



Project Advisory Team

Meeting Minutes

Sharpstown High School

MEETING NO.: 032

LOCATION: Sharpstown High School, Library

DATE / TIME: November 18, 2015 @ 4:00 PM

ATTENDEES: Robert Gasparello, Principal; Michael Mitchell, Assistant Principal; Joe Mumbach, Community Member; Dave Funk, HISD Facilities Planning; Casey Annunzio, Munoz/AUTOARCH, Architects; Adam Weiss, Munoz/AUTOARCH, Architects; Meredith Smith, HISD Facilities Construction Senior Manager; Shane Chesser, ICI Construction, Inc.; Andy Castellon, ICI Construction, Inc.; Amanda Crimm, ICI Construction, Inc.; Benice Edwards, HISD Facilities Program Manager; Douglas Lacy, HISD Facilities Program Manager

PURPOSE: Contractor Introductions, Construction Schedule Review

AGENDA ITEMS:

- A. Sharpstown PAT Appreciation Comments
- B. Project Overview for Scope of Work
- C. Introductions of ICI Construction, Inc.
- D. Project Logistics
- E. Student Parking/Houston Baptist University
- F. Permit Status
- G. Construction Start/Mobilization
- H. Phase One Completion Date
- I. What to Expect at Next PAT Meeting

DISCUSSION:

1. Thanks were extended to the PAT and Sharpstown High School for the assistance given to the project by addressing the Board of Education, expressing the necessity for awarding the project at the 12 November Board Meeting.
2. Munoz/AUTOARCH confirmed to the PAT the scope of work identified through the Design Development and the Construction Document Phase has not been affected through the bidding phase. Program and design elements remain within the current construction contract with ICI Construction.
3. ICI Construction team shall consist of Shane Chesser, Project Manager, on site daily; Andy Castellon, Superintendent, on site daily; Tom Cobb, Executive Vice President.
4. ICI Construction identified to the PAT the construction boundaries for the project site. The fencing separating the existing school and construction site will hug tight to the existing canopies and sidewalks at the temporary classroom buildings. The fencing install shall begin the week of 23 November at the existing school and HBU. The main focus shall be for the existing school to have the fencing in place prior to the return of students and faculty on 30 November. The existing service drive at the rear of the campus shall remain in place to serve the

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Cafeteria and other deliveries. The temporary road around the perimeter of the ball fields that would serve the Cafeteria is no longer required and shall be removed from the project scope.

5. Parking at HBU shall begin on 30 November. Fencing at the site location may start the week of 23 November after completion of the fencing at the existing school construction site. Signage is requested at the HBU location "Sharpstown High School Parking"
6. The required checks for payment to the City of Houston for the first phase of permits for construction were provided to ICI Construction. The second phase of construction permits, from the City of Houston are in the third and final round of reviews, as reported by Munoz/AUTOARCH. The expected approval is within three weeks. The third and final phase of permits, will require another series of review submissions that shall occur after receipt of the second phase permits.
7. ICI Construction shall mobilize on site for construction on 25 November 2015 with the install of the fencing and delivery of equipment. The construction job site office shall be delivered to the site on 30 November 2015. The Substantial Completion of phase one of construction, which is the completion of the building shall be March 2017. The abatement and demolition of the existing building cannot begin until the completion of the school semester (May 2017).

NEXT REGULAR MONTHLY MEETING:

Thursday, December 17, 2015 @ 3:00 PM

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

Respectfully,

Douglas Lacy
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