



MEETING MINUTES

Helms Elementary School Construction Progress Meeting # 52

Date	Time	Purpose	Location
April 17, 2013	1:00 PM	Weekly Update	Helms ES Teacher Lounge
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Computer classroom
 - i) Has been occasionally hot. The building chiller has gone into alarm frequently in the past few weeks. CFS responded and reset the chiller.
 - (1) Need to install a chiller bypass valve.
 - (2) CPR 59 – **eight weeks.**
 - (a) This was first mentioned in the weekly meeting on 02/06/13.
 - (b) The size of the valve and location were identified on 02/18/13 and provided to HIG for pricing.
 - (c) HIG submitted pricing for CPR 59 on 03/14/13.
 - (d) The CPR was approved by HISD on 03/23/13.
 - (e) As of this meeting, the work is still not done.
 - (3) HIG has installed but needs to coordinate with HISD to make the controls function. However, UES refuses to complete the work.
 - (4) HIG said the previous contract was between UES and LMI. UES will not proceed until they receive a PO or contract directly from HIG.
 - (5) AECOM asked HIG to provide a spot cooler until issue is resolved.
- b) Trend Reports – AECOM asked HIG to provide 48 hour trend reports for the unit ventilators in classrooms 3 and 9. Will run after CW bypass valve is functioning.
- c) Chill water pump
 - i) The motor for the chill water pump shut down. A check showed the housing was not weatherproofed.
 - ii) HIG to correct with proper cover and gasket – no update.
- d) Thermostats in Room 19, cafeteria, and Building D are not working. HIG to correct – no update.
- e) Fire Alarm (FA) Pull Devices Covers
 - i) The Principal requested covers be installed on the FA pull stations make it difficult for children to pull the lever. This was first mentioned on 02/08/13.
 - ii) HIG submitted first pricing for CPR 58 on 02/20/13, revised on 02/27/13.
 - iii) CPR approved by HISD on 03/20/13.
 - iv) The work is still not done.
 - v) HIG questioned the number of devices needed.
 - (1) Last week they said the CPR showed 12 but they say 15 are necessary.
 - (2) AECOM responded saying that HIG wrote and submitted the CPR. During a site visit weeks ago, HIG said there were more than 12 pull stations as shown in the CPR. AECOM offered to HIG to revise and resubmit the CPR. The HIG PM declined to revise the CPR.
 - (3) AECOM processed the CPR showing 12 pull station covers.
 - (4) AECOM considers the CPR is complete as approved by HISD and HIG needs to complete the work for all the pull stations.
 - (5) This week HIG again said they think only 12 devices are approved and that is what their sub-contractor will provide.

2) Punch List / Close Out

- a) COH Inspections
 - i) Still need to do structural

- (1) Could not complete the
 - (a) COH inspection. HIG did not have available the revised permitted set which deleted the elevator, parking, boiler work, admin AC and cafeteria AC.
 - (b) See COH permit issue below.
- ii) COH Permit
 - (1) On 04/14/13, the PM and superintendent were unclear of the COH permit documents.
 - (2) This was discussed and clarified on 12/19/12 with the previous HIG PM and superintendent. FGC clarified that a revised permit was submitted removing items from the permit 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 were revised drawings which should be appended to the original permitted drawings. HIG could not find the permitted drawings. They were going to go to COH to get another copy.
 - (4) In today's meeting they said in this meeting that they have requested a copy of the re-permitted drawings from COH but COH verbally said saying they have 10 days to provide them a response.
- b) Mechanical Punch List – label the mechanical equipment – labels being reprinted – about one week – no update. Open item since 02/27/13
- c) Architectural / School Punch List – Need threshold at classroom 6 exterior door - done.
- d) Electrical Punch List
 - i) HISD Electrical Inspection
 - (1) Meeting before last HISD electrical inspected the site and provided comments.
 - (2) Based on that, JE provided the punch list this week to HIG.
 - (3) This week HISD Electrical provided their punchlist (attached).
 - (4) JE went over the items with HIG. All were legitimate but JE was going to address the Coordination Study.
 - (5) HIG was working the punchlist – will need two localized power outages. AECOM asked HIG to send an email with details.
 - ii) Exterior lights conduit – **twenty first 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) Two weeks ago, HIG asked for clarification in the specs of this requirement. After receiving clarification of the spec sections from JE, HIG still disagrees with the requirement.
 - (4) AECOM said this has been an open issue for five months and is frustrated that this is being discussed now.
 - (5) At last week's meeting, AECOM said if HIG disagrees they can send a letter explaining their position but AECOM, FGC, and JE all contend HIG must replace the EMT conduit with rigid conduit.
 - (6) HIG provided their letter. AECOM, FGC, and JE will review.
- e) Close Out
 - i) Documents – **fourteen weeks**.
 - (1) AECOM has been specifically discussing the close out documents in weekly meetings since 01/09/13. At that point HIG said they were assembling the documents.
 - (2) HIG provided partial close out documents to FGC about 03/20/13.
 - (3) FGC responded on 03/25/13 saying the submittal did not include the approved submittals. HIG must provide the approved submittals. They were returned to HIG for revision and completion.
 - (4) HIG is still looking for all the approved submittals
 - ii) As-builts

