



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 53

Date	Time	Purpose	Location
May 1, 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 - CPR 59
    - (2) HIG installed the valve but needed to coordinate with HISD to make the controls function. During the past week HIG successfully coordinated with CFS and incorporated the valve into the HISD controls system.
    - (3) HIG removed the spot cooler
    - (4) This item is complete.
- b) Trend Reports – Classroom 9
  - i) HIG provided a temperature / humidity trend report for classroom 9 from 04/24/13 – 04/30/13 (Attached).
  - ii) AECOM wants to visit with the principal to explain.
- c) Chill water pump
  - i) The motor for the chill water pump shut down. A check showed the housing was not weatherproofed.
  - ii) HIG corrected.
- d) Thermostats in Room 19, cafeteria, and Building D are not working.
  - i) HIG to correct.
  - ii) They have not completed a contract with UES.
- e) Fire Alarm (FA) Pull Devices Covers
  - i) The Principal requested covers be installed on the FA pull stations to 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) Last week HIG said they would do all fifteen devices.
  - v) HIG sent a contract to AFS but because the work will have to be done after hours, AFS requested more money. HIG is working.
- f) Kitchen Heat Strips
  - i) Heat strips arrived but were the wrong size. HIG is expediting the re-ordered material.
  - ii) Will install in a section of duct on the roof.
- g) School Testing
  - i) AECOM mentioned that Stanford testing will be next week and make up STARR testing will be the week after.
  - ii) HIG needs to check with the admin office before planning to do any work during testing.
- h) Balance Report
  - i) HIG needs to provide the balance report for review of performance and possible adjustment of the unit ventilators.
  - ii) HIG wants their current mechanical sub (Vista) to provide the report – HIG working.

## 2) Punch List / Close Out

- i) 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) HIG obtained copy of the permit drawings from COH.
  
- b) COH Inspections
  - i) Structural
    - (1) HIG had not gotten the OAHU pads and concrete steps inspected by COH.
    - (2) The inspector expressed concern but the Project Superintendent thought they would be okay.
    - (3) He asked if AECOM and FGC could send any photos they had of the rebar, formwork.
  - ii) COH wants to look specifically at the close function of the hold open fire doors.
  - iii) Egress inspection to be done after these other inspections.
  
- c) Mechanical Punch List – label the mechanical equipment – All done but a couple of roof top units.
  
- d) Electrical Punch List
  - i) HISD Electrical Inspection
    - (1) JE and HISD Electrical provided punch lists to HIG.
    - (2) Last week HIG said they completed correcting the punch list.
    - (3) AECOM will coordinate a re-inspection with JE and HISD Electrical, possibly next week.
    - (4) JE was working the coordination study with GE.
    - (5) HIG was going to do the infrared survey this weekend. JE re-iterated the importance of using properly calibrated equipment. The report should be available about one week later.
  - ii) Exterior lights conduit
    - (1) A previous electrical sub-contractor installed ½” EMT vs. ¾” rigid conduit.
    - (2) HIG previously provided a letter disagreeing with the rigid conduit requirement.
    - (3) At a meeting last week with CFS, HISD said they would consider a deductive change order removing the requirement to upsize to ¾” conduit.
    - (4) HIG will prepare a CPR.
  
- e) Close Out
  - i) Documents – **fifteen 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 says they are looking for four remaining submittals. These were previously rejected but not resubmitted. HIG may have to reaccomplish.
  - ii) As-builts
    - (1) Were not included in the close out document submittal to FGC.
    - (2) HIG has the as builts. They have updated them and will submit with the close out documents.

**3) Change Proposals Request (CPRs) and Change Orders**

- a) Attached is the CPR log
- b) AECOM sent change order 5 to HISD for processing.
- c) CPRs to be accomplished:
  - i) 55 Cafeteria doors hardware Material on hand – to be installed shortly
  - ii) 56 Heat strips in kitchen Material wrong size – re-ordered – see above
  - iii) 58 Fire Alarm Covers See comments above.

