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MEETING MINUTES

MEETING DATE: January 25, 2007

MEETING LOCATION: DCCCD – Brookhaven Campus
Farmers Branch, TX

RE: Brookhaven College
Automotive Technology Expansion
Farmers Branch, TX
Job No. 0622

ATTENDEES:

Doug Wallace – DMJM Management	Narvia McDaniel, BHC
Oswaldo Cajas – Dimensions Architects	Susie Coffman, BHC
Al Loya – Dimensions Architects	John Gattis, BHC
Don Jones, BHC	Dawn Bishop, BHC
Stephen Herd, BHC	Matthew Whitten, BHC
George T. Herring, BHC	Jim Dwyer, BHC
David McNabb, BHC	Ralph E. Downey, BHC
Ronnie Fendler, IDA Engineering	Jeff Jafazade, IDA Engineering

PURPOSE OF MEETING:

Discuss Conceptual Schematic Design

ITEMS DISCUSSED:

- I. Introduction
 - A. Doug Wallace provided general overview of project and scope of work.
 - B. Doug reiterated the fact that the scope to budget validation indicated the project is over budget but the estimate maybe over conservative. A more reliable estimate will be the one which will be submitted with the final schematic design package.
 - C. Dimensions Architects pointed out that there was a discrepancy in the square footage for the renovation of existing building as indicated in the Exhibit A. The Exhibit A indicates 8,800 s.f. of renovation, but is actually twice that size. The increase in size may account for the over-budget indicated by the cost estimate in the scope to budget validation report.
 - D. Doug indicated that Dimensions Architects will investigate several value engineering options.

II. Conceptual Design Schemes

- A. Dimensions Architects presented two design schemes. Scheme One had the existing Classrooms demolished and the space to be converted into Bays and the addition would house the new Classrooms.
- B. Scheme Two had the existing Classrooms demolished and rebuilt as new Classrooms with Storage Space to fit the program. The addition was the additional Bays to complete the 24 required Bays with a new Tool Room and Tool Storage. The Tool Room shall be centrally located with visibility to entire shop areas.
- C. Access into the Convertible Classrooms from the interior corridor shall be thru a set of double doors for each classroom.
- D. Scheme Two was selected as the approved scheme.
- E. The design team will proceed to finalize Scheme Two for the final Schematic Design Phase.

III. Additional items discussed:

- A. Entire facility, including the Bays, need to be conditioned. A four-pipe system was proposed for design. However, the design may need to accommodate a 2-pipe system to connect to the existing system. The Program Manager will provide us with a decision on how the College will want us to proceed.
- B. The design of the bay expansion should have angled bay stalls for easy drive in and drive out.
- C. The existing bay area will 8 stalls with the openings to remain for easy drive in and drive out, with new insulated overhead doors.
- D. Noise buffering wall for the Dyno Testing Stall.
- E. Provide 4 Alignment Racks in the existing Bays; 14 Lift Racks; 1 Dyno; 5 Flat Stalls.
- F. Provide new electrical power to existing shop area.
- G. Ensure lighting is adequate for shop area.
- H. The hydraulic lifts will be replaced with above ground lifts.
- I. Compressor capacity will be handled as a vendor item.

IV. Action Items

- A. Owner/Program Manager need to provide an Asbestos Report to the Architect.
- B. Owner/Program Manager needs to provide a Geotechnical Investigation Report.

cc: All Attendees

Note: Meeting notes are considered correct and approved by all parties unless notice of correction is received within ten (10) days of receipt of notes.

END OF MINUTES