



MEMORANDUM

TO: CIRM GOVERNING BOARD
FROM: SENATOR ART TORRES (RET.)
SUBJECT: Memo re. Delegation re. Office
DATE: JUNE 18, 2021

For the first ten years of its existence, CIRM enjoyed rent-free office space, first in Emeryville, and for ten years, in San Francisco, through the generous support of the City and County of San Francisco, philanthropists, and Stockbridge Partners, the owner of CIRM's San Francisco building. Over its first ten years, CIRM saved more than \$12 million in rent and enjoyed other benefits, such as discounted conference space and hotel rooms. Unfortunately, like all good things, CIRM's free rent came to an end on October 31, 2015.

Since March 2016, CIRM has leased space in Oakland at 1999 Harrison Street. Due to uncertainty regarding CIRM's future and because CIRM's five-year lease was set to expire, CIRM entered into a one-year extension of that lease, which will expire on March 31, 2022.

In light of anticipated growth in the number of employees, CIRM has identified a need for additional space. In order to maximize CIRM's opportunities for a new lease, we intend to embark on a search process, using criteria approved by the Board in 2015. Although we have not yet decided upon either a location or a particular building, we have determined that we will require the need to move quickly and efficiently when the right opportunity arises. We therefore request that the Board delegate authority for the negotiation and execution of a lease for new office space in the Bay Area, along with the negotiation and execution of other contracts necessary for CIRM's relocation, to Dr. Maria Millan, CIRM's CEO, in consultation with the Chair and the Vice Chair of the Board. This will allow us to move efficiently and opportunistically, guided by the criteria previously approved by the Board, as we conduct and complete our search. We will, of course, report back to the Board regarding our ultimate selection, including the terms of the lease.

RECOMMENDATION

We request that the Board delegate authority for the negotiation and execution of a lease for new office space in the Bay Area, along with the negotiation and execution of other contracts necessary for CIRM's relocation, to the CIRM President, in consultation with the Chair and Vice Chair of the Board.

SPACE SPECIFICATIONS

- Approximately 20,000 to 25,000 Net Usable Square Feet of space
- Secured building
- Meets ADA requirements
- Easily accessible to public transportation (Bart, Caltrain, Muni, etc.)
- Easy access to all major freeways
- Provide 24/7 access for staff
- Include janitorial services
- Good quality office space (Class A preferred)
- Exclusive restroom facilities
- Internet/telecommunications capabilities
- Access to parking (to be paid by employee)
- Space to accommodate:
 - Private/open office (cubicles)
 - 10-15 private offices
 - 55-70 cubicles
 - Large Conference Room
 - Executive Conference Room
 - 10 Small Conference Rooms
 - Secured IT/Server Room
 - 2 Supply Rooms
 - 2 Storage Rooms
 - Mail/Printer Area
 - Cafeteria
 - Kitchen with Sink
 - Area to accommodate Refrigerator, Microwave, Tables/Chairs.
 - 1-2 Coffee Bars
 - Reception with Lounge