



MEETING MINUTES

Helms Elementary School Project Advisory Team Meeting

Date	Time	Purpose	Location
January 12, 2012	3:30 PM	Project Status	Helms ES

Prepared by – Tim Beally

Attended by – See attached sign in sheet

1. Project Status
 - a. Bid Status
 - i. As mentioned last month, the project was bid in December.
 - ii. Three firms were considered acceptable because they submitted all the necessary paperwork.
 - iii. The bids from all three firms were slightly over budget.
 - b. Evaluation
 - i. HISD evaluated the three acceptable bids and determined the best value vendor.
 - ii. They authorized AECOM to discuss cost reductions with the best value vendor to bring the proposed contract in line with the project construction budget.
 - c. Contract Discussions
 - i. AECOM met over the holidays and continues to meet with the vendor.
 - ii. We have had three meetings to identify items which can be reduced, changed, and/ or eliminated.
 - d. Next Steps
 - i. The HISD Board must approve the best value vendor. There is a board item in the January Board agenda.
 - ii. Once the board approves and the contract discussions are completed, AECOM will draft the construction contract for the vendor and HISD to sign.
2. Discussion
 - a. There were discussions at a recent SDMC meeting about the budget, project scope, and timing which the Principal shared with AECOM. AECOM addressed the issues by explaining the process how the project was developed:
 - i. Assessment
An evaluation of the HISD schools was done in 2007. This assessment identified items requiring correction. Some of the identified deficiencies were very specific. Some were very general. In some cases items were missed or not properly scoped.
 - ii. Budget
HISD used the assessment to develop the project budget for each school which was then incorporated into the Bond Issue.
 - iii. Scope
Using the items in the assessment as an input, the AE surveyed the school and validated work items plus identified other items which either had been completed or new work which was necessary. This evaluation was reviewed, approved, and formed the basis for the design of the project.

- iv. Design
Using the approved scope the AE designed the project for bidding. During the design additional work was identified and in some cases requested (Example: parking lot repair)
 - v. First Bid
The first bid was in early 2011. All the bids were well over budget – too high to be negotiated within the construction budget. HISD decided to re-bid the project.
 - vi. Second Bid
The AE visited with bidders and other vendors and identified adjustments to the scope and sequence of work. The AE revised the bid documents and the project was re-bid in late 2011.
- b. Based on the current bids, AECOM feels confident the project can be brought within the necessary budget.
 - c. No money has been moved out of the Helms ES project. Each project within the bond program is a stand alone project, financially. Money is not transferred between projects.

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: 01/12/12, 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
Linda Meador		School Staff Member			imeador@houstonisd.org
Bruce Wilcoxon		Parent			wilcoobr@mindspring.com
Bill Baldwin		Community Representative			www.har.com/bilbaldwin
Matisia Hollingsworth		Project Manager	HISD	713.426.8320	mholling@houstonisd.org
Tim Beally	<i>AMB</i>	Project Manager	AECOM	713.267.3223	Tim.beally@aecom.com
Brian Cox		Architect	Fehr Grossman Cox	713.797.0404	bcox@fgca.cc
Tamara Williams	<i>TW</i>	<i>TA</i>	<i>Helms</i>		
Geneva Coates	<i>GC</i>	<i>DLK Teacher</i>	<i>Helms</i>		
Daniella Carr	<i>DC</i>	<i>5th grade PL teacher</i>	<i>Helms</i>		
Christopher LaCul		<i>Parent</i>			
M.E. Rangel	<i>MER</i>	<i>Teacher DL</i>	<i>Helms</i>		

