

4 June 2019

Pat Johnson
Sector Manager, Parliamentary Group
Office of the Auditor-General
PO Box 3928
WELLINGTON 6140

Dear Pat

Christchurch Schools Rebuild – Christchurch Girls High School

Further to my correspondence of 10 May 2019, I am responding on behalf of the Secretary for Education, Iona Hoisted, to the second question posed in your information request of 23 April 2019 in relation to alleged issues with the programme of work at Christchurch Girls High School (CGHS). The question in your letter asked for the following information:

2. A chronological history of the expected completion dates, budget, and actual costs over the life of the project to date. It would be helpful if that history included reasons for any changes to the timing, cost and budget.

As agreed in your meeting with Ministry staff on 1 April 2019, the information provided in this second response will be limited to the Phase 1 project for the Main Block as opposed to the full CGHS programme history referred to above.

Context

The GGHS Main Block Phase 1 Project communication and governance was structured according to a Memorandum of Understanding (MOU) dated 1 September 2015 (item 1 enclosed). As outlined in the MOU, the School Development Group (SDG) were responsible for governance decisions and the Project Control Group (PCG) were responsible for day to day project oversight.

SDG membership included the Principal, Board of Trustees representatives and a Ministry Representative. The group was responsible for:

- Project governance
- High level decisions
- Recommendations for appointments
- Addressing issues
- Monitoring budget
- Coordinating BOT and MOE communications.

The CGHS Main Block Phase 1 project included a number of school driven and necessary changes (agreed by the SDG) which resulted in alteration to the project scope and delivery timeframe. These included additional mechanical works, changes to the roof and multiple requests to change work hours to outside of the school day.

The additional scope items were as follows:

- Roof structure changes and plant deck requirements/Changes to house heating/cooling systems
- Plant/equipment changes (HVAC)
- Temporary protection (for safety)
- Crack repairs and Fibre Reinforced Polymer (FRP) strips
- Fume cupboard extract flue removal and replacement
- Staging of works to align with Certificate of Public Use (CPU) requirements.

Delivery Timeframe

Works were started in November 2017 to ensure the enabling works could be completed to give the school a CPU to occupy from the beginning of term 1, 2018 and allow construction to the roof and level 4 to be undertaken. The original intended completion date developed through the design phase (24 May 2018) was not valid at this stage due to extended negotiations over contract price as a consequence of significant contractual items flagged for further negotiation by the successful tenderer. It was decided by the Ministry to proceed with urgency as the school were extremely conscious that missing out on the opportunity to utilise the summer break would result in a significant delay in the programme.

On 17 January 2018 the programmed completion date was confirmed as 22 May 2018 (see point 9 item 2 enclosed). However, in February the extent of the mechanical scope was increased beyond level 4 to facilitate easier construction of remaining floors in later phases of work. This was additional to the original scope of the project and required an increase in the planned budget and construction time. This decision was made in discussion with the SDG.

In mid-February 2018 the project agreed to conduct welding operations outside of school hours due to the school's concerns about fumes (item 3 enclosed). The planned completion date was moved to 13 June 2018 to accommodate this request (items 4 and 5 enclosed).

In early March asbestos removal was also agreed by the project to be performed outside of the school day. Also, in March it was requested by the school that FRP works would be done outside of hours due to complaints from staff about grinding noise and fumes (items 6, 7 and 8 enclosed).

On 17 April 2018, due to operational risks relating to concerns over the CGHS staff work environment, **all works** were instructed (item 9 enclosed) to be shifted to outside of school hours, significantly impacting the programme. This was confirmed in the PCG meeting of 24 April 2018 (item 10 enclosed). Revised completion dates at this point were confirmed as 6 July for level 4 and 20 July for the roof. This change did not allow any chance for acceleration by Naylor Love for early completion.

On 20 April 2018 Naylor Love were instructed to proceed with the installation of the plant deck and fume extracts in preparation for the mechanical services. On 23 April Naylor Love were instructed to proceed with installation of the new mechanical plant.

The final change to the timeline, shifting the completion date to 31 July 2018, was agreed in a meeting of the PCG on 31 May 2018. This was to allow the project to be finished and aligned with the school's intention to move classes back to the building after the first two weeks of the third term, moving into the classrooms over the 4-5 August 2018 (item 12 enclosed).

The final change was discussed on the prior day at the Site Meeting before being confirmed. Item 4.4 in the Site Meeting Minutes 18 on 30 May 2018 (item 12 enclosed) states that:

- a) CGHS noted that they would prefer a confirmed date that all parties have confidence in achieving for classes to recommence, which can inform the schools relocation plans and can be communicated with CGHS staff.
- b) It was agreed between all parties that in order to address current programme impacts and delays - the expected project delivery dates can be adjusted as follows:
 - i. Latest handover and completion of all works by COB 31st Jul 2018.
 - ii. CGHS take full possession of Level 4 from 1st Aug 2018.
 - iii. Classrooms to north and south sides (including Admin offices) to be ready by the start of the 2nd week of the school holidays (i.e. by 16th Jul 2018), in order for the school to commence the physical relocation works to these spaces (physical works by moving company).
 - iv. Commissioning and minor finishing works to be completed by COB 20th Jul 2018.
 - v. Snagging and defect resolution period to continue 1 ½ weeks after conclusion of school holiday period to operate in tandem with school set-up (AV, IT, etc.).
 - vi. School to start relocating staff from 1st Aug with the bulk of their move to occur between 3rd-6th Aug. Classes to recommence on Level 4 on Tues 7th Aug.
 - vii. Note – original programme dates remain target for completion of works, delays to be recovered where achievable.

Completion and handover were achieved on 3 August 2018 with two items agreed as deferred works. The school moved in to the level on the 4th and 5th of August as planned in May (above) and endorsed at the SDG meeting on 29 June 2018 (item 13 enclosed).

The RDT correspondence relating to the formal extension of time requests from Naylor Love have also been provided for your convenience (items 14 and 15 enclosed).

Construction Budget Impacts

The 2015 budget for Christchurch Girls High School was \$26.6m, of that the allocation for the main block repairs was set at \$8.2m. In April 2018 a request was raised to lift the overall CGHS budget by \$13.7m. This request was endorsed by the Education Infrastructure Service Investments Board on 30 April 2018 (items 16, 17, 18 enclosed) and approved by Cabinet Committee on 26 June 2018 (item 19 enclosed).

The actual cost of works conducted on the Main Block between November 2017 and August 2018 totalled \$5.5m. These works ultimately included works related to later phases (and other levels) of the project including:

- - HVAC and Fume Cupboard related works (evenly apportioned across the building)
- - Lift related Works (evenly apportioned across the building)
- - P&G (30% allocation)
- - Minor Footpath Works (reinstatement)

Withheld in
accordance with
s9(2)(b)(ii) Official
Information Act
1982

Overall the Phase 1 works came inside the budget contingency by \$92,926, as summarised in the breakdown provided (items 20, 21 and 22 enclosed).

I hope the information provided is sufficient to address your query. My staff remain available to discuss this at the convenience of your office.

Yours sincerely



Kim Shannon
Head of Education Infrastructure Service

Enclosure 1: CGHS Memorandum of Understanding – 1 September 2015
Enclosure 2: RDT Meeting Notes Email – 17 January 2018
Enclosure 3: Contract Instruction 088 - 14 February 2018
Enclosure 4: RDT Status Report – 8 February 2018
Enclosure 5: RDT Status Report – 23 February 2018
Enclosure 6: Contract Instruction 123 – 11 March 2018
Enclosure 7: Contract Instruction 128 – 12 March 2018
Enclosure 8: Contract Instruction 144 – 21 March 2018
Enclosure 9: Contract Instruction 173 – 17 April 2018
Enclosure 10: PCG Meeting Minutes – 24 April 2018
Enclosure 11: Site Meeting Minutes - 30 May 2018
Enclosure 12: PCG Minutes – 31 May 2018
Enclosure 13: SDG Meeting Minutes 29 June 2018
Enclosure 14: RDT Notification of approval of EOT Request 1- 8 June 2018
Enclosure 15: RDT Recommendation for EOT Request 2 and 3 – 12 September 2018
Enclosure 16: CGHS Project Change Request – 19 April 2018
Enclosure 17: Investment Board Minutes – 30 April 2018
Enclosure 18: DFA Approval – 30 April 2018
Enclosure 19: Cabinet Minutes – 26 June 2018
Enclosure 20: Breakdown of Allocated Costs v Budget at Final Invoice
Enclosure 21: Becca Statement of Final Account – 25 October 2018
Enclosure 22: Final Account Claim 12 - 17 September 2018



CHRISTCHURCH GIRLS' HIGH SCHOOL

Embrace Tradition. Embrace Innovation. Embrace Excellence.

1 September 2015

9(2)(a)

Chair of the Board of Trustees
Christchurch Girls High School
10 Matai Road
Riccarton
Christchurch 8011

Dear 9(2)(a)

Education Infrastructure Service – Christchurch Schools Rebuild Programme (CSR) Memorandum of Understanding - Future Working Arrangements

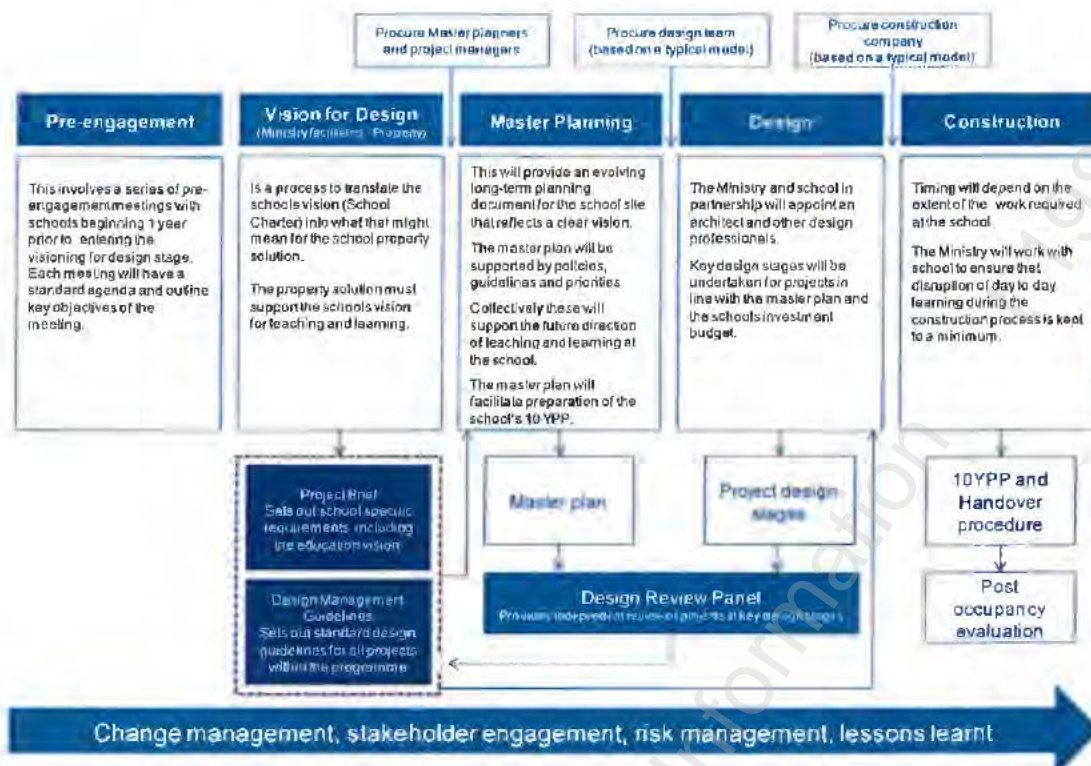
This letter marks the start of a busy time ahead as our two organisations embark on an exciting journey of renewing, remodelling and/or refurbishing your school over a staged redevelopment beginning with the construction of your new Performing Arts Centre (PAC).

Our aim is to translate your education vision into a property solution that will provide the environment needed to support good educational outcomes for all students.

This letter sets out how we can work together in partnership to achieve the best possible outcome for the school and ministry in delivering this major project. This letter sets out what to expect from the Ministry's Education Infrastructure Service and outlines the future roles and responsibilities of our respective organisations. The aim is to ensure delivery of the overall programme benefits, meet the schools vision and minimise disruption to your school.

What you can expect in the coming months

Your dedicated Delivery Manager and first point of contact throughout this rebuild programme will be Simon Hampson. Your project manager will continue to be 9(2)(a) (RDT) and Simon and 9(2)(a) will work closely together to provide a seamless service to your school. You should contact Simon for any day to day property concerns and continue to contact either 9(2)(a) or Simon to discuss any part of the rebuild programme. The relevant key steps of the rebuild process are detailed in the following diagram:



1 Pre-engagement

We will continually engage with you during the course of the major project and beyond, however, given that we are due to complete your master plan and commence the detailed design of your PAC shortly, this pre-engagement stage is less relevant.

