



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 21

Date	Time	Purpose	Location
September 5, 2012	1:00 PM	Weekly Update	Helms ES, T Building

Prepared By – Tim Beally

See Attached Attendee List

School recently opened for the 2012 – 2013 school year. Discussion in today's meeting covered remaining actions and work yet to be done.

1) Work to be Completed Quickly – Support Start of School

- a) Electrical
 - i) Get all switches and light fixtures working
 - ii) Get all power outlets working. School states there are some outages.
 - iii) Classroom 15 light switch
- b) HVAC
 - i) Receive and install all computer cards for unit ventilators
 - ii) Insure all UVs are properly working
 - iii) Restore functionality of AC in kitchen
- c) Other
 - i) Get all drinking fountains working
 - ii) Place excess fiber optic cable in the admin area above the ceiling
 - iii) Remove PA system conduit
 - iv) PA phone instrument located in BCR room should be placed in Room X160
 - v) Repair roof leaks

2) Work to be Completed After Start of School

The remaining items need to be done. Status is provided if discussed. AECOM asked HIG to provide status of all items at next week's meeting:

- a) Deliver and install window blinds
- b) Install exterior doors
 - i) HIG plans to start work on the front exterior door this weekend.
 - ii) Need open / close from 7:00 AM to 6:00 PM.
 - iii) AECOM will request of HISD.
- c) Complete insulation of OAHU ductwork
 - i) Underway.
 - ii) Should be completed within a week.
- d) Complete installation of hardware on newly installed doors
- e) Deliver and install whiteboards
- f) Adjust restroom fixtures for ADA compliance
- g) Lower kitchen serving line to comply with ADA requirements (See FGC note attached)
- h) Remove janitor sink, room X130
- i) Install two fan coil units
 - i) To be done this weekend.
- j) Permanent fence around the OAHUs

3) Other

- a) HISD Alarms provided an email to CFS indicating eleven building intrusion sensors were not operational. AECOM provided to HIG and asked them to investigate.

4) HAZMAT

- a) No activity.

5) Safety

a) No issues

6) Schedule

a) No discussion

7) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) HIG earlier submitted CPRs 21 and 28. FGC provided recommendation of CPR 21. They need to review and provide recommendation on CPR 28.
- c) AECOM asked HIG to provide pricing soonest on Pre-K and K carpet replacement and receptionist window (CPR 16).
- d) Numerous other new CPRs need to be quantified by HIG.

8) Submittals

a) Submittals were not discussed.

9) Requests for Information (RFIs)

a) RFIs were not discussed

10) Record Drawings / Permit

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

11) Pay Application

a) HIG submitted draft of pay application 4. FGC and JE will review and provide comments.

Next Meeting – Wednesday, September 12, 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 Elementary School Renovation

Meeting Date / Time:

September 5, 2012, 9:30 AM

Meeting Purpose: Construction Meeting 21

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		Principal	HISD – Helms ES	713-867-5130	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	rhuhges@jonesengineers.com
Russell McCown	<i>RAM</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
Mike Afshar		Project Manager	ERC	713-290-9444	mafshar@erc-tx.com
DAVID LECKY		PROJECT EXECUTIVE	HORIZON	281-500-3532	dlecky@hgiusa.com

Helms Elementary School

TAS Restroom revisions

8/28/12

Boys X40

- Do not install 3 mirrors.
- Lower HC urinal to 14" AFF to rim.
- Replace HC toilet with 15" max. to top of seat model.
- Lower HC lavatory to 30" AFF to rim.

Girls X64

- Do not install HC mirror. If installed, remove and replace any tiles with holes.
- Lower HC lavatory to 30" AFF to rim.
- Replace HC toilet with 15" max. to top of seat model.

Boys X230 (Bldg. C)

- Replace HC toilet with 15" max. to top of seat model.
- Lower HC urinal to 14" AFF to rim.
- Check height of HC lavatory to be 30" AFF to rim.
- Install one HC mirror in Corridor X230A on plan-south wall, centered on opening into restroom.

