



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

Facilities Planning

Meeting Minutes

Waltrip High School

MEETING NO.: 003

LOCATION: Waltrip High School Library

DATE / TIME: July 29, 2013, 4:30 pm

ATTENDEES: Andria Schur, Principal; Elizabeth Villarreal, Parent; Delinda Holland, Community Representative; Carla Hoyer, Staff Member; Dr. Jon Enloe, Community Representative; Stan Terry, Community Representative; Ken English, CM-PA Project Manager; Debbie Adams, Alumni; Jonathan Saulos, Student; Rebecca DelaRosa, Teacher; Jesse Espinosa, Band Director; Terry Sutton, Community Representative; Darcy Ruffino, Teacher / Athletic Director; Rosy Ruedas, Student; Martha Fuentes, Student; Mary Gibson, Teacher; Alexis Leija, Student; June DeLeon, Parent; Cindy Reibenstein, Student; Travis Stanford, HISD – Construction Services; Robert Berrera, Rice & Gardner Consultant, Inc.; Jim Rice, Rice & Gardner Consultant, Inc.; Kedrick Wright, HISD – Facilities Planning; Sue Robertson, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning., Gloria Barrera, HISD Facilities Planning.

PURPOSE: The purpose of this meeting was to discuss the status of 2007 bond program scope of work and how completion of this work will not impact the 2012 bond funds.

AGENDA ITEMS:

- Introductions
- Review the Guiding Principals
- Review the Capacity Model
- What to expect at the next Project Advisory Team Meeting

NOTES:

1. Travis Stanford started the meeting by providing an update on the status of the 2007 bond program scope of work.
2. Mr. Stanford reported that during the July 2013 Board meeting the Construction Manager at Risk (CMAR) was approved and the contract negotiations were underway. The CMAR is Satterfield & Pontikes, and they will handle the remainder of the 2007 scope as well as the 2012 scope. HISD is hoping to have the contract finalized within 4-6 weeks.
3. Mr. Stanford introduced the Program Manager for the 2012 Bond scope - Rice & Gardner Consultants, Inc.
4. The design Team includes the Program Manager, Architect/Engineer, HISD Planning, Design and Construction staff and the CMAR.
5. Once the CMAR is on board they will be working with the Program Manager and the Principal to determine a phasing plan for 2007 work and eventually the 2012 work.
6. The CMAR will provide a construction schedule that has on-going school functions as a priority.
7. Mr. Stanford stated that they estimate the remaining scope of 2007 should take about 12 months to complete, and he emphasized again that 2007 Scope will be completed by HISD without impacting the 2012 funds.

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582

8. Ken English of AECOM, the Program Manager for the 2007 bond scope, provided the following update on the status of the summer work:
 - a. Classrooms on 2nd floor west wing are almost complete and will be ready for teachers no later than 12th.
 - b. DDC controls are being repaired and a/c units are being connected to system.
 - c. Intrusion alarm – devices are in place – programming in progress.
 - d. Painting of front entry – cleaning up & finishing.
 - e. Refinishing existing wood doors at entry.
 - f. SMART Boards for 2nd floor classroom wing have arrived and will be installed ASAP. Install will be completed no later than 8/17.
 - g. Pool work – JOC starting now. 3-4 month completion schedule.
9. Linnea Wingo of Gensler provided a presentation showing work that has been accomplished – Scope of 2007 Overview
 - a. Remaining Scope
 - i. A/C & Heating
 - ii. Electrical
 - iii. Curtain wall – 2 story & 3 story buildings
10. The question of LEED certification was raised and Sue Robertson stated that LEED is more complex when dealing with additions and renovations. It was noted that LEED requirements and opportunities will be discussed as the scope is developed.
11. One of the PAT members asked about lead time for the courtyard because they are selling pavers that will be need to be ordered and installed. It was noted that this will need to be coordinated with them.
12. There was consensus that the 34th Street entrance needs to be upgraded and improved.
13. Ms. Robertson stated that the Band Hall issues could be resolved in 2012 scope of work if that is what the school chooses to do.
14. Jim Rice, Rice & Gardner Consulting, Inc. stated that one of the first tasks for Satterfield & is to install the new transformer.
15. Dr. Enloe expressed concern that the issues with former contractor are not resolved yet. It was noted that HISD will complete the scope of 2007 without impacting the 2012 bond funding.
16. Dr. Enloe stated that the issue with the Feature Wall has been resolved. Dr. Enloe said that 1 ½ years' worth of work by previous PAT should be honored.
17. Dr. Enloe asked Mr. Stanford for rough estimates of funds spent to date. Mr. Stanford stated that \$7.3 million has been paid to date. Ken English noted that materials stored on site are now being used in completion of the work.
18. Dr. Schur stated she understands the curtain wall must be installed for energy conservation.
19. Next Steps - Sue Robertson gave the group an overview of what the next steps are:
 - a. Develop Guiding Principles
 - b. Determine what works / doesn't work currently
 - c. Decide what could work better
 - d. Ms. Robertson noted that there will be a new Project Advisory Team named in September and all the previous members have been invited to remain on the PAT.
 - e. Ms. Robertson requested the School and PAT consider dedicating a block of time – 6 hours or so to developing the guiding principles, review the program and capacity model. Dr. Schur says two 3-hour sessions would probably work well. Perhaps one weekday evening and one Saturday.
 - f. Ms. Robertson requested the meetings occur as early in September as possible. Dr. Schur will work on setting a date with her staff and the committee. Ms. Robertson asked for LaJuan Harris to cancel the previously scheduled PAT meeting for August.

ACTION ITEMS:

- 1-01 Set next PAT meeting to develop Guiding Principles and discuss capacity model and descriptions of spaces.

MEETING SCHEDULE: Next meeting will be held in early September after teachers and students are back.

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
Rice & Gardner Consultants, Inc.
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300

Attachment:

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582