2 Visioning for design

Your Delivery Manager will work with your school to look at the ways school property can better support your vision for teaching and learning. The project brief you have completed is owned by the school and details the basis on which the design and subsequent construction phases will be delivered. It is a key document that ensures that the building work enables and supports the school vision and approach to delivering teaching and learning to be realised. We will arrange a meeting with you shortly to talk through the project brief template.

3 Master plan

We have appointed a master planner for your school. The master plan has been partially complete to help us identify the location of the PAC. We are undertaking further testing on the main block and once we have all of the information to hand on the outcome of the testing on the main block, we will be in a good position to complete the master planning and assess the work required on the main block against the budget for the school. The master plan is a comprehensive long term plan intended to establish and guide the future development of the school site. It is a blueprint that reflects a clear vision for the future direction of teaching and learning at the school within the overall programme policies, guidelines and priorities. The master plan may form part of your new 10 Year Property Plan (10YPP).

We expect that a significant part of the master plan will be implemented under the CSR Programme; however, some elements of the plan may be implemented over a longer period. These elements will be identified through the master planning phase and working in partnership we will agree the best way forward for the school. The master plan will include an implementation strategy and a staged approach for property related development, including an analysis on the impact on school functionality during the development and the decanting strategy. We will work together to find the best solution for the school with the aim of minimising disruption to the daily operations of the school.

4 Detailed design

The Ministry and school are currently in the process of appointing an architect and other specialist design services to develop the detailed design of the PAC for your school. It is important to note that it may not be possible to undertake all capital work outlined in the property plan under this programme given the budgetary constraints, however, we would expect to complete a significant part of the plan. We also agree to work together to agree the best solution for the main block following the completion of the current testing of the piles, analysis and remediation plan work that is currently underway. Any part of the master plan not completed under the programme will continue to form part of your new 10 YPP and may be delivered in the future. We will only know this once we have understood the range of issues at the school and developed a completed master plan. We will work together to determine how and when future projects may be delivered.

Under the CSR Programme the Ministry's priorities are to upgrade teaching spaces, and spaces that support teaching and learning (eg student social spaces and teacher resource spaces). We also want to ensure all leaky building issues are resolved, earthquake strengthening is carried out where required, earthquake damage is repaired and core modern learning environment standards are met.

5 Construction

The Ministry, in discussion with you, will appoint a construction company and associated services. Your Delivery Manager will work with you to minimise disruption to education provision as much as possible and ensure the health and safety of all school users during construction.

6 Procurement

During this process, there are a number of consultants and companies that will need to be procured to support the different stages of the schools project. The table below sets out what you can expect on a typical school project:

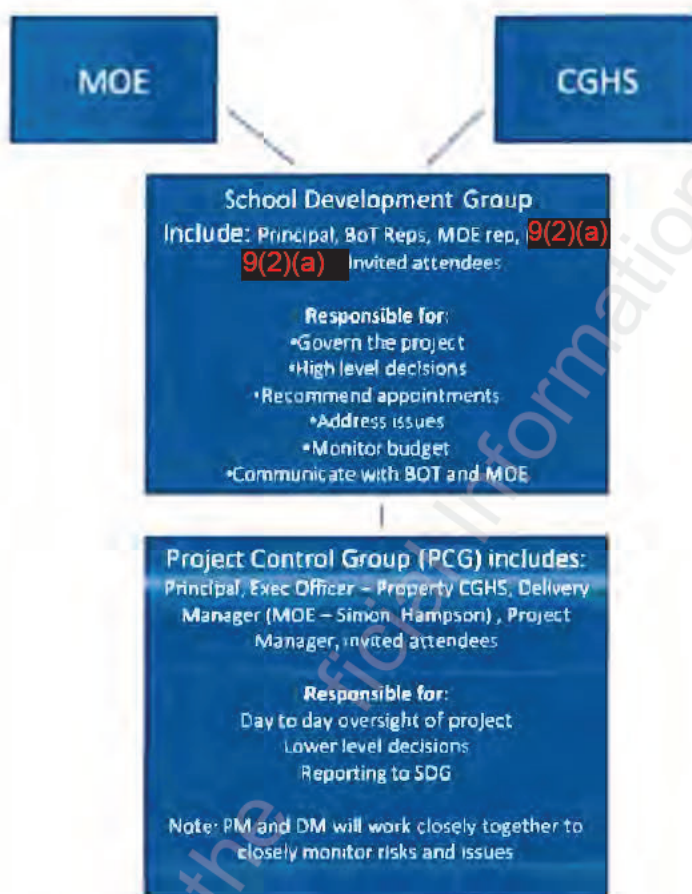
Type	Role	When appointed
Project Manager	A project manager will manage the detail around the project on a day to day basis on behalf of the school and Ministry. They will not make any key decisions, but provide information to the decision making group.	Appointed 9(2)(a) RDT
Master planning consultant	A master planner will develop the master plan for the site.	Appointed Jasmax
Architect (and other design team consultants)	An architect will develop the detailed design for the school. Ideally, they will be the same as the master planning consultant, however due to standard commercial practice, it may not always be possible to have the same architect.	Jasmax has been appointed to undertake design works for the main block, arts block and landscaping following the demo of the pool. We will review the extent of the design brief once we know the works required on the main block.
Construction	A construction company will be appointed to turn the design into a physical building.	Typically when the design is detailed enough to provide firm pricing.

The table above shows the timing of procurement of a typical procurement process, however procurement arrangements will vary from school to school. Your Delivery Manager will discuss with you any variations to the typical procurement process. The Delivery Manager will manage suppliers throughout the projects and communication between schools and suppliers will usually occur via the Delivery Manager so that there is one point of contact for consistency and clarity.

The role of schools in the capital programme

We have agreed to establish a clear structure to deliver this project in partnership. The structure is shown below:

The Christchurch Education Property Renewal Program is a partnership between the Ministry of Education and the School BOT



The SDG will meet monthly (or more regularly as need arises). The PCG will meet fortnightly or more or less regularly as the need arises.

Any minor works that need to be carried out while the major project is being developed should be discussed with your Delivery Manager as soon as possible. Any solutions that are identified to any property issues will be discussed and agreed at the SDG before being implemented. Any maintenance that is covered by the property maintenance grant funding should be auctioned by the school as per usual. However, if the school would like support with these maintenance issues, the school should contact the Delivery Manager in the first instance. These include painting, minor repairs and general maintenance activities.

The role of the Ministry in the programme

The Ministry aims to ensure schools are well supported and involved in the decision-making process and that investments in schools are based on school educational visions. The Ministry will have responsibility to ensure quality of design, quality of construction and management of health and safety during construction. The Ministry is also responsible for ensuring projects are delivered on time to set budgets. The Ministry will be working closely with schools to minimise disruption to education, especially during the construction process.

The Ministry can support the school throughout any stakeholder engagement needed with your school community.

Communication

The partnership under this memorandum is built on trust and respect between the ministry and the school, and as such, all media queries whether received by the school or the ministry should be discussed and agreed by both parties before any release is made. All communications between a school and the Ministry, in relation to the CSR Programme should be made through the schools Delivery Manager in the first instance. Where a Delivery Manager is unable to answer your questions immediately, they will find an answer and get back to you in a timely manner. Where the Delivery Manager cannot respond, they will escalate to the Programme Director who will ensure issues are satisfactorily resolved in partnership with you either through discussions with the Chair of the Board of Trustees or through the SDG.

If you are not satisfied with the level of service you are receiving from the Ministry with regards to the CSR programme, you can contact 9(2)(a) Programme Director on 9(2)(a) who will work with you to resolve any issues. 9(2)(a) will also be the Ministry's representative on the SDG.

Consolidation of responsibilities

I have attached a summary of our respective roles and responsibilities.

To confirm our working partnership, I am asking that you countersign this letter as a clear statement of our mutual commitment to the delivery of the property related projects at your school.

I am looking forward to working with you and your school on this exciting journey. If you would like to discuss this further, please contact me on 9(2)(a)

Yours sincerely

9(2)(a)

Programme Director
Christchurch Schools Rebuild Programme
Ministry of Education

Signed on behalf of Christchurch Girls High School; by:

9(2)(a)

Schedule of Responsibilities

This schedule provides a list ministry and school responsibilities and seeks commitment to these responsibilities from both parties to deliver a successful project. The responsibilities are set out under a number of headings. This list is not exhaustive and the ministry encourages schools to consider these responsibilities in detail and discuss any suggested amendments with the Programme Director,

9(2)(a)

Governance and Management

The Ministry will:

- Manage the overall capital programme, including determining the overall timing of projects to align with market capacity and funding availability
- Allocate a dedicated Delivery Manager to each school project who will be a single contact person for the school.
- The Delivery Manager alongside the Project Manager will manage the project on behalf of the school, monitor performance against agreed project timetable, cost and quality. They will ensure appropriate support is provided to the school at each stage, guide the school through the process and manage external consultants.
Assist in determining value for money solutions.

The school will:

- Provide a single point of contact to the Ministry's Delivery Manager to ensure there is a clear and consistent line of communication between the ministry and the school.
- Establish a dedicated project team to work with the ministry through each stage of the project.
- Secure buy-in of teachers and students within the school to the visioning for design, master plan, and detailed design of the build.
- Highlight any concerns the schools has related to property matters to the delivery manager.
- Actively participate and provide significant input into all visioning for design, property planning and design meetings.
Attend other meetings with the Ministry as required.
- Work with the Ministry to identify risks, issues and lessons that can be passed on to other schools embarking on their projects.

Procurement and appointment of consultants

The Ministry will:

- Develop and use, wherever possible, standardised contracts, procurement documents and procure panels of consultants. A prime rationale for the establishment of a ministry led programme is to gain efficiencies of scale so that more money is spent on bricks and mortar and to save money through utilising the same process and documentation across all schools where appropriate.
- Secure the best prices through continuously monitoring and benchmarking costs.

The school will:

- Commit, if desired, a person to work with the Ministry to procure and appoint consultants for the project.
- Agree all appointments through the SDG

Funding

The Ministry will:

- Centrally manage the funding investment into individual schools.
- Provide a budget to each school
- Work with the school to provide costed, affordable options for your school site based on good information
- Provide an indicative construction programme that minimises school disruption but delivers the 'new' school as soon as possible.

The school will:

- Work with the Ministry to tailor their property solution under this programme to fit within the funding allocation.
- Maintain confidentiality of the budgets to ensure we secure the best pricing through competitive procurement.

Communications

The Ministry will:

- Support the school to develop internal and external communications about the project to ensure that project messages are aligned with the overall programme messages support the effectiveness of projects
- Seek out proactive opportunities to highlight what the programme will deliver locally and celebrate key milestones, as well as rebutting inaccurate reporting should it occur.
- Support the school in engaging external stakeholders.
- Develop a communications plan for the project in partnership with the school.
- Ensure regular communications with the school on the process and/or progress of the project through the PCG and SDG
- Provide the school with all external communications about the project before they are released for the school to review and provide suggested amendments.
- Facilitate opportunities for schools to give feedback to the Ministry.

The school will:

- Lead any communications and stakeholder engagement with the school community and broader local community
- Work with the Ministry in partnership to ensure consistency of messages about the programme and project are published – ideally the ministry would like to develop and release any communications about the project or programme released in partnership with the school
- Communicate any property related concerns outside the CSR programme to their Delivery Manager
- Communicate and property related concerns with regards to the CSR programme to their Delivery Manager.
- Issues should be escalated to The Programme Director through the SDG meetings

Jack Harrison

From: s 9(2)(a) OIA [redacted]@rdtpacific.co.nz>
Sent: Wednesday, 17 January 2018 4:16 PM
To: s 9(2)(a) [redacted]; 9(2)(a) [redacted]@cghs.school.nz
Cc: Craig Morrison; [redacted]
Subject: Meeting notes 17th Jan 2018
Attachments: IMG_6165.jpg

Hi 9(2)(a) and s 9(2),

Thank you for meeting us this morning.

