

PROGRESS REPORT

Client: **COOK ISLAND GOVERNMENT (MOIP / NZAP)**

Progress Report No: **PR01**

Project: **NORTHER GROUP WATER HARVESTING ROJECT**

Date: 11 July 2011

To:

NZ Aid Programme	Peter Tierney	(PT)	Development Programme Coordinator
Principal	Donye Numa	(DN)	Secretary / MOIP
Principal Rep	Ngateina Rani	(NR)	Infrastructure TA MOIP
CIG Aid Management	Jim Armistead	(JA)	Secretary/MFEM Aid Management AMD
CIG Health Services	Tata Vaeau	(TV)	Health Officer
CIG Internal Affairs	Bredina Drollet	(BD)	Secretary / MIA
Northern Group Rep.	Vaine Teokotai	(VT)	
Contractor	Keta Williams	(KW)	RVK Contractors (RVK) / Director

From:

Project Manager	Romani Katoa	(RK)	ROMANISDESIGN (RD) / Director
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ITEM	DESCRIPTION						
1	Project Schedule						
	<table border="1"> <tr> <td>Commencement Date</td> <td>26th May 2011</td> </tr> <tr> <td>Contract Duration - 2 months mobilization, 4 months construction</td> <td>6 months</td> </tr> <tr> <td>Practical Completion</td> <td>26 November 2011</td> </tr> </table>	Commencement Date	26 th May 2011	Contract Duration - 2 months mobilization, 4 months construction	6 months	Practical Completion	26 November 2011
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Contract Duration - 2 months mobilization, 4 months construction	6 months						
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2	Project Matters						
	<p>Project Personnel -</p> <p>Principal: Donye Numa : Principal Rep – Ngateina Rani</p> <p>Project Manager / Supervisor: Romani Katoa : Supervisor Rep – Willie Katoa</p> <p>Contractor: Keta Williams</p> <p>a) Communications - ALL parties to send all communications via the project manager. This is to ensure lines of communication from the Principal and/or Contractor <u>MUST</u> be in writing and channeled through RD. This is critical for the smooth running of the Project. Communications by phone, letters & email.</p> <p>b) Project management meetings: project management meetings shall be called when required during mobilization and held every month during onsite works. These shall be attended by NZAP, MOIP, Aid Management, Project Manager or Rep, Contractor or Rep and/or Internal Affairs, Health Dept, Northern Group rep</p>						

3	Contract Processes & Procurement	
	<p>a) Letter of Acceptance: a letter of acceptance was sent to the contractor by Donye Numa, Secretary of MOIP</p> <p>b) Contract documents: contract documents were executed on the 25th May 2011.</p> <p>c) Insurance of the Works/ All Works Risk Insurance Public Liability Insurance – contractor to provide Certificate of Insurance prior to shipping materials, for freight to final delivery to the islands</p> <p>d) Advance Payments – First Advance payment of \$400,000 of the Contract Price was approved and sent to MOIP / AMD Management for processing.</p> <p>e) Second Advance Payment – 2nd payment of \$572,750.59 to Cook Islands Building Supplies for supply / manufacture of water tanks</p> <p>f) Third Advance Payment – 3rd payment of \$400,000 of the Contract Price upon presentation of the Bill of Lading for aluminium roofing from Contractors suppliers</p> <p>g) Other Payments – all other payments to be made upon invoice / claim against works completed</p> <p>h) Contractors Retention: progress claims will incur 10% retention on all progress claims until 10% of the contract sum is reached.</p> <p>i) Extensions of time: no extension of time has been requested at this stage.</p> <p>j) Variations: refer to final budget for variations of \$102,347.21 to the project. Substitutes of materials: Should any material alter the after the tender in whatever means, shall be approved by the project manager.</p> <p>k) Progress Claims: PC 1 & 2 have been processed. The progress of works are subject to the “measure & value” of the contract. To ensure steady cash flow. ALL parties are requested to assist in expediting the processing of contractor’s claims and payment.</p> <p>l) Procurement: ETA of first shipment of water tanks to arrive on Rarotonga, 16 July 2011. Roofing iron cut to sheet sizes for houses</p>	<p>19th May 2011</p> <p>25th May 2011</p> <p>31 May 2011</p> <p>16 June 2011</p> <p>To be actioned</p> <p>11 July 2011</p> <p>31 May - 16 July 2011</p>
4	Construction Matters	
	<p>a) Quality Assurance: the contractor shall provide quality assurance to the works done on the project.</p> <p>b) Provision of materials, equipment and services by Contractor Contractor to undertake all works and materials inclusive.</p> <p>c) Liaison with service authorities: RK has been liaising with local authorities on the islands of Pukapuka, Nassau, Rakahanga and Penryhn, and no issues to report.</p> <p>d) Construction program and cash flow The construction program was submitted by contractor during tender and still stands.</p>	<p>To be actioned</p>

5	Site Contract Administration	
	Inspections: will always be onsite on each island by site supervisors. Inspections and discussions will form part of reports (as required).	To be actioned

Kind Regards,

Romani Katoa
Project Manager
ROMANISDESIGN LTD

2011 NORTHERN GROUP WATER HARVESTING - FINAL BUDGET

ITEM	DESCRIPTION	COST
1	Tanks/fittings 3000KL & 6000KL tanks, tap fittings, outlets	\$ 778,922.00
2	Downpipes/first flush/spouting	\$ 73,010.00
3	Roofing/screws/fascia board coloursteel roofing iron, fascia boards, "tek" roof capped screws, ridging	\$ 384,319.00
4	Timber timber framing: 100x50 rafters, 75x50 purlins	\$ 42,545.00
5	Hurricane ties/cleats CT125 stainless steel cyclone ties	\$ 7,265.00
6	Lean-to roof for Nassau includes roofing iron, timber framing & posts	\$ 41,488.00
7	Painting	\$ 20,486.00
8	Wharfage/transport	\$ 50,000.00
9	Machine hire/sand	\$ 25,000.00
10	Site establishment setup/food/accommodation/fuel	\$ 200,000.00
11	Plumbers labour	\$ 79,000.00
12	Carpentry labour	\$ 393,600.00
Overall total revised contract cost		\$ 2,095,635.00
6	Lean-to roof for Nassau 13 huts - includes roofing iron, timber framing & posts	\$ 41,488.00
8	Wharfage/transport	\$ 50,000.00
9	Machine hire/sand	\$ 25,000.00
Total cost contract absorbed by contractor		\$ 116,488.00
Actual total contract price		\$ 1,979,147.00
Tender contract price		\$ 1,876,799.79
Variation to contract price		\$ 102,347.21