



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 57

Date	Time	Purpose	Location
June 5, 2013	1:00 PM	Weekly Update	AECOM Offices
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Cafeteria Heat Strips – HIG is awaiting the connection of controls. HIG did not provide update
- b) Balance Report – The T&B Vendor is adjusting dampers – about four left to complete. HIG did not provide update.
- c) Infrared Testing
 - i) HIG completed the infrared survey and provided the report.
 - ii) One panel needs to be adjusted – discussion suggested the phases were improperly connected.
 - iii) HIG says the OAHU serviced by the panel is now running correctly. AECOM asked JE to confirm.

2) Punch List / Close Out

- a) COH Inspections
 - i) Hold open fire doors
 - (1) COH previously wanted to look at the close function of the hold open fire doors.
 - (2) At this meeting, HIG reported that COH does not need separate permit approval. This issue is closed.
 - ii) Structural – During the meeting, the HIG superintendent was walking the school with the COH inspector. Afterward he reported the following:
 - (1) Cover up inspections were not properly accomplished for the concrete pads and newly installed restroom walls. COH wants letters from the engineer of record certifying the work was done per contract specifications.
 - (2) Cover up inspections were not properly done on newly installed ceilings. COH wants HIG to remove some tiles to show the support wires. HIG will set a time with COH for this follow up inspection.
 - iii) Egress inspection to be done after these other COH inspections.
- b) Electrical Punch List
 - i) HISD Electrical Inspection
 - (1) HISD Electrical inspected on 05/21/13. There were some minor items identified – primarily labeling of conduits. HIG did not have an update.
 - (2) 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) Still awaiting a CPR. AECOM said if HIG does not provide this CPR shortly that AECOM will develop a deductive CCD. HIG said they would provide the CPR promptly.
 - (5) HIG provided a draft of the CPR and were going to finalize it and send it to AECOM, FGC, and JE tomorrow.
- c) Close Out
 - i) 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.
 - ii) HIG provided partial close out documents to FGC about 03/20/13.

- iii) 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. HIG Provided the following update:
 - (1) Millwork – deleted in a CPR and a submittal is not necessary. HIG will send a letter to FGC clarifying.
 - (2) Hollow Metal Doors – HIG found and needs to revise and resubmit. At the sub-contractor for revisions.
 - (3) Sheet Flooring – HIG intends to send a letter to FGC saying the flooring was not installed.
 - (4) Instruments and Controls Motor Starter – Revise and resubmit is underway
 - (5) Power Ventilators – Manufacturer was purchased by another firm. HIG will send a letter to JE stating the correct manufactured items were installed.
 - (6) Ceramic Tile submittal unclear
 - (7) Interior and Exterior Light Fixture ballasts – HIG says they can not find information on the required ballast. They were going to send a letter to JE to request assistance.
- iv) HIG committed to have the close out documents submitted by 06/12/13 and would include clarifying pages indicating missing information.

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) AECOM restated that they will not consider any further changes except for the deductive change for the exterior conduit mentioned above.
- c) CPR 62 – Exterior Conduit Credit – see comments above

4) Pay Application

- a) HIG provided pay application six. FGC signed it later and AECOM processed to HISD.

Next Meeting – Wednesday, June 12, 2013 at 1:00 PM at AECOM offices.

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: June 5, 2013 1:00 PM
Meeting Purpose: Construction Meeting 57	Location: AECOM Offices

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		Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineersl.com
Wes Geyer	<i>WEG</i>	Project Manager	Horizon Intl Group	832-347-7204	wgeyer@hgiusa.com
Ken Gonzales		Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com

Helms ES Renovation - Change Log

06/06/13

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	\$15,475.76	21		\$15,475.76	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

06/06/13

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	
				\$181,202.90	107	(\$15,000.00)	\$178,439.82	107	