To clarify discussion points – Main Block :

1. Staff access w/c 22nd Jan 2018 – Crown and any staff to enter main entrance signing into school system. Levels 1-3 will be clear for Crown removals and staff, noting that some works will still be in play, such as mechanical commissioning, consultant and council inspections etc, but the classrooms will be able to be set up. Ideally if we could ask staff to work within the hours of 10am – 2pm Naylor Love can do their work before and after the staff. Some propping will remain in place see photo attached s [redacted] to escort 9(2)(a) through the building view – suggest Thursday 18th at 9am? The lift contractor will be working on the ground floor so zones will be noted for safety. A quick daily morning meeting will be worthwhile so both Naylor Love and the school understand what each is aiming to achieve that day. RDT to facilitate.
2. The project team will present to the school staff on the teacher only day of 29th Jan 2018, 11am to provide an over view of the programme and scope of works for term 1. Craig Morrison(MOE), s 9(2)(a) OIA [redacted] (RDT), s 9(2)(a) OIA [redacted] (Jasmax), s 9(2)(a) OIA [redacted] (Naylor Love).
3. Student access will be restored with revised hoarding for the 29th Jan 2018.
4. Works to obtain the CPU are in hand with the contractors, consultants and Council all clear on the works and compliance required to achieve the approval by 29th Jan 2018.
5. Lift will be complete and ready for use on 9th Feb 2018. The old sick bay can be used in the interim as a set down area for the lift parts.
6. Fire alarm has been activated four times and Naylor Love are not sure if the system is responding correctly. A meeting has been set up for Tues 18th at 3pm to review and establish protocols for disabling the system in construction zones during school hours. s 9(2)(a) [redacted] to dial into the meeting if possible.
7. There has been additional asbestos material found in mechanical systems and ducting . This has all been removed. The impact of this has been that the ducting to the fume cupboard on levels 2 and 3 has been removed and requires replacement. The works are being expedited where possible to get the fume cupboards back on line as soon as possible. 6 weeks from now is the worst case scenario.
8. General progress to main block – Naylor Love worked through the Christmas Break to keep works on programme and have made good progress with the strengthen and mechanical works. There have been challenges with additional works required as the works becomes invasive but they have dealt with this very well supported by the consultant team who have responded to queries throughout the period. The major noisy structural works, breaking out of concrete etc. will be completed this week.
9. The stage 1 project completion is scheduled for 22nd May 2018. Updated programme to follow. This was noted at the Nov steering group meeting meaning that Level 4 will be under construction for Terms 1 and part of Term 2.

Discussion Points – PAC

1. The Jasmax defects list is being worked through by Arrow, including the step lights discussed at the meeting. There are all to be completed by the 29th Jan.
2. Defects not completed by 29th Jan will be the entrance timber ceiling and the grass river bank works. Both are defects attributed to the contractor, Arrow. Despite being instructed

to remediate and robust discussions the contractor has so far refused to start the works. The land contour works will be delayed until the Easter Holidays in order for the school to host open days etc with the grounds looking complete. The remediation requires 200m3 of soil to be removed to achieved and then turf(ready lawn) applied to achive the quickest remediation. We anticipate this as being achievable within a two week period.

3. Arrow have lodged an insurance claim for the timber sealant in the entrance and have to date refused to start works until they have clarity on this. RDT/ Moe will work with them to minimise the time frame for tehwork and limit the time a scaffold needs to be in place.
4. Given the reluctance from Arrow to resolve these defects, RDT will issue a further contractual demand for these works to be undertaken and invoke a clause which entitles us to see an alternative contractor the Arrow's cost if they fail to complete by the required deadline of the end of Term 1 holidays.
5. RDT will follow up with Jasmax on a possible solution for the skylight over the light boxes.
6. The ventilation is very noisy in the theatre and audible in the offices. RDT to set up a meeting with WSP, the installer and the school to review. This is still going through a commissioning process with adjustments being made - Note the meeting Craig, s 9(2) spoke with s from WSP who was on site working through this issue with the contractor and trialing various settings to resolve it. He is also looking at the class room air handling units which are also deemed by the school to be too noisy. All is being investigated by WSP and being assessed by an acoustic expert. This will be reviewed at the meeting next week. Note that the units are not designed to cool air. MOE policy does not currently provide for cooling.

Regards

s 9(2)(a) OIA

Senior Project Manager

RDT Pacific | Project and Cost Management

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M s 9(2)(a) OIA

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Contract Instruction

No. 088

Project:	CGHS Main Block Stage 1		
Date Issued:	14 February 2018		
Issued to:	Naylor Love Construction		
Attention	s 9(2)(a) OIA		
Copies to:			
✓ Company	Name	✓ Company	Name
✓ Naylor Love	s 9(2)(a) OIA	✓ Jasmax	s 9(2)(a) OIA
✓ Naylor Love		✓ Jasmax	
✓ Naylor Love		✓ Jasmax	
✓ Ministry of Education	Craig Morrison	✓ RDT Pacific	
✓ Beca	s 9(2)(a) OIA	✓ RDT Pacific	
✓ Beca			

Subject:	After hours work streams
Contractor Reference:	N/A
<p>Further to discussion at this mornings site meeting, please proceed to arrange for the following work streams to be programmed to occur after 3pm.</p> <ol style="list-style-type: none"> 1. Drilling to steel 2. Welding 3. Removal of topping slab on balcony 4. Epoxy crack injection 5. Grinding to floor <p>Please proceed on this basis effective now and submit and agree associated costs with the QS.</p> <p>There are no time implications associated with this CI.</p>	

Issued for:	
Construction	No Cost Impact
✓ Information	✓ Variation Order / Change of Scope
Shop Drawing	Variation Price Request
Information Request	

(Issued on behalf of the Principal - Ministry of Education)

Authorised By:

s 9(2)(a) OIA

s 9(2)(a) OIA

Engineers Representative on behalf of the Principal:

FORTNIGHTLY STATUS REPORT: CHRISTCHURCH GIRLS' HIGH SCHOOL

Issued by: RDT Pacific
 Publication Date: 8th February 2018
 Distribution: Ministry of Education

1. WORKS HANDED OVER

1.1. Tech Link

- Remaining works handed over to Coffey International.
- Building demolished, slab still in place and in use by Naylor Love as a site compound. Slab to be demolished at tail end of Main Block project the achieve Code of Compliance. Programme to be confirmed by Coffey.

1.2. Arts Block (Fit-out)

- Remaining works handed over to Coffey International.
- Building Consent approved and issued. Arts Block fit-out programme to be confirmed by Coffey.

1.3. Main Block – Future Stages

- An update for the Main Block Stage 1 is outlined in section 4 below. RDT will continue to report on the Stage 1 project. Note, Stage 1 includes the current construction phase for Level 4 & the Roof only. Planning for future stages (Levels 1-3) excluded from Stage 1.
- Remaining works associated with future stages handed over to Coffey International.
- Building Consent approved and issued. Programme to be confirmed by Coffey.

1.4. Landscaping

- Remaining works handed over to Coffey International
- Civil Input into Landscape Design required.
- Separate consent required.

2. GYMNASIUM

No further action required. RDT collating and reviewing close out documentation. Defects monitoring being undertaken by RDT during defects period.

3. PERFORMING ARTS CENTRE (PAC)

General Update:

- The Certificate of Code Compliance for the building was successfully gained over the holiday period. The whole building is now in use by the school.
- Arrow are continuing to work through the project defect list.
- Arrow have arranged with the school for space on site for the Arrow PM to continue to work through defects.

- Two primary defects are currently being worked through between RDT and Arrow, these are as follows:
 - The landscape contouring along the river bank is not in accordance with the design documentation or the outline plan of works. Circa 200 m³ of fill is required to be removed from this area. RDT has engaged Tonkin & Taylor on behalf of the Ministry with costs to be apportioned to Arrow – so the Ministry owns the design – to review options for how this can be remediated, this review is currently underway.
 - Application of the clear intumescent paint to the plywood ceiling has resulted in a milky finish. Arrow have lodged a claim under the Contract Works Insurance policy to replace the plywood ceiling and re-apply the intumescent. This claim is currently being worked through between Arrow and the insurers. Initial indications from Arrow is that this defect will take circa 4-weeks' worth of work on site to resolve which will require scaffold in the stairway. The school has noted that if the staircase cannot be safely trafficable by staff and students without PPE, this will need to be resolved in the summer 2018/19 holidays. Currently RDT are working with Arrow to determine whether the area can be trafficable during the works.
- RDT are continuing to work between Council and WSP for a Consent Exemption for the fume cupboard relocation from the Arts Block to the PAC. Council are treating this as a standalone piece of work unrelated to the original construction works and consent and have come back and asked for further information from the Consultants. WSP are currently putting together the required documentation. Once the consent exemption is approved the fume cupboard relocation will be scheduled in with the school.

4. MAIN BLOCK – STAGE 1

General Update:

- A CPU for the building has been granted for the school to occupy and use Levels 1-3 while the Stage 1 works are ongoing. This was achieved prior to the deadline for the commencement of the school term.
- The lift installation and amended CPU is scheduled to be in place and operational starting Monday 12th Feb following completion on 9th Feb.
- Works to strengthen the floor diaphragm connection were completed over the holiday period in order to obtain the CPU.
- The structural steel installation has commenced. On Wednesday 7th Feb, it was noted by the school that the steel installation works were too noisy and could not continue through the school day. Naylor Love have ceased these works currently and are reviewing options to install the steel afterhours to avoid programme delays. This will be at additional cost to the project.
- Asbestos removal is currently ongoing throughout the roof replacement period. These works will be intermittent and the area for this removal is isolated to the roof. All asbestos taken off site outside of normal hours.
- Naylor Love have identified a delay to the current programme completion of 22nd May 2018 due to the alterations of structural steel to install from underneath and to work around the existing building steel. The extension of time claim from Naylor Love is currently under review, however the adjusted completion date is likely to be 13th June 2018.
- In the last period, RDT has been working with WSP, Beca, Naylor Love and their subcontractor to review the mechanical design for the Main Block. The alternate option being investigated is the use of VRF units as per the concept previously identified to the school. This system will ensure heating and cooling is provided in the building. Upon determination of the feasibility of this system, RDT & Naylor Love will consult with the MOE & CGHS around the programme impacts of any this.

FORTNIGHTLY STATUS REPORT: CHRISTCHURCH GIRLS' HIGH SCHOOL

Issued by: RDT Pacific
Publication Date: 23rd February 2018
Distribution: Ministry of Education

1. MAIN BLOCK – STAGE 1

General Update:

- The lift has been installed and commissioned with the CPU amended. This was in place starting Monday 12th Feb.
- All other construction works to the roof and level 4 are continuing on site while the school use and occupy Levels 1-3.
- There was an incident noted in the last period by both CGHS and Naylor Love where welding fumes from welding works in the stair risers carried through the building causing a number of complaints fielded by the school around headaches and sore eyes. Welding had been ongoing prior to this, but on investigation Naylor Love noted that the other welding works had been undertaken within the 'construction zone' where smoke separations were in place and these had been effective. Upon communication from the school welding works were stopped on site and fans used to clear fumes. It has since been agreed between MOE, CGHS, RDT & Naylor Love that any future welding works be undertaken after 3pm. Naylor Love have followed this up with an incident report and provided communications sent through to the School to outline the H&S information relating to welding exposure (i.e. no long-term health effects).
- Naylor Love have been demonstrating good H&S practices while on site. This is evidenced by a recent 3rd party site audit where no required improvements were noted during this audit.
- Asbestos removal has been ongoing through the last period. These works continue to be intermittent, however exclusion zones have been in place while these works have been undertaken as per the previously provided Asbestos Management information. All asbestos is taken off site outside of school hours.
- Further to the welding issue noted above, a number of other works have been agreed between MOE, CGHS, RDT & Naylor Love to be undertaken after 3pm during the week, these are works that are expected to either have associated smell, vibration through the building or loud noise and are so far identified as follows:
 - Crack Injection – due to use of epoxy resin and access requirements to Level 3 classrooms. Cracks also need to be ground out in advance.
 - Grinding to floor in preparation of FRP.
 - Drilling to steel.
 - Breakout and removal of topping slab on Level 4 balcony.
- Naylor Love continue to work towards completion of the Stage 1 project by 13th June 2018.
- Design clarifications are currently ongoing into the potential for the alternate Mechanical Design for this building. RDT are scheduled to compile and issue a recommendation on this mid next week.

