



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

MEETING #: 28

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

DATE / TIME: December 13, 2016 @ 4:00 pm

ATTENDEES: (those marked with a check were present)

<input checked="" type="checkbox"/>	Diana Castillo	Principal	<input checked="" type="checkbox"/>	Region Hunter	Parent
<input checked="" type="checkbox"/>	Carrie Flores	Assist. Principal	<input type="checkbox"/>	Jocelyn Mouton	CSO
<input checked="" type="checkbox"/>	Andrew Casler	Dean of Students	<input checked="" type="checkbox"/>	Stennis Lenoir	RDC Architects
<input checked="" type="checkbox"/>	Tom Davies	Teacher	<input checked="" type="checkbox"/>	Don Thompson	DT Construction
<input type="checkbox"/>	Logan Faron	Teacher	<input checked="" type="checkbox"/>	Bill Wisenbaker	DT Construction
<input type="checkbox"/>	Romeric Romero	Teacher	<input checked="" type="checkbox"/>	Jesse Fussell	DT Construction
<input checked="" type="checkbox"/>	Jim Teater	Community Member	<input checked="" type="checkbox"/>	Gary Whittle	HISD
<input checked="" type="checkbox"/>	Edna Chible	Parent/Staff	<input checked="" type="checkbox"/>	Maxwell Price	HISD
<input type="checkbox"/>	Ludwin Chavez	Parent/Staff	<input type="checkbox"/>		

Purpose: Provide PAT updates for final work activities for T-Buildings and site, RDC Architects' coordination to obtain building permit, introduce selected Contractor and Construction Team, and upcoming project construction work activities.

AGENDA:

- Introductions of PAT Members
- Review/Discuss any relocated T-Buildings issues or concerns
- Review/Discuss updates to the northwest parcel of land
 - a. KBR Construction - 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 that are necessary at the parking lot in order to get Planning Approval
- Discuss the site access and construction phasing alternatives, safety and security
 - a. Introduce selected Contractor and the Construction Team
 - b. Provide information about the expected construction activities and timeline
- Review/Discuss the exterior brick vendor products that are the same as original textures/colors
- Discuss the color board presentation schemes to be prepared by RDC Architects
- What to expect at the next PAT Meeting (Quarterly)



DISCUSSION:

1. Introductions of PAT Members.
 - a. Maxwell Price introduced himself as the new HISD-Heery Project Manager for the project, replacing Albert Wong.
 - b. Maxwell introduced Don Thompson, DT Construction LP, and his team (Bill Wisenbaker-Project Manager/Estimator and Jesse Fussell-Superintendent).
 - c. Principal Castillo and each PAT member introduced themselves.
2. Review/Discuss any relocated T-Buildings issues or concerns.
 - a. Aries is currently addressing drainage issues related to the relocation.
 - b. Problem with lighting, may be timer at sidewalk/breezeway (to be checked/resolved).
 - o Heery will follow up with Electrician.
 - c. No other concerns were raised at this time.
3. Review/Discuss updates to the northwest parcel of land.
 - a. Aries is working on replacing damaged perimeter fence and gates. Should be complete by end of next week.
 - b. Gas piping has been capped and abandoned by CenterPoint. Remaining concrete foundations need to be removed.
 - i. KBR has been contacted to complete work. Heery will follow up.
 - c. Gates at Beverly Hills from previous owner need to be upgraded to HISD standards.
 - d. Remove sheet metal (to be demoed).
 - e. Don Thompson, DT Construction, would like to use the vacant lot for a lay down area for building materials, parking and miscellaneous work activities during the construction phase.
 - i. Gate upgrade and removal of sheet metal will be at conclusion of project.
4. Pilgrim Academy Project's permitting with the City of Houston (COH) by RDC A/E Team.
 - a. Stennis informed PAT that RDC is revising the project documents to meet Permit Department (COH) review comments. Also conducting design revisions required for the parking lot area.
 - i. City needs more information on available Street Parking.
 - b. RDC meeting with COH to resolve planning, traffic and electrical issues.
 - c. The revised documents will be resubmitted to COH for re-reviews and it is anticipated that all drawing sections will be approved for full permit by mid-January 2017.
 - d. RDC working with City Plan Reviewer to resolve concerns with the corridor length at Music/Art rooms regarding a dead end corridor condition.
 - i. May require a revision to leave Music room as is, in lieu of widening to capture corridor. Researching possibility of adding egress door to resolve.
 - e. Detention pond (\$28k alternate) to be eliminated from project and credit provided.
 - f. Evaluate trees along Beverly Hills to meet Urban Planning (COH) tree requirements. Need trees to block view of undesirable businesses near and across from school.
 - g. Principal would like to use existing field for soccer, track and or baseball diamond. RDC to research adding field on adjacent site.
 - h. The school presently has 95 existing car spaces and 21-22 new car spaces will be added
 - i. Fence (vinyl chain link) at south area of school site, adjacent to another owner's property, is in good condition. RDC and HISD-Heery will further evaluate for existing damages.



