



Minutes of Site Meeting No. 6

Venue: Road Authority Office
Date: 08 October 2024
Time: 10h30

SAFE ROADS TO PROSPERITY

Contract No. **W/RB/RA-02/2021_VO3**

Project Description: **Light Rehabilitation of TR8/4 (78 km in total between Rundu and Divundu in the Kavango East Region)- Phase 3_VO3 Upgrading of John Mutorwa Street (AMTA road) to Bitumen Standards, Low Volume sealed road.**

Roads Authority of Namibia	Element Consulting Engineers	CHICO Construction Namibia
Address P.O. Box 12030 WINDHOEK	Address P.O. Box 11598 WINDHOEK	Address P.O. Box 40851 WINDHOEK
Tel (061) 284 7019	Tel (061) 309 416	Tel (061) 307488
Fax (061) 284 7148	Fax (061) 309 412	Fax (061) 307489
Email: muatjetjejam@ra.org.na	email hentie@element.com.na	email chiconamibia@c-chico.com
Representative: Mr. M. Muatjetjeja	Project Eng.: Mr. H Kotze	Project Manager Mr. Wang Qiang
Rundu Maintenance Region	RE: Mr. T.I Shifugula	Site Agent: Mr. Rodney Gawiseb
Email: chigumirak@ra.org.na		
Representative: Mr. K. Chigumira		

SUMMARY OF CONTRACT DETAILS

Contractual dates & periods	Signing of Contract	20 March 2024
	Commencement	20 March 2024
	Contract Period	6 months
	Completion	20 September 2024
	Extension of Time Awarded	0 days
Contract amount	Original Contract amount	N\$ 227 806 179.12 (incl.VAT)
	including VO1 & VO2:	
	Additional Amount VO3	N\$ 23 864 070.97 (incl.VAT)
	Estimated Final Value	N\$ 251 670 250.09 (incl.VAT)
Progress	Amount Certified to Date	N\$ 23 385 266.81 (incl. VAT)
	Percentage Certified	98.0%
	Time Lapsed Construction	99.9%
	Ahead/Behind	2 weeks behind

Abbreviations

Full Name

RA	Roads Authority
ENG	Engineer
RE	Resident Engineer
CON	Main Contractor



1	WELCOME The attendees were welcomed by the Resident ENG Mr. TS.				Action																												
2.1	ATTENDANCE <table border="1"><tr><td>Kennedy Chigumira</td><td>KC</td><td>Regional Manager: Maintenance</td><td>Roads Authority</td></tr><tr><td></td><td></td><td>Rundu</td><td></td></tr><tr><td>Travolta Shifugula</td><td>TS</td><td>Resident Engineer</td><td>Element C.E</td></tr><tr><td>Udi Nelumbu</td><td>UN</td><td>Intern Engineer</td><td>Element C.E/Roads Authority</td></tr><tr><td>Rodney Gawiseb</td><td>RG</td><td>Site Agent</td><td>CHICO</td></tr><tr><td>Li Hongwen</td><td>LH</td><td>Site manager</td><td>CHICO</td></tr><tr><td>Tony Cui</td><td>TC</td><td>Assistant Site Agent</td><td>CHICO</td></tr></table> APOLOGIES Hentie Kotze Wang Qiang Tenga Boniface Christine Sanzila					Kennedy Chigumira	KC	Regional Manager: Maintenance	Roads Authority			Rundu		Travolta Shifugula	TS	Resident Engineer	Element C.E	Udi Nelumbu	UN	Intern Engineer	Element C.E/Roads Authority	Rodney Gawiseb	RG	Site Agent	CHICO	Li Hongwen	LH	Site manager	CHICO	Tony Cui	TC	Assistant Site Agent	CHICO
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3	MINUTES OF THE PREVIOUS MEETING <ul style="list-style-type: none">- The minutes of the previous meeting were accepted as a true reflection of proceedings and signed after the meeting.- PROGRAM OF WORKS (pg. 3-1 in progress report) <ul style="list-style-type: none">- The approved Programme of works was being adhered to by the CON. All is in order.																																
4																																	
5	PROGRESS (pg. 3-1 in progress report) <u>AMTA & UNAM Road</u> <ul style="list-style-type: none">- All Major works are 100% complete.- Only the road marking is outstanding, the pre-marking has been completed and the CON currently awaits the sub-contractor to return to site in two weeks' time to complete the road marking.- An additional sub-contractor for the road-marking may be required in case the work is to be completed on time.																																

