



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

Facilities Planning

Project Advisory Team Meeting Minutes
Waltrip High School

MEETING NO.: 012

LOCATION: Waltrip High School, College Room

DATE / TIME: April 28, 4:30-6:30pm

ATTENDEES: Debbie Adams, Alumni Assoc.; Brian Alling, HISD Project Manager; Clay Clayton, HISD Facilities Planning; Kevin Dunn, Waltrip PTA; Dr. Enloe, Waltrip Alumni; Michael Evans, Waltrip Teacher; Scott Fendrick, HISD Project Manager; Sharon Gerstacker, Waltrip Teacher; LaJuan Harris, HISD-Facilities Planning; Kimberly Hickson, Gensler Architects; Aly Murrell, Waltrip Student; Nina Murrell, Gensler Architects; Cindy Reibenstein, Alumni Assoc./Chamber; Johnathan Santos, Waltrip Student; Andria Schur, Principal; Ken Smith, Satterfield & Pontikes; Mark Sullivan, Gensler Architects; Jeff Turner, Staff Member; Jagdeep Verma, Waltrip Teacher; Daniel Walker-Rice, RGCI; 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 three composite floor plans with an emphasis on adding a 3rd floor to the two story bldg. 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 May 19, 2014, 4:30pm (4th Monday)
- What to expect at next Project Advisory Team meeting.

NOTES:

1. Mr. Scott Fendrick, HISD Project Manager, reviewed the milestone schedule noting that the 2012 Bond project is now in design development. Schematic design has not been approved and changes will occur as the development continues.
2. 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 work necessary to expedite completion. Phasing of the work including the scope per phase, is still being coordinated and packaged.
3. The estimates for the 2012 project are being evaluated per Mr. Fendrick. 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.
4. Nina Murrell, Gensler Architects, presented the three composite floor plans that were the outcome of value engineering discussions with HISD. Emphasis was placed on adding a third floor at the now 2 story addition. She continued to explain the rhythm of the entry showing how the center section was wider, signifying importance. The revised placement of the main entry stair incorporated the comments from previous PAT meetings.

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5. Ms. Murrell discussed how the vehicular approach might change at the canopy drop off. The group agreed that further studies were needed to identify how the current traffic flow could be improved.
6. Ms. Murrell did not review the elevations or 3-D images of the main entry. HISD management wanted to see further development before the designs were presented to the PAT.
7. Ms. Murrell also showed how using the 3rd floor of the two story building allows a better distribution of the science labs across each floor.
8. The PAT expressed that the theater addition appeared to be "land locked". Props would be hard to get in and out through the door that was shown. Gensler will review the theater area and may consider using a garage type door.

QUESTIONS / COMMENTS:

1. The PAT expressed concern regarding 2007 scope that is not functioning or performing unsatisfactorily. Scott Fendrick stated that HISD is committed to completing all work and offered to evaluate the non-performing systems or conditions. If the issue is not or cannot be addressed by the 2007 work package, HISD will look into alternative solutions.
 - a. Mr. Fendrick met with campus personnel after the meeting and walked through several rooms where problems existed. Waltrip teachers and staff are to provide Mr. Fendrick with further details concerning individual issues. This information will be used to identify specific direction that is needed to address the problems. Some of the work is already covered by the contract documents, but some are operational in nature. End user feedback will be helpful for gathering this information. HISD is committed to resolving these issues and will work towards a tracking system so progress can be better conveyed.

ACTION ITEMS:

- HISD will work with CMAR to prepare a work phasing plan which will identify when 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
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