

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 Replacement 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 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 (Project) governance will be as follows:
 - a) **Board of Retirement**
 - i) Approve the Designer-Builder Entity (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 the targeted building certification level for both leadership in 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 DBE).
 - v) Approve Project Guaranteed Maximum Price (GMP) 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 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 LEED and WELL.

- iv) Review and make recommendation to the Board for the City-Review-Ready Site Plan.
 - v) Interview and recommend finalist for DBE.
 - 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

- 6) The Committee will review this Charter yearly or as needed and recommend any amendments to the Board for approval as necessary to ensure that the Charter remains relevant and appropriate.

Charter History

- 7) This Charter was adopted by the Board of Retirement on March 21, 2022.
- 8) This Charter was amended by the Board of Retirement on November 13, 2023.

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

11/13/2023

Date