



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 17

Date	Time	Purpose	Location
July 25, 2012	9:30am	Weekly Update	Helms ES, T Building

Prepared By – Tim Beally
See Attached Attendee List

1) Issues

- a) Timelines / Schedule
 - i) Goal is to have all work done for teachers to use their classrooms by 08/13/12.
 - ii) Interim milestones – such as restoration of power within the building – are crucial but all need to have a view of the big picture – start of school on 08/27/12.
- b) Power Outage – Will need a power outage on Monday, 07/20/12, from 8:00 AM to 4:00 PM to cut over to internal permanent power. AECOM will notify HISD.
- c) Electrical
 - i) Work is progressing. K-N-D has been working extended hours and weekends.
 - ii) 600 amp breaker is due to arrive this week. Installation will occur after receipt.
- d) Light Fixtures
 - i) Due to arrive by 07/28/12. K-N-D will be ready to install immediately.
 - ii) Plan to have up and running by Tuesday or Wednesday, next week.
- e) ADA Parking – HIG needs to get this work started. They said they will do the work next week.
- f) HVAC Renovations
 - (1) Unit ventilators are connected and are piped in. Chilled water is turned on, leaks have been found and plugged. Once power is restored they will run the chilled water system.
 - (2) HIG hopes to have temporary power connection for the CW pump to push chilled water through the system.
 - (3) External ducting for the OAHUs is placed on the ground and is being placed on the roof. Roof curbs are being placed.
 - (4) Electrical conduits for the OAHUs have been placed in the ground.
- g) Marquee Conduits – HIG have run the conduit for the electrical and data service.
- h) Cafeteria Floor
 - i) HIG started demolition of the cafeteria floor.
 - ii) The floor is removed and the new first layer of plywood subfloor is being placed. (See photos).
- i) Whiteboards – HIG says the delivery time is mid to late August.
- j) Classroom 6 Moisture Test – HIG said the test was completed and the floor is ready for VCT.
- k) Use of Classroom 6
 - i) The principal indicated she is going to use the classroom as a bookroom and tutor area.
 - ii) To do this she needs the room available soon so she can move in casework and books.
 - iii) AECOM asked HIG to confirm they would get the material out of the room and install the VCT next week.
- l) Fire Caulking / Ceiling Installation
 - i) Fire caulk installation is ongoing. Should be done shortly.
 - ii) Ceiling installation should start next week.
- m) Fire Alarm System – Installation is underway.
 - i) Subcontractor will return next week to complete the work.
 - ii) AECOM expressed concern about this system. The school can not be used without this system being operational and acceptable to COH; or through the use of a manned fire watch until the system is accepted.
 - iii) AECOM encouraged HIG to push AFS to make sure the system is on line soon, checked, and is inspected by COH.

- n) Restroom Flooring
 - i) The demolition required removal of more of the existing concrete subfloor than HIG thought was going to be necessary. FGC and HIG determined that HIG can place ardex in two layers.
 - ii) Work on plastering the walls will start this week.
 - o) Cleaning / Custodial – AECOM asked HIG for pricing to support a request for four workers for two weeks to assist the plant operator in preparing for the teachers.
 - p) Fan Coil Units – most have been delivered. One more is yet to be delivered (third week).
- 2) HAZMAT**
- a) ERC asked for the manifest documents for inclusion in the close out documents.
 - b) HIG needs to remove the few remaining (about three) old unit ventilators.
- 3) Safety**
- a) No issues.
- 4) Schedule**
- a) Two week look ahead is attached.
 - b) Dates discussed in the previous meeting:
 - i) School starts (students return) – 08/27/12
 - ii) Faculty officially return – 08/20/12
 - iii) Faculty will want into classrooms – 08/13/12
 - c) Work underway or planned:
 - i) Work is focusing on getting the electrical system wired, connected, and then energized.
 - ii) Work throughout the building is focusing on the north side and progressing clockwise through the school building.
 - iii) Plumbing is being installed in the restrooms.
 - iv) Wire has been pulled for the fire alarm and public address systems. The PA system ‘patch’ panel is placed in the BCR and is wired.
 - v) Handrails are being installed.
 - vi) Continue replacing the cafeteria floor.
 - vii) Projected to start shortly: ceiling grid, restroom plastering, door installation, and handrails in breezeways
- 5) Change Proposals Request (CPRs) and Change Orders**
- a) See CPR log (attached).
 - b) FGC provided Change Order 1 which HIG signed. AECOM will send it to HISD for signature.
 - c) Added CPR 29 through 32.
 - d) Discussed status of some CPRs
 - i) 17 – AECOM said LMI needs to provide more documentation to support material costs (Fourth week).
 - ii) 21, 22 – HIG provided CPR documents. For CPR 21 JE asked for more information such as number of fixtures. JE questioned some of the costs in CPR 22.
 - iii) 27 – Replace Cafeteria Floor
 - (1) HISD approved via email the proposal to replace flooring in the cafeteria.
 - (2) HIG provided CPR paperwork. FGC reviewed. AECOM sent to CFS for approval.
- 6) Submittals**
- a) Submittal log is attached
 - b) Discussion on specific items:
 - i) Handrails, Doors – HIG submitted and FGC responded with comments.
 - ii) Limited discussion on submittals. (Most discussion in the meeting focused on the timing of the electrical / HVAC renovations).

