

MINUTES OF MEETING

Meeting No. **11**
Date: **13/09/2017**

1. CONTRACT DATA

Contract No. 2016 – 01 Constr. Lycée VTE

Project: Construction of the extension of the Lycée Josué Hoffet (Vientiane, Laos)

Contracting Authority: Lycée Josué Hoffet (Vientiane, Laos) (LJH)

Contractor: Chitchareune Construction Company (CCC) Limited, Vientiane, Lao PDR

Site Manager: Keo Ladtana
Contract / Project Manager: Mr. Phonsy Viengpanya

Engineer: Supervising Engineer (SE): Mr. Stefan Meenken
Site Engineer: Phokham, Kamphone

Contract Details: Contract commencement date: 01.10.2016
Time for completion: 13 months
Completion date: 30.10.2017
Surety: Performance Bond of Lao Viet Bank
Contract Value: 3,700,000 US Dollar (Provisional Sum: 65,000 USD)
Extra Work to date: None
Amount certified to date: 1.92 mio USD
Percentage certified: ~ 52 %
Amount paid to date: 1.763 mio USD
Time elapsed: 11.5 months / ~ 88 %

2. MEETING RECORD

Meeting Venue: LJH

Time: **15:00**

Present: **LJH:** S. Matthey, S. El Moutaoukil, Cedric, Laurent, Laurent (Board), Detsada (Board), Anne (Board)
Supervision Engineers: Stefan Meenken / Phokham (Supervising Engineers)
DG: Phonexay / Adsana / Phountavanh
CCC: Keo Ladtana / Mr. Cuang / Phonsy / Seng / Bang

Distribution: Original for approval and file

LJH	1 x
CCC	1 x

No of copies: **2**

3. PROCEEDINGS

3.1 Minutes of Previous Meeting

The findings of the previous meeting were discussed and the minutes used as agenda for the current meeting.

3.2 Programme of work

The programme of work has been updated 13.09.2017. Chitchareune indicated the completion date as of end of December 2017, with two months delay. The buildings 1, 2, 3 and 4 can be completed by 30.11.2017 according to the Project Manager of CCC. The schedule shall be revised accordingly.

Action by

CCC

4 PROGRESS AND TECHNICAL ISSUES

4.1 General

- (1) The monetary progress stands at approximately 1.9 mio USD / ~ 52 %. The current delay of works is estimated to 2 months delay. CCC increased manpower, plant and materials as requested during the last meeting.
- (2) The water for the deep well shall be used for the swimming pool, the piping network shall be prepared accordingly.
- (3) The LJH completed the schematic drawings for the data network, telephone and electric outlets. The CAD plans have been distributed on 14.07.2017 for validation.
- (4) DG structural engineer confirmed, that the steel column on the left hand site of the stage at the amphitheatre could be removed. Chitchareune is requested to remove the column.
- (5) Laboratory benches: DG will request a proposal for the benches from Practica from Thailand for validation. LJH recommended contacting also Alpha Lab.
- (6) Chitchareune distributed a proposal for the school central clock, which has been accepted by LJH.
- (7) The kitchen needs to be outfitted with floor drain grooves.
- (8) CCC elaborated and distributed a new proposal for the pool technology during the meeting for validation.
- (9) The staircase of building 04 shall be secured towards the pool with additional rails or louvers.
- (10) The lights, curtain, speakers, projector etc. shall be controlled from both the operator's seat and the stage. Electric plans shall be updated accordingly.
- (11) The access to the roof in building 04 shall be safe from student's access. The opening shall be prepared in the storerooms.
- (12) The fence around the pool shall be integrated into the spectator tribune. DG shall elaborate the drawings for validation.
- (13) The level of the false ceilings in the bathrooms shall be on top of the windows.
- (14) The transformer needs to be relocated away from Building 06.

Info / CCC

CCC

DG

CCC

DG / LJH

Info

Info

Info

DG

Info / CCC

CCC

4.2 Change of Design

- | | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| (1) | CCCC submitted a proposal for the Air conditioning proposing the use of a VRF system for Building 04 for approval to the LJH | LJH |
| (2) | CCC started the construction of the benches around the roofed sports area (B 06), the storage in the back of the climbing wall and the cloakroom. | Info |
| (3) | One additional rolling gate at the main entrance shall be installed; a quotation by CCC has been received which is assessed as reasonable. | DG |
| (4) | The pool area shall be outfitted with outdoor showers, a spectator tribune and a shading roof. Detailed drawings and a BoQ have been elaborated and distributed by DG. | |
| (5) | Ventilation for the stores located below the staircase of building 04 shall be considered: the doors shall be outfitted with louvers and louvers installed into the wall. | CCC |
| (6) | Electric installations: Light switches shall be mounted at each entrance / exit of each room. | Reminder |
| (7) | Building 05: Parquet flooring shall be installed in the gynasium; CCC commenced the works. | Reminder |
| (8) | Building 06: Epoxy resin finishing shall be applied for floor of the roofed sports area. | Info |
| (9) | Each store in building 04 shall be outfitted with one duplex socket. | Reminder |
| (10) | The height of the sockets and data network for the interactive whiteboards shall be FFL + 2500 mm. | Reminder |
| (11) | The kitchen shall only be supplied with public water. A separate network supplying Nam Papa only shall be constructed, one 3000 l water tank relocated from Building 04 towards the kitchen and one additional booster pump installed. | CCC |

4.3 Site survey

The site survey has been done, the finishing floor level of the buildings will be 155.550 above sea level. Survey data have been filed for later reference.

