

AMHERST COUNTY BUILDING COMMITTEE  
CHARTER 2018

- 1.0 **Purpose.** The purpose of the Building Committee is to assist the Board of Supervisors by providing information, advice, recommendations and reports for construction related projects that are being procured through PPEA or Design-Build methods. For Design-Build projects the Building Committee shall assist in preparation of the initial request for proposals, the request for technical and cost proposals, proposal evaluation, and shall make a recommendation to the Board of Supervisors as to final selection of a contractor. For PPEA projects the Building Committee may have more discretion and flexibility in their oversight role of the procurement process than with Design-Build; however, they shall be responsible for proposal evaluation and making a recommendation to the Board of Supervisors for final contractor selection.

The Building Committee may be activated for other construction procurement methods, at the Board's discretion.

- 2.0 **Goals.** The goals of the Building Committee are to ensure that Building projects assigned to their oversight meet all of the needs that the County seeks to fulfill, through an efficiently administered procurement process that secures the highest possible value relative to tax payer cost. Additionally, the committee shall provide objective, reasonable and timely information, advice and recommendations to the Board of Supervisors in regard to project status and actions to be taken.

- 2.1. For all capital facilities considered or undertaken by the County, the Building Committee shall oversee the process of development of building plans and specifications, the issuance of requests for proposals or invitations to bid, the receipt and review of proposals and bids, development progress and project completion, and such other ancillary tasks as may be associated with those actions.

- 3.0 **Membership.** Voting members are appointed to the Committee by the Board of Supervisors. The Building Committee shall have as its permanent members two members of the Board of Supervisors, and one citizen representative, all of whom shall serve an initial two-year term, with appointment to successive two year terms subject to approval of the Board. The Board also may appoint up to two additional voting members to the Committee to provide special expertise or perspective on a given development, which appointments shall end automatically upon completion of the Committee's work on such development.

- 3.1. The Building Committee may have as liaisons to the Committee (1) the head(s) of the County agency or agency(ies) that will be most affected by the development; and (2) such other persons the agency(ies) head(s), administration, or Board may recommend. Such liaisons may be appointed by the Board to a term that shall automatically end upon completion of the development but which may be extended by the Building Committee as it deems necessary. Such liaisons may participate in debate and may offer recommendations to the Committee, but shall not have a vote.

- 4.0 **Meetings.** Due to the nature of the Building Committee's tasks, there is no regular meeting schedule. Meetings will be called by the County Purchasing Officer or Chairman in accordance

with the needs and progress of the specific project. Meeting agendas will be determined by the Chairman with assistance of the Secretary/Clerk. Minutes shall be taken.

- 5.0 **Reports.** The Building Committee will provide reports and recommendations to the Board of Supervisors relevant to the project being considered. They may be oral or written.
- 6.0 **Structure.** The Building Committee will be organized pursuant to ACR 1-3.10 with the following exceptions:
- A. Terms of appointment to the Building Committee are to be as stated in Section 3.0 of this Charter.
  - B. There will be no Treasurer position.
- 7.0 **Staff Support.** The Building Committee can expect to receive support directly from the Amherst County Administrator and Deputy County Administrator/Purchasing Director who will serve as the Secretary/Clerk. The County Attorney is also available to answer legal questions. Staff shall have authority to perform necessary steps in the subject procurement process which may include assistance from a Project Manager or such other staff as the County may retain in the future to provide technical assistance on the procurement and development of County facilities.
- 8.0 **Authority.** The Building Committee may direct relevant staff to provide necessary services in pursuit of its goals and purpose. It may also request meetings and assistance from outside vendors and consultants, through the clerk, if within the scope of funding for the subject project.
- 9.0 **Official Acts.** Acts of the Building Committee shall be performed by majority vote and recorded in the minutes. Only the Chairman of the Committee, as an individual, may speak for the body unless otherwise expressly agreed. The speaker must be careful not to overstep the bounds of consensus of the committee.
- 10.0 **Virginia Freedom of Information Act.** The Building Committee is a public body under the Virginia Freedom of Information Act. It is the responsibility of the Chairman, with the assistance of the Secretary/Clerk to ensure compliance with all facets of the law, including public notice.
- 11.0 **State and Local Government Conflicts of Interest Act.** Members of the Building Committee may consist of both non-salaried citizen appointees, as well as, County employees. Each member is required to file an annual Financial Disclosure Statement.