



MEETING MINUTES

Helms Elementary School Project Advisory Team Meeting

Date	Time	Purpose	Location
February 16, 2012	3:30 PM	Project Status	Helms ES

Prepared by – Tim Beally

Attended by – See attached sign in sheet

1. Renovation Project Status
 - a. The contractor for the construction project has been approved by the HISD Board. The approved contractor is Horizon.
 - b. The general construction contract has been written, provided to Horizon who signed it and returned it to AECOM.
 - c. AECOM sent it forward for processing but it was returned for minor revisions. The contractor must resign.
 - d. The contract will be back in HISD shortly for processing.
 - e. Expect the contract to be signed within two weeks and the notice-to-proceed about two weeks after.
2. Fencing
 - a. AECOM met with an HISD fence vendor and received a quote to replace the fencing around the perimeter of the school.
 - b. Using information from the quote, AECOM sent a requisition to HISD for processing. Recently HISD issued a PO for the work.
 - c. Expect another couple of weeks for the contractor to submit their bonds, get their material and schedule the work.
 - d. AECOM will coordinate with the school on the start of the fence work.
3. T Buildings
 - a. HISD placed two T buildings on site to be used as swing space during construction.
 - b. In the first bid of the project, the work plan relied on these T buildings to be available as swing space for the work.
 - c. When the project was re-bid the work plan was changed to include closing of the school during the summer. However, it is thought the T Buildings would still be needed during construction.
 - d. CFS is going to get the remaining portion of the work completed – electrical, fire alarm, public address, sidewalks, and canopies.
 - e. Once the construction project is done, the T Buildings will be removed. They are not available for full time, long term classroom space.
4. ADA Striping
 - a. The principal asked about the status of changing the striping in front of the school.
 - b. This will be addressed as a change in the construction contract.

These minutes were prepared to accurately report the discussions, issues and decisions made at the above referenced meeting. If any attendee does not agree with the statements made above, please provide corrections in writing within three (3) days of receipt; otherwise, it is deemed all meeting participants are in agreement with the contents.



SIGN-IN SHEET
REBUILD HISD BOND PROGRAM

Project: Helms ES

Meeting Time/Date: February 9, 2012, 3:30 PM

Meeting Purpose: Project Advisory Team Meeting

Location: Main Conference Room

Name	Initial	Title	Company	Phone	Email Address
Imelda De La Guardia		School Improvement Officer (SIO)	HISD		idelagua@houstonisd.org
Diana Del Pilar	✓	Principal	HISD	713.867.5130	ddelpila@houstonisd.org
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Bruce Wilcoxon		Parent			wilcoxr@mindspring.com
Bill Baldwin		Community Representative			www.har.com/bilbaldwin
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