



Minutes 2012 Bond Project Advisory Team (PAT) Meeting Sterling High School

MEETING #: 18

LOCATION: Sterling High School

DATE / TIME: October 09, 2014, 9:00am

ATTENDEES: (those marked with a check were present)

	Chilo, John P	Sterling
	D'Arcy, Sofia	HISD
✓	Dobbs, Shone	Sterling HS Student
	Dumas, Harvey	
	Edwards, Roscoe	TSU
	Groves, Norris	PAT / Alumni
✓	Harris, Joshua	Sterling HS Student
	Hickman, Rev. A. L.	
	Johnson, Craig	Dads for Education
✓	Kelly, Ebony	Sterling HS Student
	Kenney, Horace S	Sterling
	Kumar, Rob	
✓	Mitchell, Edward "Dale"	Sterling - Principal
	Monita, Dominic M	Sterling
✓	Omogbehin, Arimola Esther	School Support Officer

	Smith, Antoinette Y	Sterling
	Smith, Marvin	Sterling
	Turner, Linda	PTO
	Bedrich, Bob	Cadence-McShane
	Clayton, Clay	HISD – Facilities Planning
✓	Fountain, Jonathan	Stantec - Architect
	Funk, David	HISD – Facilities Planning
	Henrikson, Jennifer	Stantec - Architect
✓	Lewis, Sizwe	HISD – Facilities Construction
✓	Parker, Steve	Stantec - Architect
✓	Salisbury, Scott	Cadence McShane
	Smith, Eddie	Cadence McShane
✓	Stewart, Bill	Cadence McShane
✓	Stone, Marvin	HISD – Project Manager
	Wright, Kedrick	HISD - Facilities Design

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

HOUSTON INDEPENDENT SCHOOL DISTRICT

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AGENDA:

- Project status update including bidding and permitting
- What to expect at the next PAT meeting

DISCUSSION:

1. Project Status Update: Marvin Stone, HISD Project Manager opened the PAT meeting with an overview of the project status, and introduced new members to the project team.
 - a. All documents have been provided to Cadence McShane for bidding as of September 19, 2014.
 - b. All documents have been submitted to the City of Houston for plan review as of September 22, 2014.
 - c. A Pre-Construction Conference was held at Sterling High School on October 3, 2014 from 10:00 am – 12:00 pm. Attendance was strong with approximately 100 vendor and subcontractor participants.
 - d. Bill Stewart and Scott Salisbury of Cadence McShane were introduced to the PAT. Bill will be the Senior Project Manager for Cadence McShane, and Scott will be the on-site Superintendent for Cadence McShane during construction.
2. Jonathan Fountain of Stantec gave an update of the bid process.
 - a. All Bid Documents were issued to Cadence McShane on September 19, 2014.
 - b. Stantec stated that Addendum No. 1 was issued to Cadence McShane and HISD on October 2, 2014 to make a correction to one of the civil drawings
 - c. Addendum No. 2 shall be issued on October 10, 2014 to address bidding clarifications and revisions to the drawings
 - d. Addendum No. 3 (final addendum) is scheduled to be issued October 17. The intent of this addendum is to address as many comments from the City of Houston plan review process; comments from third party accessibility reviewer if any; and any final questions from bidding subcontractors.
 - e. The final day for questions from bidding subcontractors is October 10, 2014.
3. Jonathan Fountain of Stantec gave an update of the permitting process.
 - a. The permit documents were submitted to the City on September 22, 2014.
 - b. Stantec anticipates all comments from reviewers to be received by October 13, 2014 (3 weeks after initial submission). Stantec will respond to all comments as quickly as possible, with intent to resubmit to the City to address any comments by October 20, 2014.



4. Additional Discussion:

- a. Mr. Stone introduced Sizwe Lewis to the PAT. Mr. Lewis is the Senior HISD Project Manager who will be joining the project as it transitions into construction.
- b. PAT member Joshua Harris asked when the ground-breaking ceremony for the project was scheduled. Mr. Lewis stated that HISD does not provide official ground-breaking ceremonies for their facilities. If a ceremony is held, it is typically organized by either the school or community.
- c. Mr. Stone advised the third and final Community Meeting is scheduled for 6:30pm, November 18, 2014. Mr. Stone will send out information to the team regarding schedule and format for the community meeting.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. It is anticipated that the GMP will be approved, and construction activities will commence by the week of November 17, 2014. An update will be provided at the next regular PAT meeting.
2. The A/E & CMAR will provide a preview of the Community Meeting presentation.

ACTION ITEMS:

- 18.01 - The A/E & CMAR to prepare Community Meeting presentation.
18.02 CMAR to receive bids.

NEXT MEETINGS SCHEDULED:

1. The next regular PAT Meeting date is November 13, 2014 at 9:00am.
2. The third and final Community Meeting is scheduled for November 18, 2014. Mr. Stone to forward information on schedule & format to all necessary parties.

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
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HISD – Construction & Facility Services
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