

DPA

Project Managers
& Facilitators

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GLEBELANDS CRU

TECHNICAL SITE MEETING - MINUTES

PHASE 4

Contract No. 1H-10184

DATE: 09 OCTOBER 2013

Prepared by

DPA PROJECT MANAGERS AND SOCIAL FACILITATORS cc

Date of circulation

25 September 2013

ETHEKWINI MUNICIPALITY HOUSING UNIT

Minutes of Meeting

GLEBELANDS COMMUNITY RESIDENTIAL UNITS (CRU)
CONSTRUCTION OF 32 NEW UNITS: PHASE 4

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CONTRACT NO.1H-10184

Location	QS OFFICES	Time and date: Meeting Started:10h05
		10H00 25 th September 2013

Purpose of meeting Construction Site Meeting No. HANDOVER

Present	Thami Mhlongo (DPA Project Managers and Facilitators cc):	Project Manager	PM
	Joseph Mote (DPA Project Managers and Facilitators cc):	Social Facilitator	SF
	Kamil Ramlaul (LDM Quantity Surveyors)	Quantity Surveyor	QS
	Shaun Moodley (Young & Satharia)	Structural Engineer	SE
	Brian Bobby (MG Architects)	Architect	ARCH
	Yusuf Ghanie (MG Architects)	Architect	ARCH
	Trevor Maphumulo (Ngolela Engineering)	Electrical Engineer	EE
	Walter Ngubane (Ethekwini Human Settlement Unit)	Senior Project Executive	CLIENT
	Xolani Mbali (Ethekwini Human Settlement Unit)	CRU Superintendent	CLIENT
	Blessing Ntaka (Ethekwini Human Settlement Unit)	CRU Superintendent	CLIENT
	Phumza Maba (Motheo Construction Group)	Contractor	C
	Mohamed Nasrullah (Motheo Construction Group)	Contractor	C
	Andrew Jamieson (Motheo Construction Group)	Contractor	C

Apologies

No Apologies

Circulation

All above

Yunus Sacoor (Ethekwini Human Settlement Unit)	Deputy Head	CLIENT
Ian Rout DPA (Project Managers & Facilitators)	Project Manager	PM

1. WELCOME AND INTRODUCTION

- The Chairperson, Thami Mhlongo, welcomed all to the meeting.
- The Chairperson advised that, as DPA Project Manager and Principal Agent, a representative of DPA Project Managers and Facilitators would chair all site meetings.
- The copy of attendance to be emailed to ALL.
- Procedure of Site Meetings:
 - All to be on time for site meetings.
- Attendance and representation- all relevant parties (at least one representative present at all site meetings). No subcontractors invited.
- Site “walk around” after site meetings. ALL
- Future site meetings will be held on site.
- All correspondence regarding the project should replace word “Housing Unit” with Human Settlement Unit. ALL

2. CONFIRMATION OF PREVIOUS MINUTES

- No previous meeting.

3. CONTRACTUAL

3.1 Contract Dates

- Site Handover Date: 25 September 2013
- Start Date: Tentatively 01 October 2013 subject to project enrolment with NHBRC.
- Construction Completion date: TBA
- Contract duration: 12 months (including builders break and public holidays).
- Construction value R 17 556 788.83 inclusive of contingencies and VAT.
- Penalties: R 4580.00 per calendar day.
- This is a fixed priced contract. No CPAP applicable.
- Contractor to present a detailed construction works programme to the Project Manager and prior to commencement on site. C

3.2 Contract And Other Documentation

- Project QS to obtain a copy of the contractor’s tender document from tender section in order to balance the contractor’s rates. QS
- The Quantity Surveyor and Contractor are to arrange the signing of the Contract and present a copy of all documents to the Project Manager. QS/C
- Insurances and sureties to be handed to the Client. A surety bond is required as stated in a letter of award and must conform to the stated requirements. Contractor was advised that if these are not in place, payments will be on hold. C
- Quantity Surveyor to check timeously that all documents are in place and updated before presenting valuations for payments. QS/C
- All valuation for payment must accompany labour statistics as required in the procurement policy document. Monetary value must be shown for each category of LABOUR. This also applies to Electrical works valuation. Quantity Surveyor to check before presenting valuation to the Project Manager. Original and copy of each valuation is required from Quantity Surveyor which include the detail of the bill of quantities. QS/C
- Contractor must be registered with NHBRC and the project should be enrolled with NHBRC Noted

prior to commencement of work on site.

