

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
2223 E. WELLINGTON AVENUE, SUITE 100
SANTA ANA, CALIFORNIA 92701**

**BUILDING COMMITTEE MEETING
Tuesday, January 31, 2023
12:00 p.m.**

MEETING LOCATIONS

**THE CITY OF LAGUNA NIGUEL CITY HALL
30111 CROWN VALLEY PARKWAY, LAGUNA NIGUEL, CA 92677**

**THE CITY OF NEWPORT BEACH CIVIC CENTER
100 CIVIC CENTER DRIVE, NEWPORT BEACH, CA 92660**

**OCERS HEADQUARTERS
2223 E. WELLINGTON AVENUE, SUITE 100, SANTA ANA, CA 92701**

MEMBERS OF THE COMMITTEE

Wayne Lindholm, Chair
Chris Prevatt, Vice Chair
Arthur Hidalgo
Jeremy Vallone

Pursuant to Assembly Bill 361, signed into law on September 16, 2021 as urgency legislation; Governor Newsom's Proclamation of a State of Emergency on March 4, 2020, which Proclamation is still in effect; and Board of Retirement Resolution 2023-01, portions of this meeting will be conducted by video/teleconference, in compliance with Government Code section 54953 as amended by Assembly Bill 361.

This meeting will begin with the Committee touring the two locations listed above and below. Members of the public are invited to accompany the Committee members on the tours, but must provide their own transportation. Zoom will NOT be provided for this portion of the meeting; and no action will be taken during this portion of the meeting.

At the conclusion of the tours, the meeting of the Committee will continue at the OCERS Headquarters Building. Members of the public who wish to observe and/or participate in this portion of the meeting may do so starting at 2:30 p.m. or at the end of the tours, whichever is later (1) from the OCERS Boardroom or (2) via the Zoom app or telephone from any location. Members of the public who wish to provide comment during this portion of the meeting may do so by "raising your hand" in the Zoom app, or if joining by telephone, by pressing * 9 on your telephone keypad.

OCERS Zoom Video/Teleconference Information	
<p>Join Using the Zoom App (Video & Audio)</p> <p>https://ocers.zoom.us/j/87821206386</p> <p>Meeting ID: 878 2120 6386 Passcode: 181705</p> <p>Go to https://www.zoom.us/download to download Zoom app before meeting. Go to https://zoom.us to connect online using any browser.</p>	<p>Join by Telephone (Audio Only)</p> <p>Dial by your location</p> <ul style="list-style-type: none"> +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 929 436 2866 US (New York) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago) <p>Meeting ID: 878 2120 6386 Passcode: 181705</p>

OPEN SESSION

NOTICE IS HEREBY GIVEN that the OCERS Building Committee will tour the two locations listed above and below, starting at 12:00 pm on January 31, 2023, at the City of Laguna Niguel City Hall (30111 Crown Valley Parkway, Laguna Niguel, CA 92677).

Members of the public are invited to accompany the Committee members on the tours but must provide their own transportation. After touring the two locations, the Committee will continue its meeting at the OCERS Headquarters Building.

ZOOM WILL BE AVAILABLE ONLY FOR THE PORTION OF THE MEETING HELD AT OCERS HEADQUARTERS. THE ZOOM MEETING ROOM WILL BE OPEN AT THE END OF THE TOURS OR 2:30 P.M., WHICHEVER IS LATER.

AGENDA

- 1. TOUR AND DISCUSSION
 CITY OF LAGUNA NIGUEL CITY HALL
 30111 CROWN VALLEY PARKWAY, LAGUNA NIGUEL, CA 92677**

- 2. TOUR AND DISCUSSION
 CITY OF NEWPORT BEACH CIVIC CENTER
 100 CIVIC CENTER DRIVE, NEWPORT BEACH, CA 92660**

- 3. OCERS HEADQUARTERS
 2223 E. WELLINGTON AVENUE, SUITE 100, SANTA ANA, CALIFORNIA 92701**

- 4. ROLL CALL AND CALL TO ORDER**

- 5. PUBLIC COMMENT**

At this time, members of the public may comment on (1) matters not included on the agenda, provided that the matter is within the subject matter jurisdiction of the Board; and (2) any matter appearing on the Consent Agenda. Members of the public who wish to provide comment at this time may do so by “raising your hand” in the Zoom app, or if joining by telephone, by pressing * 9 on your telephone keypad. Persons attending the

