

# NEW CONSTRUCTION TEAM



Dr. James Edward Jones PC, previously known as Manual Arts New PC #2, opened on September 3, 2008

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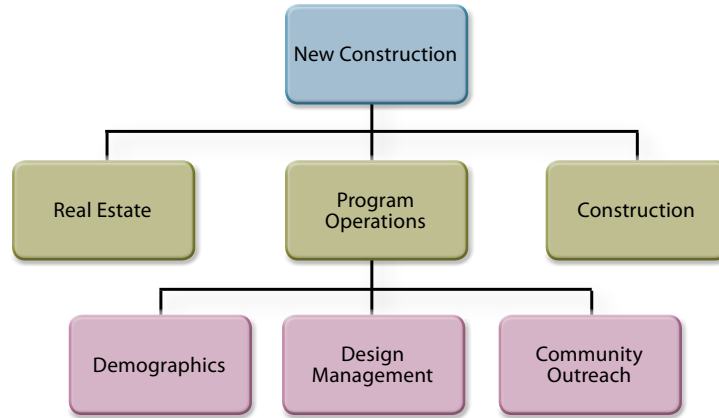
**Gary Baker**  
Director, Construction

**Vincent Coffeen**  
Director, Design Management

**Lorena Padilla-Melendez**  
Director, Community Outreach

**Rena Perez**  
Director, Demographics

The New Construction branch has six departments:



Real Estate and Construction are the two execution departments responsible for planning, land acquisition, environmental remediation and construction. Real Estate and Construction are supported by Program Operations. Program Operations include Demographics, Design Management, and Community Outreach. The roles and responsibilities of the departments are further described below.

## Real Estate Department

The Real Estate department manages the process of school development from project definition until the start of construction, including the following:

- Creation of project definitions
- Overall project management during the preconstruction phase of each project
- Facilitation and direction to various departments responsible for preconstruction activities
- Identifying potential school sites
- Managing site feasibility studies
- Due diligence and acquisition of all properties needed for new schools
- Relocating private and commercial residents
- Managing properties from acquisition to site vacancy
- Coordination with municipalities, local agencies, and other project stakeholders

## Construction Department

The Construction department manages projects from the start of construction through school occupancy and is responsible for the successful oversight of over \$6.5 billion of construction. It is the largest of the six departments, with over 340 team members. It is organized into geographic regions and includes project and construction management, project controls, and reporting functions.

The Construction department is responsible for:

- Bid and award of construction contracts
- Administration of the construction contract
- Managing changes in design during construction
- Coordinating with Inspection
- Processing progress payments
- Scheduling and coordinating placement of furniture and equipment
- School start-up and commissioning
- Project support and closeout

The Project Support group provides operational support including cost and schedule management, estimating, reporting, quality control, demolition, and project certification.

## Program Operations

Program Operations includes all of the support, financial and reporting functions in the New Construction Branch not otherwise provided in the two execution departments of Real Estate and Construction. These specifically include Demographics, Design Management, Community Outreach, and program level controls, finance and reporting.

### Demographics

The Demographics unit utilizes a sophisticated geographic information systems (GIS) database to analyze student enrollment and population changes. This data is used to derive projections for future school enrollments, as well as assess and determine the ability of District schools to accommodate current and future students. In conjunction with planning teams, Demographics evaluates various options to relieve overcrowding by developing additional school projects. This unit also supports other FSD and District-wide departments on various initiatives and provides enrollment data, maps and charts. In addition, the Enrollment Analysis Technical Advisory Committee (EATAC) was established as an expert review panel made up of six nationally noted demographers, academics and planners who specialize in the field of demography and population studies. The committee works closely with the demographics unit, providing expert technical peer review and validation to ensure that the District uses the best methodologies and analytical practices possible in its enrollment forecasting and demographic analyses. The committee meets formally once a year to review and discuss changes in data, assumptions and analysis methodologies, as well as numerous informal discussions and exchanges of ideas throughout the year.

### Design Management

The Design Management department is responsible for managing the architect & engineer's (A/E) contract for each project to ensure that the A/E delivers efficient, cost-effective and architecturally appropriate designs that incorporate all educational programming needs and state requirements while also considering community interests. Architecture firms, often small business enterprises, provide designs that are functional, attractive, sustainable and meet the Collaborative for High Performance Schools (CHPS) standards for educational facility environments.

### Community Outreach

The Community Outreach department builds greater public understanding, broader participation and productive partnerships for the New School Construction Program. Community Outreach organizers build and maintain strong partnerships with the community through an understanding of the diverse communities that LAUSD serves.

The Community Outreach department:

- Supports the New School Construction Program goals by developing and implementing initiatives, policies and processes that promote community engagement
- Develops and implements outreach and communication strategies tailored to the needs of the District's diverse communities
- Provides forums for communication between communities and New Construction
- Develops and disseminates clear informational materials to the community