

MCST 3564- WCEGA PLAZA & TOWER – REPAIRS AND REPAINTING WORKS 2019

Contract Meeting No. 8: 20th September at 2:30PM
Venue: Management Office Meeting Room

Minutes of Meeting

Present:

Client: Ben Tan K.C. Ong
 (MCST 3564) Catherine Kweh Danny Teo
 Dave Yeo Terry Goh

Managing Agent- Nicholas Leong C.K. Sim
 (Newman & Goh) Rayan Lim Em Tan

Contractor Kwek Seng Lee Joseph Isip
 (Berger Paints)- Jason Kwek K Senthamil

Consultant- Alex Arditti (BJBS)

RTO- Mr Simon Yu

Minutes of Previous Meeting

1.1.1 Satisfactory.

No.	Description	Action by	Due Date
1.2	Commencement and completion dates		
	Commencement: Monday 18 th March 2019 Completion: Saturday 3 rd August 2019 Programme: 20 Weeks-		

1.3 PROGRESS:

Week No: 26 **Date:** 30/ 09/ 2019

Item	Contract completion	Site completion
PRELIMINARIES		
Setting Site Office/ Site Storage		100%
Pre- Condition Survey		100%
Erect Project Sign Board		100%

Item	Contract completion	Site completion
TOWER		
<i>External Works (Cleaning and Sealants/ Gaskets)</i>		
Toh Tuck Ave	75%	81%
Facing PIE	75%	
Bukit Batok Crescent	75%	
Facing Plaza	80%	
Airwell	100%	
<i>Internal</i>		
Corridors	98%	86.25%
Lift Lobby	50%	
Staircase	98%	
Car Park	98%	
PLAZA		
<i>External</i>		
Toh Tuck Ave	77%	50.50%
Bukit Batok Street 23	36%	
Main Entrance	13%	
Facing Tower	80%	
Air Well	47%	
<i>Internal</i>		
Level 02 to 09	81%	79.01%
Lift Lobby	50%	
Staircase	86%	
Car Park	98%	
Notes:		

Item		Site completion	
TOWER- LOBBY WALLS			
Levels 2 to 11	Hacking		100%
	Plastering		100%
	Texture Coat		
Levels 11 to 20	Hacking		100%
	Plastering		100%
	Texture Coat		
Levels 21 to 29	Hacking		100%
	Plastering		100%
	Texture Coat		0%
75%			
PLAZA- LOBBY WALLS			
Lift Lobby 1	Hacking		100%
	Plastering		100%
	Texture Coat		
Lift Lobby 2	Hacking		100%
	Plastering		100%
	Texture Coat		
Lift Lobby 3	Hacking		100%
	Plastering		100%
	Texture Coat		
75%			

No.	Description	Action by	Due Date
1.4	Documentation		
1.4.1	<u>Performance bond-</u> Submitted	Berger	
1.4.2	<u>Insurances-</u> Submitted	Berger	
1.4.3	<u>Factory License</u> Submitted	Berger	
1.4.4	<u>Organisation chart-</u> Submitted	Berger	
1.4.5	<u>Contract programme-</u> Submitted	Berger	
1.4.6	<u>Pre-condition survey photographs-</u> Submitted	Berger	
1.4.7	<u>Risk assessment-</u> Submitted	Berger	
1.4.8	<u>Contract documents-</u> Submitted	BJBS	
1.4.9	<u>Site set up-</u> Completed	Berger	
1.4.10	<u>Security-</u> Workers to wear Trade T-Shirts at all times Workers to wear Badges- As approved Workers name list to be handed to MCST/ Security- Vehicle List to be submitted to Security	Berger	
1.4.11	<u>Site Storage/ Office/ Rest Area</u> Plaza- L1 adjacent to Ramp Area Rest area near substation	Berger	
1.4.12	<u>Working hours-</u> 24 hours 7 days a week. Corridors- Night/ Weekend Works Driveways- Night/ Weekend Works Note: All night and weekend works to be co-ordinated with RTO, only one stage of works to be completed prior to RTO's sign off.	Berger	