5.1	Establishment - 100% Established.	
5.2	Clearing & Grubbing - 100% Completed.	
5.3	Overburden, Excavation & Hauling - 100% Completed.	
5.4	Rip and Compaction of Existing Road as SSG Layer - 100% Completed.	
5.5	Services - 100% Completed.	
5.6	Culverts - 100% Completed.	
5.7	Subbase - 100% Completed.	
5.8	Base and Shoulder - 100% Complete and Primed.	
5.9	Cape Seal - AMTA Road: 100% - UNAM Road: 100%	
5.10	Ancillary Works - 100% complete, only road marking is outstanding.	
5.11	Road Markings - pre-marking and arrows are 100% complete. - Road Marking is 0% completed. To be completed in 2 months.	
6	CONTRACT ADMINISTRATION	
6.1	Drawings & Documents - Everything is in place.	
6.2	Site Instructions & Correspondence - 22 Site instructions have been issued for the works to date and have been documented in the progress report. <i>(Page. 5-1 in progress report)</i>	

6.3	Site Diary <ul style="list-style-type: none"> - Signed and up to date. 	
7	RESOURCES	
7.1	Plant <i>(Page. 4-2 in progress report)</i> <ul style="list-style-type: none"> - All is in order. 	
7.2	Personnel <i>(Page. 4-1 in progress report)</i> <ul style="list-style-type: none"> - All required personnel are on site and are listed in the progress report. 	
7.3	Materials <ul style="list-style-type: none"> - Everything is in place. 	
7.4	Subcontractors <i>(Page. 4-1_ 4-3 in progress report)</i> <ul style="list-style-type: none"> - There has been a total number of six subcontractors on site to date, two for road marking, an additional two for edge beams, one for road signs and one for the provision of labor. Only one subcontractor for road markings remains for the outstanding works. 	CON
8	ENVIRONMENT & SAFETY	
8.1	Traffic Accommodation <u>AMTA Road</u> <ul style="list-style-type: none"> - The back-to-back danger plates on the culverts have been mounted. <u>UNAM Road</u> <ul style="list-style-type: none"> - The RE mentioned that the bypass at a specific section (approximately 100m) along D3402 appears to be too high and the CON was advised to place danger plates and/or danger tape at this area for traffic safety purposes. 	
8.2	Environmental Issues <ul style="list-style-type: none"> - Nothing to report 	
8.3	Health and Safety <ul style="list-style-type: none"> - Nothing to report 	
9	COMMUNITY <ul style="list-style-type: none"> - The Water Treatment Plant Project Team installed their concrete sleeve, it was advised that they backfill in 2-3 layers daily to avoid entrapping too much moisture, their work looks satisfactory. Furthermore, they performed density tests on their layer works. The test results will be forwarded to the RE for approval ensuring that their compaction work is adequate. No concrete slab was installed due to sufficient cover as initially discussed. 	

