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<http://engineering.lacity.gov>

April 7, 2026

To All the Consultants on the Pre-Qualified On-Call (PQOC) Architectural and Related Professional Services Consultants List - Tier 1 and 2

## **TASK ORDER SOLICITATION (TOS) NO. 25-009 FOR THE MIDDLE ZOO ADAPTIVE REUSE FOR PROFESSIONAL DESIGN SERVICES (WORK ORDER NO. E1909492)**

### **SECTION I – INTRODUCTION**

The City of Los Angeles (City), Bureau of Engineering (BOE), Architectural Division is seeking professional design and construction administration services for the Middle Zoo Adaptive Reuse (Project), located at the Los Angeles Zoo (5333 Zoo Drive, Los Angeles, CA 90027). The selected Consultant will provide the following professional services as specified in this TOS.

In 2025, the two remaining resident elephants were relocated, leaving the approximately 3.8-acre exhibit empty. The Los Angeles Zoo (Client) would like to re-purpose the exhibit to house giraffes, rhinoceros, ostriches, and yellow-backed duikers (Resident Species). The Project will include modifications to existing structures, barriers, safety fencing, and landscape to accommodate the new species and incorporate current zoo design and operation standards.

The selected Consultant will provide design and construction administration for the Project within the budgeted construction cost of \$6,300,000 and a Project duration of approximately two years. You are requested to submit a lump sum proposal to provide professional design and construction administration services as described in this TOS.

### **SECTION II – PROJECT DESCRIPTION**

The Project entails the rehabilitation and adaptive reuse of the former elephant exhibit that was completed in 2010 into a new exhibit with a modernized habitat that allows cohabitation of giraffe and smaller species as well as a separate habitat for the greater one-horned rhinoceros.



The design shall utilize a dual-context approach: the animal habitats must be rooted in immersive, naturalistic habitat principles aligned with modern zoological best practices, while all guest-facing structures and architectural motifs shall remain rooted in the vernacular of Los Angeles and the California landscape. By framing global biodiversity through a local architectural lens, the Project shall celebrate our regional identity while maintaining a respectful, non-appropriative design approach.

The design and construction of this Project will be used to initiate a "living" Design Standards and Guidelines document. This framework will capture design decisions, regulatory requirements, and lessons learned to ensure a unified aesthetic and operational excellence, supporting animal welfare, safety, and visitor experience, for both the current facility and all future campus developments.

The Consultant team shall submit a minimum of three (3) examples of similar zoo habitat rehabilitation projects coordinated by their selected Zoo Specialist to demonstrate expertise in the following: zoo planning and design within an operational zoo environment; animal habitat design and rehabilitation; animal welfare and husbandry standards; landscape architecture and immersive environments; architecture and adaptive reuse; visitor experience and interpretive planning; civil engineering and site infrastructure; sustainability and environmental planning; and cost estimating and construction phasing. The design team should also be familiar with standards from the Association of Zoos and Aquariums (AZA), United States Department of Agriculture Animal Welfare Act, and the California Department of Fish and Wildlife.

### **Project Validation (PV)**

An initial Project Validation (PV) phase will be required to define the Project's complete program requirements and validate the Project's phasing, budget, and required schedule. The PV will be completed through a structured process, including, but not limited to:

#### **Stakeholder Engagement**

- Client's leadership
- Animal care and veterinary staff
- Operations and maintenance teams
- Education and conservation departments
- City representatives

#### **Existing Conditions Assessment**

- Assessment of the former elephant exhibit for adaptive reuse
- Evaluation of current habitats and infrastructure
- Operational workflow analysis
- Visitor circulation and experience review
- Structural and utility capacity analysis

#### **Program Document**

- Habitat design criteria
- Species design criteria
- Operational adjacencies
- Technology and audio/visual criteria
- Visitor experience and capacity projections
- Spatial and egress requirements for service and guest zones

- Preliminary cost ranges and phasing strategy
- Code and agency compliance checklist

If the Project is phased as below, the design of all phases shall occur concurrently; however, the Project may be constructed in phases. If construction must be phased, Phase 1 must be completed by the Summer 2028 Olympics and Phase 2 must be completed within a year after the Olympics.

