

MINUTES OF MEETING

Meeting No. **08**
Date: **03/05/2017**

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: 1.103 mio USD
Percentage certified: 29.84 %
Amount paid to date: 1.443 mio USD
Time elapsed: 7 months / 54 %

2. MEETING RECORD

Meeting Venue: LJH

Time: **15:00**

Present: S. Matthey, S. El Moutaoukil, M. Benguigui, Cedric, Jerome, Laurent, Dominique (LJH)
Stefan Meenken / Phokham (Supervising Engineers)
Phonexay / Khamphone / Bounheng / Phountavanh (DG)
Keo Ladtana / Mr. Cuang, Tien, Phonsy (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 has been updated and distributed on 02.05.2017. The contractor is asking for a grand extension of time of one month.</p> <p>The schedule has been validated and accepted by the client.</p>	
<p>4 PROGRESS AND TECHNICAL ISSUES</p>	
<p>4.1 General:</p>	
<p>(1) The monetary progress stands at approximately 1.3 mio USD / 35 %. The construction progress is estimated to 45 – 50 %, the works are some 1 to 1.5 months behind schedule. CCC is committed to put more people on the site to make up for the lost time.</p>	<p>CCC</p>
<p>(2) The debit of the deep well is 3 m3/h; the laboratory results are not yet available. The Project manager shall assist getting the results.</p>	
<p>(3) The drawings for the data network, telephone including BoQ and technical specifications urgently need to be completed and submitted to the LJH for validation. The implementation of works is suffering of delay due to the missing plans. DG committed to submit the updated complete plans in the second week of May. The project manager shall follow up the commitment closely.</p>	<p>DG / PM</p>
<p>(4) The costs for a power stabilizer have been asked: One single phase, 16 A device is approx. 500 USD, one computer room would require 2 units.</p>	
<p>(5) All floor and the master plan have been updated by the supervising staff.</p>	
<p>(6) The LJH stressed, that the Administration and Classroom building must be completed in due time in order to install the furniture. The proposed opening of the School is scheduled for mid January 2018; the date cannot be postponed.</p>	
<p>(7) DG structural engineer shall check whether the steel column on the left hand site of the stage at the amphitheatre can be removed; the column on the right hand site shall be removed anyway.</p>	<p>DG</p>
<p>4.2 Change of Design</p>	
<p>- Air Conditioner: Chitchareune subcontracted Midea Thailand for the preparation of an alternative proposal for the Air conditioner, which is under preparation. A meeting between the Thai engineers and the supervising staff took place beginning of May.</p>	<p>Info</p>
<p>- The drainage plans have been revised, no cost implications arise.</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. Supervising staff prepared a proposal and Variation Order for negotiation with the contractor, the additional costs amount to approx. 6,000 USD.</p>	<p>CCC</p>

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|--|---------|
| - The main entrance and the fence around the entire compound shall be secured. DG will provide detailed drawings and the BoQ to the LJH for validation in the second week of May. | DG |
| - One small store shall be constructed in the back of the climbing wall for storing sports equipment. DG will provide drawings and a BoQ to the LJH for validation in the second week of May. | DG |
| - The pool area shall be outfitted with outdoor showers, a spectator tribune and a shading roof. | |
| - 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. | |
| - The kitchen area requires floor drainage. | |
| - The window openings in the staff rooms attached to the kitchen have not been constructed according to the plan. | |
| - Electric installations: Light switches shall be mounted at each entrance / exit of each room. | |
| - 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 PU-Flooring. DG estimates the costs to approx. 55 USD per sqm; Additional costs are estimated to approx. 8000 USD. DG will provide all product details to the LJH and the contractor. | DG |
| - Building 06: Epoxy resin finishing shall be applied for the roofed sports area. DG will provide all product details to the LJH and the contractor. Additional costs are estimated to 24,000 USD. | DG |
| - Chitchareune shall prepare a quotation for a epoxy resin finishing and the PU flooring for the sport grounds; | CCC |
| - LJH teachers propose to prepare additional main cables to the canteen for later AC installation at the dining area. The supervisor will estimate the costs. | PM |
| - Each store in building 04 shall be outfitted with one duplex socket. | |
| - Admin building: Teacher's rest room, piping for sink has been omitted. | |
| - Admin building: Teacher's reprography room, the window opening has not been prepared. | |
| - Class room building: the corners of the bricked benches shall be sanded. | |
| - Staff rest room shall be outfitted with a sink in accordance with the programme. | |
| - Chitchareune shall submit proposals for the laboratory benches for building 04. | CCC |
| - DG and the project manager shall prepare a proposal for the dismantable podium for the Music Room, B 43. | PM / 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;
- Structural concrete works for all buildings are nearing completion;
- Brick masonry works have been commenced for all buildings, status of completion approx. 80 %;
- Plastering commenced, status of completion approx.50 %;
- Pool reinforced concrete works have been completed;
- Roofing works commenced, trusses for building 3 completed so far and for building 04 completed by about 50 %;

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.
- Chitchareune send a letter explaining reasons for the current delay and requested a grant extension of time of one months.

Info

5.3 Sub-Contractors

- Midea Thailand has been subcontracted for the design and installation of the Air conditioners.

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:	35 - 45 pax

Chitchareune has been requested to increase manpower in order to keep up with the construction schedule and compensate the delay.

CCC

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.

Chitchareune has been requested to urgently submit samples for:

- Doors and windows;
- Handrails for Building 04;
- Furniture;

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

During the meeting the following materials have been selected:

- Pool tiles: Dawn blue and Navy blue for the lines;
- Roof tiles: Elephant brand, orange color;

6.5 Standard of Work

- Sharp edges on bricked benches shall be sanded;
- Roof ventilation in building 04 have been omitted;

7 MEASUREMENT AND PAYMENT

The advance payment and two interims payments have been released to date. CCC received 1.433 mio. USD.

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, no cost implications arise;
- 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;
- Sports ground flooring will be changed additional costs of 32,000 USD.

7.3 DELAYS & CONTRACT TIME ADJUSTMENT

The works are behind the initial construction schedule. CCC updated the construction schedule and has been requested to increase the manpower.

8. GENERAL, NEXT SITE MEETING

The next site meeting will be scheduled and all parties informed well in advance.

CONTACTS

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APPROVAL OF MINUTES

Chitchareune

DATE

Supervisor

DATE

Employer

DATE

Enclosures:

- None