meeting in person and wishing to provide comment at this time should fill out a speaker card located at the back of the Boardroom and deposit it in the Recording Secretary’s box located near the back counter. When addressing the Board, please state your name for the record prior to providing your comments. Speakers will be limited to three (3) minutes.

In addition, public comment on matters listed on this agenda will be taken at the time the item is addressed.

CONSENT AGENDA

All matters on the Consent Agenda are to be approved by one action unless a Committee member requests separate action on a specific item.

C-1 BOARD MEETING MINUTES

Building Committee Meeting Minutes

November 29, 2022

Recommendation: Approve minutes.

ACTION ITEMS

A-1 INDIVIDUAL ACTION ON ANY ITEM TRAILED FROM THE CONSENT AGENDA

A-2 PROCUREMENT PROCESS FOR OWNER’S REPRESENTATIVE/PROGRAM MANAGER FOR OCERS HEADQUARTER PROJECT

Recommendation: Authorize Staff to issue a Request for Qualifications for the Owner’s Representative/Program Manager

INFORMATION ITEMS

Each of the following informational items will be presented to the Committee for discussion.

Presentations

I-1 PRELIMINARY DRAFT SCHEDULE FOR THE HEADQUARTERS PROJECT

Presentation by Fong Tse, OCERS’ Senior Manager of Facilities and Operations Support Services

NOTICE OF NEXT MEETINGS

**AUDIT COMMITTEE MEETING
February 14, 2023
9:30 A.M.**

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
2223 E. WELLINGTON AVENUE, SUITE 100, SANTA ANA, CA 92701**

DISABILITY COMMITTEE MEETING

February 21, 2023

8:30 A.M.

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
2223 E. WELLINGTON AVENUE, SUITE 100, SANTA ANA, CA 92701**

REGULAR BOARD MEETING

February 21, 2023

9:30 A.M.

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
2223 E. WELLINGTON AVENUE, SUITE 100, SANTA ANA, CA 92701**

INVESTMENT COMMITTEE MEETING

February 22, 2023

9:00 A.M.

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
2223 E. WELLINGTON AVENUE, SUITE 100, SANTA ANA, CA 92701**

AVAILABILITY OF AGENDA MATERIALS - Documents and other materials that are non-exempt public records distributed to all or a majority of the members of the OCERS Board or Committee of the Board in connection with a matter subject to discussion or consideration at an open meeting of the Board or Committee of the Board are available at the OCERS' website: <https://www.ocers.org/board-committee-meetings>. If such materials are distributed to members of the Board or Committee of the Board less than 72 hours prior to the meeting, they will be made available on the OCERS' website at the same time as they are distributed to the Board or Committee members. Non-exempt materials distributed during an open meeting of the Board or Committee of the Board will be made available on the OCERS' website as soon as practicable and will be available promptly upon request.

It is OCERS' intention to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or participant at this meeting, you will need any special assistance beyond that normally provided, OCERS will attempt to accommodate your needs in a reasonable manner. Please contact OCERS via email at adminsupport@ocers.org or call 714-558-6200 as soon as possible prior to the meeting to tell us about your needs and to determine if accommodation is feasible. We would appreciate at least 48 hours' notice, if possible. Please also advise us if you plan to attend meetings on a regular basis.

