

DEVELOPMENT 101 COBAR STREET

## MANDATORY MEETING MINUTES

### Attendees:

Tony Payne (Bogan Shire Council)  
Jackson Wright (Bogan Shire Council)  
Jeff Leek (Bogan Shire Council)  
Tim Wright (Wright Way Building)  
Glenn Healey (Glenn Healey Constructions)  
Cathy Ellison (representing Tim Smith Bricklaying)  
Neil O'Connor (Starjest)  
Nino Patriarca (Dubbo Terrazzo & Concrete Industries)  
Terry Lyons (Lyons Advantage)  
Mitch Scealy (Lyons Advantage)

### Location:

101 Cobar Street Nyngan, NSW

### Time & Date:

10:00 am 18<sup>th</sup> June 2019

## AGENDA

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### INTRODUCTION

- Key stakeholders
  - Bogan Shire Council (BSC)
  - Stronger Country Communities Funding (SCCF) grant
- Project
  - Short notice for mandatory tender meeting on site from the time tender was advertised (1 week). Funding grant milestones are critical to the construction program and the tender has specified a completion date. Respondents need to be realistic with task durations and completion dates however it will be advantageous to meet the baseline completion milestone date specified.
  - Full site demolition still needs to be completed and an asbestos clearance certificate shall be issued by BSC upon completion. Site will be clear of all features including fencing (with the exception of the neighbouring property), redundant building, tree vegetation and levelled prior to contractor commencement. Demo works on redundant building and tree stump removals planned 1<sup>st</sup> July by BSC. Removed tree stump zone shall be back filled and compacted by BSC as an inclusion to site preparedness for the contractor.
  - Scope of works – 1 x 1 bedroom and 3 x 2 bedroom units. Approx. 549sqm roof space excluding stacked carparks. 8 residential car spaces. 301sqm landscaping area.
  - Key Deliverables include meeting milestone target dates in alignment with SCCF commitments, work within approved funding budgets, quality construction outputs.

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### TENDER PROCESS

- Communication through TenderLink portal
- Addenda and supporting documents will be issued through TenderLink
- Request For Information (RFI) close 1 week prior to tenders close 15<sup>th</sup> July 2019
- Submission date 22<sup>nd</sup> July 2019 at 05:00pm (via TenderLink preferred)
- Contract award post evaluations anticipated 2<sup>nd</sup> August 2019
- The criteria weightings for tender assessment are critical and should be completed in full
- Project Manager (including management of tenders) Mitch Scealy

### CONSTRUCTION

- A Dilapidation Report is to be provided capturing all site features and their current condition including those beyond the lot boundary that may be affected by construction works such as footpaths, gutters and roadways.
- Footpath encroachment – nearby school and pedestrian access requirements need to be an allowance. Includes traffic control where required for construction plant interface with pedestrians.
- Electrical – single main board with sub boards.
- Preferred steel frame. Design amendment. Will NOT require termite protection as confirmed by BSC.
- BSC Principal Certifying Authority and will handle Development Application, Construction Certificate and Occupancy Certificate.
- Site establishment items such as site shed, toilet amenities and lunch room/office should be nominated in allowances.
- BSC will ensure tree overhang from neighbouring properties are cut back during the demolition stages prior to contractor commencement. Neighbours fence replacement needs to be final activity task in schedule and BSC shall be notified on removal date to appropriately manage the nearby sensitive receiver.
- BSC supply details on sewer location and depths.
- Waffle pod instead of raft slab preferred. Site soil class currently P however anticipating further tests for class H soil. Pricing should utilise this assumption.
- Access may be affected depending on final floor RL's from sewer crossfall.
- Stormwater exits through gutters individually confirmed by BSC
- Methodology breakdown with **realistic** milestones and task durations. Task relationship and detailed methodology narrative advantageous during tender evaluations.
- Communication is to be through the nominated Contract Administrator. Any instructions outside the formal contract structure are undertaken at the tenderer's own risk and will not form part of the contract. Project control meetings will be held monthly on site and must be attended by a representative of the tenderer who has authorisation for financial decisions on the project.
- Progress payments will be monthly. A draft progress payment schedule is to be forwarded to the Contract Administrator who will assess the progress of the work on site. An invoice is only to be raised after the schedule of progress on site has been accepted.

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- Practical completion will be reached with the receipt of an Interim Occupation Certificate issued by BSC.
- Discussions were made regarding existing fencing being left on site to assist in construction hoarding and fencing. It has been decided that the site shall be fully cleared including fencing (except the neighbouring property fence) prior to the contractor commencing on site.
- Design discussions;
  - Structural Engineering Detail shall be provided to tenderers via tender addenda as priority. Anticipated that soil class H will be achieved and the use of typical waffle pod slab.
  - Survey plans shall be provided via addenda including site levels and features to the edge of the adjoining roads, a benchmark placement, boundary definition and survey of visible services (power poles, manholes, hydrants etc).
  - BSC will provide sewerage and stormwater details of existing utility to inform hydrology. BSC will also provide landscaping scope and schedule via future addenda.
  - Kim Gerrish design revisions (architectural plans and specifications) will be made once other design deliverables have been finalised as detailed above and issued for construction. Includes section detail for bathrooms. Fig 4.3 AS1428 - need 2660 clearance and currently have 2670 to frames however cladding with leave approx. 20mm narrow. Encroaching into linen closet space for each bathroom unit will be the result.
  - Electrical (3 phase), Lighting, fixtures, fittings, joinery, appliances, prime cost items, mechanical services and finishes schedules are provided as attachments to this addendum.

### QUALITY/SAFETY/ENVIRONMENTAL

- Outline
- Requirements

### GENERAL

- General comments

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## TENDER MEETING ATTENDANCE REGISTER

NAME	COMPANY	CONTACT
Tony Payne	Bogan Shire Council	0437 445 496
Jackson Wright	Bogan Shire Council	0400 920 062
Jeff Leek	Bogan Shire Council	0429 364 260
Tim Wright	Wright Way Building	0457 984 840
Glenn Healey	Glenn Healey Constructions	0427 830 585
Cathy Ellison	Representing Tim Smith Bricklaying	0423 498 290
Neil O'Connor	Starjest	0418 497 047
Nino Patriarca	Dubbo Terrazzo & Concrete Industries	0428 487 133
Terry Lyons	Lyons Advantage	0447 488 678
Mitch Scealy	Lyons Advantage	0429 420 234