CONSTRUCTION AND FACILITY SERVICES (CFS)
3200 Center Street, Houston TX 77007-5909

Project Advisory Team (PAT) Meeting Minutes
Worthing High School

MEETING NO.: 024
LOCATION: Worthing High School
DATE / TIME: May 5, 2014 / 4:20 PM to 6:20 PM
ATTENDEES: Princess Jenkins; HISD, Facilities Planner; Jim Beal, KWAME, Project Manager; Kim Jones, OWS, Community Outreach; Rhonda Booker, HISD, Teacher; Noe Almaguer, MW Architects, Project Manager; LaTonya Perry, MW Architects, Project Coordinator; Alaa Alyasiri, MW Architects, Project Coordinator; Denetris Jones, HISD, Secretary; Giovanna Pennick, HISD, Teacher; Paul Jones, HISD, Teacher; Alex Wamrimi, B3Ci, Intern; Joe Tomaselii, B3Ci, Construction Site Superintendent; Peter Coleman, B3Ci, Project Executive; M. Colten, Glass Contractor

PURPOSE: The purpose of this meeting is to discuss and receive an update on the building design construction start for Worthing High School.

AGENDA ITEMS:
- Discuss 2007 Bond Construction impact to the school.
- Coordinate meetings with PAT members to review Schematic Design plans with different curriculum departments.
- What to expect at the next PAT meeting

NOTES:
Discussion:
1. James Beal, Program Manager with KWAME discussed the 2007 construction work and impacts to the school.
   a. The contractor is upgrading the 2007 Addition pier footings.
   b. The Contractor is moving water lines from under the new building.
   c. The existing underground utilities from old buildings removed from site have caused challenges and tasks in moving forward completing the foundation, however progress is being made.
   d. KWAME and Contractor explained utility usage for 2007 Addition will have separate electrical between 2007 & 2012 projects.
   e. The Contractor explained challenges for the occupancy of the 2007 Addition and demolition of existing building and construction of the 2012 scope.
   f. Challenges for the school when the demolition phase begins will be with Cafeteria/Dining, Gymnasiums and Locker Rooms; emergency exit pathways and requirements, and foot and vehicular traffic.
   g. Challenges for the contractor when demolition phase begins will be with supplying utilities to the 2007 Addition and phasing of the demolition of existing 3 story building including Kitchen/Dining, Gyms and Locker Rooms and construction of the 2012 project.
2. The Architect noted that coordination meetings with individual departments to further develop specific areas will be scheduled. He also noted that the final design will comply with HISD Design Guidelines and Educational Specifications.
3. Coordination meetings will tentatively start on Tuesday, May 20, 2014. Time is to be determined.
4. The Architect explained the design phases of the project: Schematic Design (SD) - current phase of building layout awaiting approval from HISD; Design Development (DD) -phase after SD – will include comments from coordination meetings and further development of each of the spaces; followed by Construction Documents (CD) -preparing more in-depth drawings/details for contractor to build building.
5. The UT Baylor Health Clinic has already provided their needs, so this group will not be included in the coordination meetings.

Questions/Comments and Answers:
1. When will materials/finishes be decided? 2007 Addition materials/finishes have been determined already. Finishes for the 2012 Building will be determined as part of the schematic design process.
2. **Will windows be operable?** No, the school is designed in accordance with HISD’s Design Guidelines which limit operable windows for increased energy efficiency.

3. **Will teachers be able to control individual room temperatures and turn systems off and on?** School will be able to adjust room temperature up or down by two (2) degrees, but not off and on.

4. **Will the departmental meetings include building maintenance department? If not, please consider meeting with this group.** Currently, the maintenance department is not part of the departmental meetings, only the design discussions. A separate meeting can be set up to include MEP Engineer to discuss mechanical, electrical, plumbing and technology being used in the building.

5. **How does the Contractor accomplish everything in a project without stepping over each other (Plumbing, electrical, etc.)?** There is a lot of coordination between the various construction trades during a project. The main responsibility of the Construction Manager at Risk (CMAR) is to manage this process and deliver the project on time and on budget with the expected quality level.

6. **Has there been a decision made regarding the existing detention pond and will there be a fence around it?** The detention pond will remain as-is for now, and will have a wrought iron fence around it.

7. **Will there be an elevator in the 2012 portion of work?** No, the 2012 portion of new work will be a one (1) story building.

**What to Expect at the Next PAT Meeting:**

1. Due to school schedule change for the summer, meeting time will be changed to 10:00 a.m.

**ACTION ITEMS:**

1. Schedule meetings with individual department leaders to review schematic design. (Kwame)
2. Obtain final approvals on changes to the 2007 addition and issue changes to the contractor for pricing and inclusion in that portion of the work. (Kwame)

**NEXT PAT MEETING:** The next PAT Meeting will be held on June 3, 2014 at 10:00am.

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

Sincerely,

**James Ayer Beal AVS, LEED AP, PM**  
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