



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Pilgrim Academy**

**MEETING #:** 29

**LOCATION:** Pilgrim Academy K-8 Principal's Conference Room

**DATE / TIME:** February 13, 2016 @ 4:00 pm

**ATTENDEES:** (those marked with a check were present)

✓	Diana Castillo	Principal		Region Hunter	Parent
✓	Carrie Flores	Assist. Principal		Jorge Arredondo	CSO
✓	Andrew Casler	Dean of Students	✓	Stennis Lenoir	RDC Architects
✓	Tom Davies	Teacher	✓	Don Thompson	DT Construction
	Logan Faron	Teacher		Bill Wisenbaker	DT Construction
	Romerico Romero	Teacher	✓	Ryland Parker	DT Construction
	Jim Teater	Community Member	✓	Jesse Fussell	DT Construction
	Edna Chible	Parent/Staff	✓	Gary Whittle	HISD
	Ludwin Chavez	Parent/Staff		Maxwell Price	HISD
			✓		

**Purpose:** Provide PAT updates for new northwest parcel land and T-Buildings site. RDC Architects' to provide updates for permit and color board schemes. DT Construction/PAT to discuss project construction schedule activities.

**AGENDA:**

- Introductions of PAT Members
- Review/Discuss updates to the northwest parcel of land and T-Building site
  - a. Completion of demolition - paving, foundations and rough grading.
- Pilgrim Academy Project's permitting with the City of Houston by RDC-A/E Team
  - a. The permitting documents progress and design revisions to get Planning Approval.
- Discuss the construction schedule, phasing alternatives, safety and security
  - a. General Contractor to present project schedule and discuss phasing and timelines.
  - b. Principal to provide dates for school activities that will occur during construction.
- Discuss the color board presentation schemes to be prepared by RDC Architects
- Budget summary update on project
- What to expect at the next PAT Meeting (Quarterly)

**Next PAT Meeting: Date and Time to be confirmed**



## DISCUSSION:

1. Introductions of PAT Members.
  - a. Maxwell Price (HISD-Heery): Distributed the project meeting agenda and sign-in sheet.
  - b. HISD-Heery: Introduced Ryland Parker, Project Manager with DT Construction.
    - i. Ryland provided a summary of his work experience. He will visit the project construction site once or twice a week.
    - ii. Ryland introduced Jesse Fussell, Superintendent, with DTC. Jesse will be full-time at the construction site on a daily basis.
  - c. PAT members introduced themselves.
  - d. Principal Castillo: Introduced Jorge Arredondo, the new CSO for Pilgrim Academy.
  
2. Review/Discuss updates to the northwest parcel of land and T-Buildings site.
  - a. Asst. Principal Casler: After the building was demolished on the adjacent site, the concrete foundations were not removed and the site was not properly graded.
    - i. HISD Real Estate procured the adjacent parcel and KBR was contracted to demolish building and clear/grade site.
    - ii. KBR stopped work on site because they discovered a live gas line and contacted HISD & CenterPoint.
    - iii. CenterPoint Gas was contacted but did not cutoff and cap gas line in a timely manner to allow KBR to complete site work.
  - b. HISD-Heery: KBR had already left the site before gas line work was completed. They were paid only for work that had been completed to date.
    - i. The foundations can be cut down about 12" below grade or completely removed and covered with dirt.
    - ii. The uneven areas will be cleared and properly graded to match elevation of adjacent school field to make it safe for school activities.
  - c. Asst. Principal Casler: Concerned if work done at adjacent site would be funded by the project.
  - d. HISD-Heery: Funds for work on adjacent site were taken out of the real estate budget.
    - i. DTC will use the site for their job trailer, materials lay down area, and for parking.
    - ii. At the end of the construction project, and before DTC leaves the adjacent site, they will resolve the issues with the foundations and grading of the site.
    - iii. Aries Building Systems (contractor) put up a new fence but was not contracted to take down the second layer of fencing. The old fence will be removed before completion.
  - e. HISD-Heery: Stacey Howard (DTC) and Maxwell Price (HISD-Heery) visited the Pilgrim school about two weeks ago to review the adjacent site and construction area.
  - f. Asst. Principal Casler: Concerned that some ground areas adjacent to T-Buildings do not have sod, and drainage is still an issue in some areas.
    - i. HISD-Heery will contact Aries to install new sod to improve drainage around sidewalks.
  
3. Pilgrim Academy Project's permitting with the City of Houston by RDC A/E Team.
  - a. Stennis Lenoir (RDC-Architect): The plans are back at the COH for the 3<sup>rd</sup> time and are currently being reviewed by the COH plan check department.
    - i. To date, the approved drawing sections are: sprinkler-fire, HVAC, plumbing, electrical, utilities and structural.



