



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

PROJECTS SPECIAL COMMITTEE

I hereby give notice that a Meeting of the Projects Special Committee will be held on:-

DATE: **Wednesday, 6 July 2005** **TIME:** **9.30 am**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

1 July 2005

Audrey Chan
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8603

MEMBERSHIP:

Councillors	RP	Dallow, QPM, JP (Chairperson)
	PJ	Booth, OBE (Deputy Chairperson)
	DQ	Battersby, JP
	JM	Clews, QSO, JP
	LA	Cooper
	AK	Corban, OBE, JP
	PA	Hulse

Mayor RA Harvey, QSO, JP (ex officio)
Deputy Mayor CA Stone (ex officio)

(Quorum 4 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted).

**AGENDA FOR A MEETING OF THE PROJECTS SPECIAL COMMITTEE TO BE HELD IN
THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON WEDNESDAY, 6 JULY 2005, COMMENCING AT 9.30 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Meeting Minutes - Wednesday, 1 June 2005

RECOMMENDATION

That the minutes of the Meeting of the Projects Special Committee held on Wednesday, 1 June 2005, including the public excluded minutes, as circulated, be taken as read and now be confirmed.



4 **WAITAKERE CENTRAL CIVIC CENTRE - CONSTRUCTION STATUS REPORT**

PURPOSE OF THE REPORT

The purpose of this report is to provide a monthly construction status update to the Projects Special Committee on the Waitakere Central Civic Centre construction project. The period for this report covers May/June 2005.

BACKGROUND

The Waitakere Central Civic Centre construction project was last reported to Projects Special Committee on 1 June 2005 in a report entitled "Waitakere Central Civic Centre - Construction Status Report".

DESIGN

The following design issues are currently being dealt with by the design team:

- Artwork design is ongoing with site meetings for artists planning artwork locations.
- Design work and documentation for the kitchens is progressing.
- Investigation for emergency services helipad alternative use of the car park is under way.
- Concept planning for the chamber audio visual system is complete. Installation will be carried out under a specialist design/build sub-contract.
- Design co-ordination of the interface with adjacent developments is ongoing. Namely, with the designers of the Japanese Garden, the Transport Interchange and Waitakere Properties development.
- Detailed design work on the stormwater outfall pipeline has commenced.
- The external colour scheme proposal is underway for completion in the next fortnight.

PROGRESS

Construction Status

During the report period, the following activities have taken place:

- Ground beams and slabs for the link area are in progress.
- Precasting panel production progressing with over 106 on-site panels completed including 3-D curved beams for the civic gallery.
- Exposed aggregate precast panel production is ongoing off-site to programme.
- Level 4 structure on the administration wing has commenced.
- Level 3 structure on the civic wing has commenced.
- Structural steel fabrication is well under way for both wings.
- Windows shop-drawing approvals continue according to programme.
- First-fix services installations have commenced on the lower level and are progressing to the upper levels.
- Exposed aggregate panel construction continues off-site with most of the level 1-3 exposed aggregate panels erected on site.
- Main on-site drainage works and the rainwater storage tank are complete. Minor drainage works to progress with general siteworks later in the programme.

A1-A4

Status of construction is further reported in the following reports attached at pages A1 to A4:

- Architect's Report No. 6;
- Canam Construction's report for the period to 9 June 2005.

TIMELINE STATUS

No claims for extensions of time have been noted during the report period and there is no change in data reported in Table 2 since the last report on 1 June 2006.

Progress over the report period has been generally in line with the construction programme except for some inclement weather conditions during the period 30 May to 3 June 2005. However, the contract provides for average weather for the region and no impact is expected on the completion date resulting from this adverse weather.

