



**Project Advisory Team (PAT) Meeting Minutes**

**Sterling High School**

**MEETING NO.:** 016

**LOCATION:** Sterling High School

**DATE / TIME:** August 14, 2014, 9:00 am

**ATTENDEES:** Dale Mitchell, Sterling HS – Principal; Dominic Monita, Sterling HS – Instructor; Horace Kenney, Sterling HS; Jonathan Fountain, Stantec – Design Team; David Funk, HISD – Planning; Marvin Stone, HISD/Heery – Program Management; Eddie Smith, Cadence McShane – CMAR; Robert Bedrich, Cadence McShane

**PURPOSE:** The purpose of the meeting is to provide an overview of the permitting, bidding and construction phase processes.

**AGENDA ITEMS:**

- Project status update
- Construction Manager-At-Risk (CMAR) overview of the bidding and construction phase processes
- Architect's presentation of the permit review processes.
- What to expect at the next PAT meeting

**NOTES:**

**Discussion**

1. Project Status Update
  - a. The City of Houston (CoH) approved the requested Parking Variance, which allowed for a reduction in the required amount of parking spaces.
  - b. The overall drawing documentation schedule has been revised in order to incorporate changes resulting from the CoH approval.
  - c. The anticipated completion date of the entire facility remains unchanged.
2. CMAR Review of Bidding & Construction
  - a. Bid Documents are expected to be issued on September 19, 2014.
  - b. Cadence McShane will be holding a Pre-Bid conference at the school for potential sub-contractors; it needs to be held on the grounds of the existing school. They requested use of the Sterling High School cafeteria on October 3, 2014 for this purpose. As it is a school holiday, it was tentatively agreed this event could take place at the school.
  - c. Bids are tentatively scheduled to be due to Cadence McShane on October 22, 2014.
  - d. Cadence-McShane indicated their current schedule has their Guaranteed Maximum Price proposal being complete and submitted to HISD on or near November 11, 2014.

- e. Cadence-McShane, Construction Manager at Risk (CMAR) & Stantec (formerly SHW), Architects stated that permits are anticipated by December 2014. Cadence McShane would be able to mobilize on-site after that date.
- f. Cadence-McShane reviewed the proposed phased construction schedule:
  - i. Phase 1 includes the entire new building, the new eastern parking area, the detention pond to the west, and parking / fire lane / service drives to the south of the new building.
  - ii. Phase 1 also includes some site utility work within the existing western parking lot (along Martindale) during the summer of 2015 and 2016.
  - iii. Cadence-McShane is currently targeting October 2016 for substantial completion on Phase 1.
  - iv. Move-in from the existing school to new school is tentatively scheduled to begin December 2016.
  - v. Phase 2 will include abatement of the existing school buildings, demolition of the existing school, creation of the new playing fields, and large central parking area. This work will be done after the new school is in operation.
  - vi. Phase 2 is scheduled to commence in January 2017.
  - vii. Phase 2 is scheduled to be completed by the end of August 2017.
- g. Cadence-McShane stated that the south entry into the western parking lot (off Madden Street) will be unavailable during construction. Principal Mitchell requested that HISD Transportation re-route buses starting in the fall of 2014 to the school's existing north parking lot.
- h. A temporary service road will connect the northern parking lot to the service area as well as the existing Auto-Tech area.
- i. Cadence-McShane noted that the southern-most entry into the western parking lot off Martindale will remain in service until the summer of 2016.
- j. Cadence-McShane noted that the construction area will be entirely fenced off from both of the roadways and the existing school while construction is underway. The fence will have an opaque windscreen within the fence between the existing school and the new facility. There will need to be several fire department accessible gates.
- k. It was agreed that there should be absolutely no contact between construction and school personnel.
- l. Cadence-McShane expects that some concrete deliveries will occur over-night / early morning (i.e., 2 a.m.)
- m. Principal Mitchell inquired what, if any, materials would need to be brought from the existing facility to the new facility. HISD noted the intent is to limit the amount of re-used material; the vast majority would be transferred to HISD. Mr. David Funk, HISD Facilities Planning noted that campus should begin compiling inventory of specialty items (such as flight simulators, etc.) that must be relocated.

### 3. Architect's Review of the Permitting Process

- a. The documents are to be submitted to the CoH on September 19, 2014.
- b. Typically, the review process takes from 8 to 12 weeks.
- c. The entire construction will utilize a single permit. Therefore the new facility must pursue a Temporary Certificate of Occupancy so the school may be occupied during the 'Phase 2' of construction. The CoH will not issue a final Certificate of Occupancy

until all work covered under the permit has been completed (including all site-related work).

4. Additional Discussion:

- a. Principal Mitchell inquired on the status of addressing comments brought to HISD. Specifically the comment concerning requested changes to the layout of the NJROTC program by Dominic Monita were addressed. Principal Mitchell asked if the District is confident in the layout of the 100% Review Documents providing for a functional & safe environment for the students. Mr. Funk indicated that the District is confident in the layout. The architect was directed that no changes to the layout were to be pursued.

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

1. At the next regular PAT meeting, the construction drawings will be nearly complete, and the architect will be able to confirm dates for submittal for City of Houston plan review.

**ACTION ITEMS:**

- 16-01 Complete 100% Construction Documents for Permitting to the City of Houston and for Bidding & Construction to HISD & Construction Manager on September 19, 2014.

**NEXT MEETINGS SCHEDULED:**

1. The next regular PAT Meeting date is September 11, 2014 at 9:00am.

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

Sincerely,

**Marvin Stone, III**

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