

The remaining SFUSD contingency (~\$396,000) will be used to replace windows and improve the building's thermal performance. The work will be conducted by SFHSA and Public Works. The remaining items related to elevators will be addressed in the capital planning process, or during the lease renewal process with SFUSD.

Documents related to building inspection protocols and building inspections made prior to the 2014 lease were not found. However, language in the lease agreement focuses on the aforementioned work, but the pricing to perform such work is insufficient. To mitigate the risk of this happening in the future, SFHSA will require a Capital Needs Assessment (CNA) by a third party to identify the building systems in need of attention and the costs of capital needs over the term of the lease agreement.

Attached is an itemized accounting of dollars expensed by SFUSD (Appendix A) and SFHSA (Appendix B), respectively.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



12-31-19

Robert "R.E." Walsh  
Director of Facilities and Operations  
Human Services Agency  
City and County of San Francisco

DATE

ATTACHMENTS: Appendix A, Appendix B, Appendix B-1, Appendix B-2

CC: Severin Campbell (BUD), Jeremy Spitz (DPW), Trent Rhorer (HSA)

# Appendix A

## 1235 MISSION STREET PROJECT SUMMARY REPORT

PROJECT START: JULY 01, 2014  
 PROJECT STATUS AS OF: February 28, 2019 SFUSD Financial Reporting  
 PROJECT -- 11860

COST TYPE	SCOPE	VENDOR NAME	% OF TOTAL NOTES				
			A CURRENT CONTRACT EST	B TOTAL PAID	C = B/A % PAID OUT	D TOTAL FORECAST AS OF 12/31/18	E = D-A FORECAST DIFF
<b>SOURCES OF FUNDS</b>							
	SFUSD		\$ 3,500,000		58%		
	SFHSA		\$ 2,500,000		42%		
			\$ 6,000,000		100%		
	Less SFHSA lobby credit		\$ 1,000,000				Per lease of 7/1/14
	Less SFHSA future interior upgrade		\$ 1,500,000				Per accommodation with SFHSA
	Net CAPEX funds for Scope 1-5 work		\$ 3,500,000				Available funds for building improvements
<b>HARD COSTS</b>							
	SCOPE 1 - STAIRWELLS	Pionic	\$193,800	\$184,110	95%	\$200,000	(\$6,200) CO for add painting pending
	SCOPE 2 - BLDG 2 ROOF	Andy's Roofing Company Inc.	\$306,529	\$270,071	88%	\$336,529	(\$30,000) Work 98% complete
	SCOPE 3 - BLDG 1 & 3 ROOFS	Andy's Roofing Company Inc.	\$469,463	\$436,179	93%	\$470,000	(\$537) Work 98% complete
	SCOPE 3.1 - ROOF & SIDEWALK PREVENT. MAINT.	Pioneer	\$45,000	\$29,054	65%	\$30,000	\$15,000 Work 100% complete
	SCOPE 4 - FIRE-ALIVE SAFETY SYSTEM	TBD	\$750,000	\$0	0%	\$750,000	\$0 JCI bidg audit 100% complete
	SCOPE 5 - ELEVATORS	TBD	\$250,000	\$0	0%	\$250,000	\$0 Eie #2 proposal @ \$140,000
	<b>HARD COST SUBTOTAL</b>		<b>\$2,014,792</b>	<b>\$919,414</b>	<b>45.6%</b>	<b>\$2,036,529</b>	<b>(\$21,737)</b>
<b>SOFT COSTS</b>							
	ARCHITECTURE+ENGINEERING	William Duff Architects	\$783,930	\$747,980	95%	\$795,000	(\$11,070) Includes JCI FA design
	PROJECT MANAGEMENT + ASSET ADVISOR	David Gould & Associates	\$174,000	\$153,475	88%	\$185,000	(\$11,000)
	ALTA CIVIL ENGINEER	Slooten Consulting Inc	\$3,400	\$3,400	100%	\$3,400	\$0 Complete no new work
	HVAC CONSULTANT	Gayner Engineers Inc	\$34,800	\$24,040	69%	\$19,840	\$14,960 Complete no new work
	ELECTRICAL CONSULTANT	Paganini Electric Corp	\$45,865	\$45,865	100%	\$45,865	\$0 Complete no new work
	HAZMAT CONSULTANT	Millennium Consulting Services	\$19,995	\$35,893	180%	\$50,000	(\$30,005) Add work for scope 4
	DOCUMENT PRINTING SERVICES	ARC	\$5,000	\$5,633	113%	\$7,500	(\$2,500)
	DELIVERY SERVICES	ON TRAC	\$250	\$33	13%	\$250	\$0
	<b>SOFT COST SUBTOTAL</b>		<b>\$1,067,240</b>	<b>\$1,016,319</b>	<b>95%</b>	<b>\$1,106,855</b>	<b>(\$39,615)</b>
<b>TOTAL PROJECT SOFT AND HARD COST PLAN</b>							
	RESERVE-CONTINGENCY FUNDS (NET CAPEX FUNDS - TOTAL CONTRACT)		\$3,082,032	\$1,935,733	63%	\$3,143,384	(\$61,352)
	FORECAST RESIDUAL FUNDS (NET CAPEX FUNDS - TOTAL FORECAST)				10%	\$356,616	
Project # 11860							

