



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 58

Date	Time	Purpose	Location
June 12, 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 not contracted with controls sub for the work.
- b) Balance Report – They have to complete installing and adjusting dampers in classroom 18 and room A5
- c) Infrared Testing – HIG said they were going to have their subcontractor provide a letter saying the items identified in the report have been corrected.

### 2) Punch List / Close Out

- a) COH Inspections
  - i) Structural
    - (1) Fire Doors – Doors do not have the proper fire rated label. HIG to correct.
    - (2) COH Inspector identified need for work to complete fire rated walls over two fire doors – in breezeway toward cafeteria and breezeway toward east classrooms. HIG and FGC were going to the site to investigate. AECOM asked HIG to quickly provide a quote.
    - (3) Cover up inspections were not 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. FGC prepared letters but want written verification from HIG.
    - (4) Cover up inspections were not done on newly installed ceilings. COH wants HIG to remove some tiles to show the support wires. AEOCM did not record status.
  - ii) Egress inspection to be done after these other COH inspections.
- b) Electrical Punch List
  - i) HISD Electrical Inspection
    - (1) HIG provided photos showing completion of items identified during the Electrical follow up punch list inspection.
    - (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) HIG provided the CPR. JE asked for information to validate the quantities.
- 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. At the previous meeting 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) 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) At the previous meeting, HIG committed to have the close out documents submitted by 06/12/13 and would include clarifying pages indicating missing information. The documents were not provided at this meeting.
- v) AECOM indicated that the substantial completion was mid December 2012 and close out documents need to be submitted for review.

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

- a) Attached is the CPR log.
- b) CPR 62 – Exterior Conduit Credit – see comments above

**4) Pay Application**

- a) HIG had to resubmit pay application number six including release of liens.

**Next Meeting – Wednesday, June 19, 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

<b>Project:</b> Helms ES Renovation	<b>Meeting Date / Time:</b> June 12, 2013 1:00 PM
<b>Meeting Purpose:</b> Construction Meeting 58	<b>Location:</b> 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	<i>BMC</i>	Principal	Fehr Grossman Cox	713-797-0404	bcox@fgca.cc
Ron Hughes		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>KWG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
<i>John M. McGuire</i>		<i>PM</i>	<i>HGI</i>	<i>832-971-4582</i>	<i>jmcmguire@hgiusa.com</i>

# 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	