Girls X15 (Bldg. C)

- Replace HC toilet with 15" max. to top of seat model.
- Do not install 2 mirrors over lavatories at windows.
- Check height of HC lavatory to be 30" AFF to rim.
- Install one HC mirror on plan-north wall.

Boys X220 (Bldg. D)

- Lower HC urinal to 14" AFF to rim.
- Lower HC wall mounted toilet to 15" to top of seat.
- Install one HC mirror on plan-south wall in lavatory room.
- Check height of HC lavatory to be 30" AFF to rim.

Girls X235 (Bldg. D)

- Lower HC wall mounted toilet to 15" to top of seat.
- Check height of HC lavatory to be 30" AFF to rim.
- Install one HC mirror on plan-south wall.

K-Classroom 16 Restroom 16A (Bldg. D)

- Check height of HC lavatory to be 30" AFF to rim.
- Install one HC mirror on plan-south wall.

Pre-K Classroom 7/9 Restroom X251 (Bldg. C)

- Check height of HC lavatory to be 30" AFF to rim.
- Install one HC mirror on plan-north wall.

Helms ES Renovation - Change Log

CPR	CO	Description	Source	Requested Amount	Req. Days	Pending Amount	Approved Amount	Approved Days	Status
1		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	N/A	Revise ADA Parking	G709 - 04/17/12	\$0.00	0	\$0.00	\$0.00	0	HIG - No charge
5	NA	Remove Casework Room 6	G709 - 04/20/12	\$0.00	0	\$0.00	\$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	\$0.00	0	HIG - No charge
16		Install Receptionist Window	G709 - 06/26/12	\$3,000.00		\$3,000.00			AECOM Estimate
17		Revise FCU - Upstairs Rooms	Verbal	\$8,590.73	0	\$8,590.73			
19	1	Abate and Dispose UVs	Verbal	\$25,749.28	0		\$15,928.50	0	Apvd 07/05/12
21		Replace Flush Valves	Verbal	\$9,123.53	0	\$9,123.53			
22		Extend UV CW Pipe Connections	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
23		Revise Custodial Sink	G709 - 07/02/12	\$7,792.32	0	\$7,729.32			
25	1	Install Additional Electrical Conduits	Verbal	\$5,482.42	0		\$5,482.42	0	Apvd 07/09/12
26		Termite Protection in Restrooms	Verbal	\$0.00			\$0.00	0	HIG - No charge
27		Replace Cafeteria Floor	Verbal	\$24,242.31			\$26,120.62	0	Email apvd 07/16/12. Apvd 07/30/12
28		Change Plumbing / Walls In Boys RR X40	Verbal	\$5,398.68	0	\$5,398.68			
29		Reconnect Space Heaters - North Wing		\$1,000.00		\$1,000.00			AECOM Estimate
30		Change Breakers Serving Cafeteria		\$1,000.00		\$1,000.00			AECOM Estimate
31		Install Condensate Drain Lines for OAHUs		\$5,000.00		\$5,000.00			AECOM Estimate
32		Repaint Classrooms	Verbal	\$25,000.00		\$25,000.00			AECOM Estimate
33		Connect Heat Strip in Admin Area		\$2,500.00		\$2,500.00			AECOM Estimate
34		Revise Elect Service for Admin Offices AHUs	Verbal	\$10,000.00		\$10,000.00			AECOM Estimate
35		Install Power Outlets in Upper Story Rooms	Verbal	\$5,000.00		\$5,000.00			AECOM Estimate
36		Additional FA Devices Required by COH	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
37		Replace Restroom Fixtures with New Fixtures	Verbal	\$5,000.00		\$5,000.00			AECOM Estimate
38		Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$1,000.00		\$1,000.00			AECOM Estimate
39		Install Lights in Custodial Closets	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
40		Install Chiller Bypass Valve	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
41		Replace Carpet in North Wing Classrooms		\$5,000.00		\$5,000.00			AECOM Estimate
		Delete Allowance		(\$10,000.00)		(\$10,000.00)			
				\$149,093.45	0	\$94,342.26	\$46,896.40	0	