**4) Pay Application**

- a) No activity

**Next Meeting – Wednesday, May 8, 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.



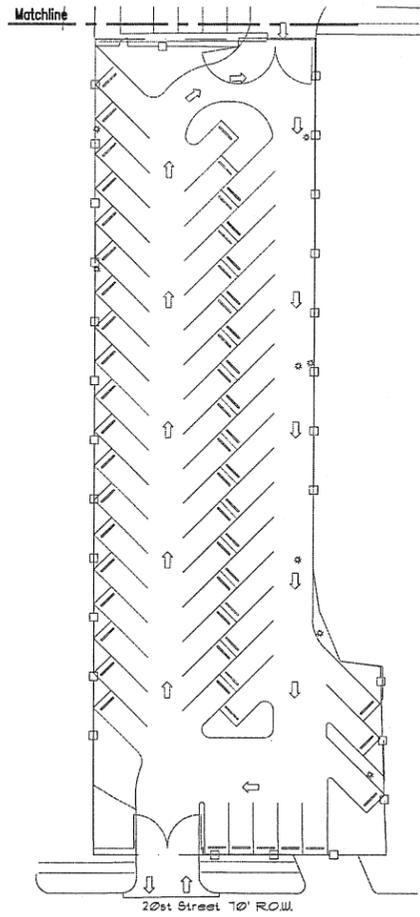
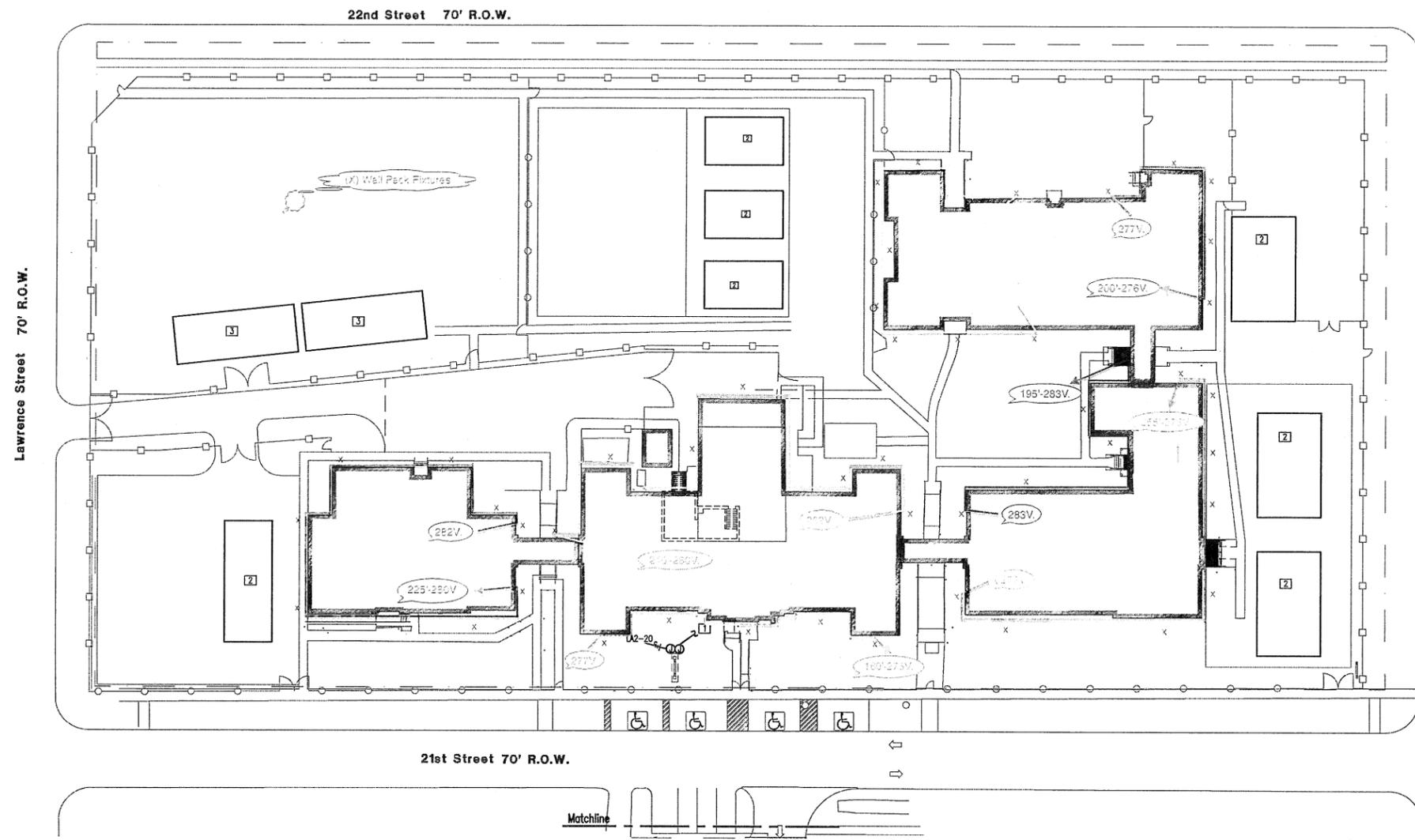
HOUSTON INDEPENDENT SCHOOL DISTRICT  
 Construction Services (Bond Program)  
 3500 Tampa Street • Houston, Texas 77021-1244



## SIGN-IN SHEET HISD BOND PROGRAM

<b>Project:</b> Helms ES Renovation	<b>Meeting Date / Time:</b> May 1, 2013 10:00 PM
<b>Meeting Purpose:</b> Construction Meeting 53	<b>Location:</b> Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>amb</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
Wes Geyer	<i>WG</i>	Project Manager	Horizon Intl Group		wgeyer@hgiusa.com
Ken Gonzales	<i>KG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
<i>Ken English</i>	<i>KE</i>	<i>Proj Dir</i>	<i>AECOM</i>	<i>713 267 2942</i>	



