Committee Members Present:

William T Fujioka, City Administrative Officer (CAO), Chair
Gerry F. Miller, Chief Legislative Analyst (CLA)
John R. Lewis, Los Angeles Zoo

Others Present:

Tricia Carey, Lynne Ozawa, CLA; Maria Cardenas, Claudia Esparza, Jody Yoxsimer CAO; Renee Weitzer, Council District 4; Jeb Bonner, Greater Los Angeles Zoo Association (GLAZA); Marlene Goodman, Public; Lynda McGlinchey, Charley Mims, John Reamer, Public Works Bureau of Contract Administration (BCA); Rebecca Abano, Gary Moore, Brad Smith, Winnie Harano, Public Works Bureau of Engineering (BOE); Kyla May, Darryl Pon, Denise Verret, Los Angeles Zoo.

Mr. William Fujioka called the meeting to order at 10:06 a.m.

1. Minutes for Approval – Special Meeting of May 25, 2006

Mr. Gerry Miller moved to approve the Zoo Bond Oversight Committee (ZBOC) special meeting minutes of May 25, 2005. Mr. John Lewis seconded and the motion passed without objection.

2. Bureau of Engineering Program Manager to Report on the Bid and Award of the Gorilla Exhibit Project and Related Budget Actions

Ms. Rebecca Abano reported on the progress of the Zoo’s Capital Improvement Program (CIP). Five projects are open; three projects are in design, one is in construction, and one is in contract award phase.

Program Budget

At last month’s meeting, the Committee approved the revised program budget of $169M and no changes have occurred since then.

Master Schedule

BOE does not currently have an approved master schedule; a draft schedule was included in BOE’s Monthly Status Report for June 2006. BOE has worked with the Zoo, Council District 4, General Services Department (GSD) and design consultants to develop the schedule. This schedule is a master schedule, not a working schedule, and contains time allowances, better known as contingencies, for unforeseen conditions.
The proposed schedule includes completion dates for each of the five active projects, with the overall program completing in September 2010. This considers the Gorilla Exhibit Project to complete in January 2008, one month earlier than the previous draft.

The Pachyderm Forest Project will be complete in November 2009, which is five months earlier than the previous draft schedule. This includes the action taken by the Committee allowing GSD to complete preliminary construction and demolition work. It also incorporates construction phasing with the elephant Billy remaining in his existing exhibit.

The Golden Monkey Exhibit Project schedule includes action approved by the Committee last month allowing GSD to complete the construction of the project, as well as a twelve-week period for obtaining the necessary approvals for the animals. The schedule assumes completion of the Gorilla Exhibit and Golden Monkey Exhibit Projects before general construction of the Pachyderm Forest begins.

The Rainforest of the Americas and the Reptile and Insect Interpretative Center Projects’ schedules are based on the traditional design/bid/build model, without GSD involvement.

Mr. Fujioka asked for explanation regarding the need for completion of the Gorilla Exhibit and the Golden Monkey Exhibit before the Pachyderm Forest Project begins. Ms. Abano replied that completion of the two projects will make construction of the Pachyderm Forest Project much easier; plus it will improve the Zoo visitor experience. Once all three project areas are closed to the public with construction barriers, over twelve acres of the middle of the Zoo will be shut down to the public. Ms. Abano detailed the area of the shut-downs.

Ms. Renee Weitzer asked if this would delay the Pachyderm Forest, Ms. Abano replied it did not. Ms. Weitzer asked if construction would start sooner if all three projects were ongoing. Ms. Abano replied no, because redesign of the Pachyderm Forest will be done during the construction phase of the Gorilla Exhibit and the Golden Monkey Exhibit. Mr. Gary Moore asked Ms. Abano to emphasize the scope of GSD’s preconstruction work. Ms. Abano stated that GSD will be doing the demolition of the existing Reptile House and the half round-house now housing the South American bird exhibit, all rough grading, installing landscaping not effected by the new redesign, and building a temporary area to hold all the reptiles prior to demolition of the existing Reptile House. The Zoo has designated the old animal hospital as the temporary reptile holding area. Mr. Moore stated that these are all important steps necessary as part of the Pachyderm Forest Project.

Ms. Abano continued. Design contracts and contract amendments incorporate milestones within the proposed master schedule. BOE intends to bid the construction projects so the construction duration is shorter than what is shown on the master schedule.
For example; the Pachyderm Forest Project is currently shown to have a twenty-one month construction schedule. BOE does not intend to bid the schedule at twenty-one months; it will probably be bid at 16 ½ months, so the project can be delivered without returning to the Committee for a time extension. Potential unforeseen conditions have been included and alternative delivery methods are continually being considered.

