

MEETING MINUTES

Helms Elementary School Construction Progress Meeting # 30

Date	Time	Purpose	Location	
November 7, 2012	1:00 PM	Weekly Update	Helms ES T Building	
Prepared By Tim Bea	ally		See sign in sheet	

1) Issues

- a) Electrical
 - i) Get the light in the closet under the stairs operational. third week.
 - ii) Label the panel boards third week.
- b) HVAC
 - i) Chiller diverter valve
 - (1) This was discussed in June / July.
 - (2) Fifth week mentioned in the meeting.
 - (3) HIG wants to do a weekend as it will require turning off the chilled water system and could take six hours. HIG wants to do it on 11/17/12.
 - (4) AECOM will request an open / close.

c) Plumbing - Sixth week

- Over the past weeks HIG has stated they will get plumbing issues resolved including:
 - (1) Get all drinking fountains working and not leaking.
 - (2) Need to adjust restroom fixtures to comply with ADA requirements.
 - (3) Lower water fountains by ½ to ¾ inches.

d) Building Alarm System

- AECOM asked HIG to provide a report on the status of the BA System.
- ii) Still awaiting the report seventh week.

e) Condensate lines

- i) OAHUs Lines
 - (1) AECOM asked HIG to get the work done fifth week.
 - (2) Work has started on one unit.

f) Install exterior doors

- Some breezeway doors have been installed. HIG installed some with temporary hardware and temporary glass. They will correct.
- ii) The remaining doors will be installed after normal school hours.

g) Whiteboards

- i) Delivered whiteboards did not fit. AECOM stopped the installation. The boards were not measured for proper fit prior to being ordered.
- HIG is measuring the spaces. They were going to walk with FGC after the meeting to clarify measurements of a few questionable locations.
- iii) The measuring, fabrication and delivery will probably delay the installation until December.

h) Interior ADA Signage – seventh week discussed in meeting.

- i) AECOM asked HIG to provide color options which would be discussed with the principal fourth week.
- ii) HIG had color samples and discussed with the principal after the meeting.
- iii) HIG needs to provide order materials and install.

i) Classroom Millwork

- There are three kinds of millwork in some of the classrooms. AECOM discussed with the principal. She asked if they could install different millwork in classroom six.
- ii) The principal preferred two kinds of built-in book shelves which would fit on most of the southern and eastern walls of the classroom.
- iii) HIG provided pricing for CPR for the change through CPR 46.

j) Interior Main Hallway Door

- i) As a result of discussions in the recent PAT, the layout of the door needs to change to include a double door.
- ii) FGC developed a sketch showing three schemes for the layout of the new doors.
- iii) The principal approved Scheme C which will provide two 3'6" doors.
- iv) FGC provided clarifying information on the scheme and door hardware.
- v) HIG needs to revise pricing of CPR 44R.
- vi) FGC finalized the layout. Awaiting HIG pricing of CPR 44R.

k) Carpet Installation in Pre-K Rooms

- i) HISD approved the change to remove and reinstall the carpet in the three classrooms.
- ii) HIG will move all furniture off the carpet on to the VCT area. They will then remove and reinstall the new carpet and then replace the furniture.
- iii) AECOM asked HIG to take before photos so they know where all the furniture was before removal and can put the furniture back to its original location.
- iv) ERC tested the mastic and identified it as negative.
- v) HIG wants to do the work on 11/17/12.

2) Principal Items

- a) From recent COH Fire Marshall inspection
 - Sign indicating the maximum capacity in the library. HIG will ask school for info on previous sign indicating maximum capacity.
 - ii) Sign on top of door into hallway toward the book room stating "electric room" will do with other interior signage.
 - iii) Provide instructions on the fire alarm panel in the admin area third week.
 - iv) Install smoke detector in hallway leading toward book room. HIG said the detector exists but is above the lay-in ceiling. They lowered it complete.

b) Projector Screens

- i) The school has two electric projector screens they would like hung and connected to electrical service.
- ii) The screens will be in the computer classroom, (#3) and the conference room (Upstairs).
- iii) AECOM asked HIG to price through CPR 47 second week.

3) Punch list / Close Out

- a) FGC previously said in order to do a punch list the following need to be done:
 - i) Install exterior doors
 - ii) Complete ADA renovations
 - iii) Correct placement of restroom fixtures.

b) Electrical Inspection

- i) Based on discussion at the previous meeting AECOM set up an appointment with CFS Electrical for an inspection on 11/07/12.
- ii) JE, based on their field investigation, said the work is not satisfactorily done.
- iii) AECOM notified CFS-electrical the field inspection is postponed.
- iv) Electrical provided comments and photos to AECOM via email. AECOM forwarded to JE and HIG for review / correction.