2. PERFORMING ARTS CENTRE (PAC)

General Update:

- Arrow are continuing to work through the project defect list. To date, there are 812 formally notified defects (of which the majority are minor) and Jasmax have confirmed that 256 of these have been closed out to a satisfactory level.
- Jasmax and Arrow continue to meet regularly to review the list and agree close out actions for the defects.
- Arrow have arranged with the school for space on site for the Arrow PM to continue to work through defects, this is only by continued agreement between CGHS & Arrow and is not contractually required.
- The project is now in the defects liability phase where only changes associated with defect remediation are advised under the contract. The Code of Compliance has been issued for the building and Arrow are in the process of providing the close out documentation (warranties, guarantees, as-builts, etc.) for Consultant review.
- Three primary defects are currently being worked through between RDT, the Design Team and Arrow, these are as follows:
 - Incorrect landscape contours along the river bank – Tonkin & Taylor have undertaken further on-site measures and are in the process of reviewing options for how this can be remediated without affecting the concrete plinths or crib wall. This is ongoing.
 - Milky finish to plywood ceiling – Arrow are currently awaiting the determination of their claim under the Contract Works Insurance policy before arranging the plywood replacement. The school has noted that if the staircase cannot be safely trafficable by staff and students without PPE during repairs, this will need to be resolved in the summer 2018/19 holidays.
 - Incorrect fan substitution – The design team has completed their review of the suitability of the fans installed in the practice rooms and admin area and determined that these were a non-accepted substitution by the design team. RDT has instructed the removal and replacement of these fans with a suitable alternative. This is currently with Arrow to review.
- Works toward gaining a Consent Exemption for the fume cupboard relocation from the Arts Block to the PAC are on-going. The Design Team are to provide documentation to satisfy council requirements for this relocation to occur. Once the consent exemption is approved the fume cupboard relocation will be scheduled in with the school.

Contract Instruction

No. 123

Project:	CGHS Main Block Stage 1		
Date Issued:	11 March 2018		
Issued to:	Naylor Love Construction		
Attention	s 9(2)(a) OIA		
Copies to:			
✓ Company	Name	✓ Company	Name
✓ Naylor Love	s 9(2)(a) OIA	✓ Jasmax	s 9(2)(a) OIA
✓ Naylor Love		✓ Jasmax	
✓ Naylor Love		✓ Jasmax	
✓ Ministry of Education	Craig Morrison	✓ RDT Pacific	
✓ Beca	s 9(2)(a) OIA	✓ RDT Pacific	
✓ Beca			

Subject:	FRP - Out of hours
Contractor Reference:	RFI:NL-RD#0150
<p>Further to agreement at the Site Meeting on 7/03/2018, please proceed with the FRP works outside of school hours.</p> <p>There are no time implications associated with this CI.</p>	

Issued for:	
Construction	No Cost Impact
✓ Information	✓ Variation Order / Change of Scope
Shop Drawing	Variation Price Request
Information Request	

(Issued on behalf of the Principal - Ministry of Education)

Authorised By:

s 9(2)(a) OIA

s 9(2)(a) OIA

Engineers Representative on behalf of the Principal:

Contract Instruction

No. 128

Project:	CGHS Main Block Stage 1		
Date Issued:	12 March 2018		
Issued to:	Naylor Love Construction		
Attention	s 9(2)(a) OIA		
Copies to:			
<input checked="" type="checkbox"/> Company	Name	<input checked="" type="checkbox"/> Company	Name
<input checked="" type="checkbox"/> Naylor Love	s 9(2)(a) OIA	<input checked="" type="checkbox"/> Jasmax	s 9(2)(a) OIA
<input checked="" type="checkbox"/> Naylor Love		<input checked="" type="checkbox"/> Jasmax	
<input checked="" type="checkbox"/> Ministry of Education	Craig Morrison	<input checked="" type="checkbox"/> Jasmax	
<input checked="" type="checkbox"/> Beca	s 9(2)(a) OIA	<input checked="" type="checkbox"/> RDT Pacific	
<input checked="" type="checkbox"/> Beca		<input checked="" type="checkbox"/> RDT Pacific	

Subject:	CI 123 follow-up (FRP Installation - out of hours)
Contractor Reference:	VPS:NL-RD#0015
<p>In reference to CI 123, the works to undertake the FRP installation outside of hours in reference to the noted Variation (VPS:NL-RD#0015) are to proceed as instructed. The valuation of this variation is still to be agreed.</p> <p>We will not accept any delays to the programme or associated costs relating to the commencement of these works.</p> <p>There are no time or cost implications associated with this CI.</p>	

Issued for:	
Construction	<input checked="" type="checkbox"/> No Cost Impact
<input checked="" type="checkbox"/> Information	Variation Order / Change of Scope
Shop Drawing	Variation Price Request
Information Request	

(Issued on behalf of the Principal - Ministry of Education)

Authorised By:

s 9(2)(a) OIA

s 9(2)(a) OIA

Engineer to the Contract:

Contract Instruction

No. 144

Project:	CGHS Main Block Stage 1		
Date Issued:	21 March 2018		
Issued to:	Naylor Love Construction		
Attention	s 9(2)(a) OIA		
Copies to:			
<input checked="" type="checkbox"/> Company	Name	<input checked="" type="checkbox"/> Company	Name
<input checked="" type="checkbox"/> Naylor Love	s 9(2)(a) OIA	<input checked="" type="checkbox"/> Jasmax	s 9(2)(a) OIA
<input checked="" type="checkbox"/> Naylor Love		<input checked="" type="checkbox"/> Jasmax	
<input checked="" type="checkbox"/> Ministry of Education	Craig Morrison	<input checked="" type="checkbox"/> RDT Pacific	
<input checked="" type="checkbox"/> Beca	s 9(2)(a) OIA	<input checked="" type="checkbox"/> RDT Pacific	
<input checked="" type="checkbox"/> Beca			

Subject:	Out of Hours FRP Install
Contractor Reference:	VPS:NL-RD#0015
<p>Further to issue of CI 088 confirming the after hours work streams and CI 123 confirming to undertake the FRP installation out of hours, please note, costs submitted in VPS:NL-RD#0015 have been approved to the value of \$36,640 + GST for these works per the attached VOR 007 from Beca.</p> <p>There are no time implications associated with this CI.</p>	

Issued for:	
Construction	No Cost Impact
<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Variation Order / Change of Scope
Shop Drawing	Variation Price Request
Information Request	

(Issued on behalf of the Principal - Ministry of Education)

Authorised By:

s 9(2)(a) OIA

s 9(2)(a) OIA

Engineers Representative:

Variation Order Recommendation N° 007**Project:** Christchurch Girls High School**Variation:** FRP Installation**Contract N°:****Contractor:** Naylor Love

Issued to: ☐ s 9(2)(a) OIA - RDT
Copies to: ☐ s 9(2)(a) OIA - RDT
☐ Craig Morrison - MOE

We confirm that we have reviewed Naylor Love Variation Pricing Form RFI:NL- RD 00015

Following our review we note the following;

We would anticipate a crew of four operatives being able to achieve an output of approximately 400 – 450m² per week.

On this basis we would have anticipated it to be completed in 696 hours.

Naylor Love have confirmed Contech require 8 hours per day providing a total of 928 hours to complete the work.

If instructed by the Engineer to the Contract the Variations to the Contract Price shall be as follows in respect of instructions issued in accordance with the Conditions of Contract.

	Deduct \$	Add \$
FRP Installation		36,640
TOTAL THIS V.O. EXC. G.S.T.		36,640

Signed**Name:** s 9(2)(a) OIA**Job Title:**

Contract Instruction No.

Description			Total
Contech Surcharge for out of hours Working			\$ 24,773.00
Invoice Total :			\$ 24,773.00
Margin	3.50%	\$ 24,773.00	\$ 867.06
Labour Supervision out of hours	150.00 hrs	\$ 73.33	\$ 10,999.50
Sub-total incl Margin :			\$ 36,639.56
Omit Provisional Sum	0%		\$ -
Rounding			
Total incl Margin :			\$ 36,640.00

[Return to main variation register](#)

VARIATION CLAIM			
% Claim	CLAIM TO DATE	MOVEMENT	PREVIOUS CERTIFIED

[illegible][illegible]

	\$ -	\$ -	\$ -
--	------	------	------

s 9(2)(a) OIA

From: s 9(2)(a) OIA @naylorlove.co.nz>
Sent: Tuesday, 13 March 2018 3:54 p.m.
To: s 9(2)(a) OIA
Cc: s 9(2)(a) OIA
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

s 9(2)(a) OIA

To follow this morning's conversation regarding the out of hours FRP installation please see below.

Contech originally allowed for an 8 hour shift to complete the work in 29 days. They have now moved their shift to 3pm-11pm. The out of hours is being charged from 5pm-11pm, for 6 hours of their shift. Contech will be productive between 3pm and 5pm, but these are not doubled up hours, they form part of their 8 hour shift originally allowed for. Referring to your email from yesterday, this price is not to complete all of the FRP out of hours, but only the 6 hours that can't be done during the normal working day.

With reference to the productivity of the subcontractor, 3-4 days of Contech's time will be on floor preparation before the FRP installation begins. I'm unsure what your below reference to productivity is based on, Contech have submitted a fixed price and have allowed to finish the work in 29 days.

The extra over rate for the Forman and Engineer being out of hours is due to them having to undertake their progress monitoring, QA etc out of hours.

Regards,

s 9(2)(a) OIA

From: s 9(2)(a) OIA @beca.com]
Sent: Monday, 12 March 2018 7:55 p.m.
To: s 9(2)(a) OIA @naylorlove.co.nz>
Cc: s 9(2)(a) OIA @naylorlove.co.nz>; s 9(2)(a) OIA @rdtpacific.co.nz>;
s 9(2)(a) OIA @beca.com>
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

Evening s 9(2)(a) OIA

Based upon a productivity of 450m², the operatives should be able to complete the FRP works in approximately 4.5 weeks. So the 5 week allowance would seem in line with what we would expect. The main item point I make is ensuring there is no duplication of time for the hours between 3pm and 5pm and the works undertaken between 5pm and 11pm.

So just wondering whether there are 232hrs too much allowed by Contech for out of hours works.

Kind Regards,

s 9(2)(a) OIA



From: s 9(2)(a) OIA [redacted]@naylorlove.co.nz
Sent: Monday, 12 March 2018 3:03 p.m.
To: s 9(2)(a) OIA [redacted]@beca.com>
Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz> s 9(2)(a) OIA [redacted]@rdtpacific.co.nz> [redacted]
s 9(2)(a) OIA [redacted]@beca.com>
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

s 9(2)(a) OIA [redacted]

Just tried to call you to discuss. I'm unsure what you mean with your below query on work between 3 and 5 being a bonus. Can you please call be back to discuss.

Regards,

s 9(2)(a) OIA [redacted]

From: s 9(2)(a) OIA [redacted]@beca.com]
Sent: Monday, 12 March 2018 2:20 p.m.
To: s 9(2)(a) OIA [redacted]@naylorlove.co.nz>
Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz> s 9(2)(a) OIA [redacted]@rdtpacific.co.nz> [redacted]
s 9(2)(a) OIA [redacted]@beca.com>
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

Afternoon s 9(2)(a) OIA [redacted]

Am I correct in saying the cost for out of hours works is to undertake all the FRP, and any works achieved in between 3pm and 5pm is a bonus? I would have expected at least the first roll of FRP to be laid in those two hours each day. Would imagine the guys could lay approx. 400 to 450m² of FRP per week.

Not sure there would be any additional PM / Foreman time involved.

Kind Regards,

s 9(2)(a) OIA [redacted]



2018/19
**CLIENT
CHOICE
AWARDS
2017**
WINNER
beaton



From: s 9(2)(a) OIA [redacted]@naylorlove.co.nz]
Sent: Monday, 12 March 2018 12:57 p.m.
To: s 9(2)(a) OIA [redacted]@beca.com>
Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz> s 9(2)(a) OIA [redacted]@rdtpacific.co.nz>;
s 9(2)(a) OIA [redacted]@beca.com>
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

Hi s 9(2)(a) OIA [redacted]

Please see below responses.

Regards,

s 9(2)(a) OIA [redacted]

From: s 9(2)(a) OIA [redacted]@beca.com]
Sent: Monday, 12 March 2018 9:15 a.m.
To: s 9(2)(a) OIA [redacted]@naylorlove.co.nz>
Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz> s 9(2)(a) OIA [redacted]@rdtpacific.co.nz>;
s 9(2)(a) OIA [redacted]@beca.com>
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

Morning s 9(2)(a) OIA [redacted]

Thank you for confirming the split of costs.

I have attached a brief breakdown of the hours. Am I correct in assuming 6hrs per shift? That is the out of hours commence from 5pm to 6pm? What is the base hourly rate of the guys which forms the extra over cost? Contech will be working from 3pm-11pm with the out of hours being charged from 5pm. Contech have allowed for 6 hours a night x 4 men = 24 hours a night. 24 hours x contech have allowed for 29 days = 696 hours. Extra out of hours allowance \$25.71 x 696 hours

What works will Contech be able to proceed with during normal working hours? School finishes at 3pm and so Contech will start be able to start any aspect of their work at 3pm, they will be working from 3pm onwards and charging their out of hours rate from 5pm.

Just seeking to understand the requirement for the extra foreman and PM The extra time is for the further organisation in getting and organising shift workers from Wellington to undertake the out of hours works.

