



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 38

Date	Time	Purpose	Location
January 9, 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) Work underway.
 - ii) Still need to correct hinges, adjust doors, and install door handles.
 - iii) Some exterior doors still need re-coring and keying.
- b) Main Hallway Doors
 - i) HIG installed the short wall extensions and side lights.
 - ii) The doors are on order and will be delivered and installed in mid-January.
- c) Restroom Doors
 - i) School wants the doors leading to the restrooms to be lockable.
 - ii) HIG is working this.
- 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) AEOCM asked FGC to check with the Principal.
- e) Restroom Partitions
 - i) Restroom partition doors in the pre-K wing restrooms do not close – **sixth week**.
 - ii) HIG is waiting for replacement hinges for all the restroom partitions. They did not have a firm delivery date.
- f) Classroom 6 Casework
 - i) Work started yesterday on the support framing
 - ii) HIG's sub was to bring the casework today for installation.
- 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) During the break HIG and FGC observed the water fountains. There were no leaks.
 - iv) 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.
- h) Interior Signage
 - i) AECOM confirmed the color selection (3-721 Matte / Marigold) with the Principal and informed HIG who will proceed.
 - ii) Expected installation is mid-January.
- i) Projector Screens – Waiting receipt and install of switches for two screens.
- j) Unit Ventilators – Still some problems – AECOM asked HIG to find and fix problems.

- k) Roof Leak
 - i) There was a roof leak in the assistant principal's office.
 - ii) Since it was raining and expected to rain for another day, AECOM asked HIG to put in buckets to collect the drippage and to cover items to minimize any damage.
 - iii) HIG needs to correct the leak as soon as possible.
- 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) Mechanical Punch List
 - i) JE provided their punch list. HIG is working it.
 - ii) AECOM asked HIG to provide update next week.
- c) 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.
 - iii) Cafeteria Flooring
 - (1) Concerns about cracked VCT in the newly installed flooring and sub-flooring in the cafeteria. Considerable discussion about causes.
 - (2) AECOM will find pictures taken during the work and send to all
 - (3) AECOM asked FGC to lay out the cracks on a sketch of the floor plan.
- d) Plumbing Punch List
 - i) HIG called for COH inspection. They did not pass – minor deficiencies which HIG was correcting.
 - ii) They were going to schedule COH for re-inspection this week.
- e) Electrical Punch List
 - i) Aus-Tex is focusing on correcting electrical system installation and prepare for HISD – Electrical inspections. They are correcting the following: neutrals tied together; missing bushings; lack of conduit hangars; incomplete labeling; some improper wire sizes; incomplete wire coding
 - 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 – **seventh week.**
 - iii) Exterior lights conduit – **sixth week** – Aus-Tex will have to replace the conduit.
 - iv) AECOM asked HIG to provide update next week. The intent is to identify a date when AECOM can request inspection by HISD - Electrical
- f) HVAC Balance Report – **thirteenth week**
 - i) Still not started.
 - ii) AECOM expressed dissatisfaction again that this work has not commenced.
 - iii) HIG said they would get it done next week.
- g) Close Out
 - i) HIG said they are collecting close out documents.
 - ii) AECOM asked HIG to provide update next week.

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) HIG needs to provide pricing for CPRs 47 through 52.
- c) AECOM created CPRs 53 through 55.

4) Pay Application

- a) HIG submitted draft of pay application 5 for review by FGC, JE, and AECOM.

Next Meeting – Wednesday, January 16, 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 9, 2013, 1:00 PM
Meeting Purpose: Construction Meeting 38	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	<i>RAM</i>	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Chuck Caves	<i>CC</i>	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
Ken Gonzales	<i>✓</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
<i>DAVID LECHE</i>	<i>DL</i>	<i>Project Execution</i>	<i>" "</i>	<i>281-700-3512</i>	<i>dleche@hgiusa.com</i>