**01 - ELECTRICAL SITE PLAN**  
SCALE: 1" = 30' - 0"

**ELECTRICAL POWER PLAN KEYED NOTES:**

- [1] PROVIDE 1" CONDUIT AND PULL STRING TO BCR ROOM. COORDINATE EXACT REQUIREMENTS IN FIELD.
- [2] T-BUILDINGS ARE EXISTING TO REMAIN AND SHALL OPERATE CONTINUOUSLY DURING ALL PHASES OF PROJECT.
  - ELECTRICAL CONNECTIONS ARE EXISTING TO REMAIN AND TO REMAIN OPERATIONAL DURING ALL PHASES OF PROJECT.
  - DATA DEVICES AND CABLING ARE EXISTING TO REMAIN AND TO REMAIN OPERATIONAL DURING ALL PHASES OF PROJECT.
  - SECURITY DEVICES AND CABLING ARE EXISTING TO REMAIN AND TO REMAIN OPERATIONAL DURING ALL PHASES OF PROJECT.
  - INTERCOM SYSTEM: PROVIDE A CALL BUTTON AND SPEAKER(S) (PROVIDE FULL ROOM COVERAGE) PER CLASSROOM. CONNECT TO NEW INTERCOM SYSTEM. VERIFY CLASSROOM LAYOUT IN FIELD.
  - FIRE ALARM: EXISTING FIRE ALARM DEVICES TO BE RECONNECT TO NEW FIRE ALARM SYSTEM.
- [3] T-BUILDING: EXISTING TO REMAIN.
  - ELECTRICAL BY OTHERS.
  - DATA: PROVIDE 2" CONDUIT WITH PULL WIRE BACK TO ROOM X200. COORDINATE EXACT REQUIREMENTS IN FIELD.
  - SECURITY: PROVIDE 2" CONDUIT WITH PULL WIRE BACK TO ROOM X200. COORDINATE EXACT REQUIREMENTS IN FIELD.
  - INTERCOM SYSTEM: PROVIDE A CALL BUTTON AND SPEAKER(S) (PROVIDE FULL ROOM COVERAGE) PER CLASSROOM. CONNECT TO NEW INTERCOM SYSTEM. VERIFY CLASSROOM LAYOUT IN FIELD.
  - FIRE ALARM: PROVIDE A MANUAL PULL AT EACH DOOR, SMOKE DETECTOR(S) (PROVIDE FULL ROOM COVERAGE), AND AN AUDIO/VISUAL DEVICE (PROVIDE FULL ROOM COVERAGE) PER CLASS ROOM. PROVIDE A HORN STROBE ON THE EXTERIOR OF THE BUILDING BY THE DOORS. CONNECT TO NEW FIRE ALARM SYSTEM.

**Helms Elementary  
School Renovation**  
Houston Independent School District  
503 West 21st Street  
Houston TX

**FEHR GROSSMAN COX**  
Architects, Inc.

7400 Fannin, Suite 900 Houston, Texas 77054  
713/797-0404 Fax 713/797-0740

Copyright © 2008 Fehr Grossman Cox Architects, Inc. All drawings and specifications, plans and details representing herein constitute the original and unpublished work of the Firm, and the same may not be duplicated, used, or disclosed other than for the purposes of the original contract without the express written consent of the Firm.

Consultants

Project

090010

Issue

- May 28, 2010  
Permit
- August 20, 2010  
Issue for Bid
- Jan. 21, 2011  
Issue for Bid
- November 11, 2011  
Issue for Bid



**JONES ENGINEERS, L.P.**  
Consulting Mechanical/Electrical/Plumbing Engineers  
9820 Wilshire Dr. Houston, Texas 77095 (713) 222-7166  
Texas Registered Engineering Firm #F-3511

ELECTRICAL SITE PLAN

E1.00

# 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	

WebCTRL Server - /Houston ISD/HVAC/Elementary Schools/Helms Elementary/Helms Chiller Manager - Windows Internet Explorer

http://webctrl\_common/lv5/main.jsp?wbs=726&operatorlocale=en

Convert Select

WebCTRL Server - /Houston ISD/HVAC/Elementary Sc...

Graphics Properties Alarms Trends Logic Reports

### Helms Chiller Manager

91.0 °F

#### Central Plant Control Panel

Effective Load 37 %  
CHLR 1 Load 119 %

Lock CHLR 1  Start Lock CHWP 1  Stop

The Chiller Manager is operating in **Auto** mode  
Manual Override is **Off**

chiller-1  
s/s Start  
alarm Normal  
amps 119

chp-1  
s/s Start  
status On  
vsd speed 43 Hz

52.0 °F

48 %Open

bidg dp  
actual 16.3 psi  
setpoint 18.0 psi

47.3 °F

chwr

chws

04/24/2013

Done

Microsoft Houston  
Office Outlook Indepe...

Local intranet

100%

start

Envision for BACTalk...  
Inbox - Microsoft Out...  
WebCTRL Server - /H...

Microsoft Office

2:42 PM

### UV 21 - Room 9 Trend