## Appendix B

Breakdown of work performed at 1235 Mission Street by DPW Bureau of Building Repair (BBR) for Human Services Agency (HSA)

Project	SO	SO_Desc	Total Cost	Created Date	SUMMARY
ADA	998911	HSA 1235 Mission St. Bathroom/Hallway door ADA upgrade	\$16,507.81	9/26/2018	ADA \$52,243.36
ADA	912961	HSA - Handicap Door for 1235 Mission PAES Client Entrance	\$6,602.37	5/10/2018	Electrical \$195,405.06
ADA	806903	HSA - ADA signs and Electrical Permits for 1235 Mission - Basement	\$12,702.76	10/24/2017	HVAC \$65,773.89
ADA	684107	HSA- ADA Upgrade Employee Entrance Doors on Mission St.	\$16,430.42	3/9/2017	Interior \$682,713.06
Electrical	918918	HSA: Electrical work for 1235	\$21,307.81	5/21/2018	Plumbing \$49,858.42
Electrical	913470	HSA: Electrical work for 1235	\$36,531.23	5/11/2018	
Electrical	856837	HSA: 1235 Mission: add resistors to Dim LED Basement lights	\$26,467.25	1/30/2018	
Electrical	835364	HSA - Emergency Lights for whole building	\$84,900.88	12/19/2017	
Electrical	817807	HSA: 1235-B Install 1 new 20amp breaker and Sea. 20amp breaker for spare	\$2,533.74	11/14/2017	
Electrical	812168	HSA - Inspect and repair the Emergency Overhead Lights throughout the building	\$4,583.42	11/3/2017	
Electrical	800136	HSA: AC Outlets in Telecom Rooms	\$8,547.19	10/12/2017	
Electrical	796640	HSA: 1235 Mission: Clean Up Existing Electrical	\$10,533.54	10/5/2017	
HVAC	837051	HSA: Run additional electrical (120V, 30amp) on roof for Boiler	\$4,211.08	12/22/2017	
HVAC	784867	HSA: Condensate Drain Survey	\$9,045.83	9/15/2017	
HVAC	780276	HSA - Chill water piping throughout the building - (see comments)	\$36,014.78	9/8/2017	
HVAC	750219	HSA-Distribution Basement - Replace the exhaust fan motor	\$16,502.20	7/25/2017	
Interior	530792	HSA 1235 Mission Basement Remodel Phase 1	\$247,573.35	6/1/2016	
Interior	675319	HSA: Enclose the kitchen by adding a new wall / look at HVAC affected by wall	\$25,856.41	2/15/2017	
Interior	1012163	HSA - Paint walls in Distribution Silver Lining 2119-60 & Titanic Rose 2092-50	\$7,758.69	10/19/2018	
Interior	1036640	HSA: 1235 Mission Basement Breakroom: Install Exhaust Fan into Women's RR	\$2,103.08	12/5/2018	
Interior	1031952	HSA - Tape & paint ceiling between 2 doors from Distribution office to counter	\$760.02	11/26/2018	
Interior	971248	HSA-Carpet and Paint for Interview area on 1st Floor CO#1 Complete Project on OT	\$49,172.02	8/13/2018	
Interior	908990	HSA: connect the power whip of cubicle B-14, B-15, B-33 to B-37 to an outlet	\$11,670.76	5/3/2018	
Interior	902796	HSA - Patch and Paint Room	\$3,271.61	4/23/2018	
Interior	872632	HSA: Replace carpet on both set of stairs coming from the roof to the Basement	\$33,832.60	2/28/2018	
Interior	871999	HSA-Renovate breakroom at 1235 Mission - Basement (B-F)	\$74,892.25	2/27/2018	
Interior	865968	HSA - Abate sheetrock	\$4,174.05	2/13/2018	
Interior	852159	HSA: Carpet for Basement - Lactation Room	\$4,583.23	1/22/2018	
Interior	835363	HSA-Carpet and Paint for Interview area on 1st Floor	\$170,995.69	12/19/2017	
Interior	828348	HSA - Replace the emergency exit door on Minna St - ground floor	\$11,018.61	12/5/2017	
Interior	720627	HSA: 1235 Mission Basement Remodel - HVAC, Touch-up Paint & Emergency Lights	\$21,609.71	5/31/2017	
Interior	715356	HSA: 1235 Mission Basement Repair Duct Work/HVAC per RE/A/ffie	\$13,440.98	5/17/2017	
Plumbing	954860	HSA - 1235 Mission Sump Pump	\$9,699.73	7/19/2018	
Plumbing	800147	HSA: 1235 Mission: Sewage ejector pump replacement	\$40,158.69	10/12/2017	
<b>2019 CMMS Report (DPW/BBR)</b>			<b>\$1,045,993.79</b>		

SUMMARY	
ADA	\$52,243.36
Electrical	\$195,405.06
HVAC	\$65,773.89
Interior	\$682,713.06
Plumbing	\$49,858.42
<b>\$1,045,993.79</b>	

APPENDIX B-1

**EXHIBIT D**

**LOBBY WORK SCHEDULE AND BUDGET**

(See Attached)

## **1235 Mission Lobby Remodel Septmber 2013 thru October 2014**

### **Project Budget**

#### **William Duff Arch**

architectural fees, Drawings, permits, Job oversite.

