

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

**BUILDING COMMITTEE MEETING
Monday, October 30, 2023
9:30 a.m.**

MEMBERS OF THE COMMITTEE

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

Members of the public who wish to observe and/or participate in the meeting may do so (1) from the OCERS Boardroom or (2) via the Zoom app or telephone (information below) from any location.

OCERS Zoom Video/Teleconference Information	
<p>Join Using the Zoom App (Video & Audio)</p> <p>https://ocers.zoom.us/j/82392996254</p> <p>Meeting ID: 823 9299 6254 Passcode: 098263</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> <p>+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> <p>Meeting ID: 823 9299 6254 Passcode: 098263</p>

AGENDA

This agenda contains a brief general description of each item to be considered. The Committee may take action on any item listed on this Agenda; however, except as otherwise provided by law, no action shall be taken on any item not appearing on the Agenda. The Committee may consider matters included on the agenda in any order, and not necessarily in the order listed.

OPEN SESSION

1. CALL MEETING TO ORDER AND ROLL CALL
2. BOARD MEMBER STATEMENT REGARDING PARTICIPATION VIA ZOOM (IF NECESSARY)
(Government Code section 54953(f))
3. PUBLIC COMMENTS

Members of the public who wish to provide comment during 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. Members of the public who participate in the meeting from the OCERS Boardroom and who wish to provide comment during the

meeting may do so from the podium located in the OCERS Boardroom. When addressing the Committee, please state your name for the record prior to providing your comments. Speakers will be limited to three (3) minutes.

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 Committee; and (2) any matter appearing on the Consent Agenda.

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 BUILDING COMMITTEE MEETING MINUTES

Building Committee Meeting Minutes

August 1, 2023

Recommendation: Approve minutes.

ACTION ITEMS

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

A-2 REVIEW OF THE BUILDING COMMITTEE CHARTER

Presented by Brenda Shott, Assistant CEO Internal Operations

Recommendation: Approve, and recommend that the Board adopt, revisions to the Building Committee Charter

INFORMATION ITEMS

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

Presentations

I-1 OCERS HEADQUARTERS PROJECT UPDATE

Presented by Representatives of Griffin Structures

WRITTEN REPORTS

The following are written reports that will not be discussed unless a member of the Committee requests discussion.

NONE

COMMITTEE MEMBER COMMENTS

CHIEF EXECUTIVE OFFICER/STAFF COMMENTS

COUNSEL COMMENTS

ADJOURNMENT

NOTICE OF NEXT MEETINGS

DISABILITY COMMITTEE MEETING

November 13, 2023

8:30 A.M.

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

REGULAR BOARD MEETING

November 13, 2023

9:30 A.M.

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

INVESTMENTS COMMITTEE MEETING

November 15, 2023

9:00 A.M.

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

GOVERNANCE COMMITTEE MEETING

November 16, 2023

9:30 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, August 1, 2023
9:30 a.m.**

MINUTES

Chair Lindholm called the meeting to order at 8:31 a.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present: Wayne Lindholm, Chair; Arthur Hidalgo, Jeremy Vallone

Also

Present: Steve Delaney, Chief Executive Officer; Brenda Shott, Assistant CEO, Internal Operations; Gina Ratto; General Counsel; Manuel Serpa, Deputy General Counsel; Fong Tse, Sr. Manager of Facilities and OSS; Jenny Sadoski, Director of IT; Anthony Beltran, IT Operations Supervisor; Jim Dozie, Contracts Administrator; Marielle Horst, Recording Secretary; Rebeca Gonzalez-Verdugo, Executive Secretary

Guests: Parke Miller, Sam Quinif, Allie Meister, Meredith Kovach, David Byrd, and Mark Smith from Lincoln Property Company
Roger Torriero, John Hughes, Deryl Robinson, Dustin Alamo, and Cody Roth from Griffin Structures

PUBLIC COMMENT

None.

CONSENT AGENDA

C-1 COMMITTEE MEETING MINUTES:

Building Committee Meeting Minutes

January 31, 2023

Recommendation: Approve minutes.