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
BOARD OF RETIREMENT
2223 E. WELLINGTON AVENUE, SUITE 100
SANTA ANA, CALIFORNIA**

**BUILDING COMMITTEE MEETING
Tuesday, November 29, 2022
9:30 A.M.**

Members of the Committee

Wayne Lindholm, Chair
Chris Prevatt, Vice Chair
Charles Packard
Frank Eley

MINUTES

Chair Lindholm called the meeting to order at 9:30 a.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present: Wayne Lindholm, Chair; Chris Prevatt, Vice Chair; Charles Packard; Frank Eley

Also Present: Steve Delaney, Chief Executive Officer; Brenda Shott, Assistant CEO, Internal Operations; Anthony Beltran, Visual Technician; Carolyn Nih, Recording Secretary

Guests via Zoom: Fong Tse

CONSENT AGENDA

MOTION by Packard, **seconded** by Eley, to approve staff's recommendation on the following items on the Consent Agenda:

C-1 COMMITTEE MEETING MINUTES:

Building Committee Meeting Minutes	March 14, 2022
Special Building Committee Meeting Minutes	June 24, 2022
Building Committee Meeting Minutes	July 27, 2022

Recommendation: Approve minutes.

The motion passed **unanimously**, pursuant to a Roll Call vote, as follows:

Orange County Employees Retirement System
November 29, 2022
Building Committee Meeting – Minutes

AYES

NAYS

ABSTAIN

ABSENT

Mr. Eley
Mr. Packard
Mr. Prevatt
Chair Lindholm

ACTION ITEMS

None

INFORMATION ITEMS

I-1 UPDATE ON OCERS HEADQUARTERS PROJECT

Discussion by Brenda Shott, Assistant CEO, OCERS

WRITTEN REPORTS

None

COMMITTEE MEMBER/CEO/CONSULTANT/COMMENTS

Mr. Lindholm would like to tour Newport Beach and Laguna Niguel City Hall buildings.

Mr. Delaney thanked Mr. Tse for joining the meeting and providing insight and ideas for the new building.

STAFF

Ms. Shott will return to the Committee with a revised procurement and project delivery recommendation.

The meeting **ADJOURNED** at 11:01 a.m.

Submitted by:

Submitted by:

Approved by:

Brenda Shott
Staff Liaison to the Committee

Steve Delaney
Secretary to the Committee

Wayne Lindholm
Chair



Memorandum

DATE: January 31, 2023
TO: Members of the Building Committee
FROM: Brenda Shott, Assistant CEO Finance and Internal Operations
SUBJECT: **PROCUREMENT PROCESS FOR OWNERS' REPRESENTATIVE/PROGRAM MANAGER FOR OCERS HEADQUARTERS PROJECT**

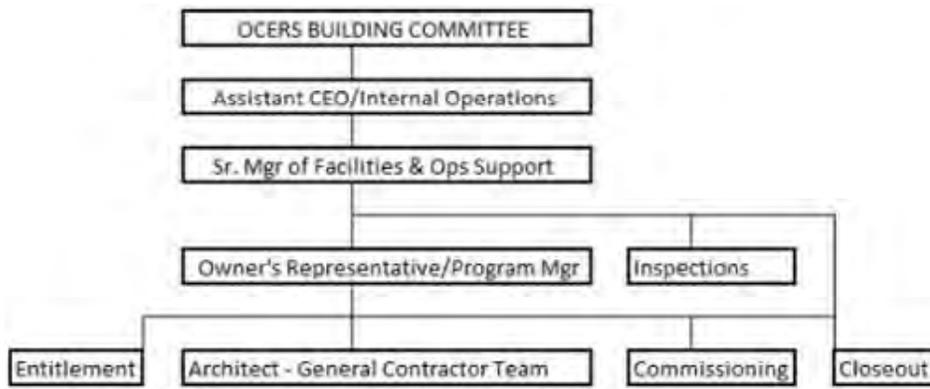
Recommendation

Authorize Staff to issue a Request For Qualifications (RFQ) to solicit and receive qualifications from professional firms desiring to be rated/qualified to submit proposals for consultant Owner's Representative/Program Manager work on the OCERS Headquarters Project.