- c) Balance Report
 - i) HIG issued a contract to Precsionaire.
 - ii) Awaiting results fifth week.

4) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) The status of the following CPRs:
 - i) Reviewed and ready for submission to HISD: 33, 35R, and 46.
 - ii) Awaiting clarification of information from HIG on CPR 22R.

5) Schedule

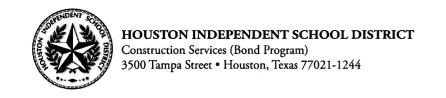
- a) Earlier in the week AECOM asked HIG to provide an updated schedule showing all planned activities until the close of the project.
- b) HIG submitted a schedule but AECOM, FGC, and JE provided feedback. AECOM asked HIG to revise and provide an update.

6) Pay Application

a) No activity

Next Meeting - Wednesday, November 14, 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.





SIGN-IN SHEET HISD BOND PROGRAM

Project: Helms ES Renovation Meeting Date / Time: November 7, 2012, 1:00 PM

Meeting Purpose: Construction Meeting 30 Location: Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	ams	Project Manager	AECOM	713-267-3223	tim.beally@aecom.com
Diana Del Pilar		Principal	HISD	713-867-5120	ddelpila@houstonisd.org
Brian Cox	Pauc.	Principal	Fehr Grossman Cox	713-797-0404	bcox@fgca.cc
Ron Hughes	A	Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineersl.com
Russell McCown	RAM	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Chuck Caves	CC	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
		4.			

