



HISD Project Advisory Team (PAT) Meeting Minutes

North Forest Early Childhood Center

MEETING NO.: 012

LOCATION: Fonwood Early Childhood Center

DATE / TIME: July 23, 2014/ 12:00pm

ATTENDEES: Princess Jenkins, HISD Facilities Planning; Dr. Kimberly Agnew Borders, HISD Principal; Marianne Keating, HISD PK Teacher; Melba Williams, Kwame Building Group PM; Cheryl Lawrence, RWS Architects; Tori Trexel, RWS Architects;

PURPOSE: The purpose of this meeting was to review the current design for North Forest Early Childhood Center.

AGENDA ITEMS:

- Update on the evaluation of pricing for the Project
- Review teaching Surfaces, AV and casework layouts
- What to expect at the next PAT meeting

NOTES:

Discussion

1. Ms. Melba Williams, KWAME, stated that the Construction Manager at Risk (CMAR), Drymalla Construction, Inc. has received proposals from subcontractors and is in the process of reviewing and validating that they meet the scope of work in the documents.
2. Dr. Agnew requested a list of the Alternates. A copy of Specification Section 01 23 00 – Alternate with a list was provided at the meeting.
3. Dr. Agnew approved and signed the Final Education Specifications. Ms. Princess Jenkins, HISD Facilities Planning provided a sign off sheet for the remainder of the PAT members and requested that they signify their approval upon their return for the 2014/2015 school year.
4. Dr. Agnew noted that the Final Education Specifications only showed one self-contained classroom. Upon review, it was noted that there are two self-contained classrooms but only one is noted as a teaching station. RWS Architects confirmed that the project has a total of 29 learning center classrooms, two of which are special education, each with a capacity of 12 students.
5. RWS Architects reviewed the floor plans and interior elevations in order to get feedback from PAT on placement of electrical outlets, tackable wall surfacing, marker boards, smart boards, etc. The following revisions were requested:
 - a. Delete the music staff from the marker boards in the Performing Arts Learning Center.
 - b. Delete the tackable wall surface in Halls 012 and 014.
 - c. Provide one 6' x 4' chalkboard in lieu of two (2) 4' x 4' chalkboards at the Extended Learning Areas.
6. Dr. Agnew reminded the team that they would like to have activity walls at the Extended Learning Centers, similar to the pictures shared at previous PAT meetings. RWS Architects noted that these types of installations will need to be part of Furniture, Fixtures and Equipment (FF&E). However once the scope of the activity walls is determined their installation will need to be coordinated relative to any rough-ins required.

7. The PAT expressed an interest in having a climbing wall located in the Multi-Purpose Activity Room. RWS Architects noted that a climbing wall will require wood blocking in the wall for installation. Addition of the wood blocking will occur during construction as a change order.
8. The drawings currently show infrastructure for the information boards/media walls set up for short throw projectors. The direction regarding the type of projectors and whether a media board will be utilized is undetermined. HISD Technology is reviewing. The PAT discussed the possibility of having the wall mounted projectors controlled remotely with iPads instead of with Smart Boards.
9. The capacity of the Storage Room for table and chairs was discussed. The room is not sized nor was it intended to store all of the tables and chairs in the Student Dining/Multi-Purpose Room. The capacity of the room will vary based upon the type of tables and chairs purchased.
10. RWS Architects confirmed that IT Storage has been set up for charging six (6) iPad carts.
11. RWS Architects discussed potential furniture layouts and referred to sample furniture layouts from Community Playthings.
12. The PAT expressed a desire to later re-visit furniture layouts once the final construction cost was assessed and HISD's FF&E coordinator is available to discuss what kinds of furniture will actually be purchased.
13. The PAT asked about vinyl chain-link fencing in lieu of ornamental fencing surrounding the site. RWS Architects confirmed that currently the drawings show ornamental metal fencing along the whole length of Sterlingshire and Mesa, among other places in the project. The PAT felt that ornamental metal fencing along all of Sterlingshire is not necessary, and perhaps the ornamental metal fence could just be along Mesa and the front of the school between the two entry drives or from the corner of Mesa.
14. The PAT asked whether a workstation for printing and copying could be included in the Administrative Mail and Workrooms. RWS Architects explained that currently there is a data outlet, but not a sit-down workstation in this space. The PAT stated that this is acceptable since printing can be done wirelessly.
15. The PAT asked whether there is sufficient infrastructure to include phones in the learning centers. RWS Architects confirmed yes, phones can be installed at any data outlet because the system will utilize Voice over Internet Protocol (VoIP).
16. Ms. Williams noted that vertical files in drawings should be lateral files for efficiency. The PAT agreed.
17. Ms. Williams expressed concern about tables facing the walls in the Flex Lab adjacent to the Learning Commons. RWS noted that this is a requirement in the Ed. Spec.
18. The PAT would like to add a window between the Flex Lab and Learning Commons. RWS to confirm.
19. Dr. Agnew requested that the August PAT Meeting be rescheduled to August 14, 15, or the 18th to further discuss outcome of the proposals and the status of the alternates. Ms. Williams will confirm and send out meeting requests and invitations.

NEXT PAT MEETING: The next PAT Meeting will be held on either August 14, 2014 at 8:00 am.

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

Sincerely,

Melba Williams

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