Also has the contract value of the works decreased, your awarded tender is in the sum of \$289,462 and I note from the contract award to Contech this is \$278,062 The Contract Award has not changed, there was additional cost of \$11,400 to airfreight the material for level 4 as noted in Contech's quote.

Kind Regards,

s 9(2)(a) OIA

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From: s 9(2)(a) OIA [redacted]@naylorlove.co.nz]
Sent: Monday, 12 March 2018 8:32 a.m.
To: s 9(2)(a) OIA [redacted]@beca.com>
Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz>; s 9(2)(a) OIA [redacted]@rdtpacific.co.nz>;
s 9(2)(a) OIA [redacted]@beca.com>
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

s 9(2)(a)
OIA

Further to the below email, please see a breakdown of Contech's out of hours costs.

After hours Labour cost for crew of 4 working after 6pm	= \$17,896.48
Extra Foreman cost to organise shifts 1 hour per day	= \$ 1,614.72
After hours for PM/Engineer 2 hours per night	= \$ 5261.80
	\$ 24,773.00

Regards,

s 9(2)(a) OIA

From: s 9(2)(a) OIA [redacted]
Sent: Friday, 9 March 2018 4:41 p.m.
To: s 9(2)(a) OIA [redacted]@beca.com>
Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz>; s 9(2)(a) OIA [redacted]@rdtpacific.co.nz>;
s 9(2)(a) OIA [redacted]@beca.com>; Craig Morrison <craig.morrison@education.govt.nz>
<craig.morrison@education.govt.nz>
Subject: RE: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

s 9(2)(a)

Naylor Love's costs for the out of hours supervision is calculated based on having supervision on site until 11pm for the 5 week duration of the FRP installation.

A breakdown of Contech's costs will follow.

Regards,

s 9(2)(a) OIA

From: s 9(2)(a) OIA [redacted]@beca.com]

Sent: Friday, 9 March 2018 2:16 p.m.

To: s 9(2)(a) OIA [redacted]@naylorlove.co.nz>

Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz> s 9(2)(a) OIA [redacted]@rdtpacific.co.nz> [redacted]

s 9(2)(a) OIA [redacted]@beca.com>; Craig Morrison <craig.morrison@education.govt.nz>
<craig.morrison@education.govt.nz>

Subject: FW: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

Afternoon s 9(2)(a) OIA

I am following up on my request for additional information to allow a validation of the out of hours works for FRP.

Agreement of cost should not preclude the issue of a Contract Instruction to progress these works.

Kind Regards,

s 9(2)(a) OIA

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Beca

Best Professional Services Firm (Revenue > \$200m)
Best Consulting Engineering Firm (Revenue > \$200m)
Market Leader - New Zealand



From: s 9(2)(a) OIA

Sent: Thursday, 8 March 2018 6:21 p.m.

To: s 9(2)(a) OIA [redacted]@naylorlove.co.nz> s 9(2)(a) OIA [redacted]@naylorlove.co.nz>

Cc: s 9(2)(a) OIA [redacted]@naylorlove.co.nz> s 9(2)(a) OIA [redacted]@rdtpacific.co.nz>;

s 9(2)(a) OIA [REDACTED]@beca.com>

Subject: FW: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

Evening s 9(2)(a) OIA [REDACTED]

Please can you provide the basis of calculation for the out of hours costs, obviously \$37,000 is a rather large amount of money whilst the Principal is seeking to reduce its costs.

Kind Regards,

s 9(2)(a) OIA [REDACTED]

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From: s 9(2)(a) OIA [REDACTED]

Sent: Monday, 5 March 2018 9:53 a.m.

To: s 9(2)(a) OIA [REDACTED]@beca.com>

Subject: VPS:NL-RD#0015: FRP Installation [K3.1.2#8087F3.E9B472]

ACTION NL-EC initiated VPS:NL-RD#0015 for your information
DATE 5-Mar-18 09:52 AM
LINK https://au.itwocx.com/NL_6-CGHSMMAINBLK:8423411

PROJECT NL_6-CGHSMMAINBLK - CGHS Stage 3 - Main Block Construction
SUBJECT FRP Installation

AUTHOR s 9(2)(a) OIA [REDACTED]
ACTION [REDACTED]
INFO s 9(2)(a) OIA [REDACTED]
ISSUED 5-Mar-18 09:52 AM

You have received this because your iTWOCx account is configured to send you notifications. You can change this setting in your contacts details under user options.

iTWOCx Support
support@itwocx.com

ID:[K3.1.2#8087F3.E9B472]

Contract Instruction

No. 173

Project:	CGHS Main Block Stage 1		
Date Issued:	17 April 2018		
Issued to:	Naylor Love Construction		
Attention	s 9(2)(a) OIA		
Copies to:			
✓ Company	Name	✓ Company	Name
✓ Naylor Love	s 9(2)(a) OIA	✓ Jasmax	s 9(2)(a) OIA
✓ Naylor Love		✓ Jasmax	
✓ Ministry of Education	Craig Morrison	✓ RDT Pacific	
✓ Beca	s 9(2)(a) OIA	✓ RDT Pacific	
✓ Beca			

Subject:	Term 2 out of hours work
Contractor Reference:	N/A
<p>Further to issue of CI 165 requesting a shift to out of hours works and reduction in noisy works during normal working hours for the the week of 6/04/2018 - 13/04/2018, we reconfirm that normal construction activities can resume during the day over the school holiday period from 16/04/2018 - 27/04/2018.</p> <p>Following recent correspondence between Naylor Love, RDT, MOE and CGHS we now confirm that as of 30/04/2018, generally all construction works will need to be carried out after 4pm Mon-Fri for the duration of the Stage 1 project.</p> <p>We note there will be some works that cannot be safely carried out outside of daylight hours (i.e. roof installation) and therefore we will assess and discuss with the MOE and CGHS those works which will need to continue during the normal working day.</p> <p>Please proceed with planning and implementation of the above and submit costs to Beca for review as soon as possible.</p> <p>There are no time implications associated with this CI.</p>	

Issued for:	
Construction	No Cost Impact
✓ Information	✓ Variation Order / Change of Scope
Shop Drawing	Variation Price Request
Information Request	

(Issued on behalf of the Principal - Ministry of Education)

Authorised By:

s 9(2)(a) OIA

s 9(2)(a) OIA

Engineers Representative:

CHRISTCHURCH GIRLS' HIGH SCHOOL CAMPUS REDEVELOPMENT

PROJECT CONTROL GROUP MEETING NO. 22

Held on Tuesday 24th April 2018 at 10:00am at the Ministry of Education

Present:	Craig Morrison s 9(2)(a) OIA	CMo	Ministry of Education Christchurch Girls' High School Jasmax Coffey Projects RDT Pacific RDT Pacific	MOE CGHS JX CFY RDT RDT
Part:			Naylor Love (Present for items 1.0 - 3.0) Naylor Love (Present for items 1.0 - 3.0)	NL NL
Apologies:			Christchurch Girls' High School Jasmax Beca RDT Pacific	CGHS JX BECA RDT
Distribution:	As above, excluding: s 9(2)(a) OIA			

Next Meeting: Tuesday 29th May 2018 at 2:00pm at Ministry of Education (TBC)

Ref	Note	Action	By When
1.0	Previous Minutes / Introductions		
1.1.	No corrections to the previous minutes.	Note	
2.0	Health and Safety		
2.1.	NL keeping up to date with report of H&S incidents, near misses and hazards.	Note	
2.2.	HazardCo audit undertaken in the last period, report pending for this.	Note	
2.3.	Higher risk activities continuing on site include; <ul style="list-style-type: none"> ➤ work on roof and parapets ➤ electrical works ➤ FRP ➤ lift shaft remedial works. 	Note	
2.4.	Commencing Monday 30 th April, NL are shifting all construction works to after 4pm to reduce impacts of noise on school.	Note	
2.5.	NL to advise of any situations where undertaking the work outside of daylight hours poses a high H&S risk. Dismantling the scaffold has been identified as one of these situations which will need to be worked through during normal hours closer to the time.	Note	
2.6.	NL noted the schools' H&S representative attended site before the school holidays and is scheduled to come back Thursday during usual construction activities to get a gauge on full construction conditions.	Note	
2.7.	s 9(2)(a) is also catching up with school H&S rep on Thursday to review forward works. MOE and RDT available for these discussions.	Note	
2.8.	s 9(2)(a) noted that the H&S recommendation report is due for completion towards the end of next week prior to the Steering Group Meeting on 8th May. Findings of report	CGHS / MOE	11/05/18

Item	Note	Action	By When
	to be discussed at the Steering Group. MOE to provide updates from this meeting accordingly.		
2.9.	Potential to provide a morning tea and regular status updates to the staff moving forward to provide a platform for staff to discuss concerns. To review following SDG meeting as required.	Note	
2.10.	NL have engaged K2 Environmental to undertake the air quality testing throughout the building. Aiming to get this booked in 26/27 th April.	NL	27/04/18
3.0	Contractor Report/Update		
3.1.	Targeted work faces for the next period include Fire Sprinkler and Services install. NL comfortable with current programme but will provide an update a few weeks into term 2 once the late-shift works have been tested to advise on progress.	Note	
3.2.	Plant deck noted as a potential delay as this has been impacted by the Mechanical redesign. JX to follow-up with the design team. If the plant deck and packaged units are not able to be installed in time for 6 th July, then this should be able to be worked around.	Note	
3.3.	Packaged unit schedule and Plant Deck design to be confirmed.	JX	11/05/18
3.4.	Temporary mechanical design to be worked up in case the long-term ventilation strategy cannot be installed in time. JX to liaise with subconsultants on this.	JX	May 2018
3.5.	The temporary fume cupboard set up is on track for the start of term. The PAC fume hood has been relocated. Minor paint works to old Arts Block wall to be undertaken to the patch where the fume cupboard was removed.	NL	27/04/18
3.6.	Variation process between NL and Beca progressing well.	Note	
3.7.	The NL Contract drafting is almost complete. A response to NL should be out in the next week.	MOE	1/05/18
3.8.	Process with JX attending site more often working well. NL noted they are keen to maintain phone communications through 9(2)(a) with 9(2)(a) on leave. JX & RDT keen for NL to continue to have discussions with the consultants over the phone and then capture confirmations of discussion in RFI's, rather than starting an investigation this way.	Note	
3.9.	NL conscious of perception over delays. NL currently working hard to meet deadlines. All parties aware of programme pressures and impact of these. Collaborative approach to delays encouraged. All parties recognise there have been large scope additions (mechanical) which have impacted as delays from May 2018 – July 2018. Incorporation of the mechanical at this project stage provides increased benefit to the school with minimal re-work needing to occur.	Note	
3.10.	RDT noted that any further delays have the potential to impact programme. No further scope additions can be accommodated.	Note	
4.0	Consultants' Report		
4.1.	Design update noted as read.	Note	
4.2.	JX noted they need a clear direction on when the Level 2 works are to occur so they can plan appropriately for resourcing. CMo noted that until advised otherwise, Level 2 is scheduled to proceed at the start of Term 3. All works need to be in place to prepare for this.	Note	
4.3.	Beca and Design Consultants to make better use of each other's resources for variation determinations.	Note	
4.4.	JX raised concerns that with changes being made there may be some compliance issues that require review. RDT to arrange a meeting with Council to review coming CPU and revised timeframe for future CPU's.	RDT	May 2018
4.5.	9(2)(a) queried whether Jasmax can provide examples of the graphic for the bathroom wall so this item can be resolved.	JX	11/05/18

Item	Notes	Action	By When
4.6.	Next design package to go out for repricing. Minor changes to Main Block to be worked through. Changes for mechanical to be worked into drawings. Any VE also to be factored in as one Construction Issue documentation release. MOE/CFY to provide instruction for JX to proceed following discussions at risk workshop and SDG meeting.	MOE/CFY	18/05/18
4.7.	CGHS to discuss window joinery clash with blinds identified in PAC with JX.	Note	
5.0	Projects Update		
5.1.	RDT and Coffey update reports noted as read.	Note	
5.2.	9(2)(a) to provide programme based on determination from item 6.2 below.	9(2)(a)	May 2018
5.3.	Server Relocation being planned for mid-year holidays. CFY having session with NL to confirm specific works for trenching and civil works.	Note	
5.4.	BMS also being worked through by CFY.	Note	
5.5.	PAC Swegon units – WSP working to improve these. School implementing temporary heating for the start of term as this issue will take a few weeks to work through. Heating for receptionist also noted as an issue.	RDT/WSP	May 2018
6.0	Risks/Issues		
6.1.	9(2)(a) has scheduled a risk workshop for 3 rd May to review and capture risks for next project phases. Concern noted around programme, including night works and the impacts because of these.	Note	
6.2.	Risk for Level 2 works and whether these are to proceed in Term 3. Sequencing of works to be discussed at Steering Group meeting on 8 th May. CGHS to advise findings/schools preference at meeting.	Note	
7.0	Any Other Business		
7.1.	CGHS noted potential for site sharing between the School and NL. To be discussed at BOT level. School will put this on the table if it becomes anything. Big stakeholder management exercise will be needed from the school if this goes ahead – All parties to keep confidential until the school puts this on the table as a valid option.	Note	
7.2.	Further PCG meetings to be run by Coffey with RDT and NL as invited attendees.	Note	
8.0	Next Meeting		
8.1.	Tuesday 29 th May at 2:00pm at Ministry of Education (TBC)	Note	

