



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 44

Date	Time	Purpose	Location
February 20, 2013	1:00 PM	Weekly Update	Helms ES Teacher Lounge
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Main Hallway Interior Security Door
 - i) HISD installed the reader on the door frame. They want to make the electrical connection to the interior door security component.
 - ii) HIG reported that HISD had returned to complete their installation but a component in the interior of the door hardware failed and HISD needed to replace it. HIG will complete the installation after HISD is done.
 - iii) HISD vendor indicated to HIG earlier in the week they (HISD vendor) would do the work Wednesday evening.

- b) 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.
 - iii) Hardware arrived – awaiting doors.

- c) 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) HIG installed one new fountain pair.
 - iv) AECOM asked HIG to lower the fountain pair by the cafeteria about 6 inches.

- d) Interior Signage – HIG said they expected the delivery this week with installation occurring Friday after school or on Saturday.

- e) Unit Ventilators
 - i) Computer classroom
 - (1) Has been occasionally hot. The building chiller has gone into alarm twice in the past weeks. CFS responded and reset the chiller.
 - (a) JE investigation indicates the chiller shuts down due to low CW flow. They recommend installation of a by-pass valve (192 gpm in a 4 inch line in the basement).
 - (b) AECOM asked that this occur quickly. Will need to shut down and drain the chiller and refill.
 - (c) AECOM asked HIG to provide a spot cooler until issue is resolved - was being delivered at end of meeting.
 - (d) Separately JE asked HIG to run test to change from heat to cool modes repeatedly to see if the actuator is functioning properly.
 - ii) UVs need some work
 - (1) Bird screens and relief dampers
 - (2) Have replaced failed transformers.

- f) 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. AECOM sent two more notices to HISD.
 - iii) AECOM told HIG they could have the materials.

- g) Fire Alarm (FA) Pull Devices
 - i) The Principal requested some cover or device be installed on the FA pull station making it more difficult for children to pull the lever.
 - ii) HIG submitted CPR for FA covers.

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 – Still need to do structural – have to revise connection of interior ceiling lay in lights (nearly 100%) and correct emergency lights (~50%) before calling for the inspection.
- c) Mechanical Punch List – not discussed.
- d) Architectural / School Punch List – not discussed.
- e) TAS – The TDLR inspection was scheduled for 02/06/13. Passed the TDLR inspection.
- f) Electrical Punch List
 - i) Disconnect switch for the unit ventilators – no update recorded
 - ii) Revise emergency lights – underway
 - iii) Panel labeling – AECOM asked HIG to walk with the plant operator and explain the panels and labeling – **eleventh week**. – no update
 - iv) Exterior lights conduit – **tenth week** – Aus-Tex will have to replace the conduit.
 - v) In previous meetings AECOM stressed the importance of finishing no later than the **end of spring break**. HIG said they should meet that date.
 - vi) JE was going to check and see if a coordination study was due.
- g) HVAC Balance Report – T&B underway. HIG received a draft report – will forward to JE.
- h) Close Out
 - i) HIG said they have completed about 70% of the close out documents.
 - ii) AECOM will send HIG info listing the documents which must be provided with the final payment.
- i) Mechanical Components Training – AECOM would like to have a session with CFS on 03/06/13.

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) CPRs 50, 51, 52, 54, 55, and 57 at CFS for approval.
- c) HIG submitted CPR 58.

4) Pay Application

- a) Pay application submitted. FGC / JE reviewed and provided to AECOM.

Next Meeting – Wednesday, February 27, 2013 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: February 20 2013, 1:00 PM

Meeting Purpose: Construction Meeting 44

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@hgiusa
Chuck Caves		Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
Ken Gonzales	<i>KG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
DAVID LECHE	<i>DL</i>	Proj. Executive	Horizon	281-500-3532	dlecly@hgiusa.com

Helms ES Renovation - Change Log

02/22/13

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	4	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	4	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	4	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	4	Install Interior Hallway Security Double Door	G709 - 11/02/12	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46	4	Revise Casework	Verbal - sketch	(\$9,050.00)	7		(\$9,050.00)	7	Apvd 11/12/12
47	4	Install Projector Screens	Verbal	\$2,989.93	7		\$2,332.39	7	Apvd 02/04/13
48	N/A	Ground Main Transformer	CFS - Verbal	\$0.00	0		\$0.00	0	HIG - No charge
49	4	Add Outlets in Speech Therapy Room	Verbal	\$941.72	3		\$941.72	3	Apvd 01/25/13
50		Add Circuit to Upper Floor Rooms	Verbal	\$1,084.45	1		\$1,084.45	1	Apvd 02/18/13
51		Replace Admin Area / Receptionist Door Hardware	Verbal	\$3,389.83	10		\$3,389.83	10	Apvd 02/18/13
52		Add Power Outlets for Main Hallway - Custodial Support	Verbal	\$459.71	1		\$459.71	1	Apvd 02/21/13
53	4	Replace Water Fountain	School Request	\$1,675.18	3		\$1,675.18	3	Apvd 01/25/13
54		Install Additional Whiteboards	School Request	\$2,108.43	1		\$2,108.43	1	Apvd 02/21/13
55		Change Hardware on Cafeteria Doors	G709 - 01/17/13	\$3,000.00	5		\$2,102.79	5	Apvd 02/21/13
56		Install Heating Coil in Cafeteria	Verbal	\$5,000.00		\$5,000.00			AECOM Estimate
57		Install Electric Outlet in Computer Classroom	School Request	\$353.63	1		\$353.63	1	Apvd 02/21/13
58		Install FA Cover Boxes	School Request	\$1,808.10	5		\$1,808.10		
59		Install CW Bypass Valve	Verbal	\$3,000.00					AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$187,269.77	79	\$6,808.10	\$159,698.59	74	