No.	Description	Action by	Due Date
1.5	Samples		
1.5.1	<p>Paint scheme – <i>Elevations-</i> To retain existing- Grey Colour not confirmed <i>Internal Staircases/ Service Lobbies/ Corridors</i> <i>Internal Driveways</i> <i>Window Sealants:</i> Lobby Texture Stone Spray- Omitted to be paint finish.</p>	MCST/ Berger	
1.5	Dailey Weekly Work Schedule		
1.5.1	<p>Circulars to be submitted for all works to lobbies 1 week in advance. All night works to be co-ordinated with RTO's sign off before proceeding to next stage of works. Weekly and Fortnightly works schedules to be submitted highlighting day and night/ weekend works</p>	Berger	
1.6	Matters Arising		
1.6.1	<p>Notices Notices to be sent out in advance to warn all units of the external works 2 to 3 days prior to external works commencing to each unit.</p>	Berger/ MA	
1.6.2	<p>Drainage at Turning Circle KSL advise they will clear the drains first to review the situation. Prior to any coring and additional pipework. Please refer to item 1.6.11</p>	Berger/ BJBS	
1.6.3	<p>Window Cleaning Berger advise they have commenced window cleaning however the material used is not 100% effective even though it is the industry standard. They are contacting their material supplier to recommend any other products- New Product Sourced- Berger to submit tech specs.</p>	Berger	

No.	Description	Action by	Due Date
1.6.4	<p><u>SP Unit Rates- For Private Unit Works</u> Berger to provide unit rates for SP's to carryout repairs and repainting to certain parts of the individual units:</p> <ol style="list-style-type: none"> 1. Rubber Gaskets to openable windows- \$535/per window 2. Painting of private walls adjacent to private parking lots- \$107/ per wall <p>Berger advise that the quotation for windows includes gaskets (Glass to Frame) for internal and external and also compressible gasket (Casement to frame).</p> <p>Berger to re-price the quotation and split internal and external works and to provide a lower price.</p>	Berger	
1.6.5	<p><u>High Winds Affecting Suspended Scaffolding and Rope Access Workers</u> Berger advise that the works have had to be stopped several times due to heavy/ strong winds which make accessing the façade of the building difficult. Berger advise that there might be delays to the external works due to the winds.</p> <p>All parties agree safety comes first and not to take any risks even if delay is resultant.</p> <p>Additionally, Bruce James requests that all down time due to heavy/ strong winds to be recorded in the same way as the wet weather charts.</p>	Berger	
1.6.7	<p><u>Common Area Walls with Unit's Logos</u> Berger request instruction in how to address the following walls:</p> <ul style="list-style-type: none"> • SP Walls facing common areas • Common walls with owner's logo/ paint\ • Common walls blocked by containers/ fencing etc. <p>Circular letter to be sent out to request SP's to remove all logo's/ signs to aid repainting.</p> <p>Berger to submit quotation for SP's if they wish to paint there private wall facing the common area. The quote should be on a unit rate per wall basis.</p>	Berger/ MA	
1.6.8	<p><u>House Keeping</u></p> <p>No further issues, case closed</p>	Berger	
1.6.9	<p><u>Cladding Cleaning/ Protective Coating</u> Berger complete mock-up of clear protective coating however concerns of the material peeling off and maintenance.</p> <p>BJBS to propose new stain removal/ polish material.</p>		