Helms ES Renovation - Change Log

CPR	CO	Description	Reason	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
1	2	Revise Marquee Base	Scope Change	(\$598.81)	0		(\$598.81)	0	CFS Apvd 07/25/12
2	1	Delete Removal of Partitions - Room 19	Scope Change	(\$1,039.37)	0		(\$1,039.37)	0	Apvd 07/09/12
3	NA	Revise ADA Parking	Scope Change	\$0.00	0		\$0.00	0	HIG - No charge
5	NA	Remove Casework Room 6	AE Omission	\$0.00	0		\$0.00	0	HIG - No charge
7	1	Revise Restroom Accessories	AE Omission	\$1,438.90	0		\$1,589.58	0	Apvd 07/09/12
8	1	Delete Plumbing Changes in Teacher's Lounge	AE Omission	(\$1,488.28)	0		(\$1,488.28)	0	Apvd 07/11/12
10R	1	Install Concrete Pad Outside Classroom 6	AE Omission	\$901.74	0		\$901.74	0	Apvd 07/12/12
12	NA	Change Location of Window Blinds	Scope Change	\$0.00	0		\$0.00	0	HIG - No charge
14	NA	HISD Hazmat Requirements - Rigid Barriers	Scope Change	\$0.00	0		\$0.00	0	HIG - No charge
16	3	Install Receptionist Window	Scope Change	\$4,014.93	7		\$4,014.93	7	Apvd 10/09/12
17	3	Revise FCU In Cafeteria Hallway	AE Omission	\$8,590.73	0		\$8,590.73	0	Apvd 10/09/12
19	1	Abate and Dispose UVs	Scope Change	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
21	2	Replace Flush Valves	Unforeseen	\$9,123.53	0		\$9,123.53	0	Apvd 09/11/12
22R		Extend UV CW Pipe Connections	Unforeseen	\$7,407.27	0		\$7,407.27	0	Apvd 11/26/12
23	NA	Revise Custodial Sink	Unforeseen	\$7,792.32	0		\$0.00	0	HIG states included in CPR 37
25	1	Install Additional Electrical Conduits	Unforeseen	\$5,482.42	0		\$5,482.42	0	Apvd 07/09/12
26	NA	Termite Protection in Restrooms	Unforeseen	\$0.00	0		\$0.00	0	HIG - No charge
27	2	Replace Cafeteria Floor	Unforeseen	\$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	Unforeseen	\$5,398.68	0		\$5,398.68	0	Apvd 10/09/12
29	2	Reconnect Space Heaters - North Wing	Unforeseen	\$452.58	0		\$452.58	0	Apvd 10/01/12
30	NA	Change Breakers Serving Cafeteria	AE Omission	\$0.00	0		\$0.00	0	HIG - No charge
31	3	Install OAHU Condensate Drain Lines	AE Omission	\$2,145.33	0		\$2,145.33	0	Apvd 10/09/12
32	2	Repaint Classrooms	Scope Change	\$25,000.00	0		\$25,000.00	0	Apvd 10/01/12
33		Connect Heat Strip in Admin Area	AE Omission	\$1,382.98	0		\$1,382.98	0	Apvd 11/12/12
34	3	Revise Elect Service for Admin Offices AHUs	AE Omission	\$9,892.89	0		\$9,892.89	0	Apvd 10/05/12
35R		Install Power Outlets in Upper Story Rooms	AE Omission	\$4,574.06	0		\$3,949.84	0	Apvd 11/12/12
36	2	Additional FA Devices Required by COH	Unforeseen	\$4,064.29	0		\$4,064.29	0	Apvd 10/01/12
37	2	Replace Restroom Fixtures with New Fixtures	Unforeseen	\$7,140.92	0		\$7,140.92	0	Apvd 10/01/12
38	NA	Repl 15 Amp Breaker with 20 Amp for Upstairs UV	AE Omission	\$0.00	0		\$0.00	0	HIG - No charge
39	NA	Install Lights in Custodial Closets	AE Omission	\$0.00	0		\$0.00	0	HIG - No charge
40	3	Install Chiller Bypass Valve	Unforeseen	\$1,956.73	0		\$1,956.73	0	Apvd 10/09/12
41	3	Replace Carpet in North Wing Classrooms	Scope Change	\$8,537.91	7		\$8,537.91	7	Apvd 10/09/12
42	3	Additional Floor Waxing	Unforeseen	\$1,985.60	0		\$1,985.60	0	Apvd 10/09/12
43	3	Provide Fountain Floor Pads, OAHU Thermostat Covers	Scope Change	\$885.09	0		\$885.09	0	Apvd 10/09/12
44R		Install Interior Hallway Security Double Door	Scope Change	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46		Revise Casework	Scope Change	(\$9,050.00)	7		(\$9,050.00)	7	Apvd 11/12/12
47		Install Projector Screens	Scope Change	\$2,989.93		\$2,989.93			AECOM asked HIG to revise for 3 screens
48		Ground Main Transformer	Scope Change	\$2,000.00		\$2,000.00			AECOM Estimate
49		Add Outlets in Speech Therapy Room	Scope Change	\$641.72		\$641.72			JE asked HIG to break out costs
50		Add Circuit to Upper Floor Rooms	Scope Change	\$1,000.00		\$1,000.00			AECOM Estimate
51		Replace Admin Area / Receptionist Door Hardware	Scope Change	\$1,000.00		\$1,000.00			AECOM Estimate
52		Add Power Outlets for Main Hallway - Custodial Support	Scope Change	\$500.00		\$500.00			AECOM Estimate
53		Replace Water Fountain	Scope Change	\$750.00		\$750.00			AECOM Estimate
54		Install Additional Whiteboards	Scope Change	\$1,000.00		\$1,000.00			AECOM Estimate
55		Change Hardware on Cafeteria Doors	Scope Change	\$3,000.00		\$3,000.00			AECOM Estimate
	2	Delete Contract Allowance	Scope Change	(\$10,000.00)			(\$10,000.00)	0	

Totals \$174,340.44 42 \$12,881.65 \$145,250.46 42