

SamTrans' HQ March Update



March Agenda

- ◆ Project Scope
- ◆ Project Budget
- ◆ Project Schedule & Milestones
- ◆ Project Updates through February 2025
- ◆ Upcoming Activities through March 2025
- ◆ Risk Register
- ◆ Anticipated Board Approvals

Project Scope

SamTrans is transforming approximately **157,000 square feet** across three floors at the **Gateway at Millbrae Station** into a modern headquarters.

The buildout includes **office space, Public Hearing Room**, conference and training rooms, specialized areas for **Redi-Wheels** and **Transit Police**, and upgraded amenities such as break rooms, wellness spaces, and market ready suites. With integrated **security, audio-visual** and **branding** elements, the new facility will support a dynamic work environment while enhancing operational capabilities.

Project Budget

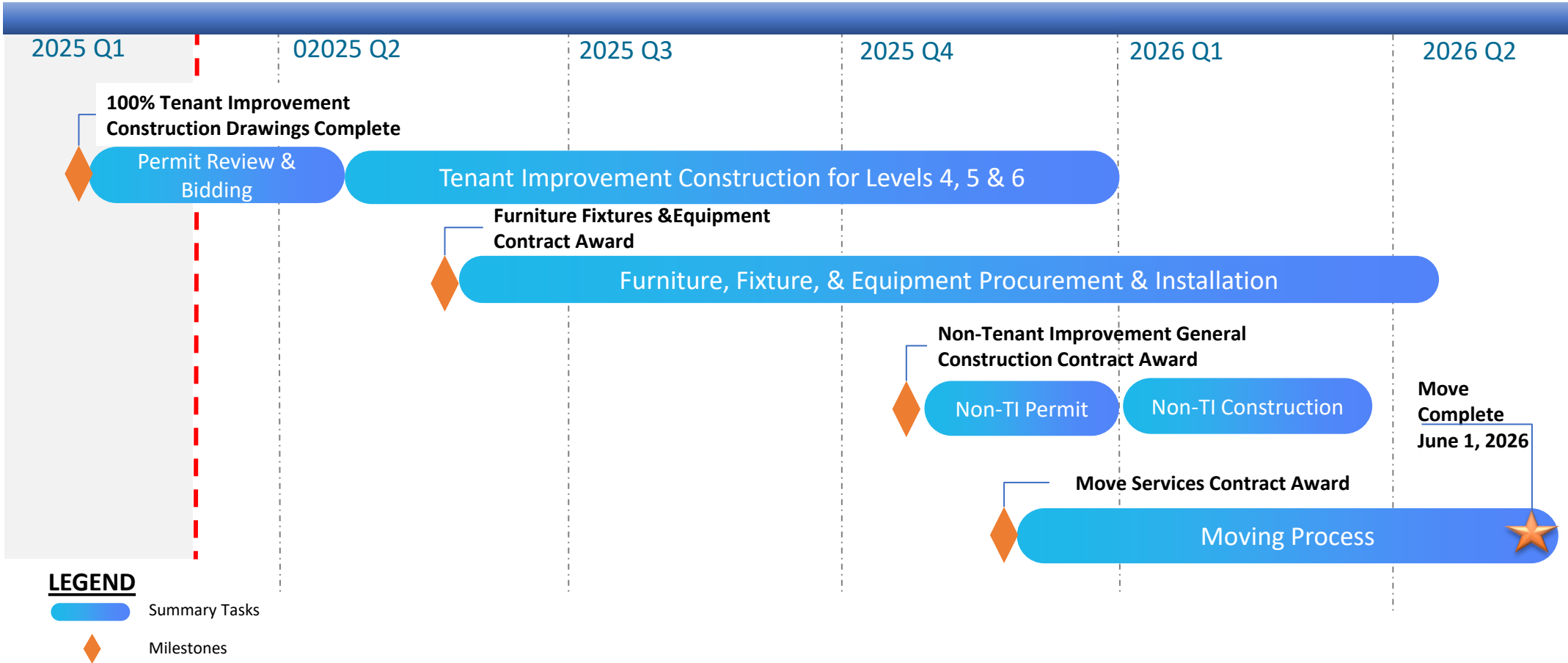
- ◆ Tenant Improvements Budget: \$48,320,294
 1. \$36.8M allowance provided by Owner/Landlord as part of the \$126 M building purchase price
 2. \$11.5M by SamTrans approved by the Board in December 2024
- ◆ Non-Tenant Improvement Budget: \$26.1M