Background/Discussion

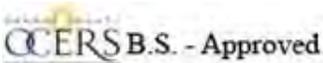
With our new Senior Manager of Facilities and Operations Support Services onboard, staff over the past couple months has met with the County of Orange and contacted a number of commercial architects and contractors to gauge the current and changing building construction environment. We also evaluated and made adjustments to the recommended project delivery approach based on the feedback received from the Committee during the November 29, 2022 Building Committee meeting

While there are a number of design/construction delivery approaches such as Design-Bid-Build, Design-Build, CM@R (Construction Manager at Risk) and others to choose from, our Organization's staffing level is not equipped to adequately handle the expected work volume that will be generated by this very large project. As such, it will be most effective in terms of cost, OCERS staffing, and multi-tasking to retain the services of a professional Owner's Representative/Program Manager (with its sub-consultants and sub-contractors) to handle and secure all City Planning/Building approvals and permits issuance; resolve design details and coordination between the architect and the general and sub-contractors; and Commission the facility to verify systems performance under the supervision and direction of our in-house Senior Manager of Facilities and Operations Support Services. The below Project Organizational Chart reflects such project setup.



With the Committee’s approval, staff intends to issue the RFQ (Draft attached) shortly via an electronic bulletin platform that sends automatic alerts to firms that have previously expressed interest in Owner’s Representative/Program Manager work. No more than five (5) of the top-rated firms will be invited around March/April to continue with the Request For Proposal process.

Submitted by:

 OCERS B.S. - Approved

Brenda Shott, CPA
Assistant CEO, Finance and Internal Operations

Owner's Representative/Program Manager Services for OCERS New Headquarters Building Project

Request for Qualifications (RFQ)

January 2023

Orange County Employees Retirement System (OCERS)

PO Box 1229

Santa Ana, CA 92702 USA

(714)-558-6200

<http://www.ocers.org>

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Section 1: Introduction

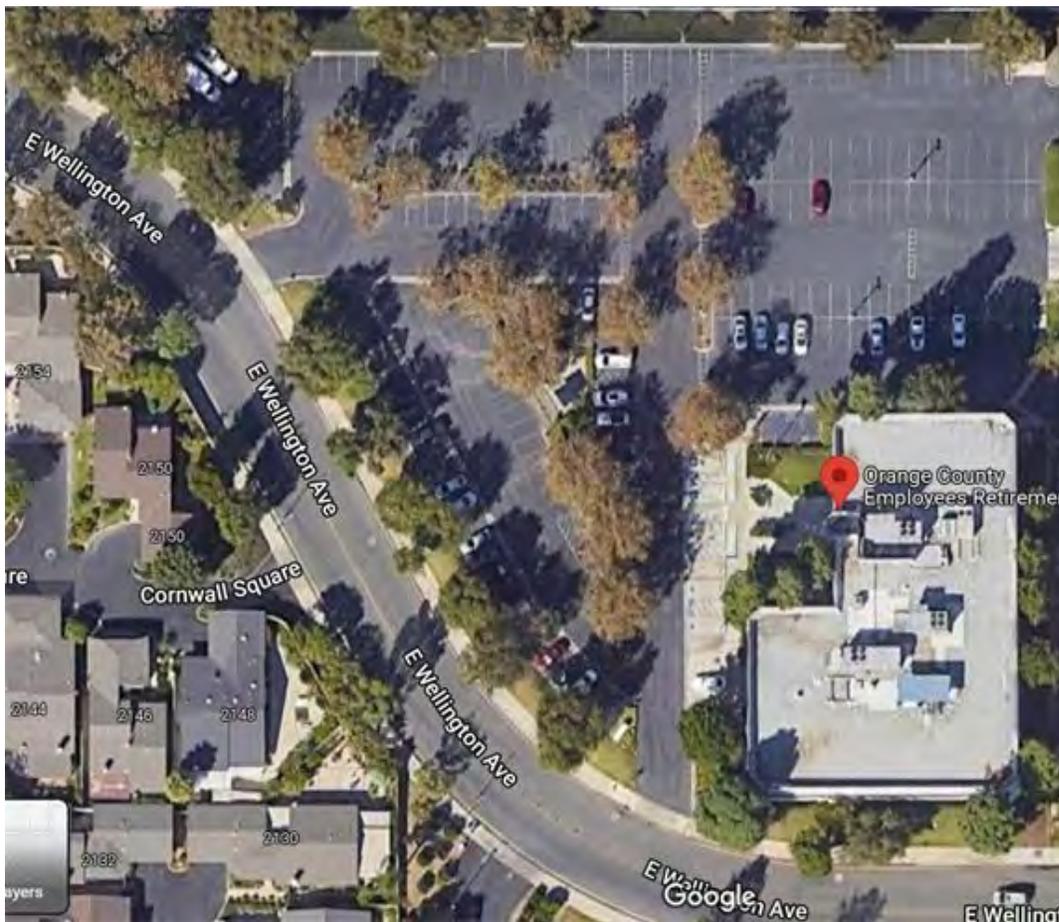
The Orange County Employees Retirement System (OCERS) was established in 1945 under the provisions of the County Employees Retirement Law of 1937 and provides its 50,000 active and retired members with retirement, disability, death, and cost-of-living benefits.