5. Discuss the site access and construction phasing alternatives, safety and security. Introduce selected Contractor and the Construction Team. Provide information about the expected construction activities and timeline.
 - a. Plan to keep sidewalk open for exit at dismissal and fire department access. Keep areas clear to provide safety and security for students and staff.
 - b. DT Construction is the selected Contractor for the New Building Addition and Renovations project. The team consist of: DT, HISD-Heery to manage overall project, RDC to provide A/E-construction oversight services and PAT group to coordinate school activities and monitor progress during construction phase.
 - c. Don Thompson, DT Construction, informed PAT that they are currently conducting work for other 2012 HISD Bond school projects. He said they have experience working with Principals/Staff and coordinating work in conjunction with school activities.
 - d. Principal would like to know when construction will start. Permit is critical to begin, but anticipate late-January / early-February 2017 for activity to begin on site.
 - e. Maxwell informed PAT that the construction duration is 365 days (1 year) from start to finish.
 - f. DT proposed to close Multi-Purpose room over spring break and turnover new space in August 2017. Steel materials for new gym is critical to meet scheduled completion.
 - g. Principal preference is to start in June 2017 because spring will present a challenge due to testing schedule during the spring semester. DT advised that with a June start, the Gym would likely not be available until October 1. School preferred that schedule over starting in spring.
 - h. School to provide calendar to DT for school daily activities to help plan project phasing. DT will refer to calendar for “non-working” days around testing and school activities.
 - i. DT to prepare a phasing plan and then coordinate with School/HISD-Heery to finalize.
 - j. Maxwell explained the chain of command / requests for the project.
 1. HISD is the authority for all major decisions and funds approval.
 2. HISD-Heery (Maxwell Price) to manage overall project, is the liaison/lead contact between HISD, Pilgrim, A/E and Contractor.
 3. RDC to provide A/E-construction oversight services.
 4. DT to conduct construction work activities.
 5. PAT group to meet quarterly to discuss work progress.
 6. Periodic weekly, bi-weekly and or monthly site visits will be conducted by HISD Field Reps, HISD-Heery, RDC Architects, Engineers and other consultants to monitor construction work progress for the Pilgrim project.
 - k. Principal requested for construction personnel to sign in at office. Any workers coming into building would be badged, either permanently or daily. No badges issued for workers isolated in construction area.
 - l. Construction area will be blocked off by fence or temporary walls to separate workers from students and staff.
 - m. Discuss project activities weekly before or after OAC meetings.
 - n. Maxwell to email DT’s draft construction schedule to Principal/PAT.
6. Review/Discuss the exterior brick vendor products that are the same as original textures/colors.
 - a. The brick vendor that bid the project is able to exactly match the original textures/colors for brick, as specified in the drawings and specifications.
 - b. RDC will forward vendor information to DT to confirm material matches.



7. Discuss the color board presentation schemes to be prepared by RDC Architects.
 - a. Stennis (RDC) informed PAT that colors and interior finishes need to be selected for the color board. RDC and HISD/Heery to coordinate the selections with Principal.
8. What to expect at the next PAT Meeting (Quarterly).
 - a. Full permit for Pilgrim project to be approved by mid-January 2017.
 - b. Construction activities for site and demolition work to be underway by mid to late January 2017.
 - c. General Contractor to present project schedule and discuss Phasing & Duration of project.

NEXT PAT MEETING:

1. February 7, 2017 - Tuesday at 4:00 PM; Pilgrim Academy Principal's Conference Room

QUESTIONS/ANSWERS:

1. Principal would like to know if there will be any funds returned from project.
 - a. Gary Whittle informed Principal/PAT that a project budget update will be performed and any remaining funds will be identified at that time.

ACTION ITEMS:

1. Determine requirements for project trees.
2. Stennis (RDC) to prepare color board for finishes.
3. Budget update on Project.

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 Price, MBA, NOMA

Project Manager

HISD - Construction & Facility Services

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