No.	Description	Action by	Due Date
1.6.10	<p>RWDP Brackets Failed MA/ MCST advise that some Rainwater Down Pipe brackets have failed at the Tower Area. BJBS to review and advise to the council accordingly.</p> <p>Berger to submit quotation/ unit rate for replacing all broken PVC brackets with new steel items</p> <p>RTO advises 124No. PVC pipe hangers need to be replaced. Berger to submit quotation</p> <p>Berger Submit quotation of \$6,640.00 (\$63/No.)</p> <p>Pending MCST decision</p>	BJBS	
1.7	Variation Orders		
1.7.1	<p><u>Sealant Works to Openable Windows</u></p> <p>MCST request for Berger to include sealant to all openable windows. (Glass to Frame).</p> <p>Berger to consider if they can absorb and inform MCST of their decision ASAP.</p> <p>Berger to submit photographs of sealant carried out to the façade including the openable windows</p> <p>Berger submitted quotation of \$36,000.00-</p> <p>Lump sum for Plaza and Tower</p> <p>Approved by MCST</p>	Berger	
1.7.2	<p><u>Lobby Wall Texture Spray</u></p> <p>MCST had a vote and decided not to use the texture spray and to have plaster and paint finish instead. BERGER confirm there will be a discount on the contract price of \$36,595.80- BJBS has reviewed and it appears fair and reasonable.</p> <p>MCST request Berger to propose minimalist paint scheme involving 2 or 3 colours.</p> <p>MCST request to revert back to the original proposal of Tiling to the lobbies.</p> <p>-Full height tiling to the tower walls -500mm above the lift buttons for the Plaza Walls.</p> <p>Berger to submit further tile samples.</p>	BEGER/ BJBS	

No.	Description	Action by	Due Date
1.7.3	<p><u>Construction of New Concrete Speed Humps at Plaza Ramp from Level 2- 9</u> MCST request Berger to provide quotation for replacement of the rubber speed humps to R.C. speed humps.</p> <p>R.C. humps to be full width of driveway with 3No. 300mm gaps to allow surface water to flow.</p> <p>Berger submit quotation of \$5,900.00 per hump total</p>		
1.7.4	<p>Steel Plate Over Expansion Joint Berger submit proposal of reinstating back similar to existing but of a more robust design.</p> <p>MCST prepropose an alternative solution of recessing the bolt flush to the metal plate minimising impact of the traffic over the bolts.</p> <p>MCST to obtain quotation in house.</p>		
1.7.5	<p>Flooding Issue- #02-16 & #02-36 Proposals to rectify the flooding issue was incorrect due to incorrect location. BJBS/ Berger to carry out investigation to the correct area within the staircase and re-propose rectification works to resolve the flooding.</p>		
1.7.6	<p>UVPC Pipe Hangers Please refer to item 1.6.10- Berger to provide official quotation.</p> <p>\$6,640.00 (\$63/No.)</p>		
1.7.7	<p>Level 2 PLAZA- Main Entrance to Lift Lobby Adjacent to Bus Stop MCST request for soffit above driveway area to be painted. At present the soffit is an unpainted surface and isn't included within the contract.</p> <p>Berger agree to paint the soffit F.O.C using BS 00E55 (White)</p>		
1.7.8	<p>Tiled Pavement between Plaza and Tower Berger has recommended that consideration ought to be given to retile the pavement area between Plaza and Tower. The steps leading up to the drop off area are already included within the contract, as such for uniformity and to rectify existing damages to the pavement consideration ought to be given to replacing the entire pavement as well.</p> <p>Berger advise the cost of such re-tiling works will be in the region of \$150,000</p> <p>MCST request Berger to provide quotation.</p>		

No.	Description	Action by	Due Date
1.7.9	<p>Plaza Entrance Facing the Tower. BJBS proposes a ramp with a deep scupper drain in the middle which discharges out through the parapet wall down into man hole at Level 1.</p> <p>Berger and BJBS to further discuss proposal and try to utilise existing drainage.</p>	Berger/ MA/ BJBS	
1.8	Next Meeting		
1.8.1	<p>Date: TBC- October 2019 Time: 2:00PM Venue: Management Office Meeting Room</p>		

Minutes of Meeting Recorded by Bruce James Building Surveyors Pte Ltd