1. Phase 1 – Habitat Rehabilitation

Phase 1 focuses on the full habitat modernization of the Project to safely accommodate Resident Species while ensuring the following, but not limited to:

- Animal welfare and behavioral enrichment
- Species-appropriate environmental design
- Veterinary and husbandry functionality
- Staff safety and operational efficiency
- Compliance with governing standards

2. Phase 2 – Visitor Experience Enhancements

Phase 2 focuses on creating a safe, immersive, educational, and revenue-generating visitor experience while ensuring animal welfare remains uncompromised. Design intent shall balance the following, but not limited to:

- Guest flow and accessibility
- Interpretive education
- Improve accessibility and inclusivity
- Conservation messaging
- Revenue support spaces and special guest experiences

Refer to the attached preliminary Project Narrative and Program Scope (Attachment No 3).

**Upon the Client’s verification that the Project is feasible within the estimated construction range and budget, the BOE will provide a Notice to Proceed (NTP) for the design of Phases 1 and 2.**

### **SECTION III – SCOPE OF BASIC SERVICES**

- A. The Consultant, in accordance with the Architectural and Related Professional Services Contract, shall provide professional design and construction administration services for the Project. The professional services shall include all design disciplines needed to complete the Project’s construction and to meet the previously noted sustainable design goals.
- B. All drawings shall be generated in Building Information Modeling (BIM)/Autodesk Revit 2025. The Consultant shall format the construction drawings in 24”x36” size sheets with the BOE title block, of which an electronic copy will be provided by the BOE. The electronic Revit model generated by the Consultant and a copy of the drawings in PDF format shall be transmitted to the BOE for review at each end of the design phases and upon request.
- C. Technical specifications shall be generated in the latest version of Microsoft Word. The Consultant shall format the technical specification in an 8½”x11” size paper referencing the specification divisions in conformance with the latest Construction

Specifications Institute (CSI) MasterFormat. The electronic Word files generated by the Consultant shall be transmitted to the BOE for review, including a copy of the technical specifications in PDF format, at each end of the design phase and upon request.

- D. The Consultant shall be responsible for coordinating the architectural, structural, mechanical, landscape, and electrical engineering plans and specifications with all other disciplines throughout the design phases.
- E. The design shall comply with current applicable codes and regulations. The Consultant shall provide all the required architectural design and construction documents in accordance with, but not limited to, the City Building Code, City Ordinances, City Fire Code, City Electrical Code, City Plumbing Code, and other codes/regulations having jurisdictions on the Project.
- F. The Consultant shall be responsible for acquiring all necessary approvals for the issuance of construction permits, from all Authorities Having Jurisdiction (AHJ) to the subject project, including but not limited to, acquiring approval from the City Department of Cultural Affairs and the City Department of Building and Safety (LADBS).
- G. The Consultant shall be required to attend and present to the Project stakeholders, as needed. These meetings will be coordinated by the BOE.
- H. The Consultant shall assist the BOE during Bid and Award Phase by responding to bidders' Request for Information (RFI) and/or issue bid addenda where necessary, in a timely manner.
- I. The Consultant shall provide construction administration during the Construction Phase which shall include, but not limited to, reviewing construction submittals and shop drawings, responding to RFIs, and reviewing Change Order documentation. The durations for acceptable submittal review and RFI response will be negotiated at the pre-construction meeting.
- J. The Consultant shall prepare a record drawing from the as-built markup provided by the construction contractor for the BOE's record as part of the complete construction documents during the Post Construction Phase, in PDF format and Revit files of the drawing models, with complete BIM information.
- K. The Consultant shall attend design status meetings as directed by the BOE throughout the design phases and shall prepare the agenda and minutes. The format of the design status meeting minutes shall be as directed by the BOE. The minutes shall be submitted to the BOE for review. Upon approval of the meeting minutes, the Consultant shall provide copies of the meeting minutes to the BOE and Client.
- L. To successfully deliver the Project, the BOE and Consultant need to work closely with the Client, whose input and review will play a central role in the Project. Thus, the architectural services for this Project must include a budget for two (2) half-day workshops with the client, plus as-needed regular Project meetings.

