

Construction Build Committee

Section 1: Purpose

The purpose of this description is to provide the Honolulu Habitat for Humanity Build Committee a guideline having continuing advisory responsibility of new construction and home preservation projects approved by the Board of Directors (BOD) governing Honolulu Habitat for Humanities (HHH) construction program. The Build Committee establishes general criteria for New Construction / Home Preservation projects and guidelines for communication regarding these projects between and among interested committees and the public.

Section 2: Establishment

Hereby established a Build Committee, which shall advise the Honolulu Habitat for Humanity construction team on design, construction, home preservation program advisory, new applicant feasibility assessments, impact reporting, volunteer safety plan review, and build budgets.

Section 3: Definitions

For the purpose of this Build Committee description, the following definitions shall apply:

- a) **Proposing Body – Build Committee**
- b) **“Design”**- Includes architectural and compliance with applicable building code.
- c) **“Construction” and “Demolition”** – Shall include excavation, filling and grading of the project site.
- d) **Home Preservation Program** – Home Preservation includes critical repairs and or services estimated at \$10,000 or less.
- e) **Standard Plan Development advisory** - New Single Family Dwelling floor plan development, (9) sets of plans.
- f) **Program Sustainability Review** - Ongoing Design review for all energy efficiencies, lowering environmental impact and addressing water conservation where feasible.
- g) **Energy Efficiency Review** – Ongoing Design review for all energy efficiencies, lowering environmental impact.
- h) **Waste Reduction** – Budget reprioritization related to material environmental impact.
- i) **Feasibility Assessments New Construction Applicants** – Site Visit seeking to determine feasibility for proposed projects.
- j) **Feasibility Studies** – Determination of the estimated size and cost requirements.
- k) **Construction Impact Reporting** – Develop and report semi-monthly on community impact.
- l) **Volunteer Safety Plan** – Safety plan review of construction site management protocols.
- m) **Annual Build Budget Review** – Oversee cost to complete is in line with mission and affordable housing parameters.
- n) **Approval of design change or budget reprioritization having a material impact, as determined by the standard building plans set forth.**

Section 4: Membership

1. Regular Committee Members. The Build Committee shall consist of non-voting members, all serving without compensation. The composition of the Committee shall include, to the extent possible, 1 registered architect, 1 licensed builder, and 1 attorney. All regular members shall be

residents of the City and County of Honolulu. All regular members shall be appointed by the Director of Construction.

2. An ongoing advertisement shall be published on the Honolulu Habitat for Humanity website inviting interested residents to submit letters of interest, including a resume setting out their professional credentials and relevant experience. The website notice shall be posted and remain posted for submissions. Letters of interest shall be submitted to the Director of Construction for distribution and committee review.
3. New candidates will be reviewed in an open meeting with current committee members.
4. Term Appointment
 - a) Regular members shall serve long as they are exercising its functions with respect to the project and fellow committee members.

Section 5: Powers & Duties of the Build Committee

The committee shall carry out its duties and responsibilities under this description until otherwise stated.

1. Oversee and advise the design and construction of all projects. All projects shall be developed in a manner consistent with the project goals and affordable house requirements.
2. Review and report the feasibility of all new construction and home preservations.
3. Conduct periodic reviews of build budgets.
4. On a monthly basis the Committee Chair prepares and reports on Build Committee recommendations and activities to be included in Board of Directors meeting agenda.
5. The committee shall act by majority of the regular membership and appoint a Committee chair.

Section 6: Policies and Procedures

1. The committee shall appoint a Committee Chair
2. Establish guidelines to be utilized by the regular members
3. Guidelines for review and discussions of projects.
4. Develop guidelines for presentations of projects with state energy and utilities
5. Staff support shall be provided by the Honolulu Habitat for Humanity Director of Construction in collaboration with the Executive and Deputy Directors.