



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

**MEETING #:** 30

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

**DATE / TIME:** March 6, 2017 @ 4:00 pm

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

✓	Diana Castillo	Principal		Region Hunter	Parent
✓	Carrie Flores	Asst. Principal	✓	Jorge Arredondo	CSO (Telecom)
✓	Andrew Casler	Asst. Principal	✓	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. DT Construction/PAT to discuss revised construction schedule for project. RDC Architects' to provide updates for permit and accent color band schemes.

### AGENDA:

- Introductions of PAT Members
- Review/Discuss updates for T-Buildings and northwest parcel of land
  - a. Scope and proposal to provide sod/drainage at T-Buildings and correct parcel issues.
- Discuss Pilgrim's permitting with the City of Houston and HISD Notice-to-Proceed
  - a. RDC to receive full permit approval from COH and send out drawings (Issue For Construction).
  - b. HISD to prepare and issue Notice-to-Proceed to DT Construction.
- Review/Discuss the revised construction schedule, phasing, safety and security
  - a. DT Construction to present revised project schedule and schedule of values.
  - b. Principal/Team/DTC to discuss school activities and construction coordination.
- Review alternate examples of accent band schemes for selection prepared by RDC
- What to expect at the next PAT Meeting (Quarterly)

**Next PAT Meeting: May 17, 2017 - 4:00 PM; Pilgrim Academy Principal's Conference Room**

#### HOUSTON INDEPENDENT SCHOOL DISTRICT

Construction and Facility Services • 3200 Center Street • Houston, Texas 77007-5909  
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## DISCUSSION:

1. Introductions of PAT Members.
  - a. Maxwell Price (HISD-Heery): Distributed the project meeting agenda and sign-in sheet.
  - b. Principal Castillo (Pilgrim): Jorge Arredondo (CSO) will not attend meeting.
2. Review/Discuss updates for the T-Buildings and northwest parcel of land.
  - a. Maxwell: On March 7, 2017, Aries Building Systems (contractor) is scheduled to install new sod to improve drainage around sidewalks for T-Buildings.
    - i. Asst. Principal Casler (Pilgrim): The lights under canopy for T-Buildings have not come on in months.
    - ii. Gary Whittle (HISD-Heery): The timer for the lights may not be working properly.
    - iii. Maxwell: Will instruct Aries to have the electrician to check lights and timer to make sure they are working properly.
  - b. Maxwell: Will prepare scope/proposal to remove abandoned foundations, grade NW parcel site, and remove the second layer of old fencing.
    - i. Principal Castillo: HISD Facilities visited the site about 2 weeks ago and reviewed the adjacent area. Facilities took a lot of photos and said site needed a lot of work.
    - ii. DT Construction (contractor) will use the parcel for their job trailer, materials lay down area, and parking.
    - iii. At the end of the construction project, and before DTC leaves the site, they will resolve the issues with the foundations, grading of the site, and take down old fencing.
3. Discuss Pilgrim's permitting with the City of Houston and HISD Notice-to-Proceed.
  - a. Stennis Lenoir (RDC-Architects): On March 2, 2017, COH approved the full permit for the project.
  - b. Maxwell: On March 6, 2017, HISD issued the Notice-to-Proceed to DTC.
    - i. Don Thompson (DTC): Has received NTP and picked up permit from COH.
4. Review/Discuss the revised construction schedule, phasing, safety and security.
  - a. Ryland Parker (DTC): Passed out the revised schedule and discussed phasing and timelines.
    - i. Revised schedule NTP date is 3/06/17 and the work will start on 3/07/17.
    - ii. The schedule is in line with revised dates and scope has not changed.
    - iii. DTC will submit pending RFIs to RDC for review and responses.
    - iv. Some shop drawing submittals are ready and will be sent to RDC.
    - v. RDC shall issue to DTC (1) CD and (1) full set of IFC drawings (Issued for Construction).
    - vi. Structural steel is the most important material and longest lead item.
    - vii. Steel fabrication may take over 50 days. Need IFC drawings to finalize steel submittal.
  - b. Stennis: Per COH, the new storm pipe under new connecting corridor must be changed to an alternate type of pipe material.
    - i. Gary: Adjust pipe route at corridor to accommodate adding 3 new classrooms in future
  - c. Principal Castillo: Some Pilgrim school staff will be at school March 13-14, 2017 and can assist DTC with entering school building and site areas.
    - i. Plant Operator staff can be arranged to assist DTC on days staff is off.
    - ii. School to coordinate overtime for plant staff with Maxwell Price to get them paid.



- d. HISD-Heery: During Spring break project work should start and be underway.
    - i. Mobilize job trailer and start site work for new building addition.
    - ii. Partial stairs (7'-10') at west entrance area to be demoed over spring break.
    - iii. Conduct above ceiling research (utilities) during spring break, after hours, or weekends.
  - e. Principal Castillo: Informed PAT that school will be out on June 1.
  - f. DTC plan is to start the renovation area construction work the first week in June.
    - i. Demolition will start for outside north recreation wall and gym renovations.
    - ii. HISD expectation is that the music room and art room must be complete, and gym exterior walls must be weather tight before school start in August.
    - iii. Parking lot, driveway extension, and landscape will be done during the summer break.
    - iv. DTC will protect job trailer, construction site and school walkway areas with construction fence to provide safe passage for students, staff, pedestrians and workers.
  - g. 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.
5. Review alternate examples of accent band schemes prepared by RDC Architects.
- a. Stennis Lenoir (RDC-Architects): Presented to PAT the accent band schemes for the Boys and Girls toilet/locker rooms for final selection.
    - i. Principal/Staff kept schemes to review and make final selections.
    - ii. Approved tile/accent samples will be kept in job trailer for review and information.
  - b. The colors for the new learning center and other renovation spaces are pending selections.
6. What to expect at the next PAT Meeting (Quarterly).
- a. Discuss school activities for May through August 2017.
  - b. Discuss construction schedule, work activities and project coordination.

#### **NEXT PAT MEETING:**

- 1. May 17, 2017 - Wednesday at 4:00 PM; Pilgrim Academy Principal's Conference Room

#### **QUESTIONS/ANSWERS:**

- 1. Asst. Principal Casler: Asked whether there will be any available funds returned from project, and can they be used for additional classrooms?
  - 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 (3) classrooms. Consider using some funds from \$1.2M Technology budget.
    - i. Gary: Cost estimates of adding (3) classrooms were between \$600-700k. Trustees (BOE) would need to approve any scope changes that add costs to the project, as the project is already using Supplemental funding to cover current scope. All expenditures of Supplemental funding require BOE approval.
    - ii. Gary: Approved scope was based on "Final" programming, which was to add (10) classrooms, (1) science lab, and a middle school gymnasium.



- iii. Jorge (CSO) requested to have a meeting to further discuss consideration to approve adding new classrooms. Principal Castillo to follow up.

**ACTION ITEMS:**

1. DT Construction to mobilize job trailer onto northwest parcel to start construction work.
2. Principal/Staff to make final selections for accent band schemes provided by RDC.
3. DTC to submit RFIs and shop drawing submittals to RDC for review/responses.
4. RDC to print IFC documents and submit to DTC.
5. DTC, RDC and HISD-Heery to meet weekly for construction meetings.

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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