



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 40

Date	Time	Purpose	Location
January 23, 2013	1:00 PM	Weekly Update	Helms ES Cafeteria
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Exterior Breezeway Doors / Interior Fire Doors
 - i) Some exterior doors still need to be finished. Some still need re-paint, touch up painting.
 - ii) Additionally the Principal's office was improperly re-cored. HIG will have Stanley address with the other necessary re-coring work.
 - iii) Core to the door to the upstairs school conference room is on the inside of the door.
- b) Main Hallway Security Doors
 - i) HIG installed the double doors – need some final touches such as caulking and installing the electric release button.
 - ii) Separately HISD installed the reader on the door frame. They want to adjust how the electrical service is run.
 - iii) HIG will complete the installation after HISD is 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.
- d) Restroom Partitions
 - i) Restroom partition doors in the pre-K wing restrooms do not close – **eighth 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.
- 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 has ordered and installing one fountain pair.
- f) Interior Signage
 - i) HIG said the selected color was no longer available.
 - ii) AECOM asked HIG to personally get with the Principal to select a new color.
- g) Unit Ventilators
 - i) No recent calls from the school.
 - ii) The cafeteria needs a heating coil be added. JE researched and provided information to FGC and HIG for a change – CPR 56.
- h) PA Instrument
 - i) The school asked that the administrative 'phone' instrument be installed in the newly created receptionist area.
 - ii) HIG will accomplish – **third week**.

- 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.

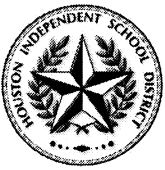
2) Punch List / Close Out

- 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 and emergency lights before calling for the inspection.
- c) Mechanical Punch List
 - i) JE provided their punch list. HIG is working it.
 - ii) As of this meeting, no items have been corrected.
 - iii) FCU near the cafeteria is not working.
 - iv) HIG said they have not been able to contact LMI.
- d) Architectural / School Punch List
 - i) HIG said they are nearly complete with the punch list except for moving the mirrors.
 - ii) Cafeteria Flooring
 - (1) Concerns about cracked VCT in the newly installed flooring and sub-flooring in the cafeteria.
 - (2) HIG removed a section of the VCT flooring on Monday 01/21/13.
 - (3) The plywood subfloor was nailed, not screwed in, and the nails were not close to the edge of the plywood sheets. HIG put in screws near the sheet edges which seemed to reduce plywood movement.
 - (4) HIG covered up the area and we would see how it performs over the next few weeks. If by spring break, it looks okay, HIG would correct the remaining areas.
- e) TAS – FGC said they would call for a TDLR inspection.
- f) Electrical Punch List
 - i) Aus-Tex is focusing 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) JE says the light relay panels are not connected to the controls system.
 - (3) JE asked HIG / Aus– Tex to confirm the restroom fans are connected / working.
 - (4) Disconnect switch for the unit ventilators are not correct and 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 – **ninth week.**
 - iii) Exterior lights conduit – **eighth week** – Aus-Tex will have to replace the conduit.
 - iv) Pace of correcting electrical work.
 - (1) AECOM expressed dissatisfaction with the pace of correcting the electrical work. HIG said they have difficulty working around faculty and students lingering after school.
 - (2) AECOM said they will support working on Saturdays until spring break and would request open / close.

- (3) AECOM stressed the importance of finishing as soon as possible, but no later than the **end of spring break.**
 - g) HVAC Balance Report – **fifteenth week**
 - i) Still not started.
 - ii) AECOM expressed dissatisfaction again that this work has not commenced.
 - h) Close Out – HIG said they are continuing to work on the close out documents.
 - 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. They need to revise wording on CPR 47 to indicate three project screens are being installed – not two screens.
- 4) Pay Application**
- a) HIG submitted draft of pay application 5 for review by FGC, JE, and AECOM.
 - b) HIG may submit the pay application.

Next Meeting – Wednesday, January 30, 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 23, 2013, 1:00 PM

Meeting Purpose: Construction Meeting 40 **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		Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
Ken Gonzales	<i>K.G.</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
<i>David Lecky</i>	<i>DL</i>	<i>Proj. Executive</i>	<i>HIG</i>	<i>281-900-3532</i>	<i>dlecky@hgiusa.com</i>

Helms ES Renovation - Change Log

01/28/13

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		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		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		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		Install Interior Hallway Security Double Door	G709 - 11/02/12	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46		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			
48		Ground Main Transformer	CFS - Verbal	\$0.00		\$0.00	\$0.00	0	HIG - No charge
49		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		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
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$178,565.62	55	\$16,449.29	\$147,867.36	48	