



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 55

Date	Time	Purpose	Location
May 15, 2013	1:00 PM	Weekly Update	Helms ES Teacher Lounge
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Thermostats in Room 19, cafeteria, and Building D are not working. HIG replaced the thermostats – item is closed.
- b) Fire Alarm (FA) Pull Devices Covers – HIG installed all FA covers but one which needs to be modified to fit into the space.
- c) Kitchen Heat Strips
 - i) At last week's meeting HIG said they had a question / concern about electrical power. After the meeting, JE and HIG resolved the issue.
 - ii) HIG said they were going to complete the installation this week.
- d) Cafeteria Door Hardware – Hardware installed but awaiting installation of cores.
- e) Balance Report
 - i) THE T&B Vendor adjusted dampers but some were not accessible. JE suggested a solution to HIG.
 - ii) HIG will get a vendor to create the access so the dampers can be adjusted.
- f) Infrared Testing
 - i) HIG completed the infrared survey and provided the report.
 - ii) One panel needs to be adjusted – discussion suggested either the phase of the wires were improperly connected or water.
 - iii) HIG to check phase connections and retest.

2) Punch List / Close Out

- a) 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) Not clear if the COH will agree to pass the pads or the stairs.
 - ii) Hold open fire doors
 - (1) COH wants to specifically look at the close function of the hold open fire doors.
 - (2) HIG submitted documents for the inspection. COH rejected the submission but comments were not available as of the meeting. HIG was to pursue.
 - iii) Egress inspection to be done after these other inspections.
- b) Electrical Punch List
 - i) HISD Electrical Inspection
 - (1) JE requested a re-inspection with HISD Electrical. Anthony Harvey from HISD Electrical showed at the meeting but with no notice, AECOM did not ask HIG to make arrangements for the electrical sub-contractor to be available.
 - (2) All agreed to set up the follow up inspection for 1:00 PM next Wednesday.
 - (3) Note: after the meeting, HISD Electrical requested to meet at 9:00 AM on Wednesday 05/22/13. All parties agreed.
 - (4) JE was working the coordination study with GE.
 - 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) HISD said they would consider a deductive change order removing the requirement to upsize to ¾" conduit.
- (4) HIG will prepare a CPR.

c) Close Out

i) Documents

- (1) AECOM has been 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 that were previously rejected but not resubmitted. HIG may have to re-accomplish - same status.
- (5) FGC provided a document (attached) showing approved submittals to assist HIG in collecting the proper documents.
- (6) Same status – AECOM again clarified to HIG

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) CPRs to be accomplished:

- | | | |
|---------|--------------------------|----------------------------------|
| i) 55 | Cafeteria doors hardware | Nearly done - see comments above |
| ii) 56 | Heat strips in kitchen | See comments above |
| iii) 58 | Fire Alarm Covers | Nearly done - see comments above |

4) Pay Application

a) No activity

Next Meeting – Wednesday, May 29, 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: May 15, 2013 10:00 PM
Meeting Purpose: Construction Meeting 55	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
Wes Geyer		Project Manager	Horizon Intl Group	832-347-7204	wgeyer@hgiusa.com
Ken Gonzales	<i>KuG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
Tom LaFaver	<i>TLF</i>		HIG	281-221-5551	TLAFaver@hgiusa.com

Helms ES Renovation - Change Log

05/09/13

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	5		\$2,145.33	5	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
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

Helms ES Renovation - Change Log

05/09/13

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
62		Retain 1/2" External Conduit	Verbal	(\$15,000.00)		(\$15,000.00)			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$181,201.90	107	(\$15,000.00)	\$178,438.82	107	