



Project Advisory Team (PAT) Meeting Minutes

Sterling High School

MEETING NO.: 017

LOCATION: Sterling High School, 11625 Martindale Road

DATE / TIME: September 11, 2014, 9:00 am

ATTENDEES: Jonathan Fountain, Stantec – Design Team; Clay Clayton, HISD - Facilities Planning; Kedrick Wright, HISD – Facilities Design; Marvin Stone, HISD/Heery – Program Management; Dale Mitchell, Sterling HS – Principal; Robert Bedrich, Cadence McShane - CMAR; Timothy Barnes, TCM– Program Management; Shone Dobbs, Sterling HS - Student; Norris Groves, PAT – Alumni; Joshua Harris, Sterling HS – Student; Craig Johnson, PAT – Dads for Education; Sonja Dixon, Sterling HS – Dean of Instruction; Ebony Kelly, Sterling HS – Student; Arimola Esther Omogbehin, School Support Officer; Steve Parker, Stantec – Design Team; Drew Thurman, HISD – CTE

PURPOSE: The meeting discussions focused on providing attendees an overview of the permitting process and of the bidding and construction phase processes.

AGENDA ITEMS:

- Project status update
- CMAR overview of the bidding and construction phase process
- A/E presentation of the permit review process
- What to expect at the next PAT Meeting

NOTES:

Discussion

1. Project Status Update
 - a. Marvin Stone stated that due to the absence of most of the PAT members at the last PAT meeting, this meeting's agenda is a repeat of what was discussed at the previous meeting. He noted that it was important for the PAT to hear and understand the permitting and construction process overview as the project transitions into construction.
 - b. It was noted that the City of Houston (CoH) approved the requested parking variance, which allowed for a reduction in the required amount of parking from 576 spaces to 410 spaces. The overall design schedule has been affected in order to incorporate changes resulting from approval.
 - c. The anticipated completion date of the entire project remains unchanged.
2. Construction Manager at Risk (CMAR) Review of Bidding & Construction

- a. Robert Bedrich of Cadence-McShane, Sterling's CMAR noted that bid documents will be issued on September 19, 2014.
- b. Mr. Bedrich stated that permit documents will be issued to the city for review.
- c. Cadence-McShane will be holding a Pre-Bid conference at the School prior to bids from sub-contractors being due; it needs to be held on the grounds of the existing school. The meeting will take place in the Sterling HS cafeteria on October 3, 2014, at 10:00 am. Cadence-McShane stated that contractors will want to walk the site to familiarize themselves with the status of the existing facilities and site. Principal Mitchell had no objection.
- d. Cadence McShane anticipates bids being due from subcontractors on October 22, 2014.
- e. Cadence-McShane indicated their current schedule has their GMP complete on or near November 07, 2014.
- f. Mr. Bedrich indicated that anticipated receipt of notice to proceed is expected on or about November 21, 2014. Some minor construction activities would be able to commence, such as construction fencing.
- g. Cadence-McShane and Stantec indicated that permits are anticipated within the first week of December. Cadence McShane would be able to fully mobilize on-site after that date.
- h. Cadence-McShane indicated that the project consists of phased construction.
 - 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. Cadence McShane anticipates this construction to have a 20-month duration.
 - ii. Phase 1 will also include some site utility work within the existing western parking lot (along Martindale) during the summer of 2015 and 2016. This will be coordinated with Sterling High School's summer school sessions.
 - iii. Cadence-McShane is targeting August 2016 for substantial completion of Phase 1.
 - iv. Move-in from existing school to new school is tentatively scheduled to begin December 2016.
 - v. Phase 2 is to include abatement and demolition of the existing school buildings, new playing fields, and the large central parking area. This work will take place once the new school is in operation.
 - vi. Phase 2 is scheduled to commence January 2017.
 - vii. Phase 2 is scheduled to be complete by end of August 2017.
- i. Cadence-McShane advised that the south entry into the western parking lot (off Madden) will be unavailable during construction. Principal Mitchell stated that buses have been re-routed to drop off at the school's existing north parking lot so this was not seen as an issue.
- j. Principal Mitchell noted that there will be minimal available parking in the north lot due to bus drop off; he urged that as many usable parking spaces be maintained in the east parking lot as possible.
- k. A temporary service surface road will be installed to connect the northern parking lot to the service area and the existing Auto-Tech area. This is currently planned to be asphalt.

