

MINUTES OF MEETING

Meeting No. **06**
Date: **01/03/2017**

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: 530,429
Percentage certified: 14.4 %
Amount paid to date: 1,084,779.37 USD
Time elapsed: 5 months / 40 %

2. MEETING RECORD

Meeting Venue: LJH

Time: 15:00

Present: S. El Moutaoukil, M. Benguigui, Laurent, Serge, Cedric (LJH)
Stefan Meenken / Phokham (Supervising Engineers)
Phonexay / Khamphone / Bounheng (DG)
Keo Ladtana / Mr. Cuang, Tien (CCC)

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 Contractor submitted the programme of work.
The time schedule shall be always up to date, any delay to be announced in written.

4 PROGRESS AND TECHNICAL ISSUES

4.1 General:

- (1) The monetary progress stands at approximately 600,000 USD / 16 %;
- (2) The transformer shall be located along the access road in front of the Administration building. The size of the transformer shall be confirmed by DG.
- (3) The water of the deep well should be chemically analysed, TDC will take a sample, the debit shall be confirmed;
- (4) The drawings regarding the data network, telephone including BoQ and technical specifications still need improvement. The content shall be crosschecked against the requirements of the Architect's Programme.
- (5) The furniture plans for the science class rooms have been revised during the meeting.
- (6) CCC commenced the works on 18.02.2017 after a 4 weeks break.
- (7) According to the Architect's programme the electric network should be equipped with a stabilizer, which has not been considered during the detailed design. The supervisors and DG will consult an electric engineer to clarify whether such device is urgently necessary.
- (8) All floor plans and master plans shall be updated considering the latest changes e.g. science rooms, bath rooms in sports hall...

4.2 Change of Design

- Air Conditioner: The contractor has been requested to submit a quotation for the alternative , simplified proposal for the Air Conditioner.
- The drainage plans have been revised, cost implications shall be calculated by CCC;
- Arrangement of toilets and showers in building 05 has been revised.
- Additional walls, benches and net shall be constructed around the sports hall. Payment by savings from fencing around the compound. **Supervising staff prepared a proposal and Variation Order for negotiation with the contractor.**
- The main entrance and the fence around the entire compound shall be secured. DG will provide detailed drawings and a BoQ for requesting a quotation of CCC.
- One small store shall be constructed in the back of the climbing wall for storing sports equipment. DG will provide drawings and a BoQ for negotiations with CCC.

Action by

**Reminder /
DG**

Reminder

DG

LJH

Info

**Superv. /
DG**

DG, CCC

CCC

DG

DG

Info

DG

4.3 Site survey

The site survey has been done, the finishing floor level of the buildings will be 155.550 above sea level; minor deviations from the tender survey has been identified, which do not affect the construction and / or master plan. Survey data have been filed for later reference.

Info

4.4 Civil constructions

- Excavation works for foundations have been completed for all buildings;
- Concrete works for the foundations have been completed for all buildings;
- Ground floor slabs for building 1, 2, 4 & 5 have been completed
- Brick masonry works have been commenced for 3 buildings;
- RC superstructure for Building 04 has been completed;

5 CONTRACT ADMINISTRATION

5.1 Drawings & Documents

The shop drawings are up to date and maintained in the folders for later reference.

Info

5.2 Site Instructions and Correspondence

No site instructions have been issued during the reporting period:

Info

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 **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:	60 pax

Plant:

Office / Survey equipment:	1 set
Excavator:	2 units
Bar bending tools:	2 set

Concrete mixer / Vibrator:	4 units
Welding tools:	2 set
Prefabricated formworks:	appr. 800 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 Supervisors 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.

6.5 Standard of Work

Nothing to report.

7 MEASUREMENT AND PAYMENT

The advance payment and the IPC 01 have been released to date, the contractor received the amount of 1,084,779.37 USD so far.

7.2 EXTRA WORK & VARIATION ORDERS

- Additional walls, benches and net to be installed around roofed sports area;
- Air conditioning system shall be changed;
- Additional door at main entrance and modifications of fence shall be applied;
- Drainage plan has been revised, cost implications to be calculated.
- Closed storage in the back of the climbing wall;
- 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;
- Outside showers at pool area approx. 6 -10 units;
- Sun sail shading the pool area.

7.3 DELAYS & CONTRACT TIME ADJUSTMENT

The works are behind the initial construction schedule, CCC is requested to update the schedule and balance the time lost so far.

8. GENERAL, NEXT SITE MEETING

The next site meeting is scheduled on 29.03.2017 at 14:00 am at the construction site.

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