

MINUTES OF MEETING

Meeting No. **02**
Date: **01/11/2016**

1. CONTRACT DATA

Contract No. 2016 – 01 Constr. Lychee 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: Chitchareune proposed to change the nominated Site Manager;
Contract / Project Manager: Mr. Phonsy Viengpanya (changed from org. Proposal)

Engineer: Supervising Engineer (SE): Mr. Stefan Meenken
Site Engineer: Mangkone Dimavong

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: None
Percentage certified: None
Amount paid to date: None
Time elapsed: 4 weeks / 7.7 %

2. MEETING RECORD

Meeting Venue: LJH

Time: 14:30

Present: Stefan Meenken / Mangkone Dimavon (Supervising Engineers)
S. Matthey / Mr. Aubert / Mr. Serge / Mr. Aubert / S. EL MOUTAOUKIL, D. Goduel (JSH)
Mr. Phonexay / Mr. Bounheng / Mr. Khamphone (DG)
Keo Ladtana / Mr. Soutchai / Mr. Cuang (CCC)

Distribution: Original for approval and file

LJH	1 x
CCC	1 x

No of copies: 2

	<u>Action by</u>
<p>3. PROCEEDINGS</p>	
<p>3.1 Minutes of Previous Meeting</p>	
<p>The findings of the previous meeting were discussed and the minutes used as agenda for the current meeting.</p>	
<p>3.2 Programme of work</p>	
<p>The Contractor updated the programme of work, as attached.</p>	
<p>The time schedule shall be always up to date, any delay to be announced in written.</p>	
<p>4 PROGRESS AND TECHNICAL ISSUES</p>	
<p>4.1 General:</p>	
<p>(1) The construction site shall be properly fenced; avoiding non authorized people having access to the site. CCC is requested to install gates or place permanently guards at entries;</p>	<p>CCC</p>
<p>(2) Reinforcement steel has been tested in a certified laboratory: material passed;</p>	
<p>(3) The contractor prepared the site organization chart indicating phone numbers and emails of key staff;</p>	
<p>(4) Documentation used for supervision and quality assurance have been handed over to CCC;</p>	
<p>(5) The contractor informed, that some nominated key staff during the PQ and Tender Process is no longer available for the project and it is planned to assign substitutes. The supervisor informed, that this requires the official approval of the client. The contractor is requested to prepare a proposal indicating all staff, which shall be substituted and provide the CVs of any new staff for approval to the Client / Supervisor. It is of major importance, that at least the site manager has good knowledge of English language in order to understand drawings, Specifications and communicate with the supervising staff. Proposal and CVs shall be submitted by latest Friday, 11.11.2016 close of business, or the employer will order to stop all works.</p>	
<p>4.2 Change of Design</p>	<p>CCC 2nd reminder</p>
<ul style="list-style-type: none"> - Location of well has been shifted to avoid cross contamination of septic tank from neighbouring plot; - Reinforcement plans for Ground beams have been changed by DG; - Foundations fitted with roof gutter outlet need to be changed, technically not feasible, diameter of pipe needs to be reduced; - Reinforcement plans for 3 classroom building need to be carefully checked and if necessary revised: small grid of reinforcement may not allow pouring of concrete. Detailed drawings will be prepared and forwarded to DG for comment. 	<p>CCC / SE</p>
<p>4.3 Site survey</p>	
<p>The site survey has been done; minor deviation from the tender survey has been identified, which does not affect the construction and / or master plan. Survey data have been filed for later reference. The survey plan is attached for reference.</p>	<p>Info</p>
<p>4.4 Civil constructions</p>	
<ul style="list-style-type: none"> - Excavation works for foundations have been commenced for three building; - Concrete works for the foundations have been commenced and completed by approximately 50 % to date; - Backfilling of foundations have been commenced; - Brick masonry works for the retaining walls for Building 04 have been commenced; 	

5 CONTRACT ADMINISTRATION

The performance bond and the insurance policy have been submitted.

Info

5.1 Drawings & Documents

The contractor received a complete set of CAD drawings during the tender. The contractor has been reminded to prepare shop drawings to the SE for approval prior execution of works. The shop drawings shall be always up to date and maintained in the folders for later reference.

Info

5.2 Site Instructions and Correspondence

Six site instruction have been issued during the reporting period:

SI 01: Storage of construction material during wet season;
SI 02: Compaction of soil in pits prior installation of sand and pouring lean concrete;
SI 03: Installation of galv. flat steel as electrical earth towards reinforcement steel;
SI 04: Stop of excavation and backfilling works when raining;
SI 05: Backfill shall be installed in layers of max. 40 cm and densely compacted before installing next layer;
SI 06: 1) Submit brochures and specifications of cement applied, 2) Prep. epoxy adhesive for Rebar anchoring, 3) Remove masonry formworks for round columns.

5.3 Sub-Contractors

Nothing to report.

6 PROJECT MANAGEMENT

The implementation of works and management of the contract follows 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 warning boards established and maintained. Close the construction fence and hire guards!

CCC

6.3 Plant And Site Staff

The Contractor's personnel will be recorded in the Site Diary starting from the date from Monday, 26 of September 2016.

Machines and Plant: Heavy Equipment has been mobilized on Saturday, 24 of September 2016.

The following staff on site was reported by today:

Staff:

Engineers: 4 pax
Foremen: 5 pax
Labour: 40 to 60 pax, depending of weather conditions and work

Plant:

Office / Survey equipment:	1 set
Excavator:	2 units one on standby
Bar bending tools:	1 set
Concrete mixer / Vibrator:	3 units
Welding tools:	1 set
Prefabricated formworks:	appr. 300 sqm

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 Consultant for approval prior purchase or installation.

Reinforcement steel and concrete mix designs have been tested in certified laboratories.

6.5 Standard of Work

CCC is reminded to pay attention for proper compaction of fill.

7 MEASUREMENT AND PAYMENT

CCC informed, that they will apply for an advance payment, the corresponding bond and invoice have been submitted.

7.2 EXTRA WORK & VARIATION ORDERS

Nothing to report.

7.3 DELAYS & CONTRACT TIME ADJUSTMENT

Nothing to report.

8. GENERAL, NEXT SITE MEETING

The next site meeting is scheduled on 30.11.2016 at 3 pm at the construction site.

CONTACTS

Name: S. Meenken Mobile: 020 5513754 E-Mail: Stefan.meenken@gmail.com	Name: Mobile: E-Mail:
Name: Mangkone Dimavong Mobile: 020 234 537 84 E-Mail: kdimavong@yahoo.com	Name: Mobile: E-Mail:

APPROVAL OF MINUTES

Chitchareune

DATE

Supervisor

DATE

Employer

DATE

Enclosures:

- Updated programme of work
- Survey plan