

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

**BUILDING COMMITTEE MEETING
August 13, 2021
9:30 A.M.**

Members of the Committee

Wayne Lindholm, Chair
Charles Packard, Vice Chair
Adele Tagoloa
Chris Prevatt

Pursuant to Executive Order N-29-20, certain provisions of the Brown Act are suspended due to a State of Emergency in response to the COVID-19 pandemic. Consistent with the Executive Order, this meeting will be conducted by video/teleconference only. None of the locations from which the Committee members will participate will be open to the public.

Members of the public who wish to observe and/or participate in the meeting may do so via the Zoom app or via telephone. 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.

OCERS Zoom Video/Teleconference information	
<p>Join Using Zoom App (Video & Audio)</p> <p>https://ocers.zoom.us/j/87463939363</p> <p>Meeting ID: 874 6393 9363 Passcode: 885038</p> <p>Go to https://www.zoom.us/download to download Zoom app before meeting</p> <p>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) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York) +1 301 715 8592 US (Germantown) <p>Meeting ID: 874 6393 9363 Passcode: 885038</p>
<p>A Zoom Meeting Participant Guide is available on OCERS website Board & Committee meetings page</p>	

AGENDA

The Building Committee of the Orange County Board of Retirement welcomes you to this meeting. This agenda contains a brief general description of each item to be considered. The Committee may take action on any item included in the 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

CALL MEETING TO ORDER AND ROLL CALL

PUBLIC COMMENTS

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. 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. When addressing the Committee, 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 COMMITTEE MEETING:

Approval of Meeting and Minutes
[Building Committee Meeting](#)

February 9, 2021

Recommendation: Approve minutes.

ACTION ITEMS

NOTE: Public comment on matters listed in this agenda will be taken at the time the item is addressed, prior to the Committee’s discussion of the item. **Members of the public who wish to provide comment in connection with any matter listed in this agenda may do so by “raising your hand” in the Zoom app, or if joining by telephone, by pressing * 9, at the time the item is called.**

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

A-2 BUILDING COMMITTEE CHARTER

Presentation by Brenda Shott, Assistant Chief Executive Officer, Internal Operations, OCERS

Recommendation: Recommend the Board of Retirement adopt the Building Committee Charter.

A-3 BOARD ROOM AUDIO/VISUAL EQUIPMENT REPLACEMENT

Presentation by Brenda Shott, Assistant Chief Executive Officer, Internal Operations & Jenny Sadoski, Director of Information Technology, OCERS

Recommendation: Recommend that the Board of Retirement authorize staff to execute an agreement with Key Code Media, Inc. for Board Room audio visual equipment replacement and implementation services in the amount not to exceed \$532,000 and authorize the Assistant CEO, Finance and Internal Operations to transfer budget from the Services and Supplies budget category to the Capital Projects budget category to fund additional project costs.

INFORMATION ITEMS

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

Presentations

I-1 OCERS HEADQUARTERS DISCUSSION

Discussion by Brenda Shott, Assistant Chief Executive Officer, Internal Operations, OCERS; Lars Platt, Robert Lambert, & Brian Booth, Cushman Wakefield

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/CONSULTANT COMMENTS

COUNSEL COMMENTS

ADJOURNMENT

NOTICE OF NEXT MEETINGS

DISABILITY COMMITTEE MEETING

**August 16, 2021
8:30 A.M.**

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

REGULAR BOARD MEETING

**August 16, 2021
9:30 A.M.**

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

INVESTMENT COMMITTEE MEETING

**August 25, 2021
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, February 9, 2021
1:00 P.M.**

Members of the Committee

Wayne Lindholm, Chair
Charles Packard, Vice Chair
Adele Tagoloa
Chris Prevatt

MINUTES

Chair Lindholm called the meeting to order at 1:01 p.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present via Zoom video teleconference pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020:

Present: Wayne Lindholm, Chair; Charles Packard, Vice Chair; Adele Tagoloa; Chris Prevatt

Also

Present: Steve Delaney, Chief Executive Officer; Brenda Shott, Assistant CEO, Internal Operations; Suzanne Jenike, Assistant CEO, External Operations; Gina Ratto, General Counsel; Anthony Beltran, Visual Technician; Brittany Cleberg, Recording Secretary

Guests via Zoom: Cushman & Wakefield: Lars Platt; Robert Lambert; Brian Booth
Consultant: Mark Smith

CONSENT AGENDA

None

ACTION ITEMS

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

No items were trailed from the Consent Agenda.

INFORMATION ITEMS

I-1 BACKGROUND OF THE BUILDING COMMITTEE AND OCERS HEADQUARTERS PROJECT

Presentation by Brenda Shott, Assistant Chief Executive Officer, Internal Operations, OCERS

I-2 SCOPE AND RESPONSIBILITIES OF THE BUILDING COMMITTEE

Presentation by Brenda Shott, Assistant Chief Executive Officer, Internal Operations, OCERS

The Committee provided staff direction to create a Building Committee Charter for the Committee and Board to review and approve.

Mr. Prevatt suggested that when drafting the Building Committee Charter, the scope and responsibilities of the Committee should be clearly defined. Include responsibilities that the Board will delegate to the Committee.

Mr. Packard suggested that the Committee Charter should include the responsibility for meeting periodically to understand market conditions and play an advisory role to the Board.

I-3 MARKET UPDATE AND OPTIONS FOR THE FUTURE OCERS HEADQUARTERS

Presentation by Cushman Wakefield

WRITTEN REPORTS

None

COMMITTEE MEMBER/CEO/STAFF/CONSULTANT/COMMENTS

None

The meeting **ADJOURNED** at 2:02 p.m.

