**Energy Charter**

Background: The AECOM-LACCD Program Management Contract dated Jan 2013 requires that AECOM Technology Services Corporation assume responsibility for the oversight and management of the bond LACCD Sustainable Energy Program. This charter provides the AECOMS Energy Division’s mission and goals, organization, staff position description and qualifications as well as individual and team performance measurement.

Purpose: The AECOM Energy Division is formed to support the Chief Facilities Executive in his or her effort to accomplish objectives outlined in the LACCD’s Sustainability Program. Principle program objectives include:

- Efforts to produce ten percent of total energy used from renewable resources
- Retrofit of inefficient building systems equipment
- Design and construction of central cooling plants
- Oversight of design and construction of equipment that generates electrical power
- Installation of monitoring, metering and demand response equipment

Scope of Responsibility: AECOM’S LACCD Energy Division is responsible for and accountable to the Chief Facilities Executive for the following:

- Management and oversight of all activities regarding the planning, design, contracts, procurement, construction and acceptance of all buildings, systems, equipment that support the LACCD Sustainable Energy Plan.
- Management of all funds allocated in support of the District’s Sustainable Energy Plan.
- Oversight and supervision of all BuildLACCD staff assigned to the Energy Division.
- Oversight and supervision of all contracted staff and other professional services staff, companies and corporations that perform services in support of the Sustainable Energy Plan.
- Development of Energy Plan technical reports and studies as requested by the Chief Facilities Executive.
- Reporting Energy Division activities and project performance quarterly to the Chief Facilities Executive.
- Reporting to and or supporting the Chief Facilities Executive at various District Governance meetings such as the LACCD Bond Steering Committee, the Energy Oversight Committee, the Board of Trustees Ad Hoc Energy Committee, the District Citizens Oversight Committee and other committees and meetings as requested by the Chief Facilities Executive.
- Meeting with and advising LACCD College Presidents and their staff on behalf of the Chief Facilities Executive pertaining to activities in support of the LACCD Energy Plan.
- Administrative oversight of all rebates, grants, incentives and other programs that may offset the cost to the District for installation of equipment and activities in support of the Sustainable Energy Plan.
- Develops and reports energy program efficiency and performance reports as requested by the Chief Facilities Executive.
• Coordination of power purchase agreements that are related to the installation of bond funded Energy Projects.

Organization and Staffing: AECOM is responsible for the assignment of qualified staff to support the Sustainable Energy Plan. The following positions are allocated in support of the Energy Program.

Lead Energy Division Manager. Reports to the Deputy Program Manager for Construction and Design for the efficient management of LACCD Bond Program Energy Division staff and activities. Duties include:

• Serves and the BuildLACCD Energy Division Subject Matter expert and provides technical and managerial recommendations and advice to then Program Manager.
• Serves as the principle supervisor for all staff, contractors, companies and corporations that perform professional services in support of the Sustainable Energy Plan.
• Coordinates and oversees the development of Energy studies and reports as directed and authorized by the Program Manager or the Chief Facilities Director.
• Oversees and assists in the development of project requirements and technical specifications for the construction of central plants, electrical generation systems, monitoring and demand response system and other Energy Program devices as well as equipment warranty and guarantee specifications.
• Assists in the writing of procurement contracts for both professional services contracts and other contracts needed to support the LACCD Energy Plan.

Energy Specialist (Project Manager)

• Reports to the Energy Division Manager and is responsible for the oversight and of LACCD Sustainability Program capital projects.
• Oversees the development of project scope, requirements and specifications in support of RFPs, solicitations and contracts for the procurement of professional services, construction or equipment needed to support the LACCD Energy Program.
• Develops professional services budgets and capital program budgets for professional services, construction or equipment needed to support the LACCD Energy Program projects.
• Performs duties as assigned by the Lead Energy Manager.

Energy Specialist (Program Support)

• Reports to the Energy Division Manager and is responsible for the oversight of LACCD Energy Sustainability Program incentive programs, rebates, and grants.
• Serves as the principle coordinator for energy program incentives associated with State of California Proposition 39.
• Serves as principle contact with Pacific Gas and Electric, San Diego Gas and Electric, Southern California Gas, Los Angeles Water and Power and other public and private agencies that interface with the LACCD Sustainability Program.
• Coordinates professional services contracts that support the LACCD Energy Sustainability Program.
• Maintains the record of accounts for the LACCD Energy Sustainability Program. Provides accurate and time records of Program level budget, expenditures and program balances.
• Tracks LACCD Program level project level schedules, budgets, expenditures and balances.
• Enters all program and project performance data into the Program Management Information System.
• Performs duties as assigned by the Lead Energy Manager.

Reporting: AECOM shall report Energy Division activities in writing to the Chief Facilities Executive. The report will highlight staff activities, project performance, program financials and other data that may be requested by the Chief Facilities Executive or his or her representative.

Resources: AECOM will perform Energy Program management services in accordance with the AECOM-LAUSD Program Management Contract dated Jan 2013. Additional costs incurred in support of the Energy Program outside of the agreement shall be invoiced to the District in accordance with the Management Contract.