

MINUTES OF MEETING

Meeting No. **09**
Date: **07/06/2017**

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: 8 months / 61 %

2. MEETING RECORD

Meeting Venue: LJH

Time: **15:00**

Present: S. Matthey, S. El Moutaoukil, Cedric, Laurent, Dominique, Serge (LJH)
Stefan Meenken / Phokham (Supervising Engineers)
Phonexay / Phountavanh (DG)
Keo Ladtana / Mr. Cuang, Phonsy (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 programme of work has been updated and distributed on 02.05.2017. Chitchareune repeatedly failed to meet their own schedule due to shortage of manpower.

The client issued the contractor an extension of time related only for the completion of the buildings 05 and 06, **all remaining facilities shall be completed in due time.**

4 PROGRESS AND TECHNICAL ISSUES

4.1 General:

- | | <u>Action by</u> |
|---|-----------------------------------|
| (1) The monetary progress stands at approximately 1.45 mio USD / 40 %. The construction progress is estimated to max. 50 %, the delay amounts meanwhile to 2 months . CCC is requested to make up for the lost time and mobilize necessary manpower especially electricians, IT engineers to install the cable ducts inside the wall and so being able to continue the plastering works. | CCC |
| (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. | DG / PM |
| (3) The LJH completed the schematic drawings for the data network, telephone and electric outlets. CCC shall elaborate shop drawings in cooperation with DG and the supervising staff. | Info |
| (4) 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. | DG 2nd reminder |
| (5) The windows in the upper floors of building 04 need to be revised. Sliding windows are not allowed here considering French standards and regulations. The windows can be fixed glass elements with upper top hung windows allowing cross ventilation. DG shall prepare the drawings to the school for validation. | DG |
| (6) Samples for the laboratory benches for the science rooms shall be submitted to the LJH for validation. The planned RC counters with ordinary sinks are not applicable. The surface of the counters and the sinks itself need to be chemical resistant. LJH advises to contact Michael Benguigui or Alphalab for assistance. | DG / Supervisors |

4.2 Change of Design

- | | |
|---|------|
| - Air Conditioner: Chitchareune contracted Midea Thailand for the preparation of an alternative proposal for the Air conditioner, which shall be submitted asap for validation. In event no proposal will be submitted the tender design shall be applied. | Info |
| - 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. | CCC |

- The main entrance requires an additional rolling gate for security. The spikes on top of the wall have been cancelled due to budget restraints.	DG
- One small store shall be constructed in the back of the climbing wall. DG will provide detailed drawings and a BoQ to the LJH and the supervisors for validation.	DG/SE 2nd reminder
- The pool area shall be outfitted with outdoor showers, a spectator tribune and a shading roof. Detailed drawings and a BoQ shall be elaborated.	DG/SE 2nd reminder
- 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.	Info
- The kitchen area requires floor drainages following the sketches of the LJH.	Info
- Electric installations: Light switches shall be mounted at each entrance / exit of each room.	Info
- Floor drains (2 unit) in all science rooms in building 04 shall be added;	Info
- Building 05: the floor in the sports hall shall be changed from tiles towards PU or epoxy flooring. Chitchareune submitted the unit rates as followed: a) Epoxy finishing: 28.18 USD per sqm and b) 30 USD per sqm applying Chugoku Brand products. Applying on these proposals would create additional costs of approximately 3,300 USD. Alternatively also the use of Terrazzo could be considered.	Info
- Building 06: The Epoxy resin finishing shall be applied for the roofed sports area. Chitchareune proposed 30 USD per sqm resulting in additional costs of approximately 15,000 USD.	Info
- 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.	Info
- Each store in building 04 shall be outfitted with one duplex socket.	Info

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.

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;
- Structure for climbing wall completed;
- Roofing works commenced. Structures for building 1, 2, 4 and 5 have been completed so far and the installation of roof tiles has been commenced for building 02;
- Drainage works have been completed so far;
- Fencing of the compound completed by more than 80 percent.

5 CONTRACT ADMINISTRATION

5.1 Drawings & Documents

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

CCC

5.2 Site Instructions and Correspondence

- Three site instructions have been issued during the reporting period.

Info

5.3 Sub-Contractors

- Midea Thailand has been subcontracted for the design and installation of the Air conditioners;
- A Thai IT engineer has been entrusted with all network installations.

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 - 40 pax during May, recently increased to 55 to 60 workers

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:	1 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 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.

Chitchareune has been requested to urgently submit a proposal for the climbing wall fixtures. The specifications shall be compliant with European standards!

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

6.5 Standard of Work

Nothing to report.

7 MEASUREMENT AND PAYMENT

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

7.1 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;
- 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 shall be changed additional costs of 15,000 USD.

7.2 DELAYS & CONTRACT TIME ADJUSTMENT

The works are behind the construction schedule.

8. GENERAL, NEXT SITE MEETING

The next site meeting shall be 05.07.2017 at 15:00.

CONTACTS

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APPROVAL OF MINUTES

Chitchareune

DATE

Supervisor

DATE

Employer

DATE

Enclosures:

- None