MOTION by Vallone, **seconded** by Hidalgo, to approve staff's recommendation to approve the minutes.

The motion passed **unanimously**.

ACTION ITEMS

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

A-2 OCERS HEADQUARTERS PROJECT OWNER’S REPRESENTATIVE/PROGRAM MANAGER PROPOSALS REVIEW AND SELECTION

Recommendation:

1. Select one of the two finalist firms to serve as Owners’ Representative/Program Manager for OCERS Headquarters project based on the firm’s presentation, responsiveness to the Building Committee’s interview questions and the written proposal submitted.
2. Direct Staff to negotiate terms of an agreement with the selected firm.
3. Recommend to the Board of Retirement to award a contract with the selected firm and amend the 2023 Administrative Budget (amount to be determined after negotiations) for the scope of services as outlined in OCERS Owner’s Representative/Program Manager Services for OCERS New Headquarters Project RFP, subject to satisfactory negotiation of terms.

Lincoln Property Company and Griffin Structures presented their qualifications to serve as Owners’ Representative/Program Manager for OCERS Headquarters.

After discussion, a **MOTION** by Hidalgo, **seconded** by Vallone, to select Griffin Structures to serve as Owner’s Representative/Program Manager for the OCERS Headquarters project. The motion passed **unanimously**.

Additionally, the Committee directed staff to negotiate the terms of the agreement with Griffin Structures and recommend to the Board of Retirement to award the contract and amend the Administrative Budget, at a future Board meeting.

INFORMATION ITEMS

None

WRITTEN REPORTS

None

COMMITTEE MEMBER/CEO/CONSULTANT/COMMENTS

None

Orange County Employees Retirement System
August 1, 2023
Building Committee Meeting – Minutes

Page 3

STAFF

None

The meeting **ADJOURNED** at 12:37 p.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: October 30, 2023
TO: Members of the Building Committee
FROM: Brenda Shott, Assistant CEO, Finance and Internal Operations
SUBJECT: REVIEW OF THE BUILDING COMMITTEE CHARTER

Recommendation

Approve, and recommend that the Board adopt, revisions to the Building Committee Charter.

Background/Discussion

The Building Committee Charter was adopted in March 2022 and provides general responsibilities delegated to the Committee related to OCERS headquarters building. Any changes the Committee approves to the Charter will be presented to the Board for approval.

The OCERS Headquarters project is now underway and more specific governance is necessary to clearly define authority over actions and decisions for the replacement building project. Revisions to the Charter are proposed for the Committee's consideration and are set forth in marked text in the attached Charter.

Submitted by:

A stamp that reads "OCERS B.S. - Approved" with a small logo above the text.

Brenda Shott, CPA
Assistant CEO, Finance and Internal Operations



OCERS Board Charter Building Committee Charter

Introduction

- 1) The OCERS Board of Retirement (Board) has established a Building Committee to assist the Board by reviewing reports and making recommendations with respect to the OCERS Headquarters project. The Building Committee is an advisory committee to the Board and its recommendations are subject to final approval by the Board.
- 2) The Board Chair will appoint members to the Building Committee as provided in OCERS' By-Laws and will designate one member of the committee to serve as committee chair and one member of the committee to serve as committee vice chair.
- 3) The Building Committee will be comprised of four (4) members of the Board. As provided in OCERS' By-Laws, two members of the Building Committee constitute a quorum.

