



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 47

Date	Time	Purpose	Location
March 13, 2013	1:00 PM	Weekly Update	Helms ES Teacher Lounge
Prepared By Tim Beally			See sign in sheet

### 1) Issues

- a) Electrical Sub-contractor
  - i) HIG replaced the electrical subcontractor with a firm called FRC Electrical.
  - ii) AECOM asked HIG to provide information to AECOM for submission to HISD for their review and approval.
  
- b) Restroom Doors
  - i) School wants the doors leading to the restrooms to be lockable.
  - ii) Hardware and doors have arrived. HIG is installing.
  
- c) 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) HIG installed one new fountain pair.
  - iv) AECOM asked HIG to lower the fountain pair by the cafeteria about 6 inches - no change.
  
- d) Unit Ventilators
  - i) Computer classroom
    - (1) Has been occasionally hot. The building chiller has gone into alarm in the past few weeks. CFS responded and reset the chiller.
      - (a) JE investigation indicates the chiller shuts down due to low CW flow.
        - (i) They recommended installation of a by-pass valve (192 gpm in a 4 inch line in the basement – 02/18/13). Awaiting pricing from HIG.
        - (ii) AECOM asked HIG to provide a spot cooler until issue is resolved.
        - (iii) AECOM insisted HIG provide CPR pricing so work might be accomplished before the end of spring break.
      - (b) Chill water pump
        - (i) The motor for the chill water pump shut down – an earth fault. It is possible there is a problem with the motor. HIG was asked to check the motor.
        - (ii) HIG was going to have the new electrical subcontractor perform the check.
  - ii) Room 9
    - (1) Repeated calls last week saying the room is cold.
    - (2) HIG suggests the unit is working properly. They want to run a 48 hour trend analysis to see if the unit is working properly. The school needs to be occupied for the data to reflect proper conditions.
    - (3) JE agreed with their request to do it early next week.
  - iii) Other UV work – Bird screens and relief dampers being fabricated.
  
- e) Fire Alarm (FA) Pull Devices
  - i) The Principal requested covers be installed on the FA pull stations making it difficult for children to pull the lever.
  - ii) AECOM submitted CPR to CFS.
  
- f) Termites
  - i) The school noted termites in the newly renovated restroom in the east end of the building
  - ii) AECOM asked HIG to address – will be handled by a CPR.
  - iii) AECOM asked HIG to get the pricing done.

- g) Cafeteria Floor
  - i) HIG will repair areas over spring break where VCT is cracked.
  - ii) HIG was repairing broken VCT.
  - iii) They will provide suggestion of sub-flooring configuration.
- h) Nurse Office Door Hardware – HIG to install locking hardware.

**2) Punch List / Close Out**

- a) COH Inspections
  - i) Still need to do structural.
  - ii) HIG may call for the structural inspection next week.
- b) Mechanical Punch List – need to label the mechanical equipment – no update
- c) Architectural / School Punch List
  - i) See comments on restroom doors.
  - ii) Need install threshold at exterior door near classroom six.
- d) Electrical Punch List
  - i) Disconnect switch for the unit ventilators – no update.
  - ii) Revise emergency lights – underway – no update.
  - iii) HIG reports the electrical sub-contractor is working in the mina building.
  - iv) Panel labeling – AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **fourteenth week.**
  - v) Exterior lights conduit – **sixteenth week**
    - (1) The conduit for the exterior lights does not meet contract requirements. The second electrical sub-contractor – KND – installed EMT versus rigid conduit.
    - (2) HIG must replace it.
    - (3) HIG asked AECOM / JE to waive this requirement and they would provide an appropriate credit to the contract.
    - (4) AECOM disagreed saying they have to meet the contract requirements or get a waiver from HISD.
- e) HVAC Balance Report – T&B underway – no update.
- f) Close Out – AECOM asked HIG to provide what they have now to FGC for review. HIG said they would get the documents to FGC this week.

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

- a) Attached is the CPR log.

**4) Pay Application**

- a) No activity.

**Next Meeting – Wednesday, March 20, 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

<b>Project:</b> Helms ES Renovation	<b>Meeting Date / Time:</b> March 13, 2013 1:00 PM
<b>Meeting Purpose:</b> Construction Meeting 47	<b>Location:</b> 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		Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineersl.com
Russell McCown	<i>RAM</i>	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Ken Gonzales	<i>KG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com

# Helms ES Renovation - Change Log

03/14/13

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	4	Install Projector Screens	Verbal	\$2,989.93	7		\$2,332.39	7	Apvd 02/04/13
48	N/A	Ground Main Transformer	CFS - Verbal	\$0.00	0		\$0.00	0	HIG - No charge
49	4	Add Outlets in Speech Therapy Room	Verbal	\$941.72	3		\$941.72	3	Apvd 01/25/13
50	5	Add Circuit to Upper Floor Rooms	Verbal	\$1,084.45	1		\$1,084.45	1	Apvd 02/18/13
51	5	Replace Admin Area / Receptionist Door Hardware	Verbal	\$3,389.83	10		\$3,389.83	10	Apvd 02/18/13
52	5	Add Power Outlets for Main Hallway - Custodial Support	Verbal	\$459.71	1		\$459.71	1	Apvd 02/21/13
53	4	Replace Water Fountain	School Request	\$1,675.18	3		\$1,675.18	3	Apvd 01/25/13
54	5	Install Additional Whiteboards	School Request	\$2,108.43	1		\$2,108.43	1	Apvd 02/21/13
55	5	Change Hardware on Cafeteria Doors	G709 - 01/17/13	\$3,000.00	5		\$2,102.79	5	Apvd 02/21/13

## Helms ES Renovation - Change Log

03/14/13

56		Install Heating Coil in Cafeteria	Verbal	\$9,392.13	10	\$9,392.13			
57	5	Install Electric Outlet in Computer Classroom	School Request	\$353.63	1		\$353.63	1	Apvd 02/21/13
58		Install FA Cover Boxes	School Request	\$2,260.13	5	\$2,260.13			Sent to CFS 03/07/13
59		Install CW Bypass Valve	Verbal	\$5,766.60	10	\$5,766.60			Sent to CFS 03/14/13
60		Provide Termite Protection near Pre-K Restroom	Verbal	\$2,000.00		\$2,000.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$196,880.53	99	\$19,418.86	\$159,698.59	74	