

**ICOC Meeting of August 5, 2005**  
**Agenda Item 17**  
**Report on Headquarters**

**Background**

The ICOC selected San Francisco as the permanent site for the headquarters of the California Institute for Regenerative Medicine (CIRM) at its May 6, 2005 meeting.

**Information**

Since that meeting the following actions have been taken:

- Robert Klein and Mayor Gavin Newsom signed the CIRM/City Agreement as called for in the original RFP. This commits the City to deliver all the benefits promised in its bid, including free rent and utilities.
- Representatives from CIRM, the City of San Francisco, Stockbridge, LLC (the building owner, Gensler (architect), Hathaway Dinwiddie (contractor), the Department of General Services (DGS), and Haworth (furniture) have held several meetings over the last two months develop a design plan for building out of the space to meet CIRM's operational needs. The final floor plan includes a combination of private and open office work stations and three large conference rooms and several small break-out rooms. It is configured to allow the scientific program and staffing to work in space that is separate from the administrative and ICOC support staff. There is sufficient space for storage, a party and an employee room. A copy of the floor plan is attached.
- As promised, Mayor Newsom, not only raised the original funds (\$1.2 million) committed to the CIRM for tenant improvements, he raised an additional \$400,000 in philanthropic contributions which will also allow us to improve the entrance and lobby of 250 King Street. Gensler is working on a proposal for these improvements.
- A final budget for the tenant improvements for both the third floor office space for CIRM and entrance/lobby of 250 King Street has been developed. Any funds remaining after the build-out and occupancy will be given to CIRM.
- A team made up of representatives from CIRM, DGS, Hathaway Dinwiddie, Gensler and the City will meet weekly to monitor the build-out and ensure that the budget is not exceeded.
- DGS has assigned a separate space manager to assist us in planning and executing the move.

In addition to free rent and utilities at the new location, the bid submitted by the City and County of San Francisco included a number of free or discounted incentives, including: hotel rooms and conference facilities, moving services, interactive white boards for conference rooms at the new location, two plasma posters, website consultation, Exploratorium exhibit on stem cells, new office furniture, employee recreational facilities, etc. A matrix listing these incentives is attached. Agreements with all vendors

8.05.05 ICOC Meeting  
AGENDA ITEM #17  
CIRM Headquarters Update

have been executed, except with Burill. Action on that is being delayed until we determine what our need for such a conference will be in the future,

New office furniture, provided at a discount of 80-90%, will be provided by Haworth and will be purchased incrementally as the CIRM hires additional staff. Haworth is working with Gensler and CIRM to select furniture that is consistent with the design of the floor and the operational needs of CIRM.

Project Manager Ed Conlon of Hathaway Dinwiddie continues to lead the team toward the targeted completion date of the first week of November 2005.