



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 61

Date	Time	Purpose	Location
July 3, 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) Work is completed.

- b) Balance Report
 - i) HIG has to complete installing and adjusting dampers in classroom 18 and room A5.
 - ii) Will complete this weekend.
 - iii) Work is completed. HIG will submit a completion report.

- c) Warranty Items
 - i) Unit ventilators in classrooms 7 and 9 are leaking. HIG reported Vista visited the site and cleaned out the condensate lines.
 - ii) School Items
 - (1) The school identified items to be corrected.
 - (2) HIG thinks most of the items are minor and can be done but they need some clarification on locations. They will visit with the plant operator.

2) Punch List / Close Out

- a) COH Inspections
 - i) COH Permitted Drawings
 - (1) During the previous week meeting there was considerable discussion about the completeness of the close out documents.
 - (2) FGC and AECOM went over the documents with HIG.
 - (3) HIG is collecting the various addenda drawings and then will go to the COH for red stamp. These drawings must be completed before HIG can re-engage with COH for Structural, Cover up and Egress inspections.
 - ii) Structural
 - (1) Fire Rated Walls
 - (a) COH Inspector identified need for work to complete fire rated walls over three doors – in breezeway toward cafeteria, breezeway toward east classrooms, and breezeway toward the north building.
 - (b) HIG provided pricing for CPR 63 but AECOM and FGC asked for revisions.
 - (c) HIG revised and re-submitted. Earlier in the week AECOM provided direction to HIG to proceed.
 - (d) FGC provided an extract from fire code (attached) for possible use in discussion with COH during inspection.
 - (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 provided necessary letters to HIG.
 - (d) Once the drawings are assemble and stamped by COH, HIG will submit for necessary clearances.

- iii) Egress inspection
 - (1) Three 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 corrected.
 - (2) COH inspection still needs to be arranged after the drawings are COH stamped. The inspection will have to occur after hours in the dark to test emergency lights and egress lights.
- b) Close Out
 - i) FGC provided email feedback to HIG who needs to revise.
 - ii) AECOM asked FGC to have JE comments to HIG before next week's meeting.

3) Change Proposals Request (CPRs) and Change Orders

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

4) Pay Application

- a) HISD requested release of liens for all subs before they will process the pay application.
- b) Note: after the meeting, the pay application was returned to AECOM. It was marked on by HISD and must be re-accomplished. AECOM gave it to HIG to re-accomplished.

Next Meeting – Wednesday, July 10, 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: July 2 , 2013 1:00 PM
Meeting Purpose: Construction Meeting 61	Location: AECOM Offices

Name	Initial	Title	Company	Phone	Email Address
Tim Beally	<i>DB</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		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
John McGuire	<i>JM</i>	Project Manager	Horizon Intl Group	832-971-4582	jmcguire@hgiusa.com

TABLE 720.1(2)
RATED FIRE-RESISTANCE PERIODS FOR VARIOUS WALLS AND PARTITIONS ^{a,o,p}

MATERIAL	ITEM NUMBER	CONSTRUCTION	MINIMUM FINISHED THICKNESS FACE-TO-FACE ^b (inches)			
			4 hour	3 hour	2 hour	1 hour
1. Brick of clay or shale	1-1.1	Solid brick of clay or shale ^c	6	4.9	3.8	2.7
	1-1.2	Hollow brick, not filled.	5.0	4.3	3.4	2.3
	1-1.3	Hollow brick unit wall, grout or filled with perlite vermiculite or expanded shale aggregate.	6.6	5.5	4.4	3.0
	1-2.1	4" nominal thick units at least 75 percent solid backed with a hat-shaped metal furring channel 3/4" thick formed from 0.021" sheet metal attached to the brick wall on 24" centers with approved fasteners, and 1/2" Type X gypsum wallboard attached to the metal furring strips with 1"-long Type S screws spaced 8" on center.	—	—	5 ^d	—
2. Combination of clay brick and load-bearing hollow clay tile	2-1.1	4" solid brick and 4" tile (at least 40 percent solid).	—	8	—	—
	2-1.2	4" solid brick and 8" tile (at least 40 percent solid).	12	—	—	—
3. Concrete masonry units	3-1.1 ^{f,g}	Expanded slag or pumice.	4.7	4.0	3.2	2.1
	3-1.2 ^{f,g}	Expanded clay, shale or slate.	5.1	4.4	3.6	2.6
	3-1.3 ^f	Limestone, cinders or air-cooled slag.	5.9	5.0	4.0	2.7
	3-1.4 ^{f,g}	Calcareous or siliceous gravel.	6.2	5.3	4.2	2.8
4. Solid concrete ^{h,i}	4-1.1	Siliceous aggregate concrete.	7.0	6.2	5.0	3.5
		Carbonate aggregate concrete.	6.6	5.7	4.6	3.2
		Sand-lightweight concrete.	5.4	4.6	3.8	2.7
		Lightweight concrete.	5.1	4.4	3.6	2.5
5. Glazed or unglazed facing tile, nonload-bearing	5-1.1	One 2" unit cored 15 percent maximum and one 4" unit cored 25 percent maximum with 3/4" mortar-filled collar joint. Unit positions reversed in alternate courses.	—	6 ^{3/8}	—	—
	5-1.2	One 2" unit cored 15 percent maximum and one 4" unit cored 40 percent maximum with 3/4" mortar-filled collar joint. Unit positions side with 3/4" gypsum plaster. Two wythes tied together every fourth course with No. 22 gage corrugated metal ties.	—	6 ^{3/4}	—	—
	5-1.3	One unit with three cells in wall thickness, cored 29 percent maximum.	—	—	6	—
	5-1.4	One 2" unit cored 22 percent maximum and one 4" unit cored 41 percent maximum with 1/4" mortar-filled collar joint. Two wythes tied together every third course with 0.030" (No. 22 galvanized sheet steel gage) corrugated metal ties.	—	—	6	—
	5-1.5	One 4" unit cored 25 percent maximum with 3/4" gypsum plaster on one side.	—	—	4 ^{3/4}	—
	5-1.6	One 4" unit with two cells in wall thickness, cored 22 percent maximum.	—	—	—	4
	5-1.7	One 4" unit cored 30 percent maximum with 3/4" vermiculite gypsum plaster on one side.	—	—	4 ^{1/2}	—
	5-1.8	One 4" unit cored 39 percent maximum with 3/4" gypsum plaster on one side.	—	—	—	4 ^{1/2}

(continued)

Helms ES Renovation - Change Log

07/08/13

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

07/08/13

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	\$7,762.07	0		\$7,762.07		Sent to CFS 07/08/13
	2	Delete Contract Allowance	Verbal	(\$10,000.00)	0		(\$10,000.00)	0	
				\$197,067.97	107	\$0.00	\$179,304.89	107	