- l. Cadence-McShane stated that the southern-most entry into the western parking lot off Martindale will remain in service for school use until the summer of 2016.
 - m. Mr. Bedrich noted that the construction area will be entirely fenced off from both the roadways and the existing school while construction is underway. The fence will include an opaque windscreen. There will need to be several fire department accessible gates within the fence between the existing school and the new facility.
 - n. Joshua Harris, student PAT member inquired about construction noise during school hours. Cadence-McShane indicated that most concrete deliveries and resulting construction noise will occur over-night/early morning (i.e., 2 a.m.). Cadence McShane has a copy of Sterling High School's testing schedule and will coordinate construction activities so as not to impact those dates.
- 3. AE Review of Permitting process
 - a. Jonathan Fountain of Stantec Architects noted that documents will be submitted to the city on September 22, 2014.
 - b. He stated that the review process typically lasts from 8 to 12 weeks.
 - c. Mr. Fountain indicated that since the building will be under a single permit, a Temporary Certificate of Occupancy will need to be pursued in order for Sterling to move in to the new facility and be occupied during the Phase 2 construction. A final Certificate of Occupancy would be provided by the city once all work is completed.
- 4. Additional Discussion:
 - a. Ms. Sonja Dixon, PAT member inquired about the current capacity of the Auditorium. It was stated the auditorium is planned for 500 seats. Principal Mitchell inquired as to whether that is a 'District Standard' size. Clay Clayton, HISD Facilities Planning stated that it is within the range for standard auditoriums being provided under the current bond but each PAT determines what is needed for their particular program within their budgeted square footage.
 - b. Principal Mitchell stated that current enrollment is approximately 1,100 students. He inquired what the planned capacity of the new school would be. Mr. Stone and Mr. Kedrick Wright, HISD Facilities Design stated the program capacity for Sterling is 1,600 students. Some on the PAT expressed concern that may not adequately address student population growth. Mr. Wright advised that although the area is experiencing demographic growth that numerous area schools (Scott, Worthing, Yates, Milby, South Early, etc.), which are either existing or being developed under the current bond were taken in to account when planning the capacities.
 - c. The PAT agreed that future PAT meetings durations may be condensed as construction progresses.
 - d. In response to a question, Mr. Clayton noted that discussions between Sterling High School and HISD on furniture planning and procurement should commence in the January- February, 2015 time frame. Principal Mitchell noted that the school has already begun compiling information on their end.
 - e. Ms. Dixon asked for a description of how HISD was addressing Title IX compliance within new facilities. Mr. Clayton noted that numerous discussions have been held between HISD Facilities Staff, HISD Athletics, and various campuses. The current Sterling High School plan includes PE locker rooms that are the same size for both boys and girls, each with an equal number of locker spaces. Mr. Clayton stated that

HISD was continuing to address this with locker room analysis and would forward any results to the Project Managers and Design Team.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. At the next regular PAT meeting, all documents will have been issued for bid and submitted to the City for plan review. The PAT will receive a report on status of each process, and review the agenda for the final Community Meeting

ACTION ITEMS:

- 17-01 Stantec to submit permit documents to City of Houston for review.

NEXT MEETINGS SCHEDULED:

1. The next regular PAT meeting date is October 9, 2014 at 9:00am.
2. A 3rd Community Meeting is tentatively scheduled for the end of October. HISD is to advise on the exact date.

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
Construction & Facility Services, Project Management
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 588.4342