- The contract has 2.5% allowance for the provision of skills development and training of the local labour by an accredited service provider.

ALL

3.3 Valuations and Payments

- Quantity Surveyor, Contractor, Human Settlement Inspector and NHBRC Inspector must set up a meeting and all agree on the timing for measuring and preparation of valuation.
- Variation orders- all variations (addition or deduction) will have to be approved by the Client before work is undertaken, and attached to payment certificate.
- The work deemed to be defective will not form part of the valuation.
- Contractor was advised not to order materials prematurely but instead liaise closely with a respective professional.

C/QS/NHBR
C/DoHS

ALL

ALL

C

4. SITE ADMINISTRATION

4.1 Site Establishment

- The Contractor to arrange for temporary services (site services, water, electricity, sanitation). The Contractor will not to make any illegal connections from the existing services at the complex.
- The following was pointed out: For
Electricity: A metred connection is accepted but will be approved by the electrical engineer.
Sanitation: contractor to make his own provision.
Water: A metered water connection to be installed.
- Contractor’s site office location to be finalised in consultation with SF and Development Committee.
- Security- Contractor was instructed to provide his own security for materials and equipment on site.
- Contractor to ensure that provision of access to nearby blocks is provided at all times.
- Construction notice board to be forwarded to PM as soon as possible
- Location of notice board to be discussed with Joseph and CLO
- Site diary to be available on site

C

C

C

C

C/SF

C

C

ARCH

C

4.2 Contract Instructions

- DPA Project Managers and Facilitators appointed as Project Managers by eThekwini Municipality, and are also the Principal Agent for this contract. It’s recorded the Principal Agent has delegated authority, by clause 5.3.2 of the JBCC Principal Building Agreement, to the Architect, the Quantity Surveyor, the Structural Engineer, and the Electrical Engineer to issue site instructions to the Contractor. However, if such instructions may have a cost or time implication on the contract, these should refer to the Project Manager/ Principal Agent/ Client for approval. All site instructions must be issued to the Contractor and not direct to any Subcontractors.
- Confirmation of Issue of Documentation – all drawings issued with double issue slips, one of which signed by the Contractor. Copies of issue slips given to the Project Manager.
- All defects lists issued to contractor to be regarded as site instructions. Further instruction may be issued by means of site instruction book on site, email, drawings issued and facsimile.
- Site instruction book to be kept on site
- No verbal instruction will be entertained.
- All site instructions issued to be forwarded to the Project QS.

ALL

ALL

Noted

4.3 Contractor's Representative, Working Hours and Site Meetings

- Contracts Manager will be Andrew Jamieson and all correspondence will be directed to him. C
- Contractor to provide his organogram for key personnel on site. C
- Contractor's working hours will be:
Mondays to Fridays: 07h00 to 16h30 and alternative Saturday from 7h00 to 14h00 C
- The Contractor is to adhere to the Special condition of contract, 'identification of staff' clause. C
- The labour rates should be kept similar across the complex to avoid unnecessary commotion or strike on site. C
- The CLO rates should also be standardised across all CRU projects. PM/CLIENT

4.4 Community Liaison Officer (CLO)

- The CRU Development Committee will be electing a CLO for this contract following due processes. C
- The Contractor finds all local labour through the CLO. The contractor must follow the procedures spelled out in the Procurement Document when employing labour and sub-contractors. Should there be variance to the document the Principle Agent must be informed in writing and all relevant parties (Councillor, Community Leadership etc.) informed and must approve of the changes before any implementation. C
- Meeting is tentatively scheduled for the 30th September 2013 to introduce the contractor to development committee. C/SF

5. CONTRACTOR'S REPORT

5.1 Information required by Contractor/ Construction Details

- Contractor must notify the relevant professional team representative at least 24 hours in advance should the Contractor need them on site.

