



Scope Phase Meeting Minutes

Architecture & Engineering

School: PS 29 Brooklyn
 425 Henry Street
 Brooklyn, NY- 11201

Project Design No. D13939

LLW No. 069611 – Flood Elimination
LLW No. 069612 – Parapets
LLW No. 069613 – Exterior Masonry

Date of Meeting: February 7th, 2011.
Meeting Location: PS 29 Brooklyn

Present:

Name	Title	Organization	Phone	Email Address
Melanie Raneri Woods	Principal-1	PRINCIPAL	(718) 330-9277	Mwoods4@Schools.Nyc.Gov
John Russo	Custodian	Custodian - K029	(718) 330-2218	ck029@schools.nyc.gov
Yvette Knight	Project Support	SCA – CM	(718) 472-8199	yknight@nycsca.org
Ameer Sewani	Project Lead	SCA A&E	(718) 472-8523	asewani@nycsca.org
Jilu Jose	Associate Engineer	SCA A&E	(718) 472-8574	jjose@nycsca.org

Notes to Principal(s) and Custodian:

The purpose of the project “kick-off” meeting is to provide an overview and discuss the project authorized in the Five-Year Capital Plan in anticipation of developing a scope of work per SCA standards. Technical investigation into the project components will inform the detailed scope of work. Each phase of the project will require authorization from SCA’s Office of Capital Planning before proceeding. As the project is authorized to move forward from one phase to the next, you will be advised on the status and progress of the project. During the course of the project, you will be consulted concerning aspects of the project that will affect school operation.

- During the initial **Scope Phase** the designers’ project-related findings and recommendations are documented. At the completion of the Scope phase you will receive a summary of that information from the SCA A&E Project Lead, who will be your point of contact for this phase and the next.
- The next phase will be the **Design Phase**, during which time the designers will prepare construction drawings and specifications for Bid and Award. The SCA



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A&E Project Lead will advise you if any items in the original Scope of Work have required revision.

- Prior to the **Bid/Award Phase** you will be contacted by the SCA's Construction Project Officer to discuss "phasing" issues. The Project Office will be your point of contact during the **Construction Phase** of the project.

Components authorized for this project in the Five-Year Capital Plan:

LLW No. 069611 – Flood Elimination

Component Description:

- a. Architectural. Interior. Structural. Foundation Walls.
- b. Mechanical. Pumps. Sump

LLW No. 069612 – Parapets

Component Description:

- a. Architectural. Exterior. Parapets.

LLW No. 069613 – Exterior Walls.

Component Description:

- c. Architectural. Exterior. Exterior Walls.

Agenda:

1. Overview and discussion of authorized items listed above

- The project engineer explained that the above three items including, flood elimination, exterior masonry and parapets have been identified by the Capital Planning to be scoped. The A & E department will involve structural, plumbing, architectural and mechanical department here at SCA, to investigate and provide their findings and recommendations for the three LLW nos.
- The principal inquired about the duration of the entire process including the time involved for planning and investigation, the bid process and the construction duration.
- The community relations manager explained that the scoping can take anywhere between one to three months and after which the A & E department will wait for the Capital Planning to approve the scope report and authorize the budget. After the budget has been authorized; the Design Documents for the project can take a minimum of six to eight months. Bid process will follow the design phase and the construction duration can be a minimum of 18 months.
- The community relations manager also mentioned that since this will be an exterior construction work; netting and scaffolding may be required for construction.



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- The A & E personnel explained that they will look into the State Historic Preservation Organization requirements. Also Building Condition Assessment Report will be looked into and the outstanding building department violations will be studied to incorporate everything into the scoping and design elements of the project.
- The custodian requested a listing of all the exterior envelope jobs that have been performed on this school. Further the custodian explained the water penetration issues related to the parapets in the past.
- It appears that the DoE has temporarily fixed the water infiltration on the fifth floor by parging the interior face of the parapet. The project engineer explained that these type of fixes cause the water to entrap and deteriorate the masonry of the parapet.
- The custodian pointed out the flooding problems in the basement due to backup from the sewer lines.
- The custodian mentioned that there were no obvious masonry deterioration for the façade. The A and E department will look into detail about all the problems associated with the exterior façade, parapets and any water backup issues in the basement.

Next Steps/Follow-up

Should you have any questions related to the project, please contact the NYCSCA A&E Project lead, Ameer Sewani at (718) 472-8523 or contact the NYCSCA Design Manager assigned to this project, Narendra Patel at (718) 472-8573.

The writer believes that the above report is an accurate representation of the observations and discussions. If anyone attending believes contrary, please contact the A&E Project Lead within 5 days.

Prepared by: Ameer Sewani

Date Prepared: February 08th, 2011

CC: PS 029 K. Contact list



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	Melanie Raneri Woods	Principal-1	PRINCIPAL	(718) 330-9277	Mwoods4@Schools.Nyc.Gov
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	Joe Cassidy/Alison Sheehan	PPF - CFN	DSF		asheehan3/jcassid
	Magda Dekki	SPF - CFN	DSF		mdekki
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