**DATE:** June 4, 2024

**TO:** SBCERS Real Property Management Committee

FROM: Brian Richard, SBCERS Assistant CEO

**RE:** Status of Tenant Improvements

## **Recommended Action:**

Receive and file presentation from Paul Poirier, of Paul Poirier + Associates Architects, and Dan Underwood of Underwood Managment Resources regarding progress on tenant improvements on the 1st and 2nd floor vacant office spaces.

## **Summary:**

Paul Poirier + Associates Architects was hired for Architectural Services for 1<sup>st</sup> and 2<sup>nd</sup> floor office tenant improvements at 130 Robin Hill Road. Dan Underwood was hired as the construction project manager consultant. The presentation will provide the Committee with an update on the progress made to date on the designs and permitting process, as well as a projected completion timeline.

## **Attachments:**

RHR Status Report June 5, 2024