It is governed by a nine-member Board of Retirement (“Board”) which has plenary authority and fiduciary responsibility for the investment of money and administration of the retirement system. It operates as a cost-sharing multiple-employer defined benefit pension plan for thirteen active Orange County participating employers. The OCERS Chief Executive Officer is appointed by the Board to manage and be responsible for OCERS’ operations handled by its 100+ staff employees, consultants, and contractors.

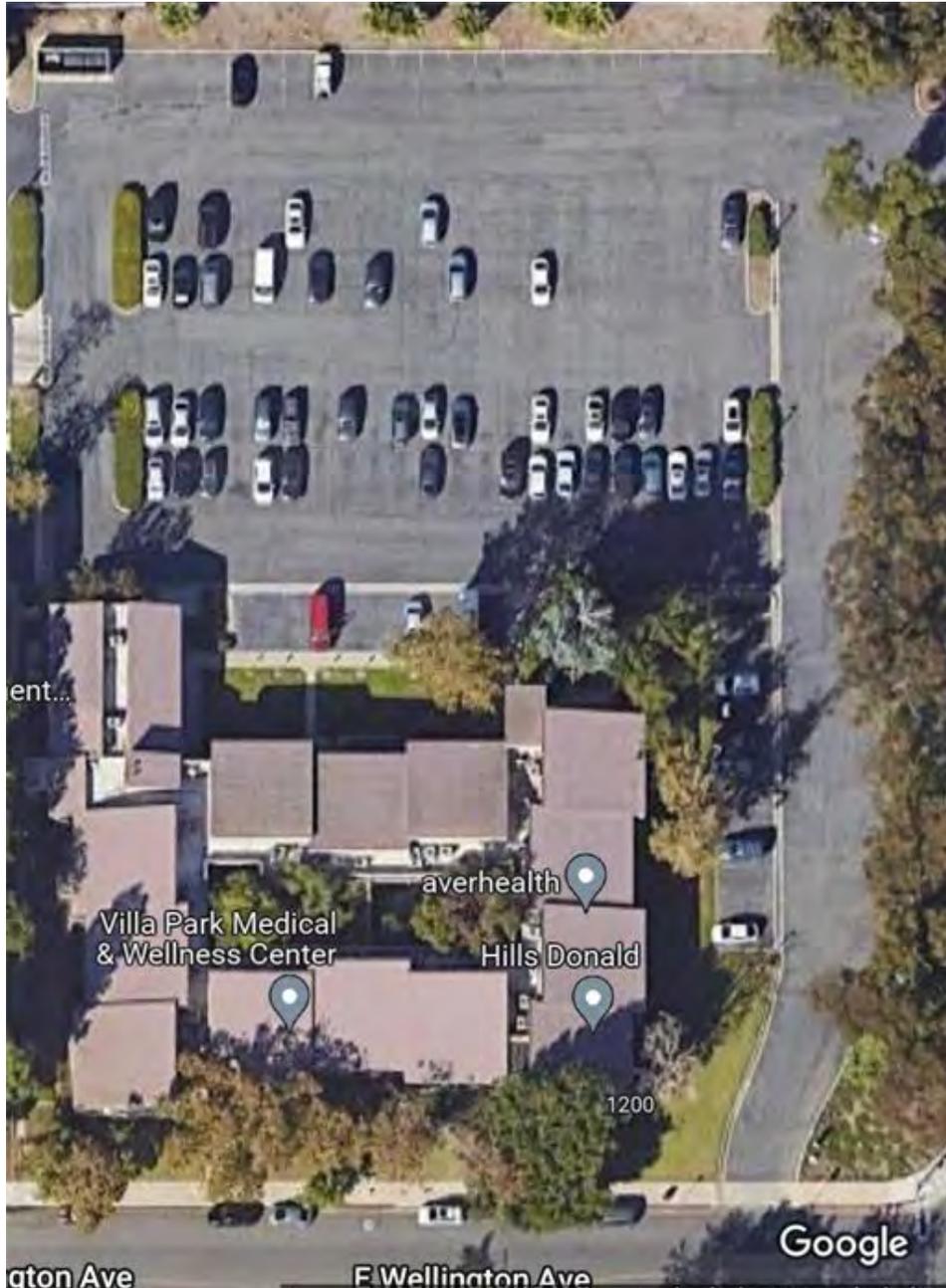
For additional information about OCERS, please refer to the OCERS website at ocers.org.

