

MINUTES OF MEETING

Meeting No. **07**
Date: **29/03/2017**

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: 6 months / 46 %

2. MEETING RECORD

Meeting Venue: LJH

Time: **15:00**

Present: S. Matthey, S. El Moutaoukil, M. Benguigui, 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**

	<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 programme of work needs to be updated considering the current delay. The contractor shall mobilize additional labour and provide construction material to compensate the delay.</p>	
<p>4 PROGRESS AND TECHNICAL ISSUES</p>	
<p>4.1 General:</p>	
<p>(1) The monetary progress stands at approximately 1.1 mio USD / 30 %;</p>	
<p>(2) The debit of the deep well is 3 m3/h, a water sample has been sent to the laboratory of Nam Papa Vientiane for analysis;</p>	
<p>(3) 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.</p>	<p>DG</p>
<p>(4) The furniture plans for the science class rooms have been completed, the plans updated accordingly.</p>	<p>Info</p>
<p>(5) The installation of a power stabilizer as proposed within the Architects programme has been assessed as not necessary by an electrical engineer. The costs for a stabilizer shall be estimated by requesting quotations.</p>	<p>Superv. / DG</p>
<p>(6) All floor and the master plan shall be updated by the supervising staff considering: changed furniture plans, storage area in the back of the climbing wall, showers at the pool, additional toilet at the sports ground, tribunes...</p>	<p>Superv.</p>
<p>4.2 Change of Design</p>	
<p>- Air Conditioner: The contractor has been requested to submit a quotation for the alternative / simplified proposal elaborated by the supervising staff;</p>	<p>CCC</p>
<p>- The drainage plans have been revised, cost implications shall be calculated by CCC;</p>	<p>DG</p>
<p>- Arrangement of toilets and showers in building 05 has been revised.</p>	
<p>- Additional walls, benches and net shall be constructed around the sports hall. Payment by savings from fencing around the compound. <i>Supervising staff prepared a proposal and Variation Order for negotiation with the contractor.</i></p>	<p>CCC</p>
<p>- 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.</p>	<p>Info</p>
<p>- 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.</p>	<p>DG</p>
<p>- The pool area shall be outfitted with outdoor showers, a spectator tribune and a shading roof.</p>	

- Ventilation for the stores located below the staircase of building 04 shall be considered: door shall be outfitted with louvers and louvers installed into the wall.
- The kitchen area requires floor drainage.
- The high rised windows in the staff rooms attached to the kitchen have been assessed as not favorable.
- Electric installations: Light switches shall be mounted at each entrance / exit of each room.
- Building 05: outside wall in room “Pediluve Asperseurs” shall be demolished.
- Floor drains (2 unit) in all science rooms in building 04 shall be added;
- Building 05: the floor in the sports hall shall be changed from tiles to linoleum. **DG shall prepare a proposal for quotation to Chitchareune.**
- Chitchareune shall prepare a quotation for a epoxy resin finishing of the floor in the roofed sports area.

DG

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; 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 all buildings have been completed
- Brick masonry works have been commenced for all buildings;
- RC superstructure for Building 04 has been completed;
- Plastering works have been commenced;
- Pool: slab casted and formworks and reinforcement for walls have 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

One site instructions have been issued during the reporting period:

Info

No. 1: Cleaning of construction site.

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 -70 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

- Plastering works: CCC has been reminded to wash the sand prior plastering;

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. CCC informed to submit the IPC 02 before Lao New Year.

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 and spectator tribune.

DG

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 26.04.2017 at 15:00 am at the construction site.

CONTACTS

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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