4.4 Civil constructions

- (1) Structural concrete, brick masonry, plastering and roof works have been completed for all buildings;
- (2) Pool reinforced concrete works have been completed and tiling works commenced;
- (3) Structure for climbing wall completed;
- (4) Drainage and fencing of the compound have been completed so far;
- (5) Installation of data cable, fire alarm and electric ducts ongoing, status of completion approx. 70 %;
- (6) Tiling works have been commenced, status of completion approximately 80 %;
- (7) Installation of structure for suspended ceilings has been commenced;
- (8) Building 06 has been completed;
- (9) Road sub base course has been installed;
- (10) Main Power connection established;
- (11) Deep well and public water supply prepared;

5 CONTRACT ADMINISTRATION

5.1 Drawings & Documents

CCC is reminded to keep shop and as built drawings up to date.

The file management of the drawings shall be improved. CCC shall add one CAD operator to the team maintaining the up to date set of shop and as built drawings.

The contractor has been reminded, that the final payment will only be released upon the submission and approval of a complete and comprehensive set of As Built Drawings.

CCC

5.2 Site Instructions and Correspondence

None

5.3 Sub-Contractors

- (1) Powermatic from Thailand has been subcontracted for the design and installation of the Air conditioners;
- (2) Mr. Prakay and Seng have been entrusted with all network installations;
- (3) Bosch Eyetech has been contracted for the fire fighting system, intrusion detection etc.
- (4) Kayne (Thailand) manufactures and installs the windows;
- (5) A subcontractor for the climbing wall, Gecko Climb, has been proposed and accepted.

6 PROJECT MANAGEMENT

The implementation of works and management of the contract shall follow the contractual requirements e.g. maintaining of site diary, schedules, shop and as built drawings.

6.1 Accommodation of Traffic

The contractor shall be responsible for road maintenance during the entire construction period.

6.2 Security

Labour shall wear helmets and safety shoes. Location of works shall be safe, fences and **safety boards** established and maintained. Close the construction fence and hire guards!

6.3 Plant And Site Staff

The Contractor's personnel will be recorded in the Site Diary.

The following staff on site was reported by today:

Staff:

Engineers:	4 pax
Foremen:	10 pax
Labour:	65 - 75 pax depending on weather conditions and works executed

Plant:

Office / Survey equipment:	Sufficient
Excavator:	1 units
Concrete mixer / Vibrator:	4 units
Welding tools:	2 set

6.4 Materials

All construction materials shall be in accordance with the required specifications. The contractor is responsible for material testing.
Any material shall be submitted to the client for approval prior purchase or installation.

Reinforcement steel and concrete mix designs have been tested in certified laboratories. Concrete samples are taken in accordance with the established testing plan. Test results will be attached to the Monthly Reporting; original documents maintained on site and attached to the project completion report.

LJH teacher proposed to provide a set of spare parts for later maintenance and repair including tiles, louvers etc.

All material samples shall be available on site.

6.5 Standard of Work

Nothing to report.

7 MEASUREMENT AND PAYMENT

The advance payment and three interims payments have been released to date. CCC received 1.763 mio. USD.
IPC 04 has been submitted during the meeting.

7.1 EXTRA WORK & VARIATION ORDERS

- (1) Additional walls, benches and net to be installed around roofed sports area;
- (2) Air conditioning system shall be changed;
- (3) Additional door at main entrance and modifications of fence shall be applied;
- (4) Closed storage in the back of the climbing wall;
- (5) Additional bathrooms close to the outdoor sports grounds following the design of the bathrooms in the sports hall, BoQ and drawings shall be elaborated for requesting a quotation of CCC;
- (6) Outside showers at pool area approx. 6 -10 units;
- (7) Sun sail shading the pool area and spectator tribune;
- (8) Change of flooring of gymnasium and roofed football field.

7.2 DELAYS & CONTRACT TIME ADJUSTMENT

The works are approx. 2 months behind the construction schedule.

8. GENERAL, NEXT SITE MEETING

The next site meeting is scheduled for 11.10.2017 at 15:00.

CONTACTS

Name: S. Meenken Mobile: 020 5513754 E-Mail: Stefan.meenken@gmail.com	Name: Keo Lattana Mobile: E-Mail:
Name: Phokham Mobile: 020 234 537 84 E-Mail: nonthaphone99@gmail.com	Name: Mobile: E-Mail:

APPROVAL OF MINUTES

Chitchareune **DATE**

Supervisor **DATE**

Employer **DATE**

Enclosures:

None