



MEETING MINUTES

Helms Elementary School Construction Progress Meeting # 59

Date	Time	Purpose	Location
June 19, 2013	1:00 PM	Weekly Update	AECOM Offices
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Cafeteria Heat Strips – HIG must connect the controls. They said the work will be completed this week.
- b) Balance Report – HIG has to complete installing and adjusting dampers in classroom 18 and room A5. Will complete shortly
- 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. They will provide by the end of the week.

2) Punch List / Close Out

- a) COH Inspections
 - i) Structural
 - (1) Fire Doors – Doors do not have the proper fire rated label. HIG will correct today.
 - (2) Fire Rated Walls
 - (a) COH Inspector identified need for work to complete fire rated walls over two fire doors – in breezeway toward cafeteria and breezeway toward east classrooms.
 - (b) HIG and FGC investigated.
 - (c) FGC provided information to HIG. Two doors require work to be done as CPR 63. One door- toward building D - is within the contract scope.
 - (d) AECOM asked HIG to quickly provide a quote.
 - (3) Cover up inspections
 - (a) Inspections were not accomplished for the concrete pads and newly installed restroom walls.
 - (b) COH wants letters from the engineer of record certifying the work was done per contract specifications.
 - (c) FGC prepared letters but want written verification from HIG.
 - (d) HIG provided letters at the meeting.
 - (e) FGC will provide necessary letters to HIG.
 - (4) Cover up inspections were not done on newly installed ceilings. COH wants HIG to remove some tiles to show the support wires. AECOM did not record status.
 - ii) Egress inspection
 - (1) HIG will set up with COH to inspect. Need to coordinate with the plant operator
 - (2) AECOM will notify HISD when power will be cut to allow the inspection to occur.
 - (3) Note: after the meeting HIG said they were going to set up the inspection for Monday evening 06/24/13. AECOM sent notices to HISD.
- b) Electrical Punch List
 - i) 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. In the meeting HIG provided the attached drawing indicating linear quantities.
 - (5) AECOM asked HIG to provide a letter describing their pricing and offer.
- 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.
- iv) HIG said the close out documents were 100% and ready for submittal. AECOM asked HIG to deliver the architectural documents to FGC and the MEP documents to JE. HIG said it would be done tomorrow.

3) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) CPR 62 – Exterior Conduit Credit – see comments above
- c) CPR 63 – Fire Rated Walls – see comments above

4) Pay Application

- a) No activity

Next Meeting – Wednesday, June 26, 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

AECOM

SIGN-IN SHEET
HISD BOND PROGRAM

Project: Helms ES Renovation

Meeting Date / Time:

June 19, 2013 1:00 PM

Meeting Purpose: Construction Meeting 59

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	<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>KG</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
John McGuire	<i>JM</i>	Project Manager	Horizon Intl Group	832-971-4582	jmcguire@hgiusa.com
<i>Ken Engle</i>	<i>KE</i>	<i>Prog Dir</i>	<i>AECOM</i>		

Helms ES Renovation - Change Log

06/20/13

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

06/20/13

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
62		Retain 1/2" External Conduit	Verbal	(\$6,897.00)			(\$6,897.00)		
63		Fire Walls	G709 - 06/14/13	\$5,000.00			\$5,000.00		AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	
				\$194,305.90	107	\$0.00	\$176,542.82	107	

Lawrence Street 70' R.O.W.

22nd Street 70' R.O.W.

Nicholson Street 100' R.O.W.

21st Street 70' R.O.W.

Matchline

Matchline

20th Street 70' R.O.W.

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

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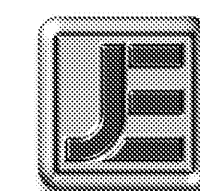
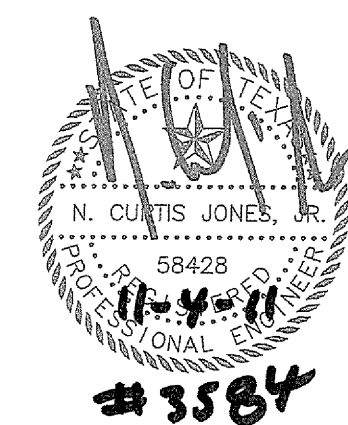
Consultants

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**



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ELECTRICAL SITE PLAN

E1.00