CHRISTCHURCH GIRLS' HIGH SCHOOL MAIN BLOCK (STAGE 1)

PROJECT SITE MEETING MINUTES 18

Held on Wednesday 30th May 2018 at 9:30am at CGHS (Naylor Love Site Office)

Present:

Craig Morrison

CMo

s 9(2)(a) OIA

Ministry of Education

Ministry of Education

Christchurch Girls' High School

Christchurch Girls' High School

Naylor Love

Naylor Love

Naylor Love

Jasmax

Beca

RDT Pacific

MOE

MOE

CGHS

CGHS

NL

NL

NL

JX

BECA

RDT

Apologies:

RDT Pacific

RDT

Distribution:

As above, plus:

s 9(2)(a) OIA

Jasmax

Beca

JX

BECA

Next Meeting: Wednesday 13th June 2018 at 9:30am at CGHS (Naylor Love Site Office)

Ref	Note	Action	By When
1.0	Previous Minutes / Introductions		
1.1.	Previous minutes accepted as a true record of the meeting.	Note	
2.0	Contractor Report		
2.1.	Report dated 30 th May 2018 distributed prior to the meeting.	Note	
3.0	Health & Safety		
3.1.	NL noted there were no accidents noted in the last fortnight. NL continuing to report on near misses and hazards to avoid incidents, looking to spot any trends as the works on site evolve. Works around and below works being completed at height being closely monitored with exclusion zones in place.	Note	
3.2.	Works at height to roof, mechanical works at height, completion of fire rating works in lift shaft and hot works represent higher risk works currently occurring on site. NL ensuring that safety equipment is in place for works at height.	Note	
3.3.	Risks associated with out of hours work being monitored by NL, NL paying attention to potential for fatigue amongst subcontractors who may be working longer shifts to accommodate the after-hours works.	NL	Ongoing
3.4.	Recent HazardCo reporting has reported good practice being carried out on site. Positive feedback continues to be received.	Note	
3.5.	The air quality testing report was received yesterday, this has been provided to CGHS by the MOE. No air quality concerns were raised from this testing.	Note	
4.0	Programme		
4.1.	NL noted they are currently experiencing a 6-day delay on Level 4. This has the potential to impact the handover date with the school of 6 th July, with the bulk of the construction works continuing into the school holidays and reducing the period to resolve defects, commission the heat pumps and reducing the period for the school to take full possession of the level.	Note	

Item	Note	Action	By/When
4.2.	This delay is partially attributable to working after hours and not being able to accelerate by adding an additional shift. NL noted that acceleration to recover the 6-days is not likely to be achievable.	Note	
4.3.	It was confirmed that painting and stopping works can occur during the day (due to being quiet tasks) in order to recover delays.	Note	
4.4.	<p>CGHS noted that they would prefer a confirmed date that all parties have confidence in achieving for classes to recommence, which can inform the schools relocation plans and can be communicated with CGHS staff.</p> <p>It was agreed between all parties that in order to address current programme impacts and delays - the expected project delivery dates can be adjusted as follows:</p> <ul style="list-style-type: none"> ➤ Latest handover and completion of all works by COB 31st Jul 2018. ➤ CGHS take full possession of Level 4 from 1st Aug 2018. ➤ Classrooms to north and south sides (including Admin offices) to be ready by the start of the 2nd week of the school holidays (i.e. by 16th Jul 2018), in order for the school to commence the physical relocation works to these spaces (physical works by moving company). ➤ Commissioning and minor finishing works to be completed by COB 20th Jul 2018. ➤ Snagging and defect resolution period to continue 1 ½ weeks after conclusion of school holiday period to operate in tandem with school set-up (AV, IT, etc.). ➤ School to start relocating staff from 1st Aug with the bulk of their move to occur between 3rd-6th Aug. Classes to recommence on Level 4 on Tues 7th Aug. <p>Note – original programme dates remain target for completion of works, delays to be recovered where achievable.</p>	Note	
4.5.	It was confirmed that works can revert back to day shift over the school holidays, NL not currently intending to utilise a double shift over this period.	Note	
4.6.	NL noted that the recent wet weather hasn't slowed things down on site, as critical waterproofing tasks were completed prior to the shrink wrap removal.	Note	
4.7.	The scaffold removal has commenced and will be undertaken over the next 2-3 weeks.	Note	
5.0	Construction		
5.1.	Construction progress as per Site Report from Naylor Love.	Note	
5.2.	NL have adjusted their site management to deal with the night shift, NL keeping staff on site that know the site and therefore have added a foreman to deal with the after-hours in lieu of another site manager. This is currently working well.	Note	
5.3.	Lining remediation has commenced on level 4.	Note	
5.4.	Works to fire rate lift shaft organised, confirmation of access hatch required from WSP. JX to follow-up.	JX	31/04/18
6.0	Design & Documentation		
6.1.	JX have made good progress on resolving RFI's in the last period. This list has been resolved since issue of the NL site report.	Note	
6.2.	NL noted there are issues in achieving the 2deg fall on the cement screed on the balcony, Jasmax are currently working through this and are looking toward an outcome that addresses NL concerns, remedies H&S concerns but is also cost effective. The slope is limited by as-built circumstances and the existing build-up/FRP.	Note	
6.3.	Site report from LB needed ASAP, to confirm works to external wall (current RFI) and to confirm scope for internal wall where the studs have been cut and packed to straighten these during the original construction (observation noted on site). JX to follow-up.	JX	31/05/18
6.4.	NL noted they require WSP Fire Engineer to undertake an inspection to review fire rating works required to the stairwell.	Note	
7.0	Cost Management		
7.1.	Nothing to report this meeting.	Note	

Item	Note	Action	By/When
8.0	MOE/CGHS		
8.1.	9(2)(a) queried whether there will be a door between the common room and teacher work room as this has cropped up on some drawings they have seen. It was confirmed there is no door in this location.	Note	
8.2.	9(2)(a) confirmed that there was not previously a door in the jamb between the corridor and the teacher work room, this will also be the case upon completion of the works.	Note	
8.3.	RDT noted that upon requesting the CPU for Level 4 and for construction works to move to Level 2, the Council may request confirmation from the school around the use of the lift for the PAC. The lift will be able to be utilised for Levels 1, 3 & 4 of the Main Block but access from the lift on Level 2 through the Construction Site to access the PAC may be restricted. Access through here can be managed if required by the school but the construction plan for council will note a construction zone for this area which will need to be managed.	Note	
8.4.	MOE/CGHS confirmed that Stage 2 (Level 2) works will continue from the handover date of Level 4 and the Roof – providing a short relocation period by CGHS (duration TBC) between the two construction periods occurring.	Note	
9.0	Next Meeting		
9.1.	Wednesday 13 th June at 9:30am at CGHS (Naylor Love Site Office)	Note	

Note 9(2)(a) on leave Friday 1st June, 9(2)(a) will be alternate contact.

CHRISTCHURCH GIRLS HIGH SCHOOL - REDEVELOPMENT

PROJECT CONTROL GROUP MEETING No. 23

MINUTES

Held On Thursday 31st May 2018, 10am at the Ministry of Education

Attendee	Organisation	Email
Craig Morrison (CMo)	Ministry of Education	craig.morrison@education.govt.nz
s 9(2)(a) OIA	Christchurch Girls High School	s 9(2)(a) OIA
	Christchurch Girls High School	
	Coffey	
	Jasmax	
	Jasmax	
	Beca	
	RDT Pacific	
s 9(2)(a) OIA	Naylor Love	s 9(2)(a) OIA
	Naylor Love	
Apologies		
s 9(2)(a) OIA	RDT Pacific	

Distributed to all of the above, excluding:

Name	Organisation
s 9(2)(a) OIA	Naylor Love
	Naylor Love

Next Meeting: Tuesday 26th June 2018, 2pm at the Ministry of Education, Hereford St

Item	Particulars	Action	Date
	Previous Minutes/Introductions		
	No corrections to previous minutes	Note	
1.0	Main Block Stage 1 – Naylor Love Update		
1.1	Health & Safety		
1.1.1	- NL are recording and reporting on H&S incidents, near misses and identification of hazards. Summary report has been submitted. 59 Near misses in last period. No injuries or first aid incidents,	Note	

CHRISTCHURCH GIRLS HIGH SCHOOL -
REDEVELOPMENT

Item	Particulars	Action	Date
1.1.2	- Important to identify and discuss high-risk activities, and note the potential for increased incidents under the time pressure of the impending completion dates.	NL	Ongoing
1.1.3	- Current and upcoming higher-risk activities include: <ul style="list-style-type: none"> - Electrical works - Removal of scaffold - Working in the hours of darkness (ie all works) 		
1.2	Progress & Programme		
1.2.1	- NL Report taken as read. Key points:		
1.2.2	- Good progress with roof. Carpentry and first fix services well progressed.		
1.2.3	- Currently tracking 6 working days behind programme.		
1.2.4	- Specific delay with Plant deck, and Monkey Toe system. Shop drawing review to be completed.		
1.2.5	- Mechanical ductwork is installed. Package units will come later – still to be ordered. Temporary ventilation will be in place to achieve CPU.	NL	6/07
1.2.6	- Planned completion 6 th July. There will be minor works continuing during school holidays eg electrical fitoff.	NL	13/07
1.2.7	- NL to have all classrooms fully complete by 13/07. Corridors, balconies to follow		
1.2.8	- 9(2)(a) confirmed that English classes will remain in the Arts Block for the first 2 weeks of Term 3. Full relocation will occur over the weekend of 4 th /5 th August, with no classes on Fri 3 rd and Mon 6 th .		
1.3	Risks/Concerns		
1.3.1	- Potential for delay from any future variations, and the effects of working outside normal working hours.		
1.4	Financial		
1.4.1	- Bulk of variations are with 9(2)(a) for review/recommendations/approval.	9(2)(a)	
2.0	Main Block Stage 2		
2.1	- Findings of Staff Health, Safety & Well-being report commissioned by the school, were discussed at the last SDG Meeting, including the impact of construction works no longer occurring during school hours. Decision made by School/MoE to proceed with Level 2 works as originally programmed. Work to be carried out 4pm-1am as for Level 4.	Note	
2.2	- Issue of Construction Drawings for pricing (Post meeting note: these planned for issue to NL on Friday 22 nd June) - Server Relocation planned for July holidays with civil works to proceed in advance of this. NL will price following update of drawings (PMN: Issued to NL 31/05)	JX/Coffey NL	22/06
3.0	Any other business – Naylor Love		
3.1	- Air Quality Results have come through and been forwarded to the school. No concerns arising from this information.	Note	
9(2)(a) departed meeting			
4.0	Main Block Stage 1		
4.1	- JX, Beca and RDT update reports noted as read.	Note	
4.2	- Meeting arranged 7 th June with Council Consent planner to confirm requirements for CPU.	RDT	7/06