Mr. Lewis asked for clarification on the start of demolition of the existing Reptile House. Ms. Abano replied that the temporary reptile holding building has to be built first; barricades will be in place so the demolition can begin by August 2006. Mr. Lewis clarified that the demolition would not begin until the temporary reptile holding building was completed. Ms. Abano concurred. Mr. Lewis asked when it was anticipated that the animals would be able to be moved. Ms. Abano replied that GSD estimates a period of four to six weeks to build the temporary holding building, all of July and August 2006.

Ms. Maria Cardenas stated that the project manager had given the CAO’s office detailed notes on the Pachyderm Forest Project schedule. CAO staff had asked for more information on the Pachyderm Forest bid and award lasting twenty weeks. Going back to the meeting when the Gorilla Exhibit Project was awarded, the CLA had asked about shortening and streamlining the Bureau of Contract Administration (BCA) project review so that a bid isn’t received that fails good faith effort. Ms. Cardenas asked BCA about improvements made to the process. Mr. Charley Mims responded that he had looked into the Business Assistance Virtual Network (BAVN); as he understood, it was still under the area that Mr. John Reamer and Ms. Lynda McGlinchey were present to address specifically. Mr. Reamer stated that as far as streamlining, the biggest issue for BCA is staff; since BCA has been able to fill the subcontractor outreach section, their processing has dropped from forty-four days to thirty-two days. Ms. McGlinchey noted that the Gorilla Exhibit review was completed in twenty-five days. Ms. Cardenas stated it was an eighteen week bid and award period. Ms. McGlinchey restated that the good faith effort, subcontractor outreach, and all of the Office of Contract Compliance reviews were done in twenty-five calendar days.

Mr. Moore detailed that in general; after the plans are completed, the front end document has to be done, the plans have to be reproduced, and then a six-week bid period starts. Upon receipt of bids, a review of good faith efforts and such takes a month. Then the package goes to the Board of Public Works (BPW) for review and they award the contract. At that point, the contractor is required to submit bonds and insurance, which typically takes thirty days; at that point Notice to Proceed is issued.

Mr. Fujioka emphasized the need for communication between the various Departments in order to expedite construction of the Pachyderm Forest. He urged everyone to do whatever necessary to save time in order to push the process. He strongly encouraged usage of a parallel process, rather than a linear process. He continued to stress the need for urgency. Mr. Mims stated that the nature of the process is linear to some extent; the bids can’t be reviewed until received and it is still dependent on the contractor to provide necessary information for contracts.
Mr. Moore stated that the standard construction period is due to a fixed amount of funds for the project. The schedule has been based on a normal work shift without any overtime, versus seven-day a week construction. He suggested that BOE return at the next meeting and show the constraints of the project’s work shift. He also noted tightness of site area. Mr. Moore continued on this topic and the need to shorten any administrative process possible. The Committee continued to discuss setting the tone and stage for the Pachyderm Forest Project, its importance nationally, and the need to closely examine all processes for any possible time savings.

Mr. Moore offered to bring alternatives to the next Committee meeting, such as shortening the design period, and, once construction has begun, receiving a second construction bid for six-day a week construction with twelve-hour days versus the normal five-day a week construction. Mr. Mims told of how he had recently contacted Building and Safety (BAS) management to make the Zoo a priority for next-day inspection. Mr. Fujioka again stressed his request for all involved in the CIP to contact his office for aid should it be needed to expedite any process.

Ms. Weitzer asked if speeding up the construction period from sixteen months to twelve months would raise the cost. Mr. Moore replied absolutely; speeding up the process also increases the potential for inefficiencies and subsequent penalties assessed to the contractor for not meeting the schedule, which impacts the initial bid. Ms. Weitzer asked if the sixteen month construction schedule was proportionate to the budget. Mr. Moore replied that every project has delays, whether it be weather delays or design issues.

Ms. Weitzer asked if the designers had returned after the last Pachyderm Forest workshop with information. Ms. Abano answered they had replied this week, but she had not yet discussed this with the Zoo Director. She emphasized that all the alternatives are within the master schedule that she has presented. Mr. Moore stated that another BOE workshop would be held with key staff from the Council Office, CAO, CLA, and the Zoo.

Mr. Fujioka recognized that the schedule submitted for approval was subject to change.

Mr. Lewis moved to approve the revised Master Schedule; Mr. Miller seconded and the motion passed without objection.

Projects in Design

Pachyderm Forest

Ms. Abano reported that design completion is anticipated by June 2007. GSD is performing the demolition and preliminary construction during this design period. Mr. Fujioka asked if design completion really takes a year. Mr. Brad Smith replied that this is the fastest $30M design that has ever been done in the City of Los Angeles. This project is a one-of-a-kind.
Ms. Weitzer asked if Mr. Smith was referring to the design having been done by BOE or the Portico Group. Mr. Smith replied Portico as managed by BOE. Ms. Weitzer asked if Portico didn’t have enough people to do the design faster. Mr. Smith answered that his point was that this design is the fastest ever. Ms. Abano stated that during the design phase, BOE goes through different review periods; it is a matter of getting the drawings produced, presenting them, getting design approval of the owner, the Cultural Affairs Department and all the stakeholders, and then moving on to the next phase. Ms. Abano continued to describe the construction document process of producing 2500 sheets of drawings, and getting them plan-checked and permitted by BAS. The Committee continued to discuss the process.