- ii. The remaining drawing sections for planning, traffic and storm are being reviewed for approval.
    - iii. The full permit approval is expected by late February or first week in March.
  - b. RDC-Architect: To issue structural steel, HVAC and architectural drawings to DT Construction to prepare their shop drawings.
  - c. RDC-Architect: HISD-Real Estate owns the existing field property and new parcel site, but they are platted separately.
    - i. Eventually, HISD may re-plate the two lots, which may take some time. It is not required.
    - ii. Existing site may be within the allowable City requirement regarding concrete quantity for the project/school and HISD will try to get COH to provide a storm water credit for project.
    - iii. The storm water credit may allow the detention pond to be deleted from the project.
- 4. Discuss the construction schedule, phasing alternatives, safety and security.
  - a. Ryland (DTC): Distributed the project schedule and discussed phasing and timelines.
  - b. The schedule duration timeline is 365 days and DTC will strive to beat the end date.
  - c. HISD-Heery: Spring break is March 13-17, 2017 and project work should be underway.
    - i. Upon receipt of the approved permit, HISD-Heery will coordinate the Notice-to-Proceed date ahead of time with DTC in order to revise the project schedule.
    - ii. NTP will then be issued to DTC to start construction work, likely around the first week in March.
    - iii. Mobilize job trailer and start site work for new building addition.
    - iv. Conduct above ceiling research (utilities) during spring break, after hours, or weekends.
  - d. Principal Castillo: Informed PAT that school will be out on June 1.
  - e. DTC plan is to start the renovation area construction work the first week in June.
    - i. Demolition will start on outside north recreation wall, music area, and gym renovations.
    - ii. HISD expectation is that the music room, art room and gym building wall (enclosed/watertight) must be complete before school start in August.
    - iii. Weather may affect steel erection, but once area is closed in work will progress well.
    - iv. Parking lot, driveway extension, and landscape work will be done during the summer break.
    - v. DTC will protect job trailer, construction area, and school walkway areas with construction fence to provide safe passage for students, staff, pedestrians and workers.
    - vi. DTC will be cautious of gas and low power lines when large work trucks (concrete, dump truck, etc.) are coming in/out of job site. Use the easiest and safest site access points.
  - f. Principal Castillo: Informed PAT/DTC that testing will be at the end of March 2017 and in May.
    - i. School will follow-up to provide DTC with other school activity dates.
    - ii. Recently the owner of the vacant lot adjacent to school to the West, started parking trucks on the lot. There has been no activity on vacant lot in last 10 years.
- 5. Discuss the color board presentation schemes to be prepared by RDC Architects.
  - a. Stennis Lenoir (RDC-Architects): Presented to PAT the color board schemes for the Boys and Girls toilet/locker rooms for selections.
    - i. Principal/Staff approved the colors and sample materials, but not the accent band schemes.



- ii. RDC to prepare a few alternative examples of accent band schemes for selection.
  - b. The colors for the new learning center and other renovation spaces are pending selections.
- 6. Budget summary update for project.
  - a. Maxwell (HISD-Heery: Passed out budget to PAT.
  - b. Gary Whittle (HISD-Heery): Provided a summary of the current project budget.
    - i. Bond was setup in 2012 and some projects did not start until 2015-16.
    - ii. Budget line items were originally established as a fixed percent of estimated construction costs. As actual costs are received, money has been reallocated within the budget to cover items where actual costs were under or over budgeted amounts.
    - iii. Largest reallocation was to cover Construction cost. This was originally estimated to be \$3,993,600, but actual cost after accepting bids is currently \$5,558,000. Most of the reallocation to cover this overage came from Inflation/Reserves, which was originally set aside specifically for Construction cost increases. The remaining overage was reallocated from Supplemental Funding.
    - iv. A question was raised about the \$1.2M+ budget for Technology. G. Whittle stated he was unaware of the reason that budget was established higher than expected, but would follow up with IT to see if it could be adjusted. There was some speculation that perhaps this budget included technology upgrades within the existing school, but further research is needed.
    - v. Project Total Budget: Currently \$8,949,481. Current forecasts show the project to be approximately \$150,000 under budget, pending further information from IT.
    - vi. Any cost savings on project will be returned to 2012 Bond.
- 7. What to expect at the next PAT Meeting (Quarterly).
  - a. Full permit for Pilgrim project to be approved by first week of March 2017.
  - b. HISD to issue Notice-to-Proceed to DT Construction by first week of March.
  - c. RDC to issue "Construction Documents" to DTC by first week of March.
  - d. DTC to present revised construction project schedule to discuss work activities and timelines.
  - e. Review of color selections and tile patterns.

**NEXT PAT MEETING:**

- 1. March 6, 2017 - Monday at 4:00 PM; Pilgrim Academy Principal's Conference Room

**QUESTIONS/ANSWERS:**

- 1. Principal Castillo asked whether there will be any available funds returned from project.
  - a. Gary Whittle (HISD-Heery): Informed the Principal/CSO/PAT that any budget funds not used during the construction phase will be identified at the end of the project.
    - i. HISD-BOE will make the final decisions regarding how cost savings will be used.
- 2. Principal Castillo/Jorge Arredondo (CSO): Inquired about adding classroom space for the school.
  - a. Recommend adding new classrooms (2-3) and, science lab (1).
    - i. Presently using the existing science lab room as a classroom.
    - ii. RDC: In schematic phase, prepared plan and cost for three classrooms (cost \$550k).
    - iii. Inquired about a stand-alone new gym, but do not have site space and cost is high.
    - iv. Inquired about an orchestra room for the school, but program/cost not in budget.
    - v. Trustees (BOE) would need to approve any additional scope to the project.



**ACTION ITEMS:**

1. Permit Approval and Issue NTP to DT Construction.
2. RDC to prepare a few alternative examples of accent band schemes for selection
3. RDC submitted proposed sketches and cost estimate, on 2/16/17, to add three new classrooms.
  - a. HISD currently reviewing the classroom proposal.

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

Sincerely,

**Maxwell L. Price, MBA, NOMA**

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