



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 39

Date	Time	Purpose	Location
January 16, 2013	1:00 PM	Weekly Update	Helms ES Break Room
Prepared By Tim Beally			See sign in sheet

### 1) Issues

- a) Exterior Breezeway Doors / Interior Fire Doors
  - i) Interior doors are done but for some hinge replacement to be done next week.
  - ii) Some exterior doors still need re-coring and keying. Additionally the Principal's office was improperly re-cored. HIG will have Stanley address all coring next week.
- b) Main Hallway Security Doors
  - i) HIG installed the double doors – need some final touches such as caulking and installing the electric release button.
  - ii) Separately HISD is installing a magnetic card reader on the door.
- c) Restroom Doors
  - i) School wants the doors leading to the restrooms to be lockable.
  - ii) HIG will replace the doors with appropriate hardware. In the meantime they will install locksets.
- d) Cafeteria Doors
  - i) The school asked if the doors leading to the cafeteria could be secured.
  - ii) FGC is investigating with the hardware consultant. It appears the hardware could be adjusted to include cores and keys to make them lockable.
  - iii) This will be done through CPR 55.
- e) Restroom Partitions
  - i) Restroom partition doors in the pre-K wing restrooms do not close – **seventh week.**
  - ii) HIG has replacement hinges for all the restroom partitions. They will install this week.
- f) Classroom 6 Casework
  - i) Installed.
  - ii) Principal requested more holes for shelf pegs. HIG will do.
- g) Drinking fountains leaking
  - i) The water fountains have been leaking since the start of school.
  - ii) HIG recently replaced the water fountains but the school is still dissatisfied with the fountain complaining about water on the floor coming from the fountains.
  - iii) FGC identified a possible alternate fountain. AECOM suggested to the school that one fountain pair be replaced with a different model to see if the leaking ends. The school agreed. This will be handled as a CPR.
  - iv) HIG has ordered and installing one fountain pair.
- h) Interior Signage – Expected installation is next week.
- i) Projector Screens – Waiting receipt and install of switches for two screens.
- j) Unit Ventilators
  - i) Still some problems – room 2, 9, counselor's room, cafeteria.
  - ii) The cafeteria may need a heating coil be added. JE will investigate.
  - iii) AECOM asked HIG to find and fix problems.

- k) Roof Leak – There was a roof leak in the assistant principal’s office – HIG says it is fixed.
- l) PA Instrument
  - i) The school asked that the administrative ‘phone’ instrument be installed in the newly created receptionist area.
  - ii) HIG will accomplish.

**2) Punch List / Close Out**

- a) COH Fire Marshall inspection
  - i) Maximum capacity sign for the library.
  - ii) Sign on top of door into hallway toward the book room stating “electric room” – will do with other interior signage.
- b) COH Inspections
  - i) Electrical, mechanical, and plumbing are complete.
  - ii) Still need to do structural and fire.
- c) Mechanical Punch List
  - i) JE provided their punch list. HIG is working it.
  - ii) AECOM asked HIG to provide update next week of status of each item.
- d) Architectural / School Punch List
  - i) FGC provided a copy of the punch list to HIG. HIG is working it.
  - ii) AECOM asked HIG to provide update next week of status of each item.
  - iii) Cafeteria Flooring
    - (1) Concerns about cracked VCT in the newly installed flooring and sub-flooring in the cafeteria. Considerable discussion about causes.
    - (2) FGC looked at pictures of past work and old drawing showing the subfloor structure. They concluded there were no structural issues causing the cracking.
    - (3) HIG is going to pen up a section of the floor on Monday 01/21/13
    - (4) AECOM needs to set up an open / close to support this.
- e) Plumbing Punch List
  - i) HIG called for COH for a re-inspection. They did pass.
  - ii) HIG says they have completed this punch list.
- f) Electrical Punch List
  - i) Aus-Tex is focusing on correcting electrical system work:
    - (1) Neutrals tied together; missing bushings; lack of conduit hangars; incomplete labeling; some improper wire sizes; incomplete wire coding; light fixtures not correctly supported; emergency lights not working properly; AC 2 in kitchen not connected; service plugs are 15 amp.
    - (2) AECOM asked JE to update CFS – Electrical and asked HIG to address the issues and provide a timeline when work will be complete.
  - ii) Panel labeling
    - (1) HIG has to revise / correct panel labeling.
    - (2) AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **eighth week.**
  - iii) Exterior lights conduit – **seventh week** – Aus-Tex will have to replace the conduit.
- g) HVAC Balance Report – **fourteenth week**
  - i) Still not started.
  - ii) AECOM expressed dissatisfaction again that this work has not commenced.