- M. The Project shall meet the following sustainability goals of the City: Los Angeles Green Building Code (LAGBC), full-building electrification (no use of on-site natural gas) with portable generator tap box connection, and the Buy Clean California Act (BCCA) requirements.
- N. The Consultant shall include a third-party reviewer to complete Quality Assurance and Quality Control (QA/QC) as well as a third-party estimator to provide construction cost estimates as outlined in this TOS.
- O. Consultants that do not meet the requirements and professional standards of the Architectural and Related Professional Services Contract are subject to termination at any point in the Project.

#### **SECTION IV – PROJECT PHASES AND DELIVERABLES**

The Consultant shall provide the following deliverables at the conclusion of each phase of design services as described below.

**Project Validation (PV):** The PV phase shall fully define the Project’s program and requirements as well as the initial confirmation of the Project’s intended schedule and budget.

1. Distribute programming questionnaires and hold workshops with the Client and their animal care team as necessary
2. Conduct a minimum of two (2) site visits with the Client and their animal care team to walk the subject exhibit as well as existing exhibits of the Resident Species
3. Provide conditioning assessment of existing systems. Identify all required equipment upgrades, performance goals, and husbandry standards.
4. Provide a complete Program Document defining all Project requirements
5. Provide QA/QC criteria and Project review plan
6. Provide a preliminary cost estimate and Project schedule including, but not limited to, key milestones, estimated City review times, City Planning review and commission actions, QA/QC reviews, and agency and plan check review/approval times

Upon acceptance of the PV package, the BOE will issue an Authorization to Proceed (ATP) with comments to move forward to the next design phase.

**Schematic Design Phase (SD):** Represents approximately 20% of design, should clearly indicate the improvements and construction anticipated for the Project, and provides sufficient information and alternatives so that a clear direction for subsequent phases can be determined. The Schematic Design should incorporate all items outlined in Section III – Scope of Basic Services of this TOS. The Schematic Design documents may be submitted as plans with other narrative materials, whichever best presents and conveys the necessary information. The Schematic Design should be presented with sufficient information to allow a reviewer to fully understand the main design concepts. All consultants are to produce their schematic plans following the same format, scale, and drawing positioning as the architectural drawings. The designer shall ensure all subconsultant work is coordinated.

1. Provide three (3) architectural design alternatives to sufficiently explore the design approaches for the Project and to select an option for further development
2. Investigate, analyze, and document as necessary to generate the conceptual Schematic Design
3. Provide recommendations for existing equipment (replace vs reuse, system approach, equipment types, major utility needs)
4. Attend meetings as necessary with the BOE until the final Schematic Design is approved by the BOE
5. Meet with the Los Angeles Fire Department (LAFD), LADBS, LA Sanitation & Environment (LASAN), and other agencies having jurisdiction for preliminary plan check and reviews of the conceptual Schematic Design for compliance with the zoning, building, structural, mechanical, electrical, and plumbing code requirements and incorporate pertinent aspects as appropriate
6. Coordinate with the Los Angeles Department of Water and Power (LADWP) and other utility companies to obtain service commitments and identify points of connection for all applicable utility services
7. Provide drawings and documents, including a predesign report with alternative analysis necessary to obtain Schematic Design approval from the BOE
8. Provide an outline of the technical specifications for all design disciplines
9. Provide a Class "C" cost estimate
10. Provide graphic illustrations and presentation materials as necessary to communicate the Project's design

Upon acceptance of the Schematic Design Package during the submittal review time, the BOE will issue an ATP with comments to move forward to the next design phase.

**Design Development Phase (DD):** The Design Development Phase should provide definite design conclusions based on the approved Schematic Design framework and represent approximately 50% of design completion. The submittal should be presented in an industry-accepted BIM format with additional narrative materials as necessary. Provide a written response to the BOE's and Client's schematic review comments. Resolve any outstanding issues on Schematic Design comments. The Consultant shall ensure all subconsultant work is coordinated. Upon acceptance of the Design Development Package, the BOE and Client will approve the submittal for further development in subsequent phases. Where the Consultant requires a decision or recommendation to proceed to the Construction Document Phase, adequate supportive and explanatory information should be provided, upon which a determination can be made.