Current timeline status including agreed extensions of time to date is provided in Table 1 below:

TIMELINE STATUS			
Key contract dates / times	As at contract award October 2004	Change	As at April 2005
Acceptance of Tender	7 October 2004	-	7 October 2004
Contract Commencement	3 November 2004	-	3 November 2004
Contract Period	350 working days	-	350 working days
Extension of Time (at tendered daily rate cost)	-	20 w.d.	20 working days
Extension of Time (at no cost)	-	10 w.d.	10 Working days
Due Date for Completion (Practical Completion)	12 April 2006	(30 w.d.)	29 May 2006
Due Date for Liquidated Damages Application	12 April 2006	PC + 2 wks	9 June 2006
Fit Out and Commissioning (10 working days)	1 May 2006	-	13 June 2006
Contingency Time	33 working days		23 working days
"The Move" (To be conducted on a week-end)	17/18 June 2006	20 w.days	15/16 July 2006

Table 1. Timeline Status

FINANCIAL STATUS

Contingency expenditure during the report period amounted to \$140,870 which is considered to be reasonable for a project of this scale. Aside from numerous small items typical of a construction project of this magnitude, the following significant issues were reported:

- The computer room normal and emergency cooling load control equipment specification was revised for increased safety of the significantly expensive computer equipment. This was carried out in conjunction with the design of the computer equipment. The additional cooling control cost is estimated at \$46,000 which will reduce the risk of damage to sensitive equipment under extreme load conditions.
- Amended design of the electrical sub-mains was reported and the costs of the amendment have been reported as a worst case scenario at \$79,000. It is expected that following full interrogation of these amendments, this cost will reduce.

The combined outcome of ongoing value engineering and contingent expense on the contract to date, result in the cost of these variations being accommodated within the contract contingency sum, yielding net contingency expenditure to date inclusive of these variation costs, of 21% of the contingency sum.

The current level of contingency expenditure amounts to 1.2% of the contract sum, which is well within forecast limits for contingency expenditure on this project. The current financial status of the project is deemed to be in a healthy state.

A5-A17

Summarised financial status for the construction project is provided in Table 2 below and the quantity surveyor's (Rawlinsons) report is attached at pages A5 to A17.

FINANCIAL STATUS			
Project Costs	As at contract award 10/04	Change	As at May 2005
Net Tender Sum	\$36,042,399	-	\$36,042,399
Primary Vibration Isolation Measures	\$243,800	-	\$243,800
Tender Award Value (excl. contingency)	\$36,286,199		\$36,286,199
Secondary Vibration Isolation Measures	\$200,000	\$220,730	\$422,730
Contract Variations (including extension of time at \$177,800)	-	\$751,973	\$751,973
Value Engineered Savings	-	(\$547,732)	(\$547,732)
Contingency Sum	\$2,000,000	(\$426,972)	\$1,573,028
Total Construction Cost (incl. contingency)	\$38,486,199		\$38,486,199

Table 2. Financial Status

FINANCIAL AUDIT AND REPORTING

During each month the Finance Unit monitors transactions to ensure that only appropriately authorised charges are applied to this project.

At the end of each month the Finance Unit examines the financial schedules for the project and verifies and signs-off the following:

- That financial reporting/tracking schedules prepared by City Services reconcile with the financial ledgers for expenditure to date.
- That forecasts for the whole project are current and that the total forecast cost is tracking to the authorised budget.
- Review financial information that is reported to Committees to ensure that it reconciles with 1 & 2 above.

QUALITY

Ongoing quality audits are being conducted by the architect, consulting engineers, the Council's independent quality assurance consultant and the Council's project manager. Quality of construction audited to date has been of a high standard and no significant quality issues have been reported.

Quality audits undertaken to date confirm that the Contractor's general attitude to maintenance of quality construction practice on site is good.

HEALTH AND SAFETY

During the report period a minor health and safety incident was reported where a dogman badly bruised his hand and was required to take two days off work. The incident was reported and managed in an appropriate manner.

Quality audits to date confirm that the Contractor's general attitude to maintenance of health and safety on site is good.

CONCLUSION

Installation of secondary vibration isolation measures is nearing completion. No further vibration isolation measures have been deemed necessary during the report period.

Further cost savings have been achieved through the ongoing value engineering programme, diligence, rigour and project management of this project. The value of contingent expenditure for the month was \$140,870. This makes the total amount of contingency expended to date \$426,972 which amounts to 1.2% of the contract sum and is well within forecast limits.

The current status of the project as the structural building works continue through levels 1, 2, 3 and 4 is that approximately 21% of the contingency sum has been expended to date. Estimated contingency expenditure costs have been reported on a worst case scenario and it is expected that actual costs when confirmed, will be less.

The combined results of the value engineering programme together with the positive and co-operative relations between the contractor, architect, quantity surveyor and the Council's officers means that the project budget remains in a relatively strong position for the current stage of the project. This diligence and rigour will be ongoing throughout the project.

