



MEETING MINUTES

Helms Elementary School Project Advisory Team Meeting

Date	Time	Purpose	Location
March 22, 2012	3:30 PM	Project Status	Helms ES

Prepared by – Tim Beally

Attended by – Attendance not taken

1. Renovation Project Status
 - a. The general construction contract has been written, provided to Horizon who signed it and returned to HISD who signed it in late February.
 - b. The contract provides for a 200 day work period. The start of the work period is expected to begin in early April.
 - c. AECOM has met with Horizon and FGC for initial discussion of the work.
 - d. The contractor has started providing submittals, draft schedule.

2. Fencing
 - a. AECOM met with an HISD fence vendor and received a quote to replace the fencing around the perimeter of the school. The quote provides for ornamental iron fencing in the front of the school and teflon coated chain link fence on the other three sides of the school perimeter.
 - b. Using information from the quote, AECOM sent a requisition to HISD for processing. Recently HISD issued a PO for the work.
 - c. The vendor provided their bonds and is ready to start.
 - d. Separately the school says a local developer is interested in providing ornamental iron fencing around three sides of the school in lieu of the chain link fence.
 - e. Considerable discussion of how to accept the developer's donation. AECOM will get information from CFS concerning donations to HISD.

3. Marquee
 - a. Based on current City of Houston codes a new electronic marquee will be lower than the current marquee.
 - b. The perimeter fence, in its current location, will block the view of the new marquee.
 - c. Consequently, the new ornamental iron fence will be slightly relocated between the existing marquee location and the school.

4. T Buildings
 - a. HISD placed two T buildings on site to be used as swing space during construction. The T Buildings need to be removed once construction is completed.
 - b. CFS has nearly completed the remaining portion of the work – electrical, fire alarm, public address, IT, sidewalks, and canopies.
 - c. HISD is obtaining the city of Houston Occupancy permit. Once that is received the buildings can be occupied.

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.