



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 28

Date	Time	Purpose	Location
October 24, 2012	1:00 PM	Weekly Update	Helms ES Conference Room
Prepared By Tim Beally			See attached attendee list

1) Issues

- a) Electrical
 - i) Get lights in the bookroom adjusted and in the closet under the stairs operational. HIG says work is completed.
 - ii) Complete installation of exterior lights – done.
 - iii) Label the panel boards – HIG says work is done. JE to confirm.
- b) HVAC
 - i) Fan Coil Units – programmed is being done by Automated Logic – done.
 - ii) Thermostats
 - (1) There are two thermostats that are still not working in the kitchen, and cafeteria.
 - (2) After programming and removal of the computer, two of the thermostats reverted to its previous, un-programmed state. It appears they are defective.
 - (3) Note: after the meeting AECOM, HIG and LMI walked the school and noted the two thermostats in the kitchen and cafeteria were working. AECOM told HIG to cancel the CPR.
 - iii) Hot / Cold Temperature in Classrooms
 - (1) Classroom Nine
 - (a) Previously said it was too cold in this classroom. HIG checked and found some defective components in the controls preventing the heat strips from working. These were repaired.
 - (b) Last week, we received another complaint about the temperature. HIG repaired.
 - (2) Classrooms 10 or 19, and 20
 - (a) The school said they have temperature issues in these classrooms
 - (b) HIG repaired.
 - (3) As of the meeting there were no hot / cold issues.
 - iv) Chiller diverter valve
 - (1) LMI who attended said the work is not done.
 - (2) This was discussed in June / July. Still not done.
 - (3) **Third week** mentioned in the meeting.
 - (4) CPR has been approved.
- c) Plumbing – **Fourth week**
 - i) Get all drinking fountains working and not leaking.
 - ii) AECOM said the drinking fountains in the east end of the school need the water spray nozzle adjusted more toward the inside of the fountain to reduce dripping on the floor.
 - iii) Need to adjust restroom fixtures to comply with ADA requirements.
 - iv) In previous two meetings, HIG said they gave notice to their plumber for lack of response. HIG has still not replaced the plumber.
 - v) AECOM asked HIG to get the plumbing work done, replacing the plumber if necessary.
 - vi) If there is no corrective activity next week, AECOM is going to take action by starting a contract notification process to HIG.
- d) PA system
 - i) Need to connect PA cable in plant operator's office – **fourth week**.
 - ii) HIG says it will happen this week.

- e) Building Alarm System
 - i) AECOM asked HIG to provide a report on the status of the BA System.
 - ii) Still awaiting the report – **fifth week.**
- f) Roof leaks – Ceiling Tiles
 - i) Ceiling tiles damaged by roof leaks need to be replaced – **third week.**
 - ii) AECOM said this is an irritant to the school.
 - iii) HIG will complete soon.
- g) Condensate lines
 - i) OAHUs Lines
 - (1) CPR for the work is approved.
 - (2) AECOM asked HIG to get the work done – **third week.**
 - ii) Existing condensate lines for the UVs need minor repairs.
 - (1) AECOM asked HIG to make these repairs – **fourth week.**
 - (2) Will address, if necessary, through a CPR.
- h) Paint
 - i) Areas requiring painting:
 - (1) The principal pointed out an area where the paint is peeling near the boy's restroom in the east wing.
 - (2) There is a furr down in the north wing, requiring paint.
 - (3) Newly installed doors need painting.
 - ii) HIG will get their painter to repair and re-paint.
 - iii) The school has an open house for tour of magnet schools in early November – possibly 11/04/12. The principal wants the painting done before that.
- i) 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) Water fountains leaking – fountains adjusted. One fountain is being replaced. See plumbing comments above.
 - ii) Whiteboards – not installed. Will be accomplished. See notes below.
- j) Remaining work
 - i) Install exterior doors
 - (1) Some breezeway doors have been installed but without glass and hardware. HIG needs to resolve soon.
 - (2) The remaining doors will be installed after normal school hours.
 - ii) Whiteboards
 - (1) HIG developed a schedule / layout of the school showing where / when the whiteboards will be installed. HIG will coordinate with the school.
 - (2) They will install in the classrooms after normal school hours.
 - (3) AECOM mentioned one whiteboard and one tack board for the library need to be installed elsewhere - a classrooms rather than the library. Also because of new casework to be installed in classroom six, a whiteboard needs to be located elsewhere.
 - (4) AECOM will confirm new locations with the school.
 - iii) Remove Janitor Sink, room X130 – pending – **fourth week.**
 - iv) Interior ADA Signage – **fifth week discussed in meeting.**
 - (1) AECOM asked HIG to bring to next meeting color options which would be discussed with the principal. – **second week**
 - (2) HIG needs to provide submittal, order materials, and install.
 - v) Classroom Millwork
 - (1) There are three kinds of millwork in some of the classrooms. AECOM discussed with the principal. She asked if they could install millwork in classroom six.
 - (2) The principal preferred two kinds of built-in book shelves which would fit on most of the southern and eastern walls of the classroom.
 - (3) HIG provided a sketch of the proposed change. AECOM and FGC visited with the principal who agreed with the layout. HIG will get back to AECOM with the cost changes through a CPR – **second week.**

