



MEETING MINUTES

Helms Elementary School Construction Progress Meeting # 50

Date	Time	Purpose	Location
April 4, 2013	1:00 PM	Weekly Update	Helms ES Teacher Lounge
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Unit Ventilators
 - i) Computer classroom
 - (1) Has been occasionally hot. The building chiller has gone into alarm in the past few weeks. CFS responded and reset the chiller.
 - (a) Need to install a chiller bypass valve.
 - (b) CPR 59 approved by CFS.
 - (c) HIG installed but still need to insulate and provide controls wiring.
 - (d) AECOM asked HIG to provide a spot cooler until issue is resolved.
 - (2) Chill water pump
 - (a) The motor for the chill water pump shut down.
 - (b) A check by the electrical sub-contractor showed there was a small, possible short in the wiring. HIG has to replace the wiring. Subsequent check suggests the housing was not weatherproofed.
 - (c) HIG to correct. No update recorded by AECOM.
 - ii) Thermostats in Room 19 and cafeteria are not working.
 - iii) Other UV work – AECOM did not record update.
 - iv) Trend Reports – AECOM asked HIG to provide 48 hour trend reports for the unit ventilators in classrooms 3 and 9.
- b) Fire Alarm (FA)
 - i) Pull Devices
 - (1) The Principal requested covers be installed on the FA pull stations make it difficult for children to pull the lever.
 - (2) CPR 58 approved by CFS. HIG can proceed.
 - (3) HIG had not released the work to their sub – will do so shortly.
 - ii) Trouble call – AECOM received a trouble call from HISD and forwarded to HIG. They say it was corrected.
- c) School Concerns
 - i) Broken stereo in a classroom – HIG replaced it.
 - ii) Roof leaks – classrooms 8 and 10 – HIG to address.
 - iii) Principal asked for set of keys for the interior lights.

2) Punch List / Close Out

- a) COH Inspections
 - i) Still need to do structural.
 - ii) COH permit.
 - (1) The PM and superintendent were unclear of the COH permit.
 - (2) FGC clarified that the original project was permitted but a revision was submitted to remove items from the permitted scope as the project scope was reduced (removed elevator, boiler work, parking, cafeteria AC and Admin area AC) to rebid the project.
 - (3) FGC said there was a revised permit approved and the revised drawings should be appended to the original permitted drawings.
 - iii) HIG was going to re-look at the permit.
- b) Mechanical Punch List – label the mechanical equipment – labels being reprinted – about two weeks.

- c) Architectural / School Punch List – Need threshold at classroom 6 exterior door.
- d) Electrical Punch List
 - i) Exterior lights conduit – **nineteenth week**
 - (1) The conduit for the exterior lights does not meet contract requirements.
 - (2) The second electrical sub-contractor – KND – installed EMT versus rigid conduit. HIG must replace.
 - (3) HIG asked for clarification in the specs of this requirement. JE will provide. AECOM expressed dissatisfaction – this issue has existed for nearly 5 months.
 - ii) HISD Electrical was on site for an inspection after the meeting.
- e) Close Out
 - i) Documents
 - (1) HIG provided to FGC.
 - (2) FGC responded saying the included submittals did not include the approved submittals. HIG will have to revise documents to provide the approved submittals.
 - ii) As-builts
 - (1) Were not included.
 - (2) HIG will do the as builts

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) AECOM asked FGC to draft the next change order.
- c) CPRs with work to be accomplished:

i) 55	Cafeteria doors hardware	Material on order – delivery ~ 04/22/13.
ii) 56	Heating coil in kitchen	CPR approved. Material ordered.
iii) 58	Fire Alarm Covers	See comments above.
iv) 59	CW Bypass Valve	See comments above.

4) Pay Application

- a) No activity.

Next Meeting – Wednesday, April 10, 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: April 4, 2013 8:30 AM
Meeting Purpose: Construction Meeting 50	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		Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Ken Gonzales	<i>KGS</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
WES GEYER	<i>WG</i>	Pm	HORIZON	832-347-7104	WGEYER@HGIUSA.COM
Felipe Rivera	<i>FR</i>	Project M	FRC	713-545-0438	frrivera@yahoo.com

Helms ES Renovation - Change Log

04/09/13

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	5	Add Circuit to Upper Floor Rooms	Verbal	\$1,084.45	1		\$1,084.45	1	Apvd 02/18/13
51	5	Replace Admin Area / Receptionist Door Hardware	Verbal	\$3,389.83	10		\$3,389.83	10	Apvd 02/18/13
52	5	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	5	Install Additional Whiteboards	School Request	\$2,108.43	1		\$2,108.43	1	Apvd 02/21/13
55	5	Change Hardware on Cafeteria Doors	G709 - 01/17/13	\$3,000.00	5		\$2,102.79	5	Apvd 02/21/13

Helms ES Renovation - Change Log

04/09/13

56	5	Install Heating Coil in Cafeteria	Verbal	\$9,392.13	10		\$9,392.13	10	Apvd 03/21/13
57	5	Install Electric Outlet in Computer Classroom	School Request	\$353.63	1		\$353.63	1	Apvd 02/21/13
58	5	Install FA Cover Boxes	School Request	\$2,260.13	5		\$2,260.13	5	Apvd 03/20/13
59	5	Install CW Bypass Valve	Verbal	\$5,766.60	10		\$5,766.60	10	Apvd 03/21/13
61	5	Lower Drinking Fountain	Verbal	\$1,321.37	3		\$1,321.37	3	Apvd 03/28/13
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$196,201.90	102	\$0.00	\$178,438.82	102	