1. Drawings shall illustrate the Project in much greater detail than the Schematic Design
2. Provide technical specifications for the architectural, landscaping, civil, structural, mechanical, electrical, and plumbing scope
3. Provide the complete Design Development plans for review. Coordinate a review meeting with the BOE and the Client
4. Drawings shall include all the equipment and major utility needs, based on the approved recommendations
5. Meet with City Planning, the LAFD, LADBS, LADWP, and other agencies having jurisdiction for preliminary plan check for compliance with code requirements and incorporate pertinent aspects as appropriate
6. Provide updated renderings with finishes that have been modified since the Schematic Design phase

7. Provide a Final Materials Board.
8. Provide a Class "B" cost estimate
9. Obtain Cultural Affairs approval as necessary for Conceptual and Final
10. Update Project schedule for review and approval

The Consultant must provide written acknowledgement that comments from the BOE and Client are fully understood and will be addressed in the next phase.

If the Consultant's Design Development construction cost estimate, as confirmed by the BOE, exceeds the allotted estimated construction budget, the Consultant shall hold a Value Engineering session with the BOE and Client to discuss adjustments to the design or construction budget. If needed, adjustments to the design shall be made at no additional cost to the City.

Upon acceptance of the Design Development Package, the BOE will issue an ATP with comments to move forward to the Construction Document Phase.

**Construction Document Phase (CD):** The Construction Document Phase provides the complete set of plans and technical specifications necessary to bid and build the Project. The design is to be 100% complete and will obtain Ready to Issue (RTI) permit status. The Construction Documents are to have been thoroughly checked by the designer inclusive of third-party constructability review to include proofread for spelling, typographical, and grammatical errors prior to submission. The designer shall ensure all subconsultants' work is coordinated.

1. Provide Construction Documents in accordance with the approved Design Development plans including any modifications identified during a Value Engineering session
2. Provide the Construction Documents at 50% completion to the BOE and coordinate a review meeting with the BOE
3. Attend meetings with the BOE and Client as necessary to complete the Construction Documents
4. Provide complete Construction Documents and Class "A" construction cost estimate for the entire Project to the BOE for review at time of plan check submission
5. Provide complete Construction Documents for third-party constructability review at time of plan check submission
6. Submit the complete Construction Documents to LADBS and all agencies having jurisdiction for plan check
7. Review and revise Construction Documents to incorporate all plan check corrections and resubmit as needed to obtain RTI approval for permits
8. Provide 100% technical specifications and drawings electronically in PDF format with all signatures and dates on all sheets to be issued for bid that incorporates all the LADBS and BOE review corrections as well as modifications stipulated by the constructability review
9. Provide all the LADBS RTI documentation for all design fields. The submission should include the original wet-stamped RTI sets and related documents, as well as a digital scan of the documents and updated BIM model / CAD drawings for each design field.

**Bid and Award Phase (B&A):**

1. The Consultant shall assist the BOE to respond to bidders’ questions and prepare clarifications and/or additional bid documents for issuance of addenda where necessary.

**Construction Phase (Const):**

1. Attend the pre-construction meetings
2. Attend weekly job site construction meetings and focus meetings as needed
3. Review shop drawings, submittals, and RFIs in a timely manner
4. Review contractors proposed product substitutions and change order proposals in a timely manner
5. Review the contractor’s schedule and advise on the schedule impact and legitimacy of proposed construction change orders
6. Attend field observation/construction meetings as necessary to resolve design-related construction problems in a timely manner
7. Interpret construction documents and issue clarification drawings as required in a timely manner at no extra charge
8. Participate in pre-final and final inspections
9. Attend final walkthrough with the Client and Contractor at the time of substantial completion of the Project
10. Provide field observations, including structural observations, as necessary to comply with the LADBS

**Post-Construction Phase (Post Const):**

Upon construction completion, the Consultant shall prepare Record Drawings, based on the as-built drawings provided by the Contractor for all disciplines, indicating all field changes made during construction. Work includes, but not limited to, change orders, clarifications, bulletins, supplemental instructions, addenda, etc. Each drawing sheet shall be prominently marked “AS BUILT/ RECORD DRAWINGS” and dated. The final Record Drawings shall be submitted to the BOE in the latest iteration of Revit and in PDF formats. All plan sheets shall be “bound” in their original digital format when submitted to the BOE.

