



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 60

Date	Time	Purpose	Location
June 26, 2013	1:00 PM	Weekly Update	AECOM Offices
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Cafeteria Heat Strips
 - i) HIG must connect the controls.
 - ii) They said the work was being completed today.

- b) Balance Report
 - i) HIG has to complete installing and adjusting dampers in classroom 18 and room A5.
 - ii) Will complete this weekend.

- c) Infrared Testing
 - i) HIG said they were going to have their subcontractor provide a letter saying the items identified in the report have been corrected.
 - ii) They provided the letter in the close out documents.
 - iii) AECOM asked HIG to provide a pdf of the letter to AECOM.

- d) Warranty Items
 - i) Unit ventilators in classrooms 7 and 9 are leaking.
 - (1) HIG reports Vista is very busy but is trying to get them out to make repairs.
 - (2) Note: after the meeting AECOM sent a note to HIG saying if Vista cannot respond then HIG needs to get some other firm to respond.
 - ii) School Items
 - (1) The school identified items to be corrected – most seem minor. (See attached).
 - (2) AECOM asked HIG to get with the plant operator to investigate. If HIG thinks an item is not part of the contract HIG needs to let AECOM know. Otherwise HIG needs to correct the items.

2) Punch List / Close Out

- a) COH Inspections
 - i) Structural
 - (1) Fire Rated Walls
 - (a) COH Inspector identified need for work to complete fire rated walls over three fire doors – in breezeway toward cafeteria, breezeway toward east classrooms, and breezeway toward the north building.
 - (b) 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.
 - (c) In the meeting HIG provided pricing for CPR 63. AECOM asked for a revision based on work hours from 3 to 10 PM rather than three work hours per day. FGC clarified the intent and suggested the material costs were too high. HIG was going to revise and provide by the end of the week.
 - (2) 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 provided necessary letters to HIG.

- ii) Egress inspection
 - (1) Two weeks ago HIG did a test inspection and found seventeen emergency lights not working – various reasons: ballast, bulbs, missing fixture, some not installed in the kitchen. HIG is correcting.
 - (2) COH inspection still needs to be arranged. Will have to occur after hours in the dark to test emergency lights and egress lights.
 - b) Close Out
 - i) HIG delivered the close out documents the week before last. FGC provided email feedback to HIG who needs to revise
 - c) As built drawings
 - i) Considerable discussion about the completeness of the close out documents.
 - ii) Because of leadership changes and the lack of project knowledge continuity HIG was not sure if they had a complete set.
 - iii) FGC and AECOM went over the documents and seemingly clarified the situation.
- 3) Change Proposals Request (CPRs) and Change Orders**
- a) Attached is the CPR log.
 - b) CPR 62 – Exterior Conduit Credit – JE and FGC recommend acceptance. AECOM will submit to HISD.
 - c) CPR 63 – Fire Rated Walls – see comments above
- 4) Pay Application**
- a) No activity

Next Meeting – Wednesday, July 3, 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 26, 2013 1:00 PM
Meeting Purpose: Construction Meeting 60	Location: AECOM Offices

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>TB</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>BNC</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>KuBz.</i>	Superintendent	Horizon Intl Group	713-816-7343	kgonzales@hgiusa.com
John McGuire	<i>JM</i>	Project Manager	Horizon Intl Group	832-971-4582	jm McGuire@hgiusa.com

Helms ES Renovation - Change Log

07/01/13

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

07/01/13

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)	0		(\$6,897.00)		Sent to CFS 06/27/13
63		Fire Walls	G709 - 06/14/13	\$13,000.00			\$13,000.00		AECOM Estimate
	2	Delete Contract Allowance	Verbal	(\$10,000.00)	0		(\$10,000.00)	0	
				\$202,305.90	107	\$0.00	\$184,542.82	107	

K. Gonzalez, 06/25/13

Relocate the cable in the hallway ceiling
by book room

Paint and remove the ^{blue} tape in book room

Light in the back of book room don't have switch

Empty electric box

Colk around the switch boxes

^{new} Ceiling tiles in Room #9 RR missing

Replace switch cover

Count 4 Holes ~~in~~ in the wall over the sink, Room #16

Replace switch cover in Room #16

Plug cover broken in Room #17

A/C control loose in room #20

Patch wall in boys mr by the Cafeteria

Paint coming out in the hallway by the cafeteria
next to the lockers