



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

**MEETING #:** 25

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

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

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

<input checked="" type="checkbox"/>	Diana Castillo	Principal	<input checked="" type="checkbox"/>	Edna Chible	Parent/Staff
<input checked="" type="checkbox"/>	Andrew Casler	Dean of Students	<input checked="" type="checkbox"/>	Carrie Flores	Asst. Principal
<input type="checkbox"/>	Jim Teater	Community	<input checked="" type="checkbox"/>	Jay Scott	Aries Bldg. Sys.
<input type="checkbox"/>	Tom Davies	Teacher	<input type="checkbox"/>	Eric Ford	HISD
<input checked="" type="checkbox"/>	Logan Faron	Teacher	<input checked="" type="checkbox"/>	Romerico Romero	Teacher
<input checked="" type="checkbox"/>	Stennis Lenoir	RDC Architects	<input checked="" type="checkbox"/>	Albert Wong	HISD
<input type="checkbox"/>			<input checked="" type="checkbox"/>	Gary Whittle	HISD

**Purpose:** Provide PAT updates to RDC Architects' design & construction documentation to HISD and the project bidding and award process.

**AGENDA:**

- Review & discuss any concerns related to the relocated T-Buildings.
- Review & discuss updates to the Northwest parcel of land.
- Discuss COH permitting review process.
- Updates for the Pilgrim Competitive Sealed Proposal (CSP) bidding process
- Determine date for 3<sup>rd</sup> Community Meeting
- What to expect at the next PAT Meeting.

**DISCUSSION:**

1. Jay Scott, the Project Manager from Aries Building Systems, provided an update on the relocated T-Buildings and discussed remaining work items still being addressed.
  - a. Additional outlet added to service the IT rack at no cost to HISD.
  - b. Electrical service has been provided to all the relocated T-buildings.
  - c. Security cameras are all operational; no complaints as of yet.
  - d. Aries is preparing a proposal for additional grading to relieve site drainage issues around the relocated T-Buildings area. HISD will issue PO.
2. Albert Wong provided a brief update on the NW parcel of land.
  - a. An active CenterPoint Energy gas line was discovered while trying to remove prior building foundations and all scheduled demolition work was stopped until CenterPoint can cap and abandon the line. This work is underway, but not yet completed. Once we get the "all clear" from CenterPoint, KBR will be contacted to remove the remaining portion of foundations and asphalt paving still in place and complete the grading and leveling of the site.

- b. A maintenance team from HISD facilities spent several days “making safe” some concerns at the site, including exposed steel rebar and general debris. The area now appears to be safe, but an HISD safety officer requested additional repairs and/or replacement to the perimeter fence around the site. Albert asked Aries to provide a quote for the fence repairs. HISD will issue PO.
3. Albert & Stennis Lenoir (RDC Architects) gave an explanation of the City of Houston permitting process.
  - a. Manual vs. Electronic online submittal to City: Stennis suggested that a manual submittal is better for a smaller project such as this. This allows him to meet more directly with plan reviewers.
  - b. First round of comments typically take approximately 21 days. Then, there is a better idea after first round on what types of concerns there are and how quickly they can be resolved.
  - c. Several items that are known concerns:
    - i. Traffic report along Skyline Dr., based upon the extended vehicular driveway drop-off/pick up area for the parents and students.
    - ii. Minimum required sidewalk width along Skyline (4’ vs. 5’ or 6’).
    - iii. Parking counts, adding 21 spaces currently, but also accounting for street parking
    - iv. A detention pond is currently shown, but RDC will attempt to get the City to count credits from the demolition and removal of all the previous impervious covered areas at the incorporated NW parcel of land that was re-platted to be part of the overall campus site.
4. Group discussed the detention pond as shown. Pond was designed to 7’ depth to limit SF being taken from play field. It was noted that it would be fenced, but the PAT was concerned about student safety.
  - a. Stennis reiterated that best case scenario is that this detention pond will not be required at all. If it is, he can look at redesigning to limit depth and possibly relocating to prevent interfering with play field more than absolutely necessary. The footprint of the overall pond, if required, could be expanded to make it shallower, with gradual sloping sides, to make it more User friendly as a playing field, similar to the detention pond/playing field at the HISD St. George Place ES.
5. Albert & Gary Whittle explained the HISD CSP process that was underway.
  - a. Scheduled to advertise on Sept. 26, with bids due on Oct 11; expected to receive 3-5 bids.
  - b. Once bids are received and evaluated, they are reviewed by Legal and Business Assistance for compliance and sent to Evaluation Team for recommendation to the Board.
  - c. Pushing through approval process to make agenda for November BOE meeting.
  - d. If approved at November BOE, the contract should be issued within weeks, allowing construction to begin in December, if the associated COH building permit process is completed and approved.
  - e. Gary noted that even without full permit approval, there is “Front End” work that needs to happen (Submittals, procurement of materials, signing up subcontractors, etc.)
6. PAT asked when construction would begin and what would happen first.
  - a. Stennis suggested that the long span joists at the Gym would be one of the most urgent items due to site accessibility, but that the GC would provide a sequencing schedule, once they are under contract.
  - b. Stennis noted that the construction sequencing would require the Multi-Purpose Room and part of Music Room would need to be vacated close to start of construction. That is estimated to be sometime in December. The PAT indicated that the Multi-Purpose Room is needed in early December for several functions after Thanksgiving, so construction sequencing and phasing would be critical, if construction started in December.
  - c. It was also discussed that the school would need to reroute access to T Buildings to avoid the construction area. This was anticipated with relocation and a sidewalk extension was provided.
7. Stennis noted that the final plans for bidding would include the wood flooring for the Gymnasium. PAT was very happy about that.



- a. PAT asked about Gym floor striping. Stennis said it would be striped for both Basketball and Volleyball, and would include inserts for a Volleyball net.
  - b. Stennis also noted that the bleachers would be portable as opposed to fixed to allow for more flexibility of space.
  - c. PAT asked about a curtain or divider at mid-court. Raised concern about sharing with Elementary and Middle School aged students at the same time. Stennis noted that nothing was currently planned, but would explore options.
8. Some color boards for the proposed interior finishes were briefly presented by Stennis and these were well received by the PAT.
9. PAT asked about Contractor badging & security.
- a. Albert & Gary explained the HISD Bond badging procedures.
  - b. Construction area would be cordoned off by fence or temporary walls to separate workers from students. Any workers coming into building would be badged, either permanently or daily.

**QUESTIONS/ANSWERS:**

- 1-1 There were no additional questions.

**ACTION ITEMS:**

- 1-01 Process Aries proposals for additional work at T-Buildings & NW fencing repairs.  
1-02 Stennis to research curtain/divider options for Gymnasium.

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. Introduce General Contractor and discuss Phasing & Duration of project.

**NEXT PAT MEETING: TBD-** December, 2016; Pilgrim Academy Principal's Conf. Rm.

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,

**Albert Wong, AIA**

Project Manager

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