10	DISCUSSIONS ON SITE <ul style="list-style-type: none">- The team visited John Mutorwa Road (AMTA), stopping at the Puma service station exit where a truck damaged the road via an illegal turn. The team liaised with the service station manager and advised him to alert to truck drivers to avoid making such turns in the future. Similarly, there was additional road damage further along John Mutorwa Road (AMTA) close to the intersection with TR803. It appears a truck made an illegal turn causing damage too.- Both instances resulted from mechanical damage, and the CON was instructed to perform repair works whereby they will be compensated for.- The team proceeded to UNAM Road and observed the areas where sleeves were installed. There were two sleeves remaining and the RE proposed them to be installed at 0+100 and 0+300. Danger plates and/or danger tape were recommended along the road section where the bypass was high, for traffic safety purposes.- The team observed the presence of ants/termites on top of the SSG layer, the RE recommended ant-poison to be applied before any subbase material was tipped.- Furthermore, the team visited the borrow pit where the CON was busy mining G6 material for the subbase, Test results from the stockpile confirmed that the material is G6 so everything is in order.- There is another G5 stockpile at the same borrow pit intended for base layer construction the RE recommended that CON blends the material for consistency with the initial G5 Borrow pit material across the road with oversized stone to help strengthen the layer and keep the base layer along entire 1.9km uniform. Suggesting Perhaps 6 parts of one stockpile and 4 parts of the other stockpile prior hauling. The grid roller will be used to break down any oversized material.	
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11	STANDARD OF WORK <ul style="list-style-type: none">- Everything is in order						RE																																									
11.1	Quality control <ul style="list-style-type: none">- All material results are in order.																																															
12	TECHNICAL ISSUES <ul style="list-style-type: none">- Nothing to report																																															
	SURVEY & SETTING OUT <ul style="list-style-type: none">- Nothing to report																																															
13	MEASUREMENT & PAYMENT																																															
14	<table><tr><th>No.</th><th>Value (incl. VAT)</th><th>Date Received by ENG</th><th>Date received by Client</th><th>Date paid</th><th>Payment Delay (Days)</th></tr><tr><td>1/19</td><td>N\$3,597,492.49</td><td>26/04/2024</td><td>29/04/2023</td><td>17/06/2024</td><td>19</td></tr><tr><td>2/20</td><td>N\$3,069,030.89</td><td>23/05/2024</td><td>24/05/2023</td><td>03/07/2024</td><td>10</td></tr><tr><td>3/21</td><td>N\$3,956,696.04</td><td>27/06/2024</td><td>27/06/2024</td><td>31/07/2024</td><td>4</td></tr><tr><td>4/22</td><td>N\$7,515,205.60</td><td>29/07/2024</td><td>29/07/2024</td><td>02/09/2024</td><td>4</td></tr><tr><td>5/23</td><td>N\$4,410,089.30</td><td>29/08/2024</td><td>29/08/2024</td><td>29/04/2028</td><td>27</td></tr><tr><td>6/24</td><td>N\$1,318,263.68</td><td>19/09/2024</td><td>19/09/2024</td><td>19/09/2024</td><td></td></tr></table>							No.	Value (incl. VAT)	Date Received by ENG	Date received by Client	Date paid	Payment Delay (Days)	1/19	N\$3,597,492.49	26/04/2024	29/04/2023	17/06/2024	19	2/20	N\$3,069,030.89	23/05/2024	24/05/2023	03/07/2024	10	3/21	N\$3,956,696.04	27/06/2024	27/06/2024	31/07/2024	4	4/22	N\$7,515,205.60	29/07/2024	29/07/2024	02/09/2024	4	5/23	N\$4,410,089.30	29/08/2024	29/08/2024	29/04/2028	27	6/24	N\$1,318,263.68	19/09/2024	19/09/2024	19/09/2024
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15	EXTRA WORK <ul style="list-style-type: none">- The 600m road section along D3402 (UNAM Road) is 100% complete with only road marking works still outstanding.- The remaining 1.9Km will fall under a separate contract.- Guard Rails are required at the following T-Junctions (John Mutorwa Road - TR803, UNAM Road -D3402, TR804 and UNAM Road. This will be covered under the next Contract of UNAM Road.						RE																																									
16	<ul style="list-style-type: none">- The MVA road sign will need to be reinstated. DELAYS & CONTRACT TIME ADJUSTMENT <ul style="list-style-type: none">- Nothing to report																																															
17	CLAIMS <ul style="list-style-type: none">- None																																															
18	PREVIOUSLY UNRESOLVED ISSUES <ul style="list-style-type: none">- Nothing to report						CON																																									
19	INFORMATION REQUIRED																																															
19.1	By Employer <ul style="list-style-type: none">- None.																																															

19.2	By Consultant <ul style="list-style-type: none">- None.	RA
19.3	By Contractor <ul style="list-style-type: none">- None.	ENG
20	GENERAL <ul style="list-style-type: none">- Nothing to report.	
21	MEETING SCHEDULE <ul style="list-style-type: none">- 14 or 21 November 2024, Date to be Confirmed.	

SIGNING OF MINUTES

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Roads Authority

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Element Consulting Engineers

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China Henan International
Cooperation Group (Pty) Ltd