



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 33

Date	Time	Purpose	Location
December 5, 2012	1:00 PM	Weekly Update	Helms ES T Building
Prepared By Tim Beally			See sign in sheet

1) Issues

- a) Electrical
 - i) Panel labeling
 - (1) AECOM asked HIG to walk with the plant operator and explain the panels and labeling – status unclear – **second week.**
 - (2) JE said the panel labeling is unacceptable and asked HIG to change it.
 - ii) Break Room Outlets
 - (1) The power outlet circuit in the upper floor break room has popped three times in the last three weeks.
 - (2) Last week AECOM asked HIG to investigate and repair.
 - (3) HIG did not provide any update on the issue or provide any indication of analysis done and what the problem was.
 - (4) AECOM again asked HIG to test the circuits. If new circuits are necessary it will be done through a CPR.
 - iii) Outlets for Speech Room.
 - (1) School says the outlets previously existed.
 - (2) HIG installed.
 - (3) AECOM is waiting for pricing in CPR 49.
 - iv) Electrical outlet for small digital sign near entry. Outlet was placed.
 - v) Exterior lights.
 - (1) Last week the Principal said the lights are not in place. AECOM asked HIG to check.
 - (2) HIG said the lights are in place and do work.
 - (3) They reset the timer for turn off at 7:00 AM and turn on at 5:00 PM.
- b) Plumbing
 - i) Drinking fountains leaking
 - (1) Get all drinking fountains working and not leaking.
 - (2) After the last meeting we walked and looked at the water fountains. All were wet underneath the front panel.
 - (3) EDH will get a manufacturer representative into investigate.
 - ii) Hot Water in the custodial closets.
 - (1) Last week the school mentioned there is no hot water in the custodial closets.
 - (2) No project work should have caused this.
 - (3) AECOM asked HIG to investigate.
 - (4) HIG did not report any analysis of the issue.
 - (5) After the meeting JE identified: one water heater was turned off, one water heater was valved off, and one water heater was relocated but not piped back to the janitor closet.
- c) Building Alarm System – **tenth week.**
 - i) AECOM asked HIG to provide a report on the status of the BA System. Still awaiting the report.
 - ii) As a refresher, AECOM provided the following background:
 - (1) After the start of school, HISD provided a list of a few sensors which were not. HISD asked the contractor to repair them.
 - (2) HIG had their sub, AFS, make repairs but three sensors were improperly labeled and AFS could not identify.
 - (3) AECOM asked HIG / AFS to provide a report showing the status of the system after their repairs.

- (4) HIG provided a single page letter from AFS. AECOM suggested modifications to the letter. HIG will resubmit.

- d) Exterior doors
 - i) Some breezeway doors have been installed. HIG installed some with temporary hardware and temporary glass. They will correct – done.
 - ii) The remaining doors will be installed after normal school hours.
 - iii) HIG needs to replace the cores with HISD acceptable cores. This is a concern for the school.

- e) Whiteboards / Tack Boards
 - i) Delivered whiteboards did not fit. The boards were not properly measured.
 - ii) HIG measured and coordinated with FGC to clarify measurements of a few questionable locations.
 - iii) HIG wants to install the whiteboards / tack boards either on 12/20-21/12 or over the Christmas Break.
 - iv) In coordination with the school, this work will occur over the Christmas Break.

- f) Interior Signage – HIG will install the signage upon receipt – no later than the Christmas break.

- g) Classroom 6 Millwork
 - i) HIG provided pricing for CPR for the change through CPR 46.
 - ii) HISD approved the change on 11/12/12.
 - iii) HIG planned to install the casework on 12/01/12 and 12/08/12 but they have had difficulty with their sub-contractor.
 - iv) HIG has replaced the sub and says the work can be done next week, after school. They will provide labor to help move materials in the room.

- h) Receptionist Window
 - i) AECOM will ask the school if the work can be done over Christmas Break.
 - ii) After the meeting AECOM discussed with the principal. She agrees to the work being done over the Christmas break.

- i) Interior Main Hallway Door
 - i) As a result of discussions in a recent PAT, the principal wants to change the layout of the door to include a double door. FGC developed a sketch showing three schemes for the layout of the new doors.
 - ii) The principal approved Scheme C which will provide two 3'6" doors.
 - iii) FGC finalized the layout and provided info to HIG who submitted pricing for CPR 44R.
 - iv) CPR 44R was submitted and approved by HISD CFS.
 - v) AECOM will ask the school if the work can be done over Christmas Break.
 - vi) After the meeting AECOM discussed with the principal. She agrees to the work being done over the Christmas break.

