



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 41

Date	Time	Purpose	Location
January 30, 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) Need to install a door closer on one double door, repaint some doors, and install cores.
 - ii) One breezeway door near the cafeteria needs to be re-set – does not open.
 - iii) HISD installed low voltage wiring in the center mullion of a breezeway door near the cafeteria to support the card reader. However no one informed the plant operator how to disconnect the wiring. AECOM asked HIG to get with the plant operator and explain.

- b) Main Hallway Security Doors
 - i) HISD installed the reader on the door frame. They want to connect the electrical service.
 - ii) HIG will complete the installation after HISD is done.
 - iii) AECOM will contact HISD to see when their final connections will be done.

- c) Restroom Doors
 - i) School wants the doors leading to the restrooms to be lockable.
 - ii) HIG will replace the doors with new doors with appropriate hardware. In the meantime they will install locksets.
 - iii) No update on status.

- d) Restroom Partitions
 - i) Restroom partition doors in the pre-K wing restrooms do not close – **ninth week**.
 - ii) HIG's sub-contractor has replacement hinges for all the restroom partitions but wanted payment before doing the work. HIG has paid them.
 - iii) The work should begin this week, after school hours.
 - iv) No change. AECOM asked HIG to resolve this now.

- e) 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 installed one fountain pair.

- f) Interior Signage
 - i) HIG said the selected color was no longer available.
 - ii) HIG got with the Principal who selected a new color.
 - iii) Delivery is in ten to fourteen days.

- g) Unit Ventilators
 - i) Computer classroom has been occasionally hot.
 - ii) AECOM asked the school to move file cabinets away from the thermostat.
 - iii) Aus-Tex is running an electrical line for the school installed window air condition unit.
 - iv) AECOM asked HIG to have UES available to discuss the UV controls.

- h) PA Instrument
 - i) The school wants the administrative ‘phone’ instrument be installed in the receptionist area.
 - ii) HIG will accomplish – **fourth week**.
 - iii) HIG said they moved the instrument to the receptionist office and connected it to a wall plug but it does not work.
 - iv) AECOM said the location of the instrument has been known since the summer and asked HIG to get this resolved now.
- i) Salvaged Material
 - i) HIG provided a list of items removed from the school for HISD, if desired.
 - ii) AECOM emailed HISD Region Maintenance who replied saying they will visit the school to look at the items.
 - iii) AECOM will send another note to HISD and provide the contact info of the HIG superintendent.

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 inspections are complete.
 - ii) Still need to do structural – have to complete the doors, revise connection of interior ceiling lay in lights to ceiling, and correct emergency lights before calling for the inspection.
- c) Mechanical Punch List
 - i) HIG is working the items on the list.
 - ii) FCU near the cafeteria is still not working. JE restated the need to get this corrected ASAP.
 - iii) The cafeteria needs a heating coil be added.
- d) Architectural / School Punch List
 - i) HIG said they are nearly complete with the punch list except for moving the mirrors. HIG questioned how many mirrors needed correction. FGC identified that in the punch list. AECOM said use the punch list to define the number of mirrors needing correction.
 - ii) Cafeteria Flooring
 - (1) Concerns about cracked VCT in the newly installed flooring and sub-flooring in the cafeteria.
 - (2) FGC provided written information showing where corrections are necessary. HIG will do over spring break.
- e) TAS – FGC schedule the TDLR inspection for 02/06/13.
- f) Electrical Punch List
 - i) Aus-Tex continues to focus on correcting electrical system work:
 - (1) Neutrals tied together; missing bushings; lack of conduit hangars; incomplete labeling; 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) They have concentrated their efforts in the north building – lights and outlets.
 - (3) Disconnect switch for the unit ventilators need to be replaced.
 - 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 – **tenth week**.
 - iii) Exterior lights conduit – **ninth week** – Aus-Tex will have to replace the conduit.

- iv) AECOM stressed the importance of finishing no later than the **end of spring break**.
- g) HVAC Balance Report – **sixteenth week**
- h) Close Out – Not discussed.
- i) Project Office
 - i) AECOM asked HIG to start clearing out of the T Building.
 - ii) HIG can continue to use the office but HISD has expressed a desire to move the T Buildings to another site - no date identified yet.

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 and 54, 55, and 56.
- c) HISD signed CPRs 49 and 53. AECOM provided signed copies to HIG and FGC.
- d) AECOM created CPR 57 – add electrical outlet in the computer classroom.

4) Pay Application

- a) No activity.

Next Meeting – Wednesday, February 6, 2013 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 30, 2013, 1:00 PM
Meeting Purpose: Construction Meeting 41	Location: Helms ES

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

Helms ES Renovation - Change Log

01/31/13

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	4	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	4	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	4	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	4	Install Interior Hallway Security Double Door	G709 - 11/02/12	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46	4	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			Sent to CFS 01/31/13
48	N/A	Ground Main Transformer	CFS - Verbal	\$0.00		\$0.00	\$0.00	0	HIG - No charge
49	4	Add Outlets in Speech Therapy Room	Verbal	\$941.72	3	\$941.72	\$941.72	3	Apvd 01/25/13
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	4	Replace Water Fountain	School Request	\$1,675.18	3	\$1,675.18	\$1,675.18	3	Apvd 01/25/13
54		Install Additional Whiteboards	School Request	\$1,000.00		\$1,000.00			AECOM Estimate
55		Change Hardware on Cafeteria Doors	G709 - 01/17/13	\$3,000.00		\$3,000.00			AECOM Estimate
56		Install Heating Coil in Cafeteria	Verbal	\$5,000.00		\$5,000.00			AECOM Estimate
57		Install Electric Outlet in Computer Classroom	School Request	\$1,000.00		\$1,000.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$179,565.62	55	\$17,449.29	\$147,867.36	48	