Ms. Abano proceeded with her report. The Memorandum of Understanding (MOU) with GSD and the Board Report are in process; GSD is anticipated to begin work next week.

Rainforest of the Americas and Reptile and Insect Interpretative Center

Programming has begun and the initial programming review of Portico documents has been completed. Subsequent workshops will be held next month. Design is anticipated to be complete by the end of Summer 2007.

Projects in Bid and Award

Golden Monkey Exhibit

The Golden Monkey Exhibit Project is in the award phase. BOE is processing the Board Report to award construction to GSD, but holding off on the Notice to Proceed (NTP) for construction until approval is received from the Zoo to issue the NTP based on their obtaining the animals.

Projects in Construction

Gorilla Exhibit Project

The Gorilla Exhibit Project is the only project currently in construction. Construction is progressing; the current activities consist of grading, excavation, underground utility work, and the holding building foundation. Construction is 15% complete. A major change order has been completed to replace a section of an existing deteriorated eighteen-inch storm drain line, which was done without delay to construction.

Projects in Postconstruction

The project acceptance report for the Front Entry Project, consisting of the Zoo Entry Plaza, Sea Lion Exhibit and the Children’s Discovery Center, is in process. It should be presented shortly to BPW for acceptance.
Status of Project Management/Construction Management (PM/CM) Contract

BOE has issued a Request for Qualifications (RFQ) for a PM/CM consulting firm. The Statements of Qualifications are due tomorrow. BOE will report their selection to the Committee at the next meeting. Twenty-eight firms attended the pre-proposal meeting and several firms submitted Requests for Information.

Mr. Fujioka inquired if the storm drain change order cost was $150K. Ms. Abano replied she felt it would come in under $100K. Mr. Fujioka asked if this pushes the Gorilla Exhibit Project budget. Ms. Abano replied no.


Mr. Lewis reported that the status of obtaining golden monkeys is in stasis. The draft proposal has to be finalized before going further.

4. BOE to Present Recommendations for Zoo Bond Staffing for 2006 - 2007

Ms. Abano reported that BOE currently has seven resolution authority staffing positions, the same as the previous fiscal year; five of them are filled. BOE intends to use those seven positions this fiscal year and to fill them before the end of calendar year 2006. The two vacant positions are the full civil engineer and the full architect. BOE requested continuation of all seven positions.

Ms. Cardenas noted that in addition two positions, an accountant position in the Board office and a half a position in the Zoo, make nine positions that were approved in the staffing plan for the CIP. Those positions have not been reimbursed to the Department since 2004/2005, because of funding problems for the Zoo. Ms. Cardenas described a CAO recommendation report to City Council that the positions’ cost be transferred to the General Fund. However, that report was not acted on, it was never calendared in City Council. Mr. Fujioka directed that this be added to the first financial status report, recommending that these positions be funded by the General Fund, as opposed to having a separate report.

Mr. Lewis asked what the civil engineer and architect will add to the CIP. Ms. Abano replied that by the end of this calendar year, design of the Pachyderm Forest will be in full gear, the Golden Monkey Exhibit and Gorilla Exhibit Projects will be in the height of construction, and the Rainforest of the Americas and Reptile and Insect Interpretative Center will both be in design. She will need the personnel to handle activity such as reviews, to keep the projects moving so as to avoid delays and speed up the process.
5. Greater Los Angeles Zoo Association (GLAZA) to Report on Capital Project Fundraising Activities.

Mr. Jeb Bonner reported that the final $2.593M of GLAZA’s total $7M commitment for the Gorilla Exhibit Project was transferred recently, finishing their commitment. GLAZA’s focus for the coming year will be on the additional $2.4M for the Pachyderm Forest Project; proposals are out and GLAZA is definitely moving forward on that.

Mr. Fujioka noted that the ability to accelerate the projects existed by going to a longer work day and work week. The ability to return to the City Council for additional funding is somewhat restrained. Mr. Fujioka emphasized the City’s appreciation for GLAZA’s efforts and he requested further aid. The success of the Pachyderm Forest Project speaks to the success of the Zoo, and the time to step up collective efforts is now.


Mr. Fujioka declared that the next Committee meeting is scheduled for July 27, 2006.

7. Public Comment.

There was no public comment.

The Committee simultaneously recognized Mr. Brad Smith’s birthday and thirty-eighth year with the City of Los Angeles, and also recognized Ms. Jodi Yoxsimer’s birthday.

Mr. Fujioka adjourned the meeting at 10:47 a.m.

Minutes prepared and submitted by Ms. Kyla May of the Los Angeles Zoo’s Planning and Development Division. Reviewed by BOE, CLA, CAO and the Zoo.