- h) Close Out – HIG said they are collecting close out documents and are about 30% complete.
- i) Project Office – AECOM asked HIG to start clearing out of the T Building.

**3) Change Proposals Request (CPRs) and Change Orders**

- a) Attached is the CPR log.
- b) HIG needs to provide pricing for CPRs 50, 51, and 52. They need to revise wording on CPR 47 to indicate three project screens are being installed – not two screens.
- c) FGC and JE need to review and make a recommendation on CPRs 47, 49, and 53.
- d) HIG needs to provide pricing for CPRs 47 through 52.
- e) AECOM created CPR 56.

**4) Pay Application**

- a) HIG submitted draft of pay application 5 for review by FGC, JE, and AECOM.
- b) HIG may proceed submitting the pay application.

**Next Meeting – Wednesday, January 23, 2012 at 1:00 PM**

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.



HOUSTON INDEPENDENT SCHOOL DISTRICT  
 Construction Services (Bond Program)  
 3500 Tampa Street • Houston, Texas 77021-1244



## SIGN-IN SHEET HISD BOND PROGRAM

**Project:** Helms ES Renovation

**Meeting Date / Time:** January 16, 2013, 1:00 PM

**Meeting Purpose:** Construction Meeting 39

**Location:** Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally		Project Manager	AECOM	713-267-3223	tim.beally@aecom.com
Diana Del Pilar		Principal	HISD	713-867-5120	ddelpila@houstonisd.org
Brian Cox	BMC	Principal	Fehr Grossman Cox	713-797-0404	bcox@fgca.cc
Ron Hughes	RH	Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineersl.com
Russell McCown	RM	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Chuck Caves	CC	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
Ken Gonzales	KG	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
DAVIN LECKY	DL	Project Executive	H I G	281-900-3532	dlecky@hgiusa.com