- vi) Interior Main Hallway Door
 - (1) CPR 44 for this change has been reviewed but not sent to CFS. It is being held by AECOM.
 - (2) As a result of discussions in the recent PAT, the layout of the door needs to change to include a double door.
 - (3) FGC developed a sketch showing three schemes for the layout of the new doors. The principal approved Scheme C (Attached) which will provide two 3'6" doors. She approved proceeding with the installation.
 - (4) FGC needs to investigate hardware and then will provide defining information to HIG for pricing who will price the change as CPR 44R.
- vii) Carpet Installation in Pre-K Rooms
 - (1) HISD approved the change to remove and reinstall the carpet in the three classrooms.
 - (2) HIG will do the work after school hours
 - (3) They will move all furniture off the carpet on to the VCT area. They will then remove and reinstall the new carpet and then replace the furniture.
 - (4) AECOM asked HIG to take before photos so they know where all the furniture was before removal and can put the furniture back to its original location.

2) Punch list / Close Out

- a) FGC previously said in order to do a punch list the following need to be done:
 - i) Install exterior doors
 - ii) Complete ADA renovations
 - iii) Correct placement of restroom fixtures
- b) Balance Report
 - i) JE asked the status of the Balance Report – **third week**.
 - ii) LMI said it was not in their contract.
 - iii) HIG will pursue a T and B firm.
- c) Principal Items from recent COH Fire Marshall inspection
 - i) The principal provided the following to AECOM
 - ii) Sign indicating the maximum capacity in the library
 - iii) Sign on top of door into hallway toward the book room stating electric room
 - iv) Provide instructions on the fire alarm panel in the admin area.
 - v) Install smoke detector in hallway leading toward book room. (HIG thinks the detector exists but is above the lay-in ceiling. They will check).

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) The status of the following CPRs:
 - i) Awaiting submission by HIG: 22, 33, 35, 46, 47

4) Pay Application

- a) No activity

Next Meeting – Wednesday, November 7, 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