**SECTION V – PROJECT SCHEDULE**

The following Project timeline and milestones with tentative dates are to be used for developing the fee proposal and services breakdown. The schedule duration outlined below does not include City and Client reviews or unanticipated delays unrelated to the design services.

<b>Task</b>	<b>Duration</b>	<b>Date(s)</b>
TOS Issued	N/A	April 7, 2026
Pre-Proposal Meeting and Job Walk	N/A	April 15, 2026
Last Day to Submit Questions	N/A	April 17, 2026
Anticipated Date for Last Addendum	N/A	April 21, 2026
TOS Proposal Deadline	3 weeks	April 29, 2026
TOS Proposal Review	TBD	
TOS Award/NTP	TBD	Anticipated June 2026
Design Phase:		
Project Validation	6 weeks	
Schematic Design	9 weeks	

Design Development	9 weeks	
Construction Documents*	28 weeks	
Bid and Award Phase	10 weeks	
Construction	TBD	Anticipated June 2028
Post Construction	4 months	

\*Permitting must run concurrently with Construction Documents.

The above durations include Client review times. The Consultant shall submit a schedule for the proposed work delineating QA/QC, client reviews, agency approvals, etc. The schedule may be a bar chart that includes detailed durations for the various tasks.

## **SECTION VI – FEE PROPOSAL AND SUBMISSION**

Please submit your fee proposal for each of the Project components noted below and itemize your fees accordingly. In addition, your fee quotation is required to be itemized per design phase: Project Validation, Schematic Design, Design Development, Construction Documents, Bid and Award, Construction Administration, and Post-Construction. This TOS is not an authorization to start work. An NTP will be issued to authorize work to start when your firm has been selected and your fee proposal has been accepted. In addition, an ATP will be issued to your firm for each of the subsequent Project phases before you may proceed with the work.

NO	DESCRIPTION	FIRM	PV	SD	DD	CD	B&A	CON	POST	FEES	BIP
1	Prime (Architect)										
2	Zoo Expert										
3	Structural Engineering										
4	Electrical Engineering										
5	Mechanical Engineering										
6	Plumbing Engineer										
7	3 <sup>rd</sup> Party Estimator										
8	Specifications										
9	3 <sup>rd</sup> Party Constructability Review										
10	3 <sup>RD</sup> Party QA/QC										
11	Reimbursables									\$30,000	
<b>TOTAL PROPOSAL AMOUNT:</b>											

Submit your proposal in three (3) bound hard copies and PDF format. Each submitted proposal must not exceed 40 letter-size pages, including the cover page.

The requested fee proposal shall be prepared in accordance with the terms and conditions of your executed Services Agreement. If there are subconsultants not previously included in the Prime Consultant’s Schedule A list of proposed subconsultants, the Prime Consultant shall first conduct an outreach according to the Contract’s Business Inclusion Program (BIP), Article 17. Documentation supporting the Consultant’s outreach efforts to potential subconsultants and evaluation of selected subconsultants must be included as an attachment with the fee proposal. After reviewing the documentation, the BOE staff may approve these subconsultants as additions to the Prime Consultant’s Schedule A list of proposed subconsultants per Contract’s Article 9 Subconsultant

Approval. Submit the names and qualifications of all proposed subconsultants, including Schedule B – Task Work Order List of Subconsultants.

The fee proposal should outline the costs per phase for each service, as well as an estimated cost for reimbursable expenses. Please note that the City shall pay for all the plan check and permit fees. However, the Consultant may be asked to pay for Project related expenses, including plan check fees, and submit invoices for reimbursement.

**TOS Response Requirements:** The format for the TOS response must be bound copies on vertically oriented 8½"x11" size sheets, with fold out sheets that are 11"x17" permitted.

