



MEETING MINUTES

Helms Elementary School
Construction Progress Meeting # 6

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

Prepared By – Tim Beally
See Attached Attendee List

1) CMPA/Owner Issues

- a) Unit Ventilators
 - i) In an earlier meeting HIG said the delivery date for the unit ventilators is seven weeks from 04/12/12 – about the end of May 2012.
 - ii) HIG's sub-contractor said the expected ship date is 06/19/12. Delivery is three days later.
- b) Material Testing
 - i) There will be three pours for the OAHU pads, one for classroom 6 and two to three pours for steps / ramps.
 - ii) QC Labs will provide CMT services. HIG needs to contact: 713-695-1133. Call before 3:00 PM, the day before the pour.
- c) CPR 11 for Isolation Valves
 - i) LMI said there is no easy, feasible way to isolate each building. It is possible to maybe isolate two buildings.
 - ii) AECOM will stop pursuing the installation of isolation valves. CPR will be cancelled.
 - iii) AECOM will contact CFS Region Maintenance asking them to turn off the chillers and drain the system to allow work to proceed on the unit ventilators. This will need to occur the first week in June.
- d) New Whiteboards – HIG provided a copy of an email from the supplier – New Line – which says the white boards should be delivered by the first week of July.
- e) Public Address System Sub-Contractor
 - i) HISD CFS recently sent an email stating AFS is not a vendor licensed to install Dukane or Telecor PA systems. This email was passed to HIG.
 - ii) HIG said AFS will subcontract the work to Datronics.
 - iii) AECOM asked for an email from HIG which would then be forwarded to HISD.
- f) Window Blinds
 - i) The school feels the blinds in the admin area are fine but wants to consider alternate location for the new blinds.
 - ii) After the meeting AECOM walked with the principal. She prefers replacing the blinds in Room C18 (to the left in the main entry hallway) and in the Classroom 3.
 - iii) AECOM will ask Horizon to investigate (CPR 12). The school still needs to select a color.
- g) Light Fixtures
 - i) AECOM expressed concern about the light fixtures – receiving an approved submittal and having the light fixtures on site in time for summer installation.

2) Architect / Consultants

- a) See other topical areas below.

3) Contractor

- a) HIG had problems with their email servers during the week preventing receipt and sending of emails.
- b) Outside Air Handling Units (OAHUs) have been approved. HIG has determined the size of the pads is roughly 18 feet by 13 feet. They are ready to start their work on the pads.
- c) Electrical Sub-Contractor
 - i) At a previous meeting HIG said they fired their electrical sub-contractor and have completed negotiations with K-N-D.
 - ii) AECOM said HIG needs to send information via email including MWBE participation.

4) HAZMAT

- a) Hazmat notification permit - work will start 06/04/12.
- b) ERC will request a phase notification.
- c) To keep the permit active, HIG must insure occurs at least once every thirty days.

5) Safety

- a) Shortly HIG is going to have a gate installed in the site perimeter fence near the contractor occupied T Building.

6) Schedule

- a) Two week look ahead is attached: exterior site work and preparing the OAHU pads.
- b) Work in Classroom 6
 - i) Will take four to six weeks, including curing. 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.
- c) Next testing is set to occur the third week of May.
- d) Work hours during the summer will start at 7:00 AM to 5:00 PM, Monday through Friday.

7) Change Proposals Request (CPRs) and Change Orders

- a) See CPR log (attached).
- b) HIG provided a draft of CPR 7 for review. AECOM asked HIG send to AECOM and FGC.

8) Submittals

- a) No change in submittal status from last week. HIG has submitted fifty-four items.
- b) Discussion on specific items:
 - i) PA / Building Alarm System
 - (1) AECOM is concerned about the status of submittals of the PA and building alarm systems.
 - (2) See comments above.
 - ii) Light Fixtures – see comments above.

9) Requests for Information (RFIs)

- a) No RFI Activity.

10) Record Drawing Review / Permit

- a) COH had questions from structural and planning. They addressed the issues but have had to submit a revised set of drawings to COH. Expect another ten day review.

11) Pay Application

- a) AECOM asked HIG to send the breakout of the electrical section of the schedule of values to JE for review.

12) Site Observations

- a) No physical work yet

Next Meeting – Wednesday, May 16, 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.



SIGN-IN SHEET HISD BOND PROGRAM

Project: Helms Elementary School Renovation

Meeting Date / Time:

May 9, 2012, 9:30 AM

Meeting Purpose: Construction Meeting 6

Location: Helms ES

Name	Initial	Title	Company	Phone	Email Address
Tim Beally		PM	AECOM	713-267-3223	Tim.beally@aecom.com
Diana Del Pilar		Principal	HISD – Helms ES	713-867-5130	ddelpila@houstonisd.org
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Ron Hughes	RH	Project Manager	Jones Engineers	713-222-7766	rhughes@jonesengineers.com
Wes Geyer		Project Manager	Horizon Intl. Group	832-347-7204	wgeyer@hgiusa.com
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HELMS ELEMENTARY SCHOOL
503 WEST 21st STREET
HOUSTON TEXAS 77008

CONTRACTOR	ACTIVITY																				
Elite Concrete Construction	Demo Concrete Sidewalk									X	X	X	X	X							
	Form up pads									X	X	X	X	X		X	X	X	X	X	
	Placing concrete Rm (6) & Pads									X	X	X	X	X		X	X	X	X	X	
GST & Associates, Inc.	Grading Per planes									X	X	X	X	X							
	Checking Site Drainage									X	X	X	X	X							

