

Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

4521 South Hulen, Suite 220
Fort Worth, Texas 76109

ph 817.377.2969

fx 817.377.2303

www.huckabee-inc.com



Meeting No. 51

Meeting Minutes

Master Design Team Mtg

Project Name: GCISD 2005 Bond Program
Owner: Grapevine-Colleyville I.S.D.
Location: Grapevine, Texas
Project No: 1550-01
Subject: Master Design Team Meeting
Present @ Mtg. :
Distribution:
Submitted By: Gary L. Rademacher, AIA

Date of Meeting: Thursday, November 15, 2007
Time of Meeting: 8:45 a.m.
Place of Meeting: GCISD Facility Services Conf. Rm.

Date of Report:

AGENDA ITEMS:

Item	Items of Discussion	Ball In Court	Status
11/15/07 - 01	<p>Administration Building Renovations</p> <ul style="list-style-type: none"> ➤ Review latest administration design renovations ➤ Review rendering of exterior front entry ➤ Discuss administration relocation 		
	<p>Resolution: <i>The floor plans and proposed elevations were reviewed with the group today with minor changes as follows:</i></p> <ol style="list-style-type: none"> 1. A storage room door by Patti's office is to be relocated to the corridor side. 2. A "control door" with card reader is to be added at the HR entrance. 3. A 3-D model of the main entrance will be ready for presentation at the Trustee Workshop on 12.10.07. 4. A request for review of proposed building letters for the Administration Building for the next meeting. 5. Storage Room shelving (adjacent to Patti's office) is to be built by Scott's department and not placed in the construction contract. 6. Remove door from C&I to the rest of the building, (close to the Receptionist area) 7. Extend half-wall at Bev's office a couple of feet longer. 8. Minor plan change at Kandy's area adjacent to the Storage Room per Jim Chadwell. 9. Change door location to corridor next to Project Room – See plan mark-ups. 		

	<p>Additionally – Huckabee requested a final walk-thru of the Admin Bldg to complete the original review for amenities, shelving, & storage needs. Likely to be the second week in December.</p> <p>Several options were discussed as to the relocation possibilities for the Administration personnel during construction. Tentatively looking at approximately six month construction duration for the project. Discussion about where to displace people during renovations and one option discussed was the PDEC as an option. Scott M. to review viable options at the PDEC.</p> <p>Another option discussed was the current Bridges and Vista programs buildings in the courtyard next to the Admin Bldg. Hank J. also indicated that he would begin looking at rental properties as another option for a short-term solution. No resolution was made but will be discussed further and finalized at the next meeting.</p> <p>Dale S. reviewed the Finance and Purchasing floor plan layout with the group. He was asked to send Hank J. the overall changes for final review.</p>	GCISD / HA	
		GCISD	
		GCISD	
11/15/07 – 02	<p>Bid Package 6</p> <ul style="list-style-type: none"> ➤ Review design of other facilities in BP-6 ➤ Discuss schedule of activities for BP-6 ➤ Discuss plan for swim center 		
	<p>Resolution: Huckabee reviewed the Design Development plans and details with the group for each of the projects in Bid Package 6.</p> <p>At the Transportation Center, Huckabee was asked to look at adding a parking lot in the location where the existing jump pit is located. Include in layout for review at the next meeting.</p> <p>At the Tax Building, there is a question whether or not to fire sprinkle this building as it's not required by code but was included in the OPC for the Bond. Providing the Riser Room to support a sprinkler system will require an inordinate amount of trigger-work that may not be worth the money spent. The MDT approved removal of the fire suppression system in the building but confirmed the requirement to provide all other necessary Life Safety systems that would satisfy the City, including a full fire alarm system, panel upgrades, devices, etc.</p> <p>At the Swim Center, Huckabee to meet with Hunt on a best-guess time frame for construction. Need to get timeframe schedule to the District so they can start planning their activities. Restroom / Storage – Steve T. to visit the site and see how the room is currently being used – need feed-back from staff.</p> <p>Huckabee to present an update on Bid Package 6 at the December 10th Trustee Workshop.</p>	HA	
		HA /HUNT /GCISD	
		HA	
11/15/07 – 03	<p>PDEC Changes</p> <ul style="list-style-type: none"> ➤ Review changes for PDEC; approve final re-design ➤ Discuss guesstimated cost of the changes 		