Helms ES Renovation - Change Log

1	CPR	СО	Description	Source	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
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. I. Revise Restroom Accessories RF12 - 04/03/12 \$1,488.20 0 \$1,589.58 0 Apptd 07/09/12 10R I. I. Instal Contracte Pad Outside Classaroom 6 G709 - 04/20/12 \$50.00 0 \$50.00 0 Apptd 07/11/12 10R I. I. Instal Contracte Pad Outside Classaroom 6 G709 - 04/20/12 \$50.00 0 \$50.00 0 Apptd 07/12/12 12 NA, Change Location of Windrow Blinds AECOM email \$50.00 0 \$50.00 0 HIG - No charge 14 NA, HISD Hazmat Requirements - Rigid Barriors HISD 10/22/11 Ltr \$50.00 0 \$50.00 0 HIG - No charge 16 3 Instal Reception His Mayor Vertaal \$3.50.73 0 \$35.50.73 0 Appt 07/06/12 17 2 Revisee FOU in Carlesters Halway Vertaal \$3.57.42.20 0 \$15.22.53 0 Appt 07/06/12 <tr< td=""><td>1</td><td>2</td><td>Revise Marquee Base</td><td>G709 - 04/20/12</td><td>(\$598.81)</td><td>0</td><td></td><td>(\$598.81)</td><td>0</td><td>CFS Apvd 07/25/12</td></tr<>	1	2	Revise Marquee Base	G709 - 04/20/12	(\$598.81)	0		(\$598.81)	0	CFS Apvd 07/25/12
3 NA Revise AOA 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 I Ravise Restroam Accessories RFI 2 - 04/03/12 \$1,488.80 0 \$1,589.58 0 Apptd 07/09/12 10R I I Install Concrete Pad Outside Classroom 6 G709 - 04/24/12 \$1,948.28 0 0 \$90.07 0 Apptd 07/11/12 10R I I Install Concrete Pad Outside Classroom 6 G709 - 04/24/12 \$1,948.20 0 \$90.01 0 Apptd 07/11/12 11 NA Change Location of Window 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 17 3 Revise FCU In Celereirs Hallway Verbal \$25,749.28 0 \$35,590.73 0 Apped 07/09/12 18 1 A Revise Fush Valves Verbal \$3,123.53 0 \$31,625.53 0 Apped 07/09/12	2	1	Delete Removal of Partitions - Room 19	G709 - 04/17/12	(\$1,039.37)	0		(\$1,039.37)	0	Apvd 07/09/12
7, Revise Restroom Accessories	3	NA	Revise ADA Parking	G709 - 04/17/12				\$0.00		HIG - No charge
Books Delete Plumbing Changes in Teacher's Lounge G709 - 94/20/12 \$9.0174 0	5	NA	Remove Casework Room 6	G709 - 04/20/12	\$0.00	0		\$0.00	0	HIG - No charge
10R 1 Install Concrete Pad Outside Classroom 6 G709 - 04/24/12 \$901,74 0	7	1	Revise Restroom Accessories	RFI 2 - 04/03/12	\$1,438.90	0		\$1,589.58	0	Apvd 07/09/12
NA Change Location of Window Binds	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
1.2 NA Change Location of Window Blinds AECOM email S0.00 0 S0.00 0 HIG - No charge	10R	1	Install Concrete Pad Outside Classroom 6	G709 - 04/24/12	\$901.74	0		\$901.74	0	Apvd 07/12/12
16 3 Install Receptionist Window G709 - 06/26/12 \$4,014.93 7 \$4,014.93 7 Apvd 10/09/12 17 3 Revise FGU In Caleteria Hallway Verbal \$8,590.73 0 \$8,590.73 0 Apvd 10/09/12 19 1 Abate and Dispose UVS Verbal \$2,5748.28 0 \$15,228.55 0 Apvd 00/705/12 21 2 Repiace Flush Vaives Verbal \$9,123.53 0 \$8,123.53 0 Apvd 00/705/12 22 Repiace Flush Vaives Verbal \$9,123.53 0 \$9,123.53 0 Apvd 00/705/12 23 NA Revise Custodial Sink G709 - 07/02/12 \$7,792.32 0 \$5,407.27 24 NA Revise Custodial Sink G709 - 07/02/12 \$7,792.32 0 \$5,407.27 25 1 Install Additional Electrical Conduits Verbal \$5,422.40 \$5,482.42 0 \$8,482.42 0 Apvd 07/09/12 26 NA Termite Protection in Restrooms Verbal \$5,482.42 0 \$8,482.42 0 Apvd 07/09/12 27 2 Replace Caleteria Floor Verbal \$5,482.42 1 0 \$8,482.42 0 Revise Custodial Sink Revise Custo	12	NA	Change Location of Window Blinds	AECOM email	\$0.00	0		\$0.00		HIG - No charge
17 3 Revise FCU In Cafeteria Hallway	14	NA	HISD Hazmat Requirements - Rigid Barriers	HISD 10/28/11 Ltr	\$0.00	0		\$0.00	0	HIG - No charge
19 1 Abate and Dispose U/s Verbal \$25,749.28 0 \$15,928.50 0 Apyd 07/06/12	16	3	Install Receptionist Window	G709 - 06/26/12	\$4,014.93	7		\$4,014.93	7	Apvd 10/09/12
2 Replace Flush Valves	17	3	Revise FCU In Cafeteria Hallway	Verbal	\$8,590.73	0		\$8,590.73	0	Apvd 10/09/12
Extend UV CW Pipe Connections	19	1	Abate and Dispose UVs	Verbal	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
23 NA Revise Custodial Sink	21	2	Replace Flush Valves	Verbal	\$9,123.53	0		\$9,123.53	0	Apvd 09/11/12
1	22R		Extend UV CW Pipe Connections	Verbal	\$7,407.27	0	\$7,407.27			
25	23	NA	Revise Custodial Sink	G709 - 07/02/12	\$7,792.32	0		\$0.00	0	HIG states included in CPR 37
NA Termite Protection in Restrooms		1	Install Additional Electrical Conduits	Verbal	\$5,482.42			\$5,482.42	0	Apvd 07/09/12
28 3 Change Plumbing / Walls In Boys RR X40 Verbal \$5,398.68 0 \$5,398.68 0 Apvd 10/09/12	26	NA	Termite Protection in Restrooms	Verbal	\$0.00			\$0.00	0	HIG - No charge
29 2 Reconnect Space Heaters - North Wing Verbal \$452.58 0 \$452.58 0 Apvd 10/01/12	27	2	Replace Cafeteria Floor	Verbal	\$24,242.31	0		\$26,120.62	0	Email apvd 07/16/12. Apvd 07/30/12
