



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

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**Facilities Planning**

**Project Advisory Team Meeting Minutes**

**Grady Middle School PAT**

**MEETING NO.:** 008

**LOCATION:** Grady Middle School

**DATE / TIME:** November 12, 2013, 1:30 p.m.

**ATTENDEES:** Ellecia Knolle, Former Briargrove Elementary School PTO President; Gretchen Kasper-Hoffman, Principal; Carolina Weitzman, Natex Architects; John Haugen, Natex Architects; Robert Barrera, Rice and Gardner Consultants, Inc.; Anthony Payne, Natex Architects; Steve Hoyt, HISD Sr. PM; Mary Lynn Khater, Parent; Gordon Richardson, Briarbend HOA President

**PURPOSE:** The purpose of this meeting was to review the progress with the design development phase for Grady Middle School as prepared by Natex Architects.

**AGENDA ITEMS:**

- Review Natex design development presentation
- What to expect at the next PAT meeting

**NOTES:**

1. John Haugen, Natex Architects presented the progress with the design development phase.
  - a. The conceptual phasing plan was presented. Phase 1 includes demolishing the three transportable buildings that occupy the space where the new building addition will be located.
  - b. Two double size transportable science buildings and one double classroom transportable building are required and are planned to be placed on the west side of the school.
  - c. Natex received approval from the City of Houston Fire Marshall to remove the existing Grasscrete fire lane. This fire lane will not be necessary after the new addition is constructed.
2. Phase 2 of the phasing plan includes fencing off the construction zone.
  - a. The construction area was shown to be on the southeast corner of the parking lot.
  - b. Students will be routed south around the gymnasium to the student pick up area. This will be coordinated with the contractor once the contractor is on board.
3. Phase 3 of the plan involves demolition and site clearing.
  - a. The remaining transportable buildings will be demolished.
  - b. The construction area will be cleared.
  - c. The existing entry approach from San Felipe St. will stay as is.
  - d. Two speed tables are scheduled to be placed at entry points from the parking lot. The speed tables are similar to speed bumps, designed to reduce traffic speed and to allow handicap access from the parking lot.
4. The floor plans were reviewed. The majority of the design refinement was for the mechanical and electrical rooms.
5. A roof area on the second floor is being considered to be enclosed to allow for more storage, if budget permits.

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6. Elevations were presented. The exterior building materials were presented. Metal panels and masonry patterns will mimic the existing design of the existing building.
7. Wall materials for the interior main street were discussed. A durable wall material for the main street corridor is being studied.
8. The PAT prefers hard tile surfaces in the neighborhood areas. Easily maintained materials are preferred.
9. The main street corridor patterns will coordinate with ceiling furr downs.
10. Planters were removed from the outdoor learning area. The organic trail in the learning area was presented and discussed.
11. Canopy columns along the student pick up area were shown to be wrapped with masonry.
12. Exterior lighting requirements will be addressed as the design develops.
13. Coat hooks and backpack hooks were discussed and requested to be incorporated into the design.

**ACTION ITEMS:**

- 1-01 Continue with design development. (Natex)
- 1-02 Sterling Structures, the construction company, will prepare a cost estimate.

**NEXT MEETING:** Next meeting will be held on December 10, 2013 at 1:30.

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

Sincerely,

Robert Barrera, Jr.  
Senior Project Manager  
HISD – Construction & Facility Services  
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Attachment: