



Meeting Minutes

2012 Bond Project Advisory Team (PAT) Meeting

Pilgrim Academy K-8

MEETING #: 1

LOCATION: Pilgrim Academy- 6302 Skyline Dr.

DATE / TIME: September 10, 2014, 4:00 – 5:30 pm

ATTENDEES: Diana Castillo, Principal; Carrie Flores, Assistant Principal; Andrew Casler, Dean of Students; Tom Davies, Teacher; Andrew Camann, Teacher; Romerico Romero, Teacher; Edna Chible, Parent; Jim Teater, Community Member; Clay Clayton, HISD Facilities Planning; Design; Albert Wong, Heery- Project Manager

PURPOSE: Introduce PAT members to the HISD staff assigned to this Project and discuss the overall planning, design and construction process and responsibilities of all participants.

AGENDA:

- Make Introductions
- Explain Planning/Design/Construction Process
- Discuss Roles/Responsibilities of all participants
- Briefly review 21st Century Educational Facilities
- Discuss what are this school's Guiding Principles
- What to expect at the next PAT meeting

DISCUSSION:

1. All attending PAT members introduced themselves and indicated what their current involvement was with the school. Clay Clayton, HISD Facilities Planning, and Albert Wong, HISD Project Manager, introduced themselves to the PAT members and briefly described their backgrounds and roles on this Project.
2. With a PowerPoint presentation on the projection screen, Mr. Clayton described the planning, design and construction process, starting with the development of site specific Educational Specifications and their intended purpose. Mr. Wong briefly described the various design and documentation phases (Concept Development, Schematic Design, Design Development, Construction Documents) that would result in drawing and specification documents that would be used for construction purposes.
3. Mr. Clayton noted that the Educational Specifications will include the school's Guiding Principles, Capacity Model, Space Requirements and Descriptions, along with a Finish, Fenestration and Infrastructure Matrix.
4. A brief discussion ensued, explaining the roles and responsibilities of the PAT members, including the Principal, who is the leader of the PAT, along with teachers, staff and the School Support Officer. It will include parents and community representatives as well as student representatives.
5. Next, the roles and responsibilities of the Project's Program/Project Manager were explained. Mr. Wong, as the designated HISD Program PM for Pilgrim Academy, will be the

Improving Lives. Building Trust!

primary contact person for any questions or issues regarding the Project. His responsibilities will be to manage and coordinate with all the various entities involved with the Project, from the Architectural/Engineering (A/E) Team and Construction Manager at Risk (CMAR) to the HISD Facilities Planning, Design and Construction staff. Mr. Wong noted that from HISD Construction Facilities Services (CFS), there is a Facilities Planning Planner (David Funk) and a Facilities Design Manager (TBD) who will both be involved for the entire duration of the Project. A Facilities Construction Manager will also be assigned to the Project as the design construction documents become more developed, prior to bidding and the beginning of construction.

6. With regards to the Consultants for the Project, several pre-qualified Design Professionals/Architects will be interviewed and selected by HISD in conjunction with representatives of the PAT. A similar process is used to select the Construction Manager At Risk (CMAR). The contracted Architectural firm will have their own team of consultants which typically include engineers, landscape architects and any other consultants, on an as-needed basis. The CMAR is also interviewed and selected by HISD, based upon their submitted qualifications. Once authorized, they will become involved and interact with the Facilities Design and A/E Teams throughout the Project's duration, primarily to assist with keeping the Project on budget.
7. A brief explanation was given by Mr. Clayton, regarding the concept of "Guiding Principles" and how they would be utilized throughout the Project's design process to provide some insights into what is important to the school's program, culture and legacy. Mr. Clayton logged onto the HISD website and was able to show some of the earlier Groups 1 and 2 projects that have already determined their unique list of "Guiding Principles". These are used, in many instances, for making or confirming design and program decisions when there might be conflicting choices to consider. The PAT agreed to develop draft Guiding Principles for review and approval at the next PAT meeting.
8. At the end of the meeting, PA Handbooks were issued to all the attending members to review and, at a later time, will be requested to turn back in a signed agreement to continue to be a part of this Project's Project Advisory Team (PAT).

QUESTIONS/ANSWERS:

1. Mr. Casler asked if potential costs associated with the removal and demolition of some existing metal buildings and concrete paving on the recently purchased parcel of land intended for Pilgrim Academy's 2012 Bond Program expansion and whether any of the Program Budget construction funding would be applied to these costs.
 - a. It was later answered by the PM, after verifying with HISD Facilities Construction, that these demolition costs would come out of the total Program Budget.

ACTION ITEMS:

- 1-1 Respond to questions regarding the demolition costs for the existing metal buildings and concrete paving on the adjacent expansion parcel of land. (Wong)
- 1-2 Develop list of potential Guiding Principles to review/confirm at next PAT Meeting. (PAT)
- 1-3 Schedule User Group Meetings to begin process of determining school's Capacity Model. (Funk, Wong)

WHAT TO EXPECT AT THE NEXT PROJECT ADVISORY TEAM MEETING

1. Review and confirm the Project's Guiding Principles.
2. Review/confirmation of the capacity model.

NEXT PAT MEETING: Tuesday, October 7, 2014 4:00 PM to 5:30 PM

Improving Lives. Building Trust!

Please review the meeting minutes and submit any changes or corrections to the author.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Albert Wong, AIA
Program Manager
HISD-Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9271
Email: awong@houstonisd.org