7) Requests for Information (RFIs)

- a) Four RFIs: 7, 8, 9, and 10 were submitted this week.
- b) FGC /JE responded to 7, 8, and 10.
- c) RFI 9 is still open.
- d) Some clarification concerning the RFIs occurred during the meeting:

8) Record Drawings / Permit

- a) HIG is maintaining an as-built set on set.

9) Pay Application

- a) HIG provided a revised draft of pay app which projects completion through the end of July.
- b) JE provided comments. HIG was going to adjust and submit for processing.

10) Site Observations

- a) See attached photos.

Next Meeting – Wednesday, August 1, 2012 at 9:30 AM

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 Elementary School Renovation **Meeting Date / Time:** July 25, 2012, 9:30 AM

Meeting Purpose: Construction Meeting 17 **Location:** Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TMB</i>	PM	AECOM	713-267-3223	Tim.beally@aecom.com
Diana Del Pilar	<i>DDP</i>	Principal	HISD – Helms ES	713-867-5130	ddelpila@houstonisd.org
Brian Cox	<i>BCX</i>	Principal	Fehr Grossman Cox	713.797.0404	bcox@fgca.cc
Ron Hughes	<i>RH</i>	Project Manager	Jones Engineers	713-222-7766	rhuhges@jonesengineers.com
Mike Afshar		Project Manager	ERC	713-290-9444	mafshar@erc-tx.com
Russell McCown	<i>RM</i>	Project Manager	Horizon Intl. Group	832-752-0066	rmccown@hgiusa.com
Gary McMaster	<i>GM</i>	Superintendent	Horizon Intl. Group	281-413-8112	gcmaster@hgiusa.com
Robert McClary	<i>RM</i>		K-N-D Electric	281-851-5596	
Miguel Angel Gaytan	<i>MAG</i>	Plant Operator	HISD - Helms ES	713) 867-5130	mgaytan@houstonisd.org
R. Brown	<i>RB</i>	Supervisor	H.I.S.D C.F.S.	2-706-3799	R.Brown@ " " "

**HELMS ELEMENTARY SCHOOL
503 WEST 21st STREET
HOUSTON TEXAS 77008**

		1					2					3									
CONTRACTOR	ACTIVITY																				
Convergint Tech.	Punch Down Class rooms			X	X																
AFS Security Systems	Fire Alarm cables	X	X	X	X	X			X	X	X	X	X	X	X						
	Installing Fire Alarm Devices	X	X	X	X	X			X	X	X	X	X	X	X						
Plaster	Rest room walls				X	X			X	X	X	X	X	X	X	X	X	X	X	X	
Mares Glass	Exterior Doors										X	X			X	X	X	X	X		
Unique Plumbing	Setting fixtures														X	X	X	X	X		
	Drinking Fontanes			X	X	X			X	X	X	X	X								
LMI Mechanical	Water back in chiller & Clean				X	X															
	Condensate Drain Lines Hook up	X	X	X	X	X			X	X	X	X	X								
	Duct work Roof	X	X	X	X	X															
K-N-D Electric	Main Run To Panels	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Wire Back in Condit Class rooms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	New Light Wipes Install Classrooms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Fire Caiking			X	X	X	X	X	X	X	X										
ABC Construction	Replace Gypsum	X	X	X	X	X			X	X	X	X	X								
	Cafeteria Flooring	X	X	X	X	X			X	X	X										
	Interior Doors & Frames			X	X	X	X	X	X	X	X										
Business Flooring	Tile Restrooms									X	X	X			X	X	X	X	X		