# Helms ES Renovation - Change Log

01/17/13

CPR	CO	Description	Source	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
1	2	Revise Marquee Base	G709 - 04/20/12	(\$598.81)	0		(\$598.81)	0	CFS Apvd 07/25/12
2	1	Delete Removal of Partitions - Room 19	G709 - 04/17/12	(\$1,039.37)	0		(\$1,039.37)	0	Apvd 07/09/12
3	NA	Revise ADA Parking	G709 - 04/17/12	\$0.00	0		\$0.00	0	HIG - No charge
5	NA	Remove Casework Room 6	G709 - 04/20/12	\$0.00	0		\$0.00	0	HIG - No charge
7	1	Revise Restroom Accessories	RFI 2 - 04/03/12	\$1,438.90	0		\$1,589.58	0	Apvd 07/09/12
8	1	Delete Plumbing Changes in Teacher's Lounge	G709 - 04/20/12	(\$1,488.28)	0		(\$1,488.28)	0	Apvd 07/11/12
10R	1	Install Concrete Pad Outside Classroom 6	G709 - 04/24/12	\$901.74	0		\$901.74	0	Apvd 07/12/12
12	NA	Change Location of Window Blinds	AECOM email	\$0.00	0		\$0.00	0	HIG - No charge
14	NA	HISD Hazmat Requirements - Rigid Barriers	HISD 10/28/11 Ltr	\$0.00	0		\$0.00	0	HIG - No charge
16	3	Install Receptionist Window	G709 - 06/26/12	\$4,014.93	7		\$4,014.93	7	Apvd 10/09/12
17	3	Revise FCU In Cafeteria Hallway	Verbal	\$8,590.73	0		\$8,590.73	0	Apvd 10/09/12
19	1	Abate and Dispose UVs	Verbal	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
21	2	Replace Flush Valves	Verbal	\$9,123.53	0		\$9,123.53	0	Apvd 09/11/12
22R		Extend UV CW Pipe Connections	Verbal	\$7,407.27	0		\$7,407.27	0	Apvd 11/26/12
23	NA	Revise Custodial Sink	G709 - 07/02/12	\$7,792.32	0		\$0.00	0	HIG states included in CPR 37
25	1	Install Additional Electrical Conduits	Verbal	\$5,482.42	0		\$5,482.42	0	Apvd 07/09/12
26	NA	Termite Protection in Restrooms	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
27	2	Replace Cafeteria Floor	Verbal	\$24,242.31	0		\$26,120.62	0	Email apvd 07/16/12. Apvd 07/30/12
28	3	Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0		\$5,398.68	0	Apvd 10/09/12
29	2	Reconnect Space Heaters - North Wing	Verbal	\$452.58	0		\$452.58	0	Apvd 10/01/12
30	NA	Change Breakers Serving Cafeteria	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
31	3	Install OAHU Condensate Drain Lines	JE Dwg 09/12/12	\$2,145.33	0		\$2,145.33	0	Apvd 10/09/12
32	2	Repaint Classrooms	Verbal	\$25,000.00	0		\$25,000.00	0	Apvd 10/01/12
33		Connect Heat Strip in Admin Area	Verbal	\$1,382.98	0		\$1,382.98	0	Apvd 11/12/12
34	3	Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0		\$9,892.89	0	Apvd 10/05/12
35R		Install Power Outlets in Upper Story Rooms	Verbal	\$4,574.06	0		\$3,949.84	0	Apvd 11/12/12
36	2	Additional FA Devices Required by COH	Verbal	\$4,064.29	0		\$4,064.29	0	Apvd 10/01/12
37	2	Replace Restroom Fixtures with New Fixtures	Verbal	\$7,140.92	0		\$7,140.92	0	Apvd 10/01/12
38	NA	Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
39	NA	Install Lights in Custodial Closets	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
40	3	Install Chiller Bypass Valve	Verbal	\$1,956.73	0		\$1,956.73	0	Apvd 10/09/12
41	3	Replace Carpet in North Wing Classrooms	Verbal	\$8,537.91	7		\$8,537.91	7	Apvd 10/09/12
42	3	Additional Floor Waxing	Verbal	\$1,985.60	0		\$1,985.60	0	Apvd 10/09/12
43	3	Provide Fountain Floor Pads, OAHU Thermostat Covers	Verbal	\$885.09	0		\$885.09	0	Apvd 10/09/12
44R		Install Interior Hallway Security Double Door	G709 - 11/02/12	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46		Revise Casework	Verbal - sketch	(\$9,050.00)	7		(\$9,050.00)	7	Apvd 11/12/12
47		Install Projector Screens	Verbal	\$2,989.93	7	\$2,332.39			
48		Ground Main Transformer	CFS - Verbal	\$0.00		\$0.00			HIG - No charge
49		Add Outlets in Speech Therapy Room	Verbal	\$941.72	3	\$941.72			
50		Add Circuit to Upper Floor Rooms	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
51		Replace Admin Area / Receptionist Door Hardware	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
52		Add Power Outlets for Main Hallway - Custodial Support	Verbal	\$500.00		\$500.00			AECOM Estimate
53		Replace Water Fountain	School Request	\$1,675.18	3	\$1,675.18			
54		Install Additional Whiteboards	School Request	\$1,000.00		\$1,000.00			AECOM Estimate
55		Change Hardware on Cafeteria Doors	School Request	\$3,000.00		\$3,000.00			AECOM Estimate
56		Install Heating Coil in Cafeteria	Verbal	\$5,000.00		\$5,000.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$178,565.62	55	\$16,449.29	\$145,250.46	42	