- (1) Were not included in the close out document submittal to FGC.
- (2) HIG has the as built. They need to update them and include in them in the close out submittal package.

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log

- b) FGC is drafting the next change order.

- c) CPRs 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.

- d) Past Changes
 - i) For the fourth meeting HIG said they are reviewing past changes for items they think might have been incorrectly priced or items that were omitted from the pricing.
 - ii) AECOM said once HIG submitted pricing for a change, signed it, and it is signed by HISD, that the pricing is set.
 - iii) AECOM said again they would not entertain revisions to the pricing of past approved CPRs.

- e) Out-of-Scope Work / CPRs
 - i) In this and the previous three meetings HIG said that they are looking at work which was done to see if it was outside the contractual scope of work for possible CPRs.
 - ii) AECOM stated that they, FGC, and JE have been clear and open with HIG on CPR pricing. AECOM mentioned frequently throughout the project that if HIG thought the requested work was out of scope of the contract they needed to state this and submit a CPR.
 - iii) AECOM said HIG has the right to submit correspondence for this out-of-scope work if they want but AECOM suggested HIG focus their efforts on: close out documents, COH permit, open, incomplete change orders and open, incomplete items.

4) Pay Application

- a) No activity

Next Meeting – Wednesday, May 1, 2013 at 1:00 PM at Helms ES.

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 17, 2013 10:00 PM
Meeting Purpose: Construction Meeting 52	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		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>KG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
<i>WES GEYER</i>	<i>WG</i>	<i>PM</i>	<i>HGI</i>	<i>832-349-9204</i>	

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	



HOUSTON INDEPENDENT SCHOOL DISTRICT

228 McCarty Drive
Houston, TX 77029 -1138

Construction & Facility Services – Support Services

FINAL PUNCH REPORT						
Field Report No. 1			HELMS ELEMENTARY SCHOOL			
Helms Elementary School – Electrical			Permit Number: _____			
			Date of Observation: April 4, 2013			
Report Item No.	Location/Room Number	HISD noted Deficiency	Deficiency	Resolution	Responsible Contractor	Response Verified Complete Date/By:
1	Switchboard General Electric SO#5141-2/Meter No. 64-959-405 Open-Way	Hector Bello	1 TNSS is not hooked-up 2. Need selective coordination study 3. Check the top of the switchgear where conduit is installed for water leaks 4. Set the main circuit breakers other circuit breakers with selective coordination study.	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____ 4. _____
2	Disconnect OAPU-2 (Outdoor)	Hector Bello	1. Ground wire need to be on separate lug 2. Conduit loose on the floor 3. Replace EMT conduit to Rigid conduit 4. Check disconnect size in ampacity too small	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
3	Disconnect OAPU-3 (Outdoor)	Hector Bello	1. Ground wire needed on separate lug 2. Disconnect size too small – DX(68.1Amps) 3 Controller wires needed on conduit/flex conduit	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____