- j) Restroom partitions
 - i) Some restroom partitions do not close.
 - ii) HIG will make adjustments.

- k) Projector Screens
 - i) The school wants two electric powered projector screens hung and connected to electrical service in the computer classroom, (#3) and the conference room (Upstairs).
 - ii) AECOM asked HIG to price through CPR 47 – **fifth week**.

2) Principal Items

- a) COH Fire Marshall inspection
 - i) Maximum capacity sign for the library.
 - (1) FGC calculated the capacity (24) and provided it to HIG.
 - (2) HIG will install sign with rest of interior signage.
 - ii) Sign on top of door into hallway toward the book room stating “electric room” – will do with other interior signage.
 - iii) Provide instructions on the fire alarm panel in the admin area – **fifth week**.

3) Punch list / Close Out

- a) Punch list scheduling
 - i) In the last meeting AECOM asked HIG to send a letter to AECOM asking for punch list inspections. HIG has not provided the letter.
 - ii) Mechanical / Plumbing
 - (1) JE is going through the mechanical systems and will go through the plumbing.
 - iii) Architectural
 - (1) Need to complete some work.
 - (2) FGC prefers to wait until mid-December.
 - (3) Will do with the walk on 12/12/12.
 - iv) School. The principal will walk with us on 12/12/12 after the weekly meeting
 - v) Electrical
 - (1) Based on discussion at the previous meeting AECOM set up an appointment with CFS – Electrical for an inspection on 11/07/12.
 - (2) JE said the work is not satisfactorily done.
 - (3) AECOM notified CFS-electrical the field inspection is postponed.
 - (4) HISD Electrical provided comments and photos to AECOM via email. AECOM forwarded to JE and HIG for review / correction.
 - (5) HIG could not report status of the electrical items. Further they said K-N-D refused to replace the conduit for the exterior lights.
 - (6) AECOM expressed significant concerns over the progress of the work and asked HIG to focus on this.

- b) HVAC Balance Report – **eighth week** – HIG plans to accomplish in mid-December.

4) Change Proposals Request (CPRs) and Change Orders

- a) Attached is the CPR log.
- b) AECOM provided signed copies of Change Order 3 to HIG and FGC.

5) Schedule

- a) Current HIG schedule is attached.

6) Pay Application

- a) No activity

Next Meeting – Wednesday, December 12, 2012 at 1:00 PM

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: December 5, 2012, 1:00 PM
Meeting Purpose: Construction Meeting 33	Location: Helms ES

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	<i>RH</i>	Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineersl.com
Russell McCown	<i>RAM</i>	Project Manager	Horizon Intl Group	832-752-0066	rmccown@hgiusa
Chuck Caves	<i>CC</i>	Superintendent	Horizon Intl Group	210-861-9778	caveschuck@yahoo.com
<i>David Lecky</i>	<i>DL</i>	<i>Project Executive</i>	<i>HIG</i>	<i>281-900-3332</i>	<i>dlecky@HGIUSA.com</i>

Helms ES Renovation - Change Log

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		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	0		\$2,145.33	0	Apvd 10/09/12
32	2	Repaint Classrooms	Verbal	\$25,000.00	0		\$25,000.00	0	Apvd 10/01/12
33		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		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		Install Interior Hallway Security Door	G709 - 11/02/12	\$15,474.76	21		\$15,474.76	21	Apvd 11/26/12
46		Revise Casework	Verbal - sketch	(\$9,050.00)	7		(\$9,050.00)	7	Apvd 11/12/12
47		Install Projector Screens	Verbal	\$2,500.00		\$2,500.00			AECOM Estimate
48		Ground Main Transformer	CFS - Verbal	\$2,000.00		\$2,000.00			AECOM Estimate
49		Add Outlets in Speech Therapy Room	Verbal	\$2,000.00		\$2,000.00			AECOM Estimate
	2	Delete Contract Allowance		(\$10,000.00)			(\$10,000.00)	0	

\$167,958.79

42

\$6,500.00

\$145,250.46

42