Include a digital PDF formatted version. The response shall not exceed 40 pages of text including the appendix. TOS Responses shall be submitted as follows:

- Three (3) originals of the TOS Responses to be bound and be submitted to:

Steven Fierce, AIA, Principal Architect  
Bureau of Engineering, Architectural Division  
1149 South Broadway, Suite 830  
Los Angeles, CA 90015  
Attention: Chris Pilikyan, Project Manager

- A digital/electronic copy of the TOS Response shall be submitted as a PDF transmittal by email to Chris Pilikyan at [chris.pilikyan@lacity.org](mailto:chris.pilikyan@lacity.org).
- Bound TOS Responses shall be organized as follows:

**Section 1 – Cover Letter:** One-page general statement on team composition and qualifications with name, address, email, and telephone number for the Consultant's single point of contact.

**Section 2 – Project Understanding:** Explain your team's overall approach to the work. The City will focus on 1) the Consultant's demonstrated understanding of the task and the challenges, 2) creative and innovative suggestions for an inclusive process of design and planning based on the City's stated goals, 3) approaches to improving accessibility to park users, and 4) approaches for Project work plan in alignment with Prop K goals.

**Section 3 – Related Experience:** Describe three (3) similar zoo habitat rehabilitation projects recently completed by your selected Zoo Specialist where the team members were personally involved. Projects by the offices in which the team members work, or previously worked, where the staff were not personally involved in, will not be considered. Include a brief project description including explanatory visuals, project location, scope of work, total project construction cost, client reference contacts, and complete list of team members who personally worked on the referenced project.

**Section 4 – Project Team and Project Schedule:** Provide a Project team organization chart that describe background and roles and responsibilities of key members. Provide information on the Business Inclusion Program (BIP)

subconsultant involvement. Refer to Section X. Resumes of those who will work on the Project should be included in the Appendix.

Provide a detailed scope of work and an associated schedule which expands and develops the scope of work described in this TOS. The schedule should indicate the Consultant's approach to completing the Project as efficiently as possible.

## **SECTION VII – NON-COLLUSION AFFIDAVIT**

A Non-Collusion Affidavit must be signed and submitted with your proposal (Attachment No. 1).

## **SECTION VIII – COMPENSATION SCHEDULE AND PAYMENT MILESTONES**

You are requested to submit a lump sum proposal to provide design professional services as described in this TOS.

The Consultant shall be compensated based on the satisfactory completion of each of the Project milestones as determined by the Project Manager and indicated below. A final payment schedule will be issued to the selected Consultant based on the final approved fee proposal. An NTP shall be issued prior to the start of work of each phase, except for reimbursable expenses that may apply at any phase.

### **Consultant Payment Schedule:**

1. Upon completion of Project Validation Phase
2. Upon completion of Schematic Design Phase
3. Upon completion of Design Development Phase
4. 50% completion of Construction Document Phase
5. Upon completion of Construction Document Phase (RTI Permits)
6. Upon completion Bid and Award Phase
7. 25% completion of Construction Phase
8. 50% completion of Construction Phase
9. 75% completion of Construction Phase
10. Upon completion of Construction Phase
11. Upon completion of Record Drawings

Attached to this TOS are the Non-Collusion Affidavit, Schedule B Task Work Order List of Subconsultants, Project Narrative and Program Scope, AZA Giraffe Care Manual, Rhino Husbandry Manual, Zoo Evacuation Policy, Zoo Procedure Manual, and Tentative Project Schedule (Attachments No. 1 to 8).

## **SECTION IX – SELECTION CRITERIA**

Proposals shall be evaluated according to the following criteria:

	<b>Evaluation Criteria</b>	<b>%</b>
A	Relevant experience and design excellence for similar projects	35

B	Performance in past projects and demonstration of ability to meet project budget and schedule	30
C	Value of services based on the Fee Proposal	20
D	Compliance with the BIP	5
E	Knowledge of City facilities, procedures, and practices	10
	<b>Total</b>	<b>100</b>

**SECTION X – BUSINESS INCLUSION PROGRAM (BIP) REQUIREMENTS**

It is the long-standing policy of the BOE that personal services contracts should, to the maximum extent reasonably feasible, include the utilization of subconsultants – Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Emerging Business Enterprises, Disabled Veteran Business Enterprises, and Other Business Enterprises (MBE/WBE/SBE/EBE/DVBE/OBE). Good Faith outreach is required of Prime Consultants to outreach to their Schedule A listed subconsultants on all task orders.

