



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 25

Date	Time	Purpose	Location
October 3, 2012	1:00 PM	Weekly Update	Helms ES, T Building
Prepared By – Tim Beally			See attached attendee list

1) Issues

- a) Re-wiring of the switches and lighting in the classrooms.
 - i) HIG completed the re-wiring of the lights in classrooms to provide inboard / outboard configuration with two power packs for movement detection.
 - ii) Emergency lights are not to be on a light switch. They are used toggle switches.
 - iii) They checked the power outlets and all are working or are abandoned and covered with a plate.
 - iv) Get lights in the bookroom adjusted and in the closet under the stairs operational.
- b) HVAC
 - i) Still need to get the AC in the kitchen working ASAP.
 - ii) Disconnect wiring to the book room fan coil unit – no status update.
 - iii) UVs / Fan coil units – there may be some with leaks. HIG checked and says all leaks are corrected.
 - iv) Fan Coil Units – need to be programmed
 - v) Thermostats
 - (1) There are thermostats that are still not working: example, kitchen, and cafeteria.
 - (2) HIG and LMI need to get these properly wired and functioning.
 - (3) HISD Controls says UES should be able to properly connect them. HIG says they need information on the correct addressing.
 - (4) AECOM asked HIG / LMI / UES to contact HISD controls to resolve.
 - (5) HIG contacted HISD controls who referred them to HISD IT. IT did provide IP address information. HIG / LMI / UES need to make the final programming of the thermostats.
- c) Plumbing
 - i) Get all drinking fountains working and not leaking. HIG said plumber will do work this week.
 - ii) Need to adjust restroom fixtures to comply with ADA requirements
- d) PA System – Need to remove / connect PA cable in plant operator's office
- e) Building Alarm System
 - i) AECOM asked HIG to provide a report on the status of the BA System.
 - ii) Still awaiting the report.
- f) Roof leaks
 - i) There were numerous leaks two weeks earlier in and around the roof penetrations for the OAHU duct work.
 - ii) These have been repaired.
 - iii) With the rain this past weekend it does not appear to be any more leaks.
 - iv) HIG will replace the damaged ceiling tiles.
- g) Condensate lines
 - i) JE provided the layout for the condensate lines from the OAHUs to surface drains. HIG submitted pricing for CPR 31. FGC reviewed and AECOM submitted to HISD for approval.
 - ii) Existing condensate lines for the UVs need minor repairs. AECOM asked HIG to make these repairs. Will address, if necessary, through a CPR.
- h) Parent Issues – A parent wrote the principal, and included board members in the email, expressing dissatisfaction with the work accomplished. The open items include:
 - i) Classroom HVAC – UVs have been adjusted. Separately the thermostats which control the OAHU temperatures are being adjusted by faculty resulting in condensation on the diffusers. HIG installed a protective cover preventing the thermostats from being adjusted. This seems to have stopped the condensation.
 - ii) Water fountains leaking – fountains adjusted. One fountain is being replaced. Work to be done tomorrow.

- iii) Whiteboards – not installed. Will be accomplished. See notes below.
- i) Remaining work
 - i) Deliver and install window blinds – delivered and installed last week.
 - ii) Install exterior doors
 - (1) Still need a door sweep on the main entry door.
 - (2) HIG planned to do the work on exterior doors forth for the past three weekends. Open / close was arranged to support this.
 - (3) However, HIG elected not to proceed because the hardware that was delivered was not correct and if used, would possibly create a safety / security condition. HIG elected not to do work on these weekends.
 - (4) They request an open / close on both Saturday and Sunday from 7:00 AM to 6:00 PM. AECOM will request.
 - iii) Whiteboards
 - (1) HIG says they are awaiting shipment. AECOM asked HIG to confirm date.
 - (2) AECOM provided a drawing to the school showing the location so the whiteboards and tack boards.
 - iv) Remove Janitor Sink, room X130 – pending.
 - v) Exterior Lights – HIG needs to complete.
 - vi) Interior Signage – HIG needs to provide submittal, order materials, and install. Will put on order shortly. Will take about seven working days.
 - vii) Classroom Millwork
 - (1) Three kinds of millwork in some of the classrooms.
 - (2) AECOM will discuss with the school to see if still desired.
 - (3) COH Inspection Status – not recorded

2) HAZMAT

- a) No activity

3) Safety

- a) AECOM reminded HIG to insure that all contractor and subcontractor employees check in with the project superintendent and are properly badged.

4) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) AAECOM asked FGC to write a change order for the following CPRs: 1, 21, 27, 29, 32, 36, 37, and deletion of the allowance
- c) Considerably activity on CPRs during the past week.
- d) The status of the following CPRs
 - i) Sent to CFS for approval: 16, 17, 28, 31, 34, 40, 41, 42, 43
 - ii) Awaiting submission by HIG: 22, 30, 33, 35, 38, 44

5) Pay Application

- a) No activity

Next Meeting – Wednesday, October 10, 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:

October 3, 2012, 1:00 PM

Meeting Purpose: Construction Meeting 25

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
Gary McMaster	<i>GM</i>	Superintendent	Horizon Intl Group	281-413-8112	gmcmaster@hgiusa.com

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	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		Install Receptionist Window	G709 - 06/26/12	\$4,014.93	0	\$4,014.93			09/26/12 - Waiting GC paperwork
17		Revise FCU - Upstairs Rooms	Verbal	\$8,590.73	0	\$8,590.73			09/26/12 - Waiting GC paperwork
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	0	Apvd 09/11/12
22		Extend UV CW Pipe Connections	Verbal	\$7,407.27	0	\$7,407.27			09/26/12 - Waiting GC paperwork
23		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		Termite Protection in Restrooms	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
27		Replace Cafeteria Floor	Verbal	\$24,242.31	0		\$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	Verbal	\$452.58	0		\$452.58	0	Apvd 10/01/12
30		Change Breakers Serving Cafeteria	Verbal	\$1,000.00	0	\$1,000.00			09/26/12 - Waiting GC paperwork
31		Install OAHU Condensate Drain Lines	JE Dwg 09/12/12	\$2,145.33	0	\$2,145.33			
32		Repaint Classrooms	Verbal	\$25,000.00	0		\$25,000.00	0	Apvd 10/01/12
33		Connect Heat Strip in Admin Area	Verbal	\$2,500.00	0	\$2,500.00			09/26/12 - Waiting GC paperwork
34		Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0	\$9,892.89			Sent to CFS 09/27/12
35		Install Power Outlets in Upper Story Rooms	Verbal	\$5,000.00	0	\$5,000.00			09/26/12 - Waiting GC paperwork
36		Additional FA Devices Required by COH	Verbal	\$4,064.29	0		\$4,064.29	0	Apvd 10/01/12
37		Replace Restroom Fixtures with New Fixtures	Verbal	\$7,140.92	0		\$7,140.92	0	Apvd 10/01/12
38		Repl 15 Amp Breaker with 20 Amp for Upstairs UV	Verbal	\$1,000.00	0	\$1,000.00			09/26/12 - Waiting GC paperwork
39		Install Lights in Custodial Closets	Verbal	\$0.00	0		\$0.00	0	HIG - No charge
40		Install Chiller Bypass Valve	Verbal	\$1,956.73	0		\$1,956.73		
41		Replace Carpet in North Wing Classrooms	Verbal	\$8,537.91	7		\$8,537.91		
42		Additional Floor Waxing	Verbal	\$1,985.60	0		\$1,985.60		
43		Provide Fountain Floor Pads, OAHU Thermostat Covers	Verbal	\$885.90	0		\$885.90		
44		Install Interior Hallway Security Door	AIA	\$10,000.00	0		\$10,000.00		09/27/12 - Waiting GC paperwork
		Delete Contract Allowance		(\$10,000.00)	0		(\$10,000.00)		
				\$168,577.80	7		\$60,315.97	\$92,677.72	0

	CO	Funding	Amount	Current Amt
Approved Change Order Contingency		Initial Contract	\$1,970,000.00	\$1,970,000.00
Contingency less Apvd CPRs	1	CPRs 2,7,8,10R,19,25	\$21,374.59	\$1,991,374.59
Contingency less (Approved + Pending CPRs)				\$44,006.31