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4	Panel HAC-1 (Outside)	Hector Bello	1.Need panel directory 2.Identify the phase conductors 3.Ground wire need to be identified with green tape 4.Water condensation inside the panel 5.PVC need to be supported within three (3) feet 6.Replace EMT feeder to Rigid conduit	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
5	Disconnect OAPU-1 (Outside) 76Amp,3-Phase	Hector Bello	1.Ground wire needed on separate lug	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
6	Kitchen Panel LK1-225-A	Hector Bello	1.Label neutral and phase conductors 2.Heater conductor wires not connected to the circuit breaker 3.Number 12 conductor wires not connected	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____



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6	Kitchen Panel LK1-225-A	Hector Bello	4.Ground wire #4 need to be green taped 5.Clean inside panel	Install/repair as needed	Horizon Group Inc./ FRC Electric	4. _____ 5. _____
7	Electrical Room – Main Office – Panel LA1-225 Amp	Hector Bello	1.Neutral wires need to be label	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
8	Panel LA2-225 Amp	Hector Bello	1.(1 ¼”) K.O. missing 2.Neutral wires need to be label	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____
9	Panel LA3-225 Amp	Hector Bello	1.Neutral wires need to be label	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
10	Panel LT-1 250 Amp	Hector Bello	1.Neutral wires need to be label	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
11	Electrical Room by Main Office /Transformer 37.5 KVA	Hector Bello	1.Check the grounding properly a. Earth ground directly to XO b.Main bonding from XO to the case multiple ground lug c.Primary equipment ground to the case multiple ground lug d.Secondary equipment ground to the case multiple ground lug e.Neutral wire (white) to XO	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ a. _____ b. _____ c. _____ d. _____ e. _____



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12	Panel 1 HVC-1 600 Amps	Hector Bello	1.Neutral wire need a white phase tape 2.Clean inside the panel	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____
13	Panel H1	Hector Bello	1.Label the neutral wires	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
14	VFD-Drive	Hector Bello	1.Need a Bakelite label	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
15	Hallway by Room 9 Panel 2HAC 400 Amps	Hector Bello	1.Black conductor need to be replaced with white conductor for the neutral 2.Label the conduit with circuit numbers 3.(1 ½”) nipple missing screw	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____
16	Panel H2 100 Amps	Hector Bello	1.Neutral conductors need to be label 2.Label the conduit with circuit numbers	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____
17	Panel L1-225 Amps	Hector	1.Label all neutral conductor with circuit numbers 2.Missing K.O. breaker filler 3.Label conduits with circuit numbers	Install/repair as needed		1. _____ 2. _____ 3. _____



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18	Panel L2 – 100 Amps	Hector Bello	1.Label all neutral conductors with circuit numbers 2.Label conduits with circuit numbers	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____
19	Room A-6	Hector Bello	1.Disconnect UVF-check the ground wire make sure it is properly connected to the ground	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
20	Panel L3 – 200A Main	Hector Bello	1.Label neutral conductors with circuit numbers and white tape 2.Clean inside of panel 3.Label the phase conductor with circuit numbers 4.General wires not connected 5.Install locknuts between two panel boards	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
21	Panel L4- 100Amps feed from L3	Hector Bello	1.Label neutral conductors with circuit numbers 2.Clean inside of panel	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____



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22	Panel 3 HAC – 225 Amps	Hector Bello	1. Feeder conductors need phase and neutral color tape 2. Replace black wire use as neutral conductors 3. Circuit #32 wire isn't connected	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____
23	Panel H3	Hector Bello	1. Label neutral conductors with circuit numbers 2. Label phase conductors with circuit numbers	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____
24	Outside Conduit	Hector Bello	1. Replace all EMT Conduits install outdoor with rigid conduit	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
25	All Fixtures	Hector Bello	1. Check all fixtures, should be supported independent by itself to the building structure. Take pictures	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
26	Conduits Indoor	Hector Bello	Check make sure all conduits indoor by hallway are supported properly. Take pictures	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____



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27	Selective Coordination Study	Hector Bello	1. Need copy of the Selective Coordination Study	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____ 3. _____
28	Infrared Testing	Hector Bello	1. Need copy of the infrared testing, coordinate with us to witness the testing	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____ 2. _____
29	Exit Lights	Hector Bello	Testing the exit lights	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
25	Egress Lights	Hector Bello	Testing the egress lights	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____
26	City Permit	Hector Bello	FRC Electrical Permit - copy	Install/repair as needed	Horizon Group Inc./ FRC Electric	1. _____