RECOMMENDATION

That the Waitakere Central Civic Centre - Construction Status report be received.

Report prepared by: John Schermbrucker, Special Projects Manager.



5 NEW LYNN LIBRARY AND MEMORIAL SQUARE - CONSTRUCTION STATUS REPORT

PURPOSE OF THE REPORT

The purpose of this report is to provide the Projects Special Committee with an update on the progress of the New Lynn Library and Memorial Square project.

BACKGROUND

This project consists of the integration of a new public library together with a council service centre, Citizens Advice Bureau, and Memorial Square.

Council entered into Contract ST02018 B with Watts and Hughes Construction Company Ltd (Watts and Hughes) in November 2004 to construct the New Lynn Library and Memorial Square. Construction commenced in early December and is scheduled for completion in August 2005.

Due to high demand on internal project management resources within the Special Projects area, the project management of the construction phases was contracted out to N-Compass Project Managers Ltd (N-Compass).

SUPPLEMENTARY INFORMATION

A18-A24

A copy of the project status report dated 13 June 2005 from N-Compass is attached at pages A18 to A24.

DESIGN

There are no significant design issues outstanding. However, ongoing design issues are being discussed at the fortnightly project control group meetings.

PROGRESS

Construction is continuing and progress during the last month includes:

- Completion of the lower roof;
- Erection of the structural steel for the upper roof area;
- Completion of 80% of the interior framing;
- Completion of the Te Kawerau a Maki art wall.

Construction is progressing well and, although a further 4-day extension of time claim for wet weather has been approved, the library is still on track for opening in October 2005, as shown in the table below:

TIMELINE STATUS		
Key contract dates / times	As at contract award November 2004	As at May 2005
Acceptance of Tender	26 November 2004	26 November 2004
Contract Commencement	6 December 2004	6 December 2004
Contract Period	165 working days	165 working days
Extensions of Time (provisional estimate)	-	14 working days
Due Date for Completion (Practical Completion)	10 August 2005	30 August 2005
Fit Out (15 working days)	31 August 2005	20 September 2005
Contingency Time	23 working days	9 working days
Public Opening	4 October 2005	4 October 2005

Table 1. Timeline Status

Whilst the public opening date for the library is currently shown as 4 October 2005, this date will be reviewed towards the end of July when the project is nearer to completion.

FINANCIAL

Value management

During this report period, further minor savings have been identified which have increased the anticipated additional savings by approximately \$7,600 to a total of \$137,095.

Contingent expenditure

During this report period, further minor contingent expenditure of approximately \$13,700 has been identified and therefore the total additional costs (post contract award) now total \$90,387.

Financial Status

A summarised financial status for the construction contract is provided in the table below.

FINANCIAL STATUS			
Project Costs	As at contract award 11/04	Change	As at May 2005
Revised Tender Sum	\$3,401,222	-	\$3,401,222
Tender Award Value (excl. contingency)	\$3,401,222	-	\$3,401,222
Less anticipated additional savings	(\$50,000)	(\$87,095)	(\$137,095)
Plus anticipated additional cost (incl. in tender report)	\$70,000	(\$6,071)	\$63,929
Additional costs (post contract award)	-	\$90,387	\$90,387
Plus Contingency Sum	\$157,000	-	\$157,000
Total Construction Cost	\$3,578,222	(\$2,779)	\$3,575,443
Project Contingency	\$3,643	(\$2,232)	\$1,411
Total Construction Budget	\$3,581,865	(\$5,011)	\$3,576,854

Table 2. Financial Status

Significant work by the Project Managers and Council's own staff together with the Architects and the Contractor has resulted in contingent expenditure being offset by additional savings. The risk of over expenditure for this project is therefore considered to be very low.

Because this risk is so low, the construction budget has been reduced by \$5,011 and despite this minor adjustment, the construction contingency remains untouched at \$157,000 and there is no pressure to change the overall project budget of \$4.5M.

QUALITY

Ongoing quality audits are being conducted by the architect, structural engineer and project managers. These audits resulted in a section of concrete wall being rejected, and this wall has now been replaced at Watts and Hughes' expense. There are also some other minor issues with the surface of the art wall along McRae Way which are being resolved by Watts and Hughes and Craig Craig Moller.