#### **KLW Construction**

Demo phase 1,2,3 and abatement

Build pony walls & temporary walls

Build concrete ramp in back area

Concrete floor stain

Electrical work

Plumbing work

HVAC work

Store Front window assembly(estimate)

Toilet Partitons

Painting

Tile work for bathrooms

Exterior Manual Roll up door

Ceiling Accoustical treatment

Profit/Overhead 15%

Sound system, security door locks, video monitors, lobby furnishings by Human Services Agency

5/15/2014

\$ 1,300,000.00

\$ 134,303.74

\$ 921,725.00

\$ 76,000.00

\$ 52,000.00

\$ 42,000.00

\$ 61,500.00

\$ 75,000.00

\$ 85,000.00

\$ 145,000.00

\$ 45,000.00

\$ 22,000.00

\$ 78,000.00

\$ 80,000.00

\$ 22,000.00

\$ 18,000.00

\$ 120,225.00

\$ 243,971.00



## 1235 Mission Street Lobby Remodel Project Schedule

<u>Month</u>	<u>Task</u>	<u>Lead</u>
September-13*	Demolition	KLW
October-13*	Remediation of floor HazMat	KLW
October-13*	Build pony walls rough framing	KLW
November-13*	Concrete work new ADA ramp	KLW
December-13*	Electrical mods/data wiring	KLW/DT
January-14*	Prep Floors for Staining/Paint overhead	KLW
February-14*	Storefront entrance Minna Street overhead lighting	KLW
March-14*	Metal sheathing /granite work	KLW
April-14*	waiting Planning for Minna St exit	Dept of Planning
May-14*	Finish service counters/final finish roll-up door/install phones/modular furnishings/lobby furniture	KLW
June-14*	Phase 1 Lobby open to public	KLW/HAS
July-14*	Phase 2 lobby demo and build out	KLW
August-14*	Painting and flooring	KLW
September-14*	Restrooms	KLW
October -14*	Furnishings/Final Inspections Open to Public	KLW

**Completion Date****STATUS**

14-Oct-13	Complete
6-Nov-13	Complete
30-Nov-13	Complete
10-Dec-13	Complete
18-Jan-14	Complete
7-Feb-14	Complete
27-Feb-14	Complete
17-Mar-14	Complete
22-Apr-14	Complete
23-May-14	Complete
16-Jun-14	On-Sched
24-Jul-14	
18-Aug-14	
10-Sep-14	
15-Oct-14	

City and County of San Francisco



(415) 554-8200

(415) 554-8218

http://sfdpw.org

Edwin M. Lee, Mayor  
Mohammed Nuru, Director

**Department of Public Works**  
**PROJECT CONTROLS & SERVICES**  
1680 Mission Street, S.F., CA 94103  
MAURICE WILLIAMS

**Contract Service Order Request**

- New Service Order       Modify an Existing Service Order

Date: 04/08/2016

**Service Order Information**

Master Agreement: 182871 - Job Order Contract No. J23 General Building Services (Rebid)  
 Service Order No.: J23-12      DPW Order No.: 182871  
 Project Title: 1235 Mission Street Boilers  
 Consultant: Angotti & Reilly, Inc.  
 Consultant Contact: James Reilly      Consultant Contact Email: jimreilly@angotti-reilly.com  
 Requesting Dept.: DEPARTMENT OF HUMAN SERVICES  
 PM Contact: Jason Chin      PM Contact Email: Jason.Chin@sfdpw.org  
 DPW Contact: Joel Uchi      DPW Contact Email: Joel.Uchi@sfdpw.org  
 DPW Contact Phone No.: (415) 558-4686

**Task Detailed Information**

- Hazmat/Construction: Requires 3 Bids       3 Bid Solicitation (Sec 6.63)

**Task Description:** (All work under this task to be performed in accordance with all terms under the Master Agreement)  
 Remove and replace two existing rooftop boilers. Install two new "Laars" type outdoor boilers including all water piping, electrical, gas piping, controls and associated work.

Refer to Final Scope of Work, dated 03/09/2016.

Description	This Request	Previous/Original	Total (As-Modified)
Task Estimate \$ (NTE):	\$178,316.64	\$0.00	\$178,316.64
Duration:	45 calendar days	0 calendar days	45 calendar days