NA Change Breakers Serving Cafeteria Verbal \$0.00 0 \$0.00 0 HIG - No charge	28	3	Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0		\$5,398.68	0	Apvd 10/09/12
31 32 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 10/01/12 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 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 \$1,956.73 0 \$1,956.73 0 Apvd 10/09/12 42 3 Additional Floor Waxing Verbal \$1,986.60 0 \$1,995.60 0 Apvd 10/09/12 43 3 Provide Fountain Floor Pads, OAHU Thermostat Covers Verbal \$885.90 0 \$10,000.00 \$11,000.00 44R Install Interior Hallway Security Door G709 - 11/02/12 \$10,000.00 \$2,000.00 APVd 10/09/12 Werbal \$2,500.00 AECOM Estimate 48 Ground Main Transformer \$2,000.00 \$2,000.00 AECOM Estimate	29	2	Reconnect Space Heaters - North Wing	Verbal	\$452.58	0		\$452.58	0	Apvd 10/01/12
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 34 3 Revise Elect Service for Admin Offices AHUS Verbal \$9,892.89 0 \$9,892.89 0 35R Install Power Outlets in Upper Story Rooms Verbal \$4,064.29 0 \$3,949.84 36 2 Additional FA Devices Required by COH Verbal \$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 Chiller Bypass Valve Verbal \$1,956.73 0 \$1,956.73 0 Alg-verbal \$1,967.73 0 Apvd 10/09/12 41 3 Replace Carpet in North Wing Class	30	NA	Change Breakers Serving Cafeteria	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
Connect Heat Strip in Admin Area Verbal \$1,382.98 0	31	3	Install OAHU Condensate Drain Lines	JE Dwg 09/12/12	\$2,145.33	0			0	Apvd 10/09/12
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 36 2 Additional FA Devices Required by COH Verbal \$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 \$1,985.60 0 \$1,985.60 0 Apvd 10/09/12 42 3 Additional Floor Waxing <td>32</td> <td>2</td> <td>Repaint Classrooms</td> <td>Verbal</td> <td>\$25,000.00</td> <td>0</td> <td></td> <td>\$25,000.00</td> <td>0</td> <td>Apvd 10/01/12</td>	32	2	Repaint Classrooms	Verbal	\$25,000.00	0		\$25,000.00	0	Apvd 10/01/12
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Install Power Outlets in Upper Story Rooms Verbal \$4,574.06 0 \$3,949.84	34	3	Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0		\$9,892.89	0	Apvd 10/05/12
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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 \$885.90 0 \$885.90 0 Apvd 10/09/12 44R Install Interior Hallway Security Door G709 - 11/02/12 \$10,000.00 \$10,000.00 \$11/08/12 - Wait HIG Estimate 46 Revise Casework Verbal - sketch (\$9,050.00) 7 (\$9,050.00) 11/08/12 - Wait FGC review 47 Install Projector Screens Verbal \$2,500.00 \$2,500.00 AECOM Estimate 48 Ground Main Transformer \$2,000.00 \$2,000.00 AECOM Estimate	38	NA	Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
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43 3 Provide Fountain Floor Pads, OAHU Thermostat Covers Verbal \$885.90 0 \$885.90 0 Apvd 10/09/12 44R Install Interior Hallway Security Door G709 - 11/02/12 \$10,000.00 \$10,000.00 11/08/12 - Wait HIG Estimate 46 Revise Casework Verbal - sketch (\$9,050.00) 7 (\$9,050.00) 11/08/12 - Wait FGC review 47 Install Projector Screens Verbal \$2,500.00 \$2,500.00 AECOM Estimate 48 Ground Main Transformer \$2,000.00 \$2,000.00 AECOM Estimate	41	3	Replace Carpet in North Wing Classrooms	Verbal	\$8,537.91	7		\$8,537.91	7	
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47 Install Projector Screens Verbal \$2,500.00 \$2,500.00 AECOM Estimate 48 Ground Main Transformer \$2,000.00 \$2,000.00 AECOM Estimate	44R			G709 - 11/02/12	\$10,000.00					11/08/12 - Wait HIG Estimate
48 Ground Main Transformer \$2,000.00 \$2,000.00 AECOM Estimate	46		Revise Casework	Verbal - sketch	(\$9,050.00)	7	(\$9,050.00)			11/08/12 - Wait FGC review
	47		Install Projector Screens	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
	48		Ground Main Transformer		\$2,000.00		\$2,000.00			AECOM Estimate
		2	Delete Contract Allowance					(\$10,000.00)	0	

\$160,484.84 21 \$18,190.09 \$126,086.42 1

Helms ES Renovation - Change Log

CPRs on Hold, Cancelled or Done Through Alternative Means

CPR	СО	Description	Source	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
6		Delete Electrical Service for Hand Dryers	RFI 1 - 04/03/12						Cancelled - School request
9		Reroute Sidewalk	G709 - 04/20/12						AECOM cancelled
11		Install Isolation Valves in CW Piping System	Verbal						AECOM cancelled
13		Delete Handrail Near Kitchen	Verbal						AECOM cancelled
15		Raise Outlets Classroom 6	Verbal	\$2,096.21	0				In scope. Work done during Bldg re-wiring
18		Relocate BCR Casework	Verbal						AECOM cancelled - already in contract
20		Wax New VCT	Vebal						AECOM cancelled - already in contract
24		Replace Sheathing on Exterior Stairwell	Verbal						
45		Replace Thermostats - Kitchen, Cafeteria	Verbal						Thermostats are working