Submitted by:

Approved by:

Steve Delaney
Secretary to the Committee

Wayne Lindholm
Chair



Memorandum

DATE: August 5, 2021
TO: Members of the Building Committee
FROM: Brenda Shott, Assistant CEO Finance and Internal Operations
SUBJECT: **BUILDING COMMITTEE CHARTER**

Recommendation

Recommend the Board of Retirement adopt the Building Committee Charter.

Background/Discussion

In 2021, the previous ad hoc Building Committee converted into a regular standing committee of the Board. At the Building Committee's first official public meeting, the Committee directed staff to draft a committee charter.

A proposed Charter for the Building Committee is attached for the Committee's review, comment and recommendation for the Board to adopt the Charter.

Attachment

Submitted by:

A stamp with the OCERS logo and the text "OCERS B.M.S. - Approved" in a stylized font.

Brenda Shott
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.

Charter Review

5. 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. This Charter was adopted by the Board of Retirement on August 16, 2021.

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

Date



Memorandum

DATE: August 13, 2021
TO: Members of the Building Committee
FROM: Brenda Shott, Assistant CEO, Finance and Internal Operations and
Jenny Sadoski, Director of Information Technology
SUBJECT: BOARD ROOM AUDIO/VISUAL EQUIPMENT REPLACEMENT

Recommendation

Recommend that the Board of Retirement authorize staff to execute an agreement with Key Code Media, Inc. for Board Room audio visual equipment replacement and implementation services in the amount not to exceed \$532,000 and authorize the Assistant CEO, Finance and Internal Operations to transfer budget from the Services and Supplies budget category to the Capital Projects budget category to fund additional project costs.

Background/Discussion

The Board's Procurement and Contracting Policy, Section II, item 10, states that "non-routine items" valued over \$100,000 must be approved by the CEO and the Board as either part of the annual budget or a specific Board approval. In addition, Section VI, Item D.2, states contract approval from Board will be acquired for non-routine expenses.

On November 16, 2020, the Board of Retirement approved OCERS' Administrative Budget for Fiscal Year 2021, which included \$350,000 for the 2021 Business Plan initiative to replace the Board Room audio/visual equipment, which was end of life (carried over from the 2020 Business Plan).

In October 2019, a Request for Proposal (RFP) was issued for the Board Room Audio/Visual equipment replacement project using a competitive process that resulted in five qualified responses ranging in price from \$269,000 to \$585,000. The Board Room audio/visual equipment replacement project requirements include procuring equipment and implementation services for the complete replacement and upgrade of the following:

- individual digital displays for Board members
- large digital displays for meeting attendees,
- video and audio equipment
- meeting presentation and voting system
- digital agenda display in OCERS lobby

Per discussions at the May 12th, 2020 ad hoc Building Committee, the project was put on hold due to the on-going COVID-19 pandemic.

In June 2021, a Request for Proposal (RFP) was re-issued for the Board Room Audio/Visual equipment replacement project using a new competitive process that resulted in four qualified responses ranging in price from \$250,000 to \$535,000 (one vendor from the first RFP decided they were no longer interested to participate in the project).



Memorandum

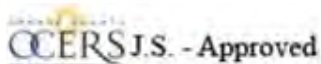
The RFP review panel, consisting of three team members from the Information Technology Department, including the Director of IT, and the Contracts, Risk & Performance Administrator, thoroughly reviewed and evaluated all the proposals based on the following criteria:

Functionality	30%
Pricing/Value	30%
Experience/Reputation	20%
Proposal Presentation	10%
Quality of the Team	10%

Based on the results of the evaluations and review of the proposed solutions the committee unanimously selected the proposal by KeyCode Media as the most cost effective and functional Board Room Audio/Visual solution for OCERS needs and requirements. KeyCode Media was founded in 2001 in Burbank, CA and has extensive experience implementing boardroom, council chambers and conference room for government and municipalities in California, Colorado, Illinois, New York and Washington.

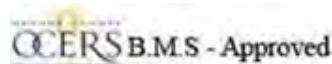
KeyCode Media’s proposed cost of implementing the proposed solution, including the design, procurement, installation and support is \$442,757.24. In addition, staff recommends an approximate 20% project contingency of \$89,242.76 to cover any potential changes in scope, equipment costs, or other unanticipated implementation costs for a total estimated cost not to exceed \$532,000. The total amount budgeted for the Boardroom audio/visual equipment project was \$350,000. Staff recommends funding the additional \$182,000 above the 2021 budgeted amount by utilizing \$70,000 budgeted in the Capital Projects category for a roof replacement that will not be completed until 2022 and to transfer the remaining \$112,000 from the Services and Supplies category from identified line items that will not be spent in 2021. The recommended action would not increase the 2021 Administrative Budget.

Submitted by:



Jenny Sadoski
Director of Information Technology

Approved by:



Brenda Shott
Assistant CEO, Finance and Internal Operations



Memorandum

DATE: August 5, 2021
TO: Members of the Building Committee
FROM: Brenda Shott, Assistant CEO Finance and Internal Operations
SUBJECT: **OCERS HEADQUARTERS DISCUSSION**

Presentation only

Background/Discussion

With many organizations and companies utilizing an expanded remote workforce in the past sixteen months due to the COVID -19 pandemic, office spaces have been highly underutilized. In an effort to learn how commercial office utilization is evolving, Cushman Wakefield representatives will lead a discussion and provide timely insights on what is transpiring in office space here locally and more broadly across the nation. They will also engage the Committee in a discussion about options on moving forward with the future plans for the OCERS Headquarters.

Submitted by:

A rectangular stamp with the OCERS logo on the left and the text "OCERS B.M.S - Approved" on the right.

Brenda Shott
Assistant CEO, Finance and Internal Operations