Total Budget Approved: \$74.4M

Committed / Percent Complete

Category/Item	Budget (in 1000 of \$)		Expended + Committed %
	Approved	Expended + Committed	
Tenant Improvement (TI)	48,320	0	0.00%
Non-TI, Furniture, Fixtures, & Equipment (FF&E), and Auxiliary Equipment	9,380	374	3.98%
Non-TI, Information, Communications, & Technology (ICT), Data Servers, and Building Management System	6,794	252	5.5%
Non-TI, Parking Garage Fencing, EV Charging, Ticket Booth & Fare Storage, and Owner Paid Permit Fees	1,735	0	0.00%
Non-TI, Moving Services, Move Management, Digitization, Equipment & Furniture Disposal, and Document Disposal	1,793	0	0.00%
Non-TI, Project Management, Construction Management, Change Management, Procurement, and Legal Services	3,790	837	22.09%
Non-TI, Architectural & Engineering Design	2,625	2,171	82.7%
Total	74,437	3,634	4.88%

Project Schedule



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Project Updates through February 2025

- General Contractor Reviewing Subcontractor Bids
- Owner/Landlord and SamTrans Reviewing and Approving Construction Drawings
- City of Millbrae provided comments. Design team is generating response.
- Furniture Designer Finalizing Furniture, Fixture, and Equipment Specifications
- SamTrans Architect Developing Drawings for Non-Tenant Improvement Work

Upcoming Activities through March 2025

- ◆ Owner/Landlord and SamTrans Reviewing and Approving Pricing Schedule / GC's Guaranteed Maximum Price
- ◆ Owner/Landlord and SamTrans Reviewing items that are candidates for early release to mitigate pricing risks
- ◆ Soliciting through a COOP Agreement the Furniture, Fixture, Equipment and Services to obtain best value and pricing
- ◆ SamTrans Architect Developing Drawings for Non-Tenant Improvement Work

Risk Register: Key Items

Risk	Mitigation
Budget and Schedule: Landlord issues a Pricing Schedule that SamTrans cannot agree to, causing multiple review periods and potential delay in release of the Contractor	Transparent communication with the Landlord regarding the level of design SamTrans deems necessary for developing the Pricing Schedule. The General Contractor is collaborating with bidders to assess current market conditions. The project team will also explore opportunities for early release of specified scope to mitigate potential price increases.
Schedule: City of Millbrae requires more than two additional rounds of drawing review to obtain permit.	City of Millbrae has completed their most recent review cycle of the Drawings. The Architect will hold another meeting with the City upon next resubmission. The project schedule allocates one more submission to the City.
Schedule & Budget: Delayed Comments from SMEs to design	Having SME's review Design Drawings at milestones and conduct 1:1s with each of them to extract comments known to date. Meetings between drawing issuances with SMEs & Form 4, as needed

Critical Issues

Critical Issues	Status
Budget and Schedule: Landlord will not carry non-TI contractors on behalf of SamTrans (ie. Communications/Cabling, Signage & Branding)	SamTrans is going through C&P to procure trades needed to complete work outside Landlord's responsibilities.
Budget: Skyline's pricing to 100%CDs may come in higher than originally budgeted	Landlord has submitted Pricing Schedule to SamTrans. The initial assessment shows the pricing within budget. SamTrans currently reviewing for approval.

Anticipated Board Approvals

- ◆ May 2025: Furniture, Fixtures, & Equipment Contract
- ◆ October 2025: Non-Tenant Improvement General Construction
- ◆ November 2025: Move Service Contract
- ◆ Early Fall 2025: Lease Addendum for Rooftop Antenna
- ◆ TBD: Off-Site Agency Vehicle Parking
- ◆ TBD: Caltrain Lease
- ◆ TBD: Leasing of Market Ready Suites
- ◆ TBD: Leasing of Retail Spaces