5.0	Main Block Stage 2		
5.1	- JX, Beca, Coffey and RDT update reports noted as read.	Note	
6.0	Design Update		
6.1	- Jasmax Lead Design Report noted as read.	Note	
6.2	- JX will be updating the Stage 2 drawings to pick up the knowledge gained from the Stage 1 works, and to cover areas of potential savings currently under discussion. (PMN: 22 nd June issue)	JX	22/06
6.3	- M Block: JX working to produce initial concept sketches by end of June	JX	30/06
7.0	PAC		
7.1	- CM, 9(2)(a) noted the marked improvement on attention and progress with remedying defects.	Note	
7.2	- JX are awaiting confirmation from Arrow of number completed. Informal advice is that the list has shrunk from 370 down to 70.		
7.3	- 9(2)(a) advised that JX won't be answering the RFI's that have been received for trifling issues related to defects. 9(2)(a) to reply to Arrow if there is an issue with this.	9(2)(a)	2/07
7.4	- It is intended to make a big push on defects in the July holidays (9 th July). 9(2)(a) to provide a plan for this.	9(2)(a)	2/07
7.5	- 2 major items to be addressed are Heating, and the revised Landscaping in the flood management area. 9(2)(a) from WSP is providing Heating update to PCG members, following this meeting (31/05)	Ongoing	
7.6	- Other pressing items for the school are the sunlight and glare, and the noise transfer between the Art/Music Room and the office.	JX	
7.7	- Final Account has been agreed with Arrow.	Note	
7.8	- 100% retentions are still being held – due to Completion Documentation and As-builts still not provided. These are expected by the end of June. Note that date of Practical Completion will remain as October 2017.	Note	
8.0	Gymnasium		
8.1	- Defects Period will expire 17 th July. 2 main items requiring attention:		
8.2	- Autex is coming unstuck. Programme to be confirmed to fix this.		
8.3	- Floor marking is getting damaged. Assessment 18 June. Report due by 5 th July		5/07
9.0	Client Update		
	Nil		
10	Stakeholder Update/Concerns		
	Nil		
11	Any other Business		
	Nil		
12	Next Meeting		
	2pm Tuesday 26 th June 2018, at the Ministry of Education		

Ministry of Education – Te Tahuhu o Te Matauranga

Date	29 June 2018	Time	2.00pm	Location	Christchurch Girls' High School
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Attendees	9(2)(a) Withheld in accordance with s9(2)(a) Official Information Act 1982
Invitees	
Apologies	
Distribution	To those noted above and Withheld in accordance with s9(2)(a) Official Information Act 1982

	Item	Lead
1	Previous Minutes	
	<ul style="list-style-type: none"> Passed as true and correct MOE asked whether 9(2)(a) as Chair of SDG, was representing the Board – this was confirmed 	Note
2	Main Block	
	<ul style="list-style-type: none"> Main block to be put on hold: <ul style="list-style-type: none"> It has been collectively agreed between BOT and MOE that works to main block are to be put on hold/paused until investigations are done on the feasibility of continuing with works to the Main Block and determining the best way forward. Naylor Love are saying it is more complicated than originally thought. MOE to look at feasibility and impact of doing works as currently programmed and the uncertainty of the ground floor works. The disruption would be considerably greater than any previously experienced. Also questioning viability of Main block. Will look at other options. Are we going to keep the main block or part of it? Significant costs involved. CGHS asked whether there are any budget risks? MOE are looking at options and pricing at the moment and it is hard to say what the outcome might be. There is a risk regarding the budget, however the scope has been agreed and will not change. There will also be a risk of it being pushed out time wise. Was discussion about whether the tech block was included. CGHS doesn't want to see it fall off the scope. MOE to have a high level programme by the end of next week. David Hobern made it clear that the Ministry would not continue to work with Jasmax, MOE looking at 3 other Architects: Warren and Mahoney, Stephenson and Turner and Athfields. 	<p>MOE</p> <p>MOE</p>

	<ul style="list-style-type: none"> ▪ Naylor Love to retreat in August – need to look at consequence of the pause on other work and what else can be done – eg removing slab of link block. ▪ The re-evaluation needs to be communicated to: <ul style="list-style-type: none"> ▪ Staff/Parent community/media – reasons for pausing/reset expectations. Tuesday = staff briefing followed by question time after school with 9(2)(a). ▪ Parents – letter out with reasons for pausing and resetting expectations. ▪ Students – Announcement at Ako form time on Tuesday – note for teachers to read. <p>Won't be able to give answers until after we have a programme after the holidays.</p> <p>CGHS want transparency and would like to make another time after we have programme from MOE.</p> <p>MOE to prepare FAQs for communication</p> <ul style="list-style-type: none"> • Level 4: <ul style="list-style-type: none"> ▪ Finish dates and staff access originally pushed out past holidays but still on track to be completed. ▪ Moving date 4/5 August. ▪ Naylor Love doing shelving. ▪ Now not moving Level 2 out means we don't need to impact the school calendar and can do it on the last Saturday of the holidays with voluntary staff on the Sunday, finishing up to teach on Monday morning. ▪ Crown booked in for furniture and box moving with staff doing own small bits. ▪ Will free up space in E block for PTA uniform etc. ▪ Heating and ventilation has been put on hold. Temporary units will be running off roof but users won't notice from the inside. Decision still to be made as to whether plant deck goes in or not – could be done over Christmas holidays but temporary units can be used for years if necessary. 	CGHS
3	Performing Arts Centre	
	<ul style="list-style-type: none"> • Landscaping: <ul style="list-style-type: none"> ▪ Arrow in agreement for MOE to present plans to tidy up and Arrow will cover the cost. ▪ Tonkin and Taylor working with a new desktop Flood modelling programme. There is a possibility CGHS may not have to remove the 200m3 of soil, but this still needs to be approved by council. CGHS would like confirmation that the outcome of the Flood plan will not limit any future building on the site. • Heating: <ul style="list-style-type: none"> ▪ Installation of an alternative system will be underway through holidays and into term 3. Current system is not being removed as still used for ventilation and will be run in conjunction with the new system. Will still need to be monitored. ▪ WSP report said 7 Swegon Units are working correctly and producing 20 degrees heat on cold days and 2 are not - however adjustments are still being make this week. ▪ There are 2 settings which need to be adjusted for winter and summer. 	MOE MOE

	<ul style="list-style-type: none"> ▪ CGHS have column heaters running as well, to try to keep appropriate temperature. ▪ Sliding door to River lets in cold. The main door has an air curtain. Jasmax looking at how to fix the river sliding door to regulate temperature in reception area so the receptionist is able to sit there. • Stairwell linings: <ul style="list-style-type: none"> ▪ On hold until Christmas holidays. Arrows plan for Christmas is to be presented to MOE/CGHS soon. Will include scaffolding. ▪ MOE have time and are to get a sample of the timber and test it. • Fume Issue: <ul style="list-style-type: none"> ▪ Temporary solution is to use Technology Area but this is not sustainable as 2 teachers are needed and school has been running a modified programme to enable this. Next term there will be bigger issues with 12 credit portfolios needing to be completed. 9(2)(a) to speak to 9(2)(a) on Monday and arrange meeting with everyone to come up with a solution. • Noise: <ul style="list-style-type: none"> ▪ Teachers workroom and music. ▪ Door seal is being fixed in practise room. • Leak: <ul style="list-style-type: none"> ▪ 9(2)(a) was looking at solution – need more rain to check it. 	<p>Jasmax</p> <p>Arrow</p> <p>MOE</p> <p>9(2)(a)</p>
4	Tech Block – New Maths Block	
5	Arts Block – New Tech Block	
	<ul style="list-style-type: none"> • Arts Block could be started but need feasibility study first as no point starting without whole school overview and masterplan. 	
6	Island Block	
7	Gym	
	<ul style="list-style-type: none"> • Floor: <ul style="list-style-type: none"> ▪ External consultant to do 1 more test and will then provide report to us by early next week. • Autex: <ul style="list-style-type: none"> ▪ Currently being repaired at night. Should be finished this week. 	
8	Health and Safety	
	<ul style="list-style-type: none"> ▪ H&S meeting: <ul style="list-style-type: none"> ▪ Our responses have been well received ▪ An increase of dust present in the mornings and small jobs such as ceiling tiles not being put back show a difference in expectations of cleaning standards, which need to be lifted. CGHS to do cleaning checks in the mornings. Need to be done early in case extra clean up needed. ▪ CGHS to develop a more formal process for logging issues so that we can start to document and record. Up until now it has been informal with staff going to 9(2)(a). ▪ Staff elected a staff H&S/Wellbeing representative – 9(2)(a). In future the staff rep can do building checks etc. ▪ Ongoing there will be a regular H&S meeting with 9(2)(a) and 9(2)(a). ▪ Area out front of school have lots of sinking paving and uneven, being a trip hazard. Once trench is done we will need to look at this. 	<p>CGHS</p> <p>CGHS</p>

9	Budget	
	<ul style="list-style-type: none"> CGHS queries Arts block fit out \$877K figure, as \$1.2m was what we had been advised earlier. MOE to check. Additional cost of \$4m for main block is less than what Naylor Love were indicating. David to look in to it. Noted that there is a significant difference between the \$27m originally estimated for repair and decant and the \$9.1m budgeted for fixing main block. In 2015 new build was estimated at \$22.312m. MOE said Minister Hipkins will look at the budget, disruption and the best outcome for the school. A new feasibility study to be completed before any further decision is made. 	MOE MOE MOE MOE
10	Landscape Remediation during Build Pause	
	<ul style="list-style-type: none"> Link Block Slab – MOE suggested to break this up and remove it over the holidays and over weekends. 	
11	Actions	
	<p>Action points from 8 May 2018:</p> <ul style="list-style-type: none"> Discuss with Tonkin Taylor alternative plans for landscaping in front of PAC <p>Action points 29 May 2018:</p> <ul style="list-style-type: none"> RDY to get in writing that the warranty will still be effective through adjustments to heating. <p>New Action points 29 June 2018:</p> <ul style="list-style-type: none"> MOE to confirm the outcome of the Flood plan will not limit any future building for CGHS MOE test timber for stairwell lining for colour matching 9(2)(a) to speak to 9(2)(a) on Monday and arrange meeting with everyone to come up with a solution for Fume issue 9(2)(a) to do cleaning checks in the mornings CGHS to develop a more formal process for logging H&S issues so that we can start to document and record issues. MOE to have a high level programme of Main Block by the end of next week. MOE to prepare FAQs MOE to check Arts block figure and additional cost for main block. 	Craig Craig Craig CGHS/MOE 9(2)(a) CGHS MOE MOE MOE
	Closed 3.20pm	Next meeting: TBC

8/06/2018

Naylor Love Construction Limited
286 Cashel St,
Christchurch Central,
Christchurch 8011

ATTENTION: s 9(2)(a) OIA

Dear s 9(2)(a)

CGHS MAIN BLOCK STAGE 1 - EXTENSION OF TIME CLAIM NO. 01 ASSESSMENT

Naylor Love Construction Ltd (Naylor Love), has made an Extension of Time claim which has been evaluated under clause 10.3.1(a) of the General Conditions of Contract as follows.

Please note, in reference to the following assessment, in accordance with clause 10.2.1(a) of the General Conditions of Contract, the Due Date for Completion of the Contract Works as agreed with the Naylor Love and in accordance with the Contractual Programme is 24th May 2018.

The details of the claim submitted by Naylor Love are as follows, please note this claim has been issued as one claim by Naylor Love but has been assessed in two parts by RDT Pacific:

Extension of Time Claim No:	1A
Due Date for Completion:	17 May 2018
Requested Revised Due Date for Completion:	24 May 2018
Requested Extension:	5 working days

Extension of Time Claim No:	1B
Due Date for Completion:	24 May 2018
Requested Revised Due Date for Completion:	13 Jun 2018
Requested Extension:	14 working days

EOT Claim No. 1A

The accepted tender for this project noted a construction period of 25 working weeks (excluding the Christmas Shutdown Period of 2-weeks) (Refer Naylor Love submission titled "Tender Submission Revised Scope – Level 4 and Roof Revision A", dated 13th December 2017 - tender clarification 2.1). In applying the Start on Site date of 9th November 2017 the due date for completion using 25 working weeks would be 17th May 2018.

Naylor Love provided a Construction Programme dated 7th December 2017 for the Main Block Stage 1 works, this Construction Programme has formed the basis of the Contractual Programme. The Completion Date on the Contractual Programme is 24th May 2018 (refer programme line item 234).

Naylor Love have requested an Extension of Time of 5 working days due to the programme adjustment from their P&G construction period to the accepted Contractual Programme.

Although this has been issued as an Extension of Time claim by Naylor Love, we note that this programme extension occurred prior to the acceptance of the Contractual Programme and therefore the Due Date for Completion of 24th May 2018 is unchanged. However, it is our recommendation that the costs associated with this extension are reviewed in accordance with the criteria of an Extension of Time claim. The period for time related costs to be applied is 5 working days.

EOT Claim No. 1B

Extension of Time Claim No. 1B refers to delays relating to the commencement, fabrication and change in work methodology associated with the Structural Steel installation. The 14 working day claim from Naylor Love is broken down as follows:

- i. 5 working days – Commencement of structural steel was scheduled to commence on 12th January 2018, this did not commence until 19th January 2018.
- ii. 5 working days – Due to additional steel being required and a revised install methodology relating to this, the steel fabrication timeframe was extended by 5 working days.
- iii. 4 working days – Works relating to installation of the FRP were required to be resequenced as these clashed with the revised steel installation methodology.