	➤ Continue discussion of request for reading recovery room		
	<p>Resolution: <i>The final plan revisions were presented to the group today for review. Upon approval, final construction documents as part of the RFP Change will be completed by Huckabee and issued to Hunt for pricing on 11.30.07. Pricing is due back for review by 12.24.07 and final costs to be taken to the Board on 01.03.08. Rough estimates currently have the change at approximately \$500k.</i></p> <p><i>The discussion of the request for reading recovery room was not acted upon today.</i></p>	HUNT	
11/15/07 - 04	CMS – Status of science shelving and request for mat under weight equipment		
	<p>Resolution: <i>Scott M. has now received a quote in the amount of \$4,886.00 for science shelving which was approved. Scott also indicated he had a cost for the new matting to be used under the weight equipment of \$6,325.00. Campus will not go in this direction.</i></p> <p><i>There was also a request from the campus for a Team Room. A new Team Room was requested by the previous Principal. The new Principal wants to utilize the room as it was originally set up for. No action is required.</i></p>		
11/15/07 - 05	Discuss the name of the Clinic and whether it should be a permanent sign or banner		
	<p>Resolution: <i>Group moved to table this item. More info to follow from Patti.</i></p>	GCISD	
11/15/07 – 06	Status of Wrestling Room and Choir Room at CHHS		
	<p>Resolution: <i>This portion of the project received a Certificate of Occupancy on November 14, 2007 and both rooms are usable at this time.</i></p>		
11/15/07 - 07	Discuss the request to build a cage in the old warehouse for testing materials secured storage		
	<p>Resolution: <i>With the new proposed layout for the Finance department, there is probably no need to add more caged areas for secured storage according to GCISD. Will need to build the requested area in the old warehouse, however. HA was directed to put this work into BP-6 attached to Scott’s building. HA to coordinate this information with Scott M. and include surveillance cameras.</i></p>	HA	
11/15/07 – 08	Discuss whether administration portable buildings and the white house will be kept for future use and whether to list renovations to these in future requests		
	<p>Resolution: <i>Discussions were focused today around what exactly to do with the portable buildings that will be vacated by the Bridges & Vista programs.</i></p>		

	<i>The question remains as to whether this work is going to be part of BP-6 package? Who does the work associated with keeping these buildings in working order? Scott M. to review and advise.</i>	GCISD	
11/15/07 - 09	Lone Star report regarding cameras and card readers		
	Resolution: <i>Reference maps provided by Valerie S. for damaged cameras. This information is to be relayed to Hunt for resolution.</i>	HUNT	
11/15/07 - 10	Dates and locations of summer programs		
	Resolution:		
11/15/07 - 11	OCTES – Card Reader Request to be moved by David Kinney		
	Resolution: <i>It was noted that projection screens in each classroom are being requested by the campuses. The MDT denied this request. District wants to move card reader due to functionality of the classroom now. This request was approved by MDT today. Valerie S. to take care of this out of her particular bond project budget.</i>		
11/15/07 - 12	Reconcile contingency budgets and update use of allowances		
	Resolution: <i>Paula B. indicated that upon review of the contingency number, there was a minor discrepancy between Huckabee’s numbers and the District’s numbers. HA to contact Deb Spurlock to reconcile the numbers. HA reviewed the updated contingency spreadsheets with the group with no exceptions.</i>	HA	
11/15/07 - 13	CMS Gym – Security Camera Relocation		
	Resolution: <i>A security camera was originally located in a place that is now obstructed by the installation of a new canopy at the gymnasium and needs to be moved. The MDT approved this change.</i>		
11/15/07 – 14	NCES – Request for outside storage building		
	Resolution: <i>The campus is requesting a metal storage building be built on the new campus site. The MDT denied this request.</i>		
11/15/07 – 15	CTMS – Request for additional cafeteria tables		
	Resolution: <i>The campus is requesting 12 additional cafeteria tables be purchased for this school. The proposed cost is \$12,852.00. Paula B. is to follow up with Hank J. and advise the group as to which way to proceed.</i>	GCISD	