



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 30

Date	Time	Purpose	Location
November 7, 2012	1:00 PM	Weekly Update	Helms ES T Building
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Electrical
 - i) Get the light in the closet under the stairs operational. – **third week.**
 - ii) Label the panel boards – **third week.**
- b) HVAC
 - i) Chiller diverter valve
 - (1) This was discussed in June / July.
 - (2) **Fifth week** mentioned in the meeting.
 - (3) HIG wants to do a weekend as it will require turning off the chilled water system and could take six hours. HIG wants to do it on 11/17/12.
 - (4) AECOM will request an open / close.
- c) Plumbing – **Sixth week**
 - i) Over the past weeks HIG has stated they will get plumbing issues resolved including:
 - (1) Get all drinking fountains working and not leaking.
 - (2) Need to adjust restroom fixtures to comply with ADA requirements.
 - (3) Lower water fountains by $\frac{1}{2}$ to $\frac{3}{4}$ inches.
- d) Building Alarm System
 - i) AECOM asked HIG to provide a report on the status of the BA System.
 - ii) Still awaiting the report – **seventh week.**
- e) Condensate lines
 - i) OAHUs Lines
 - (1) AECOM asked HIG to get the work done – **fifth week.**
 - (2) Work has started on one unit.
- f) Install exterior doors
 - i) Some breezeway doors have been installed. HIG installed some with temporary hardware and temporary glass. They will correct.
 - ii) The remaining doors will be installed after normal school hours.
- g) Whiteboards
 - i) Delivered whiteboards did not fit. AECOM stopped the installation. The boards were not measured for proper fit prior to being ordered.
 - ii) HIG is measuring the spaces. They were going to walk with FGC after the meeting to clarify measurements of a few questionable locations.
 - iii) The measuring, fabrication and delivery will probably delay the installation until December.
- h) Interior ADA Signage – **seventh week discussed in meeting.**
 - i) AECOM asked HIG to provide color options which would be discussed with the principal – **fourth week.**
 - ii) HIG had color samples and discussed with the principal after the meeting.
 - iii) HIG needs to provide order materials and install.

- i) Classroom Millwork
 - i) There are three kinds of millwork in some of the classrooms. AECOM discussed with the principal. She asked if they could install different millwork in classroom six.
 - ii) The principal preferred two kinds of built-in book shelves which would fit on most of the southern and eastern walls of the classroom.
 - iii) HIG provided pricing for CPR for the change through CPR 46.
- j) Interior Main Hallway Door
 - i) As a result of discussions in the recent PAT, the layout of the door needs to change to include a double door.
 - ii) FGC developed a sketch showing three schemes for the layout of the new doors.
 - iii) The principal approved Scheme C which will provide two 3'6" doors.
 - iv) FGC provided clarifying information on the scheme and door hardware.
 - v) HIG needs to revise pricing of CPR 44R.
 - vi) FGC finalized the layout. Awaiting HIG pricing of CPR 44R.
- k) Carpet Installation in Pre-K Rooms
 - i) HISD approved the change to remove and reinstall the carpet in the three classrooms.
 - ii) HIG 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.
 - iii) 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.
 - iv) ERC tested the mastic and identified it as negative.
 - v) HIG wants to do the work on 11/17/12.

2) Principal Items

- a) From recent COH Fire Marshall inspection
 - i) Sign indicating the maximum capacity in the library. HIG will ask school for info on previous sign indicating maximum capacity.
 - ii) Sign on top of door into hallway toward the book room stating "electric room" – will do with other interior signage.
 - iii) Provide instructions on the fire alarm panel in the admin area – **third week.**
 - iv) Install smoke detector in hallway leading toward book room. HIG said the detector exists but is above the lay-in ceiling. They lowered it – complete.
- b) Projector Screens
 - i) The school has two electric projector screens they would like hung and connected to electrical service.
 - ii) The screens will be in the computer classroom, (#3) and the conference room (Upstairs).
 - iii) AECOM asked HIG to price through CPR 47 – **second week.**

3) 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) Electrical Inspection
 - i) Based on discussion at the previous meeting AECOM set up an appointment with CFS – Electrical for an inspection on 11/07/12.
 - ii) JE, based on their field investigation, said the work is not satisfactorily done.
 - iii) AECOM notified CFS-electrical the field inspection is postponed.
 - iv) Electrical provided comments and photos to AECOM via email. AECOM forwarded to JE and HIG for review / correction.

- c) Balance Report
 - i) HIG issued a contract to Precisionaire.
 - ii) Awaiting results – **fifth week**.

4) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) The status of the following CPRs:
 - i) Reviewed and ready for submission to HISD: 33, 35R, and 46.
 - ii) Awaiting clarification of information from HIG on CPR 22R.

5) Schedule

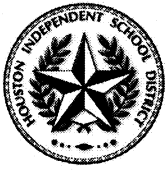
- a) Earlier in the week AECOM asked HIG to provide an updated schedule showing all planned activities until the close of the project.
- b) HIG submitted a schedule but AECOM, FGC, and JE provided feedback. AECOM asked HIG to revise and provide an update.

6) Pay Application

- a) No activity

Next Meeting – Wednesday, November 14, 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:

November 7, 2012, 1:00 PM

Meeting Purpose: Construction Meeting 30

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	<i>DDP</i>	Principal	HISD	713-867-5120	ddelpila@houstonisd.org
Brian Cox	<i>BC</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@hgiusa
Chuck Caves	<i>CC</i>	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com

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
22R		Extend UV CW Pipe Connections	Verbal	\$7,407.27	0	\$7,407.27			
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			
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			
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 - 11/02/12	\$10,000.00		\$10,000.00			11/08/12 - Wait HIG Estimate
46		Revise Casework	Verbal - sketch	(\$9,050.00)	7	(\$9,050.00)			11/08/12 - Wait FGC review
47		Install Projector Screens	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
48		Ground Main Transformer		\$2,000.00		\$2,000.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$160,484.84	21	\$18,190.09	\$126,086.42	14	