Helms ES Renovation - Change Log

CPR	CO	Description	Source	Reason	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
1		Revise Marquee Base	G709 - 04/20/12	Scope Change	(\$598.81)	0	(\$598.81)			Sent to CFS 07/19/12
2	1	Delete Removal of Partitions - Room 19	G709 - 04/17/12	Scope Change	(\$1,039.37)	0		(\$1,039.37)	0	Apvd 07/09/12
3	N/A	Revise ADA Parking	G709 - 04/17/12	Scope Change	\$0.00	0	\$0.00	\$0.00	0	HIG - No charge
5	NA	Remove Casework Room 6	G709 - 04/20/12	AE Omission	\$0.00	0	\$0.00	\$0.00	0	HIG - No charge
7	1	Revise Restroom Accessories	RFI 2 - 04/03/12	AE Omission	\$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	AE Omission	(\$1,488.28)	0		(\$1,488.28)	0	Apvd 07/11/12
10R	1	Install Concrete Pad Outside Classroom 6	G709 - 04/24/12	AE Omission	\$901.74	0		\$901.74	0	Apvd 07/12/12
12	NA	Change Location of Window Blinds	AECOM email	Scope Change	\$0.00	0		\$0.00	0	HIG - No charge
13		Delete Handrail Near Kitchen	Verbal	Scope Change	(\$250.00)		(\$250.00)			AECOM Estimate
14	NA	HISD Hazmat Requirements - Rigid Barriers	HISD 10/28/11 Ltr	Scope Change	\$0.00	0	\$0.00	\$0.00	0	HIG - No charge
15		Raise Outlets Classroom 6	Verbal	AE Omission	\$2,096.21	0	\$2,096.21			
16		Install Receptionist Window	G709 - 06/26/12	Scope Change	\$3,000.00		\$3,000.00			AECOM Estimate
17		Revise FCU - Upstairs Rooms	Verbal	AE Omission	\$8,590.73	0	\$8,590.73			
19	1	Abate and Dispose UVs	Verbal	Scope Change	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
21		Replace Flush Valves	Verbal	Unforeseen	\$9,123.53	0	\$9,123.53			
22		Extend UV CW Pipe Connections	Verbal	Unforeseen	\$2,500.00		\$2,500.00			AECOM Estimate
23		Revise Custodial Sink	G709 - 07/02/12	Unforeseen	\$7,729.32	0	\$7,729.32			
24		Replace Sheathing on Exterior Stairwell	Verbal	Unforeseen	\$1,000.00		\$1,000.00			AECOM Estimate
25	1	Install Additional Electrical Conduits	Verbal	Unforeseen	\$5,482.42	0		\$5,482.42	0	Apvd 07/09/12
26		Termite Protection in Restrooms	Verbal	Unforeseen	\$1,000.00		\$1,000.00			AECOM Estimate
27		Replace Cafeteria Floor	Verbal	Unforeseen	\$24,242.31		\$26,120.62			Email apvd 07/16/12. Sent to CFS 07/24/12
28		Change Plumbing / Walls In Boys RR X40	Verbal	Unforeseen	\$1,000.00		\$1,000.00			AECOM Estimate
29		Reconnect Space Heaters		Unforeseen	\$1,000.00		\$1,000.00			AECOM Estimate
30		Change Breakers Serving Cafeteria		AE Omission	\$1,000.00		\$1,000.00			AECOM Estimate
31		Condensate Drains		AE Omission	\$5,000.00		\$5,000.00			AECOM Estimate
32		Cleaning, Waxing, Move In Support		Unforeseen	\$5,000.00		\$5,000.00			AECOM Estimate
Totals					\$102,540.98	0	\$73,311.60	\$21,374.59	0	

Approved Change Order Contingency	\$197,000.00
Contingency less Apvd CPRs	\$175,625.41
Contingency less (Approved + Pending CPRs)	\$102,313.81

CO	Funding	Amount	Current Amt
	Initial Contract	\$1,970,000.00	\$1,970,000.00
1	CPRs 2,7,8,10R,19,25	\$21,374.59	\$1,991,374.59