Section 2: Background

OCERS’ employees and operations are currently housed in its headquarters building at 2223 E. Wellington Avenue, Santa Ana, CA 92701. The site (Wellington Property) consists of a 3-story 50,000 SF office building that was built in 1979 on an irregular-shaped 2.92 acre parcel with ample surface parking.



OCERS, in February 2020, acquired the adjoining property located at 1200 N. Tustin Ave, Santa Ana, CA 92701 (Tustin Property) to the immediate east of the Wellington Property for future purposes. This property consists of a 30,000 SF 2-story medical office building on a 2.77 acre rectangular-shaped parcel with ample surface parking.



With OCERS' projected growth in employee count from its current 100 to a potential 150 within the next few years to meet the work demands from the continued membership increase, OCERS began its strategic planning to either expand the Wellington building or to construct a new HQ building on the Tustin Property (Project). Project planning paused during the Covid-19 pandemic.

The Project recently restarted with the decision to construct a new HQ building and therefore this RFQ.

Section 3: RFQ Purpose

The purpose of this RFQ is to invite and review/rate the SOQs received from firms interested in the upcoming Request For Proposals to retain Owner's Representative/PM (PM) Services to supplement OCERS' Engineering staff in the planning, entitling, designing, permitting, constructing, and commissioning a new Headquarters Building on the Tustin Property.

Section 4: Project Tasks

The selected PM will, directly and indirectly, provide all materials, labor, tools, equipment, and services, as well as the bidding, vetting, awarding, and managing sub-consultants and sub-contractors as required under a CM@R GMP contract with OCERS to complete the following tasks and activities:

- Siting,
- Space Needs Planning,
- Agency(ies) Entitlement Planning and Processing,
- Applying for and securing all environmental clearances and approvals,
- Permitting,
- Applying for and securing CEDA grants,
- Designing,
- Coordinating,
- Constructing,
- Sub-contracting,
- CM Services,
- Inspecting,
- Commissioning,
- LEED Verifying,
- Warranty, and
- Auditing the new Building and Site Improvements,

the:

- Planning,
- Permitting,
- Decommissioning,
- Demolishing, and
- Removing the existing "Tustin" medical office building, and

the:

- Coordinating and discussing with Verizon Wireless Communications on the disposition of their existing wireless communications tower on the Tustin Property.