5.2 Information Required from Contractor

- Contractor provides to all, for every site meeting an electronic copy which includes:
Plant schedule. C
Labour schedule.
Rainfall data – Contractor would provide updated information.
Health and safety minutes.
Contractor to table at every meeting an Information Required Schedule. Copies distributed to the Professional Team at the meetings. C

5.3 Programme and Progress

- At every site meeting, the Contractor to present a Progress Report, showing percentage completion of services. C
- At all site meetings, the Contractor would discuss progress against the baseline programme. C
- Contractor's programme and progress report to be emailed to ALL by latest two working days prior to the next site meeting. C

5.4 Sub-Contractors

- Only Domestic Sub-contractor

6. QUALITY CONTROL

- The architect and engineers will be monitoring the quality of works. There is a possibility of **EE/SE/Arch** getting services of a CoW from the Client.
- All required tests to be conducted to the satisfaction of the engineer. **C**
- Contractor to take care when stockpiling materials on-site. **C**
- Progress photos to be taken by contractor for various stages of construction. **C**

7. OCCUPATIONAL HEALTH & SAFETY

- Contractor to compile an Occupational Health and Safety Plan, and present this to the Project Manager prior to commencement on site. **C**
- One rep for every 25, for all labour. One rep for every 50, for First Aid.
- Contractor to set up a Safety Representatives Committee with subcontractors and hold monthly meetings. Minutes of the Safety Representative meetings sent to Project Manager.
- Contractor to hold weekly "toolbox" meetings.
- Contractor needs to liaise with the CLO, to select labour and begin the health and safety induction. **C**
- A Safety Report must be provided by the Contractor at each site meeting. **C**
- Contractor to ensure that all of their personnel equipped with the proper protective clothing. **C**
- Contractor to fence off the construction works and safely secure work in public areas as well as take the necessary safety precautions at these areas after dark. This is important as the contractor will be working in an inhabited area. **C**
- Contractor to provide proof of competence of all key personnel on-site. **C**
- Contractor to adhere to all health and safety control. **C**
- Contractor to record, report each and every accident on site and follow up procedures must be in place. **C**

8. ENVIRONMENTAL ISSUES

- Contractor to ensure extra care is taken when stockpiling material on site. **C**
- General care of the site to be adhered to at all times.
- An authentic mining certificate is to be provided. Tally sheets to be provided for all materials removed off site for record purposes.
- Dust control measures must be in place.

9. DESIGN/TECHNICAL ISSUES

9.1 Architect

- 3 Sets of working drawings were issued to contractor and 2 sets to PM
- Both EE and SE/CE to forward soft copies of drawings to architect.

9.2 Structural/Civil Engineer

- 3 Sets of working drawings were issued to contractor

9.3 Electrical Engineer

- Contractor to ensure that the electrical contractor provide the following
 - a) Copy of the Wireman' license of the responsible person of the Electrical Contracting
 - b) Experience of the subcontractor
 - c) Provide a lightning protection certificate for the buildings

9.4 **Quantity Surveyor**

- Blank copy of BoQ issued to contractor.

10. **GENERAL**

- A site visit has been scheduled for next week Tuesday, 2nd October 2013 to view the site.
- The register is to be scanned and emailed to all and sundry.

11. **FUTURE MEETINGS**

11.1 **Next Meeting**

The next meeting will take place on 09 October 2013 @ 11h00 on-site.

11.2 **Future Meetings:**

TBA

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For Motheo Construction Group

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Signature

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Date

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For DPA Project Manager & Facilitators

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Signature

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Date