



## MEETING MINUTES

Helms Elementary School  
Construction Progress Meeting # 4

Date	Time	Purpose	Location
April 18, 2012	9:30am	Weekly Update	Helms ES, T Building

Prepared By – Tim Beally  
See Attached Attendee List

### 1) CMPA/Owner Issues

- a) Marquee Conduit – AECOM queried the sign manufacturer, Atlas Signs. They need a 2" conduit for the fiber optic line. AECOM relayed via email earlier this week.
- b) Unit Ventilators – The previous week HIG said the delivery date for the unit ventilators is seven weeks from 04/12/12 – about the end of May 2012.
- c) Moving
  - i) Work to be done in the classrooms will be limited to areas necessary to install the unit ventilators and replace light fixtures. Furniture can be moved away from the unit ventilators to provide access. Furniture and equipment which needs to be moved out of work areas can be re-located into the cafeteria.
  - ii) Teachers need to remove personal items before the summer break and consolidate items. AECOM discussed with the Principal about the possibility of supporting some move of equipment and furniture into the cafeteria. AECOM was getting quotes from movers to provide moving service.
  - iii) Ms. Murillo in the office is responsible to inventory textbooks after the end of the school year. She asked if she could stay in the building until 06/08/12. That seems workable.
  - iv) HIG suggested that the school might be able to use existing T buildings to support staff during the summer. AECOM would mention to the school.
- d) Power Outages
  - i) AECOM asked HIG to give notice of desired power outage at least 10 days in advance.
  - ii) Most of the outages will be local, will not affect the entire site and should be brief.

### 2) Architect / Consultants

- a) FGC issued a number of Work Change Proposal Request (AIA G709-2001). See Changes below.

### 3) Contractor

- a) Outside Air Handling Units (OAHUs) Clearance from Building – HIG does not yet have approved OAHUs so they do not know the size of the approved unit nor the size of the concrete pad.
- b) HIG fired their electrical sub-contractor Loggins Construction for non-responsiveness. They are looking at two firms to replace them.
- c) Wes Geyer said he is moving to Florida for personal reasons. He is discussing with HIG if he will stay with the company.
- d) Existing white boards.
  - i) The superintendent said every classroom has existing whiteboards ("showerboards") which will require removal prior to placement of the new whiteboards.
  - ii) FGC said there is a note saying these need to be removed.
  - iii) AECOM asked HIG to confirm.

### 4) HAZMAT

- a) No report or activity

### 5) Safety

- a) Site access – the school opened the access to the Spark Park after hours. This should not affect the construction activity.

**6) Schedule**

- a) See attached schedule
- b) Two week look ahead is attached. Work consists of mainly exterior site work and preparing for the pads to support the OAHUs.
- c) Work in Classroom 6
  - i) The work will take four to six weeks, including curing time. The current plan is to start at the end of April
  - ii) The class has been relocated. The instructor is packed up and moved out.
- d) STAAR testing was underway and would continue until 04/29/12.

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

- a) See CPR log (attached).
- b) FG issued an ASI for CPR 3 – Revise ADA Parking.
- c) FGC issued ASIs for CPRs 1, 3, 5, 8, 9, 10
- d) Two of the CPRs had to be renumbered. The attached CPR log shows the correct numbering of all the CPRs.

**8) Submittals**

- a) The submittal log is attached.
- b) HIG has submitted forty eight products. Last week forty two items had been submitted.
- c) Discussion on specific items:
  - i) FGC resent the response on the geoform submittal.
  - ii) JE said the fan coil units submittal needs to be re-submitted.
  - iii) HIG provide an advance copy to JE of the outside air handling unit.
  - iv) Submissions of the public address, fire alarm systems and duct work are being prepared.
  - v) AECOM asked HIG to coordinate with JE concerning location of panels for the HVAC controls.

**9) Requests for Information (RFIs)**

- a) The RFI log is attached.
- b) FGC answered RFI 1 and 2 this past week.
- c) HIG just issued RFI 3

**10) Record Drawing Review**

- a) FGC says the revised drawings are at COH for re-permitting. COH had some questions to which FGC has responded. The permit number is 12 033 933.

**11) Pay Application**

- a) HIG submitted an updated draft schedule of values. It shows breakout of all the work areas except for electrical. They will provide that shortly.

**12) Site Observations**

- a) No physical work yet

**Next Meeting – Wednesday, May 2, 2012 at 9:30 AM**

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.