Section 5: SOQ Contents

The SOQ shall, as a minimum, include the following:

- A maximum of 50 pages 1-sided, excluding covers.
- Font size no smaller than 12-point.
- Detail the Firm's main line of work.
- A minimum of four (4) projects completed within the last five (5) years of similar Use and size (60,000 SF to 100,000 SF).
- Detail each project's scope of work.
- Provide each project's building(s) square footage(s).
- Provide each project's pre-construction cost estimate vs the as-built final cost (to the nearest \$1M).
- Indicate each project's planned and actual milestone timelines.
- Indicate the Firm's level of expertise and success in preparing environmental documents and securing their clearances and approvals from Local and State agencies.
- Indicate the Firm's Entitlement experiences.
- Indicate the Firm's resources and staff that could be assigned to Project.

Section 6: SOQ Submittal Instructions and Questions

The firms wishing to be considered for qualification to continue onto the RFP phase shall submit their SOQ in electronic format to OCERS via PlanetBids by **8:00 PM PST, Saturday, February 25, 2023**, and deliver three (3) hard paper copies to:

Fong Tse
OCERS Facilities and Operations Support Services
PO Box 1229
Santa Ana, CA 92702

All questions and/or comments regarding this SOQ shall be submitted to OCERS via PlanetBids by **12:00 PM (Noon) PST, Friday, February 10, 2023**, to Fong Tse, Senior Manager of Facilities and Operations Support Services.

OCERS will strive to respond to all questions and comments received through PlanetBids no later than 5:00 PM PST on Wednesday, February 15, 2023.

In the event that the received questions and/or comments warrant a submittal deadline extension, OCERS will issue an addendum indicating such time extension by 5:00 PM PST, Thursday, February 23, 2023.

Section 7: SOQ Review Process

All SOQs will be reviewed and rated through the QBS (Quality Based Selection) process by a panel of subject matter experts for conformance to these Instructions, Completeness, and Relevancy to the OCERS Project. It is therefore encumbered upon the submitters to ensure quality and complete submittals that correspond to the listed Tasks. OCERS intends to invite no more than 5 of the highest-rated firms to participate in the RFP process.

Section 8: General Conditions

The costs incurred in the preparation and the submittal of the SOQ shall be solely borne by the respective Submitters. No compensation shall be made by OCERS for such efforts.

It is encumbered upon the Submitters to ensure timely submittals. OCERS will not accept late submittals due to software malfunctions and/or power outages. Early submittals are strongly encouraged.

All submittals become the property of OCERS. Copy-righted and/or other privileged/proprietary information shall be excluded.

Section 9: Non-Discrimination Requirement

By submitting, the respondent represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, ethnic group identification, mental disability, physical disability, medical condition, genetic information, marital status, ancestry, sex, gender, sexual orientation, gender identity, gender expression, age, or military and veteran status.

Section 10: Notice Regarding the California Public Records Act and the Brown Act

The information submitted in response to this RFQ will be subject to public disclosure pursuant to the California Public Records Act (California Government Code Section 6250, et. seq., the "Act"). The Act provides generally that all records relating to a public agency's business are open to public inspection and copying unless specifically exempted under one of several exemptions set forth in the Act. If a respondent believes any portion of its Submittal is exempt from public disclosure or discussion under the Act, the respondent must provide a full explanation and mark such portion "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY," and make it readily separable from the balance of the response. Proposals marked "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY" in their entirety will not be honored, and OCERS will not deny public disclosure of all or any portion of SOQ so marked.



Memorandum

DATE: January 31, 2023
TO: Members of the Building Committee
FROM: Brenda Shott, Assistant CEO Finance and Internal Operations
SUBJECT: **PRELIMINARY SCHEDULE FOR HEADQUARTERS PROJECT**

Background/Discussion

Staff envisions five (5) distinct phases for the OCERS Headquarters Project:

- Owner’s Representative/Program Manager (PM) Selection and Contract
- Entitlement
- Design
- Construction
- Commissioning/Closeout.