The Department of Public works has set anticipated participation levels of 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE for the BIP. The Consultant must submit Schedule B with their proposal, which will list selected subconsultants derived from their approved Schedule A.

**SECTION XI – CONTACT INFORMATION**

Proposals shall be directed to:

Steven Fierce, Principal Architect  
 Bureau of Engineering, Architectural Division  
 1149 South Broadway, Suite 830  
 Los Angeles, CA 90015  
 Attention: Chris Pilikyan, Project Manager  
 E-mail: [chris.pilikyan@lacity.org](mailto:chris.pilikyan@lacity.org)

Please send all questions to the Chris Pilikyan at [chris.pilikyan@lacity.org](mailto:chris.pilikyan@lacity.org). Answers will be issued to all firms through an addendum to the TOS.

**SECTION XII – PRE-PROPOSAL MEETING AND JOB SITE WALKTHROUGH**

It is highly recommended to attend the virtual, non-mandatory pre-proposal meeting on **Wednesday, April 15, 2026 at 10:00 AM** as well as the job site walkthrough, which will be scheduled at the Los Angeles Zoo (5333 Zoo Drive, Los Angeles, CA 90027) on **Wednesday, April 15, 2026 at 1:00 PM.**

Virtual Pre-Proposal Meeting Google Meet Information:  
 Wednesday, April 15, 2026 · 10:00 – 11:00am  
 Time zone: America/Los Angeles  
 Video call link: <https://meet.google.com/scs-wbrg-nbw>  
 Or dial: (US) +1 585-491-8173 PIN: 795 074 859#

More phone numbers: <https://tel.meet/scs-wbrg-nbw?pin=2353201088591>

### **SECTION XIII – DISCLAIMER**

The BOE may or may not decide to award any or part of this Task Order in one or multiple NTP's based on its sole convenience and shall not be responsible for any solicitation response costs. Furthermore, the Project schedule of any or part of this Task Order is dependent on the availability of funding and can be postponed at any time. The BOE reserves the right to award none, some, or all parts of the proposal to the selected Consultant, as well as reserving the right to reject any and all proposals. Furthermore, the BOE reserves the right to issue additional TOSs, if necessary, to complete the remainder of the scope of work.

### **SECTION XIV – CONFIDENTIALITY**

All documents, information, City Data, and materials provided to the Consultant by the City or developed by the Consultant pursuant to this Contract (collectively "Confidential Information") are confidential. The Consultant shall not provide and shall prohibit its employees and subcontractors from providing or disclosing any Confidential Information or their contents or any information therein either orally or in writing, to any person or entity, etc. except as authorized by the City or as required by law. The Consultant shall immediately notify the City of any attempt by a third party to obtain access to any Confidential Information.

Your fee proposal must be received by our office **no later than 12:00 PM on Wednesday, April 29, 2026**. The City reserves the right to award some or all parts of the proposal. In addition, the City reserves the right to reject any and all proposals.

We look forward to your participation and receiving your fee proposal.

Sincerely,



Steven Fierce, AIA  
Principal Architect  
Architectural Division

C:\Users\520479\Box\ARC\\_PROJECTS\LA Zoo Adaptive Reuse Projects\18- Middle Zoo\6\_TOS

Attachments: (1) Non-Collusive Affidavit  
(2) Schedule B Task Work Order List of Subconsultants  
(3) Project Narrative and Program Scope  
(4) AZA Giraffe Care Manual  
(5) Rhino Husbandry Manual  
(6) Zoo Evacuation Policy  
(7) Zoo Procedure Manual  
(8) Tentative Project Schedule

cc: BOE/Arch. Div.: Celso Del Poso, Marina Quinonez