



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

Facilities Planning

Project Advisory Team Meeting Minutes
Waltrip High School

MEETING NO.: 011

LOCATION: Waltrip High School, Library

DATE / TIME: March 24, 4:30-6:30pm

ATTENDEES: Debbie Adams, Alumni Assoc.; Gloria Barrera, HISD-Facilities Planning; David Calkins, Gensler Architects; Bill Chambers, CMAR Satterfield & Pontikes; Dr. Enloe, Waltrip Alumni; Scott Fendrick, HISD Project Manager; Mary Gibson, Teacher/Alumni; Delinda Holland, Community member; Steve Hoyt, HISD Sr. Project Manager; Nina Murrell Kisner, Gensler Architects; Cynthia Krohn, Staff Member; Aly Murrell, Student; Cindy Reibenstein, Alumni Assoc./Chamber; Andria Schur, Principal; Mark Sullivan, Gensler Architects; Stan Terry, Community; Jeff Turner, Staff Member; Stephanie Witherspoon, Teacher; Albert Wong, HISD CFS Design.

PURPOSE: The purpose of this meeting was to discuss the current schematic design status. The focus is intended to be the main entrance options. Ideas and concepts for 21st Century Learning will continue to be developed and identified.

Programming/ Capacity Model/ Ed. Specs.	Community Meeting 1	Schematic Design/ Design Charette	Community Meeting 2	Design Development	Contract Documents	Permitting	Community Meeting 3	Construction
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AGENDA ITEMS:

- Review progress with Milestone Schedule
- 2007 Bond Project Update/Summer Package-Scope & Phasing
- Determine action items to complete before next meeting.
- Next Project Advisory Team meeting April 28, 2014, 4:30pm (4th Monday)
- What to expect at next Project Advisory Team meeting.

NOTES:

1. Mr. Steve Hoyt, HISD Sr. Project Manager, opened the meeting with a review of the 2007 Bond Project procurement timeline. He mentioned that the project is currently being advertised for proposals. After receipt of the proposals there will be an evaluation period and selection of subcontractors to perform the work. Work on this portion of the project is anticipated to begin as soon as possible, with the intent to accomplish a great deal of it during the summer break.
2. Mr. Scott Fendrick, HISD Project Manager, reviewed the milestone schedule noting that the 2012 Bond project is now in design development. It was noted that schematic design is not completely approved and changes will occur as the development continues.
3. Mr. Fendrick discussed the scope and phasing for the first package of work for the 2007 project. The project manager and the General Contractor will define additional packages of work to expedite completion.
4. Mr. Fendrick also mentioned that the estimates for the 2012 project are being evaluated. Part of that procedure is to cross check numbers and look for inconsistencies. The project advisory team (PAT) has identified several large portions of work that were not originally part of the programming scope. Those items have been priced separately. This process is called scope to budget verification and will result in a defined scope.

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5. Nina Murrell, Gensler Architects, made a presentation of architectural styles thru the ages. Waltrip High School is mid-century modern in style. This information provides a natural starting point for future designs of the facility. The PAT reviewed entrance and canopy options. These options addressed the 34th street presence, improving the cohesion of the exterior and improving security, all of which are major components of the design.
6. Principal Schur requested further development of a Romanesque style entrance. The Architects provided additional information. It was agreed that additional development of the schemes presented should be considered. The proposed monumental stair was also discussed in detail. The PAT expressed concern over student circulation through the Administration area on an ongoing basis, the noise associated with that circulation, and whether or not a monumental stair is required to meet the 21st century learning environment goal. Ms. Murrell agreed to investigate additional options and solutions for discussion at a later date. It was agreed that detailing from the entrance could be incorporated into the proposed screen wall that could provide both security and an alternate gathering area. Different types of materials were also discussed. The PAT's preference is to use brick.

ACTION ITEMS:

- HISD will work with CMAR to prepare a phasing plan to identify what work can occur and identify when that work can be accomplished.

NEXT MEETING:

- Presentation of further developed design and scope concepts by Gensler Architects.

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

Sincerely,
Scott Fendrick
Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9322
sfendric@houstonisd.org