HEALTH AND SAFETY

To date no significant issues have been reported.

CONCLUSION

Construction is progressing and the library is on track for opening in October 2005.

During this report period contingent expenditure has generally been offset by additional savings, therefore the construction contingency for the contract remains untouched. The risk of over expenditure for the project is therefore considered to be very low.

RECOMMENDATION

That the New Lynn Library and Memorial Square - Construction Status report be received.

Report prepared by: Peter Sewell, Special Projects Engineer.



6 YOUTH ADVOCACY AND ADVISORY GROUP MEMBERSHIP

PURPOSE OF REPORT

The purpose of this report is to enable the Projects Special Committee to invite Te Taumata Runanga's Child and Youth Advocate on to the Youth Advocacy and Advisory Group.

BACKGROUND

Following a resolution passed by the Projects Special Committee on 1 December 2004, the membership of the Youth Advocacy And Advisory Group is as follows:

- “• *Council Representatives Councillors who have been appointed as Advocates for Children and Youth (Chair and Deputy Chair);*
 - *1 Representative from Henderson Community Board;*
 - *1 Representative from Waitakere Community Board;*
 - *1 Representative from Massey Community Board;*
 - *1 Representative from New Lynn Community Board;*
 - *2 Representatives from Waitakere Secondary Schools Youth Council;*
 - *2 Representatives from Te Roopu Puawai O Waitakere;*
 - *2 Student representatives from Unitec Waitakere;*
 - *Other members with particular expertise to be co-opted as required.”*

2176/2004

ISSUE

To facilitate input from the Maori community on child and youth issues, Te Taumata Runanga at its meeting on 16 May 2005, appointed Mihi Te Huia, its Deputy Chairperson as its Child and Youth Advocate. The appointment enables consultation and input from Te Taumata Runanga without it necessarily having to make separate appointments each time such input is sought by Council on child and youth issues.

With this appointment, it is considered appropriate for the Projects Special Committee to invite the Child and Youth Advocate from Te Taumata Runanga to participate on the Youth Advocacy and Advisory Group to provide input from Te Taumata Runanga, alongside the other community representatives.

RESOURCES

There are no resource implications as the membership is voluntary.

CONCLUSION

The Projects Special Committee is requested to invite Te Taumata Runanga Child and Youth Advocate to be a member of the Youth Advocacy And Advisory Group.

The membership of the Group will be amended accordingly.

RECOMMENDATIONS

1. That the Youth Advocacy and Advisory Group Membership report be received.
2. That Te Taumata Runanga Child and Youth Advocate be invited to participate as a member on the Youth Advocacy and Advisory Group.
3. That the membership of the Youth Advocacy and Advisory Group be amended as follows:
 - Council Representatives: Councillors who have been appointed as Advocates for Children and Youth (Chair and Deputy Chair);
 - 1 Representative from Henderson Community Board;
 - 1 Representative from Waitakere Community Board;
 - 1 Representative from Massey Community Board;
 - 1 Representative from New Lynn Community Board;
 - 2 Representatives from Waitakere Secondary Schools Youth Council;
 - 2 Representatives from Te Roopu Puawai O Waitakere;
 - 2 Student representatives from Unitec Waitakere;
 - 1 Te Taumata Runanga Child and Youth Advocate;
 - Other members with particular expertise to be co-opted as required.

Report prepared by: Audrey Chan, Committee Secretary.



PUBLIC EXCLUDED MATTERS

7 WAITAKERE CENTRAL LIBRARY/UNITEC - CONSTRUCTION STATUS REPORT

8 WAITAKERE CENTRAL LIBRARY - POSSIBLE INCORPORATION OF CAFE

These items will be considered in the Confidential Supplement of the agenda, and have been circulated to members separately with this agenda.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, Waitakere Central Library/Unitec - Construction Status Report, and Waitakere Central Library – Possible Incorporation of Cafe.

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation of the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> • Waitakere Central Library/Unitec - Construction Status Report. • Waitakere Central Library - Possible Incorporation of Cafe 	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> • protect information where the making available of the information - would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; • enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). • enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). 	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(b)(ii) and 7(2)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The reports contain information which if released could affect the Council's negotiations and Council's future access to commercial information from parties concerned.*