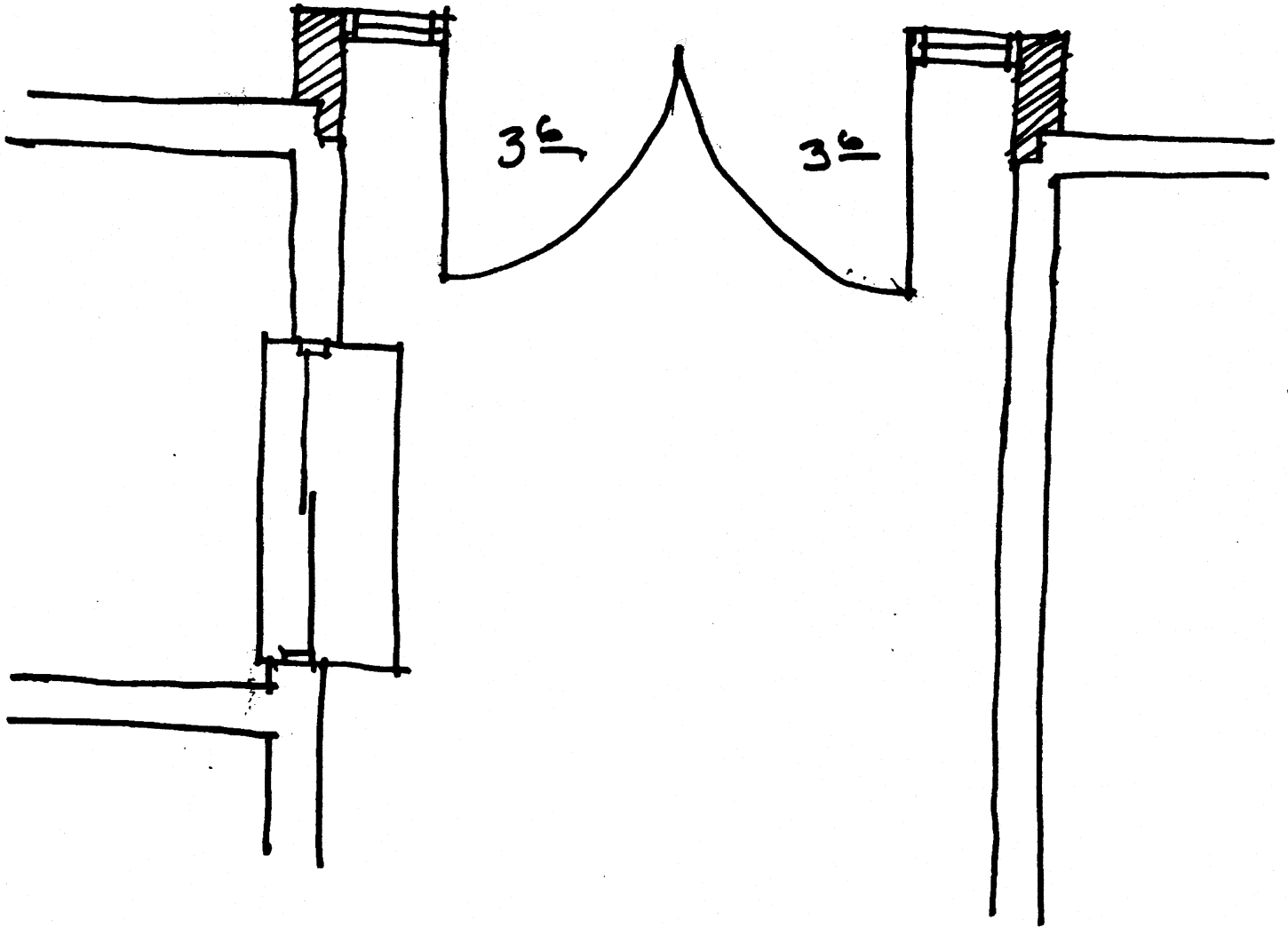
SIGN-IN SHEET HISD BOND PROGRAM

Project: Helms ES Renovation **Meeting Date / Time:** October 24, 2012, 1:00 PM

Meeting Purpose: Construction Meeting 28 **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>RM</i>	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgusa
Chuck Caves	<i>CC</i>	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
DAVID LECKY	<i>DL</i>	Project Executive	" "	281-900-3532	dlecky@hgusa.com
Jim Good	<i>JG</i>	PM 2	HMI	713-237-7790	

10/24/12
Apud luy.
ms. Del Pilar



PLAN C

Helms ES Renovation - Change Log

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
22		Extend UV CW Pipe Connections	Verbal	\$7,407.27		\$7,407.27			09/26/12 - Waiting GC paperwork
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	\$2,500.00		\$2,500.00			09/26/12 - Waiting GC paperwork
34	3	Revise Elect Service for Admin Offices AHUs	Verbal	\$9,892.89	0		\$9,892.89	0	Apvd 10/05/12
35		Install Power Outlets in Upper Story Rooms	Verbal	\$4,574.06	0	\$4,574.06			10/17/12 - Back to HIG for more info
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	\$885.90	0		\$885.90	0	Apvd 10/09/12
44R		Install Interior Hallway Security Door	G709 - 10/04/12	\$10,000.00		\$10,000.00			PAT, School want redesign.
46		Revise Casework	Verbal - sketch	(\$9,000.00)		(\$9,000.00)			AECOM Estimate
47		Install Projector Screen in Computer Classroom	Verbal	\$500.00		\$500.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$157,651.86	14	\$15,981.33	\$126,086.42	14	