Duties and Responsibilities

- 4) The Building Committee will:
 - a) Evaluate options for the future OCERS Headquarters
 - b) Make a recommendation to the Board for the future OCERS Headquarters
 - c) Provide guidance to staff as to the scope, schedule and budget for the OCERS Headquarters project
 - d) Report regularly to the Board on the Committee's activities; and
 - e) Provide guidance and make recommendations to the Board on other projects related to the current and future OCERS Headquarters as may be necessary or desirable to guide or assist the Board and OCERS staff in carrying out their respective duties and responsibilities.
- 5) The OCERS' Replacement Headquarters Project governance will be as follows:
 - a) **Board of Retirement**
 - i) Approve the DBE Predevelopment contract, DBE Development Agreement, and any other project related contract in compliance with the OCERS Procurement and Contracting Policy
 - ii) Approve the City-Review-Ready Site Plan for the project (including building size, shape (# of stories, board room as standalone vs integrated room), amenities, location/placement on lot, parking and property ingress egress plan)
 - iii) Approve targeted building certification level for both energy and environmental design (LEED) and human health and well-being design (WELL)
 - iv) Authorize Staff to procure and purchase owner's property liability insurance (construction risk insurance to be included with design build entity (DBE))
 - v) Approve project Guaranteed Maximum Price (proposed by the DBE), project contingency and project financing.
 - vi) Approve final construction documents.
 - b) **Building Committee Authority**
 - i) Review quarterly project status updates throughout the duration of the project -- provide direction to staff regarding scope, schedule, milestone completion and budget issues that arise
 - ii) Review results of needs assessment and programming and provide direction for high level inputs into site plan and conceptual design (including amenities to be included), budget and

preliminary schedule.

- iii) Recommend to the Board targeted building certification level for both energy and environmental design (LEED) and human health and well-being design (WELL)
- iv) Review and make recommendation to the Board for the City-Review-Ready Site Plan
- v) Interview and recommend finalist for Design Build Entity
- vi) Review and provide direction on schematic design, budget level estimates and schedule update.
- vii) Review and recommend to Board approval of GMP.
- viii) Review and recommend Board approval of final construction documents.

c) Assistant CEO Authority

- i) Approve contracts and change orders in compliance with OCERS Procurement and Contracting Policy or specific authority granted by the Board.
- ii) Provide direction to Owner’s Rep/Project Manager and make decisions as to, design development and detail design elements to incorporate into schematic and final construction documents
- iii) Day-to-day contract administration, invoice approval and authorized communication responsibilities

Charter Review

5)6) The Building Committee will review this Charter at least once every three (3) years and recommend any amendments to the Board for approval as necessary to ensure that the Charter remains relevant and appropriate.

Charter History

6)7) This Charter was adopted by the Board of Retirement on March 21, 2022.

Secretary’s Certificate

I, the undersigned, the duly appointed Secretary of the Orange County Employees Retirement System, hereby certify the adoption of this policy.



Steve Delaney, Secretary of the Board

03/21/2022

Date



OCERS Board Charter Building Committee Charter

Introduction

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Steve Delaney, Secretary of the Board

03/21/2022

Date



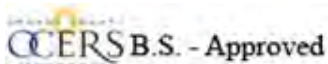
Memorandum

DATE: October 30, 2023
TO: Members of the Building Committee
FROM: Brenda Shott, Assistant CEO, Finance and Internal Operations
SUBJECT: OCERS HEADQUARTERS PROJECT UPDATE

Background/Discussion

Representatives from Griffin Structures will provide an update on the OCERS Headquarters project.

Submitted by:



Brenda Shott, CPA
Assistant CEO, Finance and Internal Operations





EXCELLENCE IN PROJECT DELIVERY

How we start determines how we finish

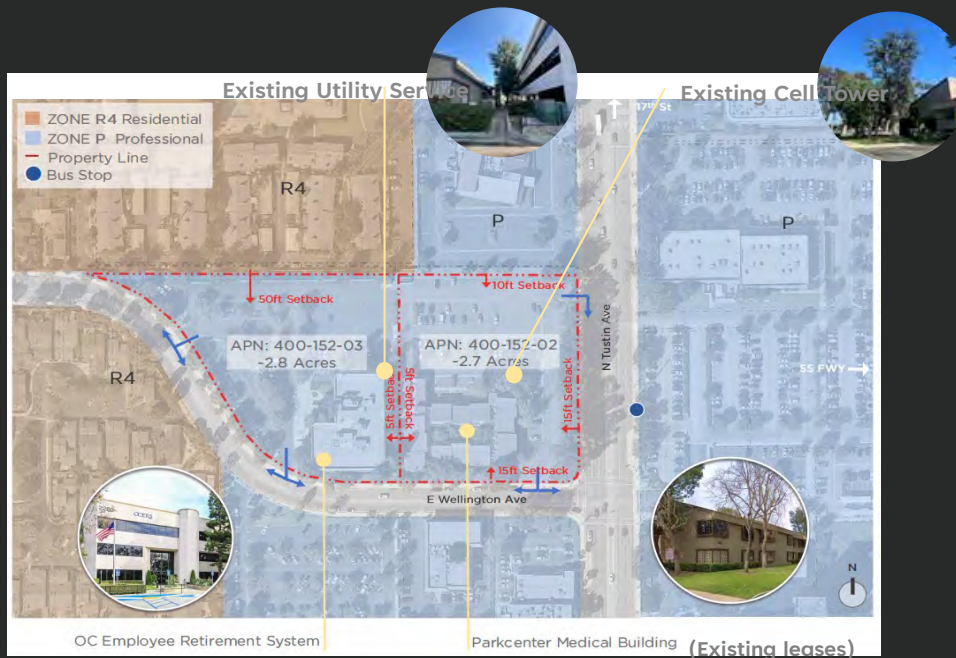
The First 100 Days





EXCELLENCE IN PROJECT DELIVERY

Entitlements



- Our Team met with the City of Santa Ana staff
- Site is already entitled for intended use
- Assuming OCERS builds within current zoning code parameters, no CEQA is required
- Project assumes a replacement office building not to exceed 80,000 gsf. Surface parked, no parking structure



EXCELLENCE IN PROJECT DELIVERY

Site Due Diligence

Item	Task	Consultant	Start	Completion
1	ALTA / Topographic Survey	Fusco Engineering	Late-Oct	Mid-November
2	Envr Reg Materials Inspection / Phase I ESA	Citadel EHS	Late-Oct	Late-November
3	Dry Utilities	Utility Specialist	Late-Oct	On-going
4	Geo Investigation	Leighton	November	January



EXCELLENCE IN PROJECT DELIVERY

Program / Needs Assessment



Progress Update

- ✓ • Data collection & analysis
- ✓ • Questionnaire
- ✓ • Existing space utilization survey
- ✓ • Workplace design guidelines
- ✓ • Department head interviews
- ✓ • Staffing projections
- Oct/Nov • Space programming
- Nov • Parking / site considerations



Next Steps

- Approve program through Senior Leadership Team
- Develop site test fit options and zoning code analysis
- Prepare preliminary budgets
- Present back to Building Committee in December to:
 - Provide update on test fit options and budget information
 - Provide approval to release procurement for Progressive Design Build Entity (PDBE)





Project Schedule

EXCELLENCE IN PROJECT DELIVERY

	2023		2024				2025				2026				2027			
Week:	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
PHASE 1: PREDEVELOPMENT, DESIGN, GMP																		
Needs Assessment and Programming	█	█																
Site Due Diligence	█	█																
Procurement of Zoning Code / Site Planning Consultant		█																
Preliminary Zoning Code / Site Plan Preparation and Approval		█	█															
Procurement of Progressive Design Build (PDB) Team		█	█															
Formal City Site Plan Approval Process						█												
Schematic Design / Cost Estimates / Approvals				█														
Design Development / Approvals					█													
PDB GMP Estimate, OCERS PDB Agreement, Confirm Financing						█												
Note to Proceed for Construction Documents / Permits							█											
Potential window to demolish existing MOB								█										
PHASE 2: FINAL CONSTRUCTION DOCUMENTS AND CONSTRUCTION																		
Complete Construction Documents and Permitting								█										
Construction									█									
Move-In																		█

Progress Bar




TEAM DISCUSSION



EXCELLENCE IN PROJECT DELIVERY

Progressive Design-Build (PDB)

 = OCERS Decision Making Milestones



Note: Timeline assumes new office building, surface parked. Future re-entitlements TBD