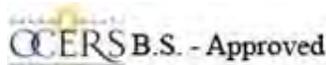
While these phases are typically executed sequentially, the Demolition and Removal of Existing “Tustin” Building, Rough Grading, and Precise Grading are items that can be taken out-of-sequence before the City Combination Building Permit is issued as a path to compress the overall project time. The Draft Project Schedule included herewith represents an overall execution of the Project from PM RFQ issuance through Move-In/Closeout for a period of five years. This five-year timeline is the product of inputs received from the discussions staff had with the County of Orange and other architects and contractors specialized in large commercial projects.

Two (2) items that may negatively impact the overall Schedule are the disposition of the existing Verizon Wireless Cellular Tower on the “Tustin Property” and the City Planning and Building Departments Entitlement and Plan Check processes. Staff has contacted the Verizon Wireless (VzW) property manager for our site to reach the appropriate VzW staff member to start the discussions. Staff has also met with the City Planning, Building, and Public Works Departments for an understanding of the City’s processes and requirements for inclusion in the PM Scope of Services.

To mitigate potential unforeseen changed conditions and/or design errors-and-omissions over the course of the Project that could cumulatively impact the building occupancy date, OCERS at its discretion may include custom clauses in the PM contract to encourage timely project completion through the use of monetary incentives for early completion and/or liquidated damages for late work. These project completion management tools are standard practices for public works projects that specify the maximum number of working days or an absolute completion date.

It is important to note that the Draft Schedule assumes a new 80,000 SF office building. The design and construction work duration shown thereon will likely change upon conclusion of the Space Needs/Sizing Study. Staff will update the Schedule accordingly as more definite information is received.

Submitted by:



Brenda Shott, CPA
 Assistant CEO, Finance and Internal Operations

OCERS New HQ Schedule With Concurrent Activities

Milestones	23				24				25				26				27			
	Q1	Q2	Q3	Q4																
Project Planning/PM Contract																				
Decide On Delivery Method	X																			
Meet with Santa Ana City Departments	X																			
City Hall Tours	X																			
Issue RFQ	X																			
Rate Statements of Qualifications	X																			
Discuss Financing	X	X																		
Decide on Not-To-Exceed Budget	X	X																		
Decide on Building Style	X																			
Decide on Owner's Insurance	X																			
Resolve Cell Tower Disposition	X	X	X	X	X	X														
Finalize PM Contract Language	X																			
Issue PM RFP	X																			
Review PM Proposals	X																			
Interview PM/Architect/Contractor Finalists	X	X																		
Execute PM Contract			X	X																
Project Design/Approvals/Permits																				
Space Planning/Building Sizing - Siting					X															
Conceptual Renderings					X															
Environmental Clearance/Documents						X	X	X												
SD Set (Schematic Design)							X													
DD Set (Design Development)						X	X	X												
CD Set (Construction Documents)								X	X	X										
Secure All Permits (less Deferred Sprinkler Sys)									X	X	X									
Construction + FFE																				
Demo Medical Office Building*									X											
Clear and Grub Site**										X										
Rough Grading**										X										
Install Utilities											X									
Construct Building Pad***											X									
Order Long Lead Time Items#									X											
Order Specimen Trees											X									
Construct All Trades													X	X	X	X	X	X	X	X
Deferred Sprinkler System Submittal and Permit															X	X	X	X		
Order FF+E															X					
Install FF+E																			X	
Move-In/Post Construction																				
Commissioning																			X	
LEED Certification																			X	
Building/Roof Water Testing																			X	
Finalize/Sign Building Maint/Service Contracts																			X	
Certificate of Occupancy																			X	
Move-In																			X	
Project Close Out																			X	
Project Audit																				X
Construction Warranty																				→

* Commence work upon Demotion Permit Issuance.
 ** Commence work upon Rough Grading Permit Issuance.
 *** Commence work upon Precise Grading Permit Issuance.
 # PM to take risk of ordering materials ahead of Combo Building Permit issuance.