The documentation provided by Naylor Love in support of this claim includes:

- Naylor Love correspondence reference EOT:NL-RD#0001 (superseded by EOT:NL-RD#0001A noted below).
- Naylor Love correspondence reference EOT:NL-RD#0001A.
- Revised Programme noting delay and revised completion date.

We have assessed the information provided in the submission from Naylor Love and note the following:

- In accordance with the Contractual Programme (refer programme line item 243) the Structural Steel installation is represented on the Critical Path of the programme.
- CI 032 issued on 20th December 2017 instructed changes to the Roof Steel and inclusion of temporary bracing steel to be installed.
- CI 033 issued on 20th December 2017 provided further instruction for changes to the Roof Steel and inclusion of temporary bracing.
- The Steel Shop Drawing Review was completed on 21st December 2017.
- Naylor Love provided Notification of a Delay on 24th December 2017 received on 8th January 2018 (Refer correspondence reference NOD:NL-RD#0002).
- The updated programme provided by Naylor Love provides for a delay of 5 working days to the critical path due to the delay in commencement of installation of structural steel and an extension of 5 working days to the activity duration due to the extended fabrication time.
- The programme provided by Naylor Love notes a change to the commencement date for installation of the FRP strips which was represented on the Critical Path of the programme. Further effects to critical path activities are demonstrated in this programme, with effort having been made by Naylor Love to shorten the duration of some of these activities.

We confirm acceptance of the Extension of Time Claim from Naylor Love noting a revised Due Date for Completion of 13th June 2018. However, we note the claimed amount of working days recommended for approval is 18, due to Monday 4th June (observed Queens Birthday public holiday) falling within the extension period but not being working day.

Approval

The revised Due Date for Completion Date of 13th June 2018 is approved noting that Naylor Love is entitled to claim time related costs for 18 working days.

In accordance with Clause 9.3.11 (d) of the Special Conditions of Contract, the Working Day rate in compensation for time-related On-site Overheads and Off-site Overheads and Profit in relation to an extension of time is to be assessed in accordance with reasonable compensation. Naylor Love are to submit time-related costs to Beca (Project QS) for review and agreement of reasonable compensation.

Further to the above, Naylor Love have also made comment against works carried out during the 2017 Christmas Shutdown Period. It is our recommendation that costs incurred over the Christmas Shutdown period are submitted with a full cost breakdown to Beca with the view to these being reimbursed at actual cost plus On-site Overheads and Off-site Overheads and Profit and noting that this does not represent an extension to the Due Date for Completion.

Yours faithfully

RDT PACIFIC

s 9(2)(a) OIA

Engineer to the Contract

Cc.

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- In accordance with the Contractual Programme (per approved EOT 1) the following programme items are represented on the Critical Path:

	Start	Finish
Install FRP strips adjacent to transverse walls	Mon 26/02/2018	Tue 03/04/2018
First fix framing to internal walls	Mon 26/03/2018	Tue 10/04/2018
First fix services to internal walls	Tue 17/04/2018	Tue 01/05/2018
Install internal joinery	Wed 11/04/2018	Tue 24/04/2018
Second fix framing / linings to internal walls	Wed 2/05/2018	Tue 15/05/2018
Install new ceilings	Wed 16/05/2018	Tue 29/05/2018
Second fix services, commissioning	Wed 23/05/2018	Wed 13/06/2018
Project Completion		Wed 13/06/2018

Delay Part A – Crack injection

- On the 26th February 2018, RDT Pacific instructed Naylor Love to proceed with crack injection works to enable the FRP works to commence (refer CI 095).
- Naylor Love have noted that the crack injections work had a procurement, lead time and duration of 28 working days but were able to commence the FRP install 3 working days in advance of completion of the crack injection works.
- As the FRP installation was scheduled to commence on 26th February 2019, this resulted in an impact to the critical path of the project of 25 working days.
- Naylor Love were able to shorten the duration of the FRP installation works by 3 working days, meaning the net result of this delay was 22 working days.

We note, an extension of time claim of 22 working days is accepted against this delay. The following impact on the future Critical Path of the programme is therefore assumed as:

	Start	Finish
First fix framing to internal walls	Mon 30/04/2018	Fri 11/05/2018
First fix services to internal walls	Fri 18/05/2018	Thu 31/05/2018
Install internal joinery	Mon 14/05/2018	Fri 25/05/2018
Second fix framing / linings to internal walls	Fri 01/06/2018	Fri 15/06/2018
Install new ceilings	Mon 18/06/2018	Fri 29/06/2018
Second fix services, commissioning	Mon 25/06/2018	Fri 13/07/2018
Project Completion		Fri 13/07/2018

Delay Part B – Increase in Mechanical Scope

- On 20th April 2018, RDT Pacific instructed Naylor Love to proceed with the installation of additional structure to the plant deck and plinth supports for the fume extracts in preparation for the new mechanical services scope (refer CI 178).
- On 23rd April 2018, RDT Pacific instructed Naylor Love to proceed with the installation of the new Mechanical Services scope on Level 4 (refer CI 184).
- Naylor Love noted a combined duration of 35 days for procurement and installation of the flitch plates noted in CI 178. Whilst the bulk of the first fix framing to the internal walls was undertaken in this timeframe, this task could not be completed until the flitch plates were installed, this resulted in an increase in the duration of this task of 10 working days, meaning that this task was completed 10 working days behind schedule on 25th May 2018.
- First fix services to internal walls and installation of internal joinery – both critical path items – were delayed in accordance with the first fix framing along with the commencement of the second fix framing activity.

- Due to the above concurrent delay, the extension of the duration of the 'first fix Mechanical, Electrical, Fire, Hydraulic Services to ceiling space' task from 15 days to 50 days to incorporate the new mechanical ductwork and equipment (previously only reinstatement of the existing heat pumps was intended) could be accommodated within the critical path of the project.
- However, due to the incorporation and associated extension of the 'first fix Mechanical, Electrical, Fire, Hydraulic Services to ceiling space' task and overlapping of the two critical path items for ceiling installation and services installation, with the painting and finishing to walls (originally not scheduled to overlap), we note that the installation of the floor coverings was programmed to be completed after these works were carried out. This pushed the completion date out by a further 5 working days.

We note, an extension of time claim of 15 working days is approved against this delay. The following impact on the future Critical Path of the programme is therefore assumed as:

	Start	Finish
First fix framing to internal walls	Mon 30/04/2018	Fri 25/05/2018
First fix services to internal walls	Fri 1/06/2018	Fri 15/06/2018
Install internal joinery	Mon 28/05/2018	Mon 11/06/2018
Second fix framing / linings to internal walls	Mon 18/06/2018	Fri 29/06/2018
Install new ceilings	Mon 2/07/2018	Fri 13/07/2018
Second fix services, commissioning	Mon 9/07/2018	Fri 27/07/2018
Install floor coverings (new critical path item)	Mon 30/07/2018	Fri 03/08/2018
Project Completion		Fri 03/08/2018

Recommendation

We recommend that the Extension of Time Claim from Naylor Love noting a revised Due Date for Completion of 3rd August 2018 is accepted along with the approved cost associated with the 37 working day delay.

In accordance with Clause 9.3.11 (d) of the Special Conditions of Contract, the Working Day rate in compensation for time-related On-site Overheads and Off-site Overheads and Profit in relation to an extension of time is to be assessed in accordance of reasonable compensation. Naylor Love are to submit time-related costs to Beca (Project QS) for review and agreement of reasonable compensation.

Yours faithfully

RDT PACIFIC

s 9(2)(a) OIA

Engineer to the Contract

Cc.

s 9(2)(a) OIA

RDT Pacific
Beca
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EIS Project Governance Framework

Change Request Form

Project / School Name	Christchurch Girls High School		
Programme / Region	Christchurch School Rebuild, Central Southern		
Project Manager / Case Manager / Property Advisor	Delivery Manager – Craig Morrison		
Date	19/04/18	Urgency (H/M/L)	H

Description of change

This memo seeks your approval to increase the project budget for Christchurch Girls High School by \$ [REDACTED] to cater for increased scope requirements, decanting costs and roll requirements.

s 9(2)(j) OIA

Christchurch Girls High School redevelopment project is currently in stage one refurb of the Main Block.

The 2015 budget for Christchurch Girls' High School of \$26,606,105.

The Christchurch Girls' High School CSR redevelopment project has experienced significant change since the inception of the project and budget, with additional scope having been added to the individual projects (strengthening to 67% NBS, implementation of cooling, etc.) by agreement between the CGHS Board of Trustees and the Ministry of Education and the project requirements within the overall budget having changed due to replacing infrastructure on a 'like for like' basis and changes to the schools SPG entitlements based on prospective roll growth.

The project is a very complex project with over 20 stages of redevelopment. The project has had a change of contractor a change of project manager and at times there is a strained relationship between the school and the Ministry. The result requires a significant level of involvement and input from the Ministry over and above a typical project.

There are various reasons why the project requires additional funding they are as follows;

Additional decanting space was required at the outset of the project which was known however not quantified. Multiple relocatable teaching spaces were placed on site and this came at a cost of \$0.684m over the original budget.

The original business case allowance for roll was 940 this was increased when SES provided the build roll of 1,100. A master planning roll of 1,250 has been agreed to allow future proofing on the site and ensuring the school has not lost out on provision they had prior to the earthquakes. This change has resulted in an increase of \$ [REDACTED] m.

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The Main Block is a complex repair and remediation project itself, without the complication of being in an operational school. Demolition has already occurred at each end of the block and the performing Arts Centre having been completed and connected at the eastern end. Originally the scope was to bring the building up 34%NBS, however it was agreed with the school to bring the rating up to or over 67%NB, this along with the complex staging has resulted in a required increase of \$ [REDACTED] m to complete the strengthening, heating and cooling and modernisation of the block, this is over the original budget.

s 9(2)(j) OIA

Various buildings have now been included in the scope of works, they were originally not included within the scope of works. The works required are strengthening, weather tightness and modernization. An increase of \$ [REDACTED] m is required for these projects.

s 9(2)(j) OIA

Professional fees and building consent based on the total overall changes require an increase of \$ [REDACTED] m.

Staff related costs [REDACTED] were never originally allowed with the CSR programme, therefore an increase of \$0.5m is required.

s 9(2)(j) OIA

In order to meet the revised requirements across the site as noted above, the budget for Christchurch Girls' High School needs to increase to complete the campus-wide redevelopment.

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A risk contingency has been built into the requested amount in order to cover potential cost increases resulting from unknown built elements when carrying out works on an existing building, extended P&G allowance for the staged approach to construction to work in with school timetabling requirements, allowance to fund works to occur outside of school hours (from 4pm) and allowance for decanting requirements.

The net additional budget of [REDACTED] will be funded from the CSR program's baseline contingency.

s 9(2)(j) OIA

This memo seeks change to the business case budget for the following reasons:

High level reason for change	Amount
Decanting	[REDACTED]
Increase roll	
Construction Main block	
Change in scope	
Fees etc.	
Staff related costs	\$500,000
Totals	[REDACTED]

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s 9(2)(j) OIA

Block by Block showing the change of scope form original business case

Ref.	Item	State/Original Scope	New/Extra Scope
1	Performing Arts Centre	New Build - Completed	Lateral spread and Gravel raft
2	Main Block Repairs, Tech Link Demolition and Landscaping		
2A	Main Block A Repairs	<ul style="list-style-type: none"> Strengthen Main block to 34% NBS New roof Internal repairs and upgrade New Lift 	<ul style="list-style-type: none"> Mechanical plant and plant deck (Heating and Cooling. Ground floor (remove slab completely and replace. Level 1,2 and 3 refits/refurbs New plumbing (water/waste) Crack injecting Strengthen to 67% NBS
2B	Link Building Demolition	Completed	No change
2C	New Link Bridge	<ul style="list-style-type: none"> Between Main Block and Tech Block Cancelled 	
2D	Landscaping (including carpark reconfiguration)	<ul style="list-style-type: none"> Landscaping around PAC – Completed 	Partially completed (PAC area)

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Change Request Form

3	Arts Block Remediation and Pool demolition	Completed	No change
4	Gymnasium Repairs and Tech Block Repairs		
4A	Gymnasium Repairs	<ul style="list-style-type: none"> Strengthen to 34% NBS 	<ul style="list-style-type: none"> Strengthen to 67% NBS (Completed)
4B	Tech Block Repairs	<ul style="list-style-type: none"> Not in Original Scope 	<ul style="list-style-type: none"> Emergency strengthen to 34% NBS (Completed)
4C	Tech Block Fit-out for Math	<ul style="list-style-type: none"> Not in Original Scope 	<p>It has been agreed with the POT and the MoE that the Tech block will stay on site for at least 10 years</p> <ul style="list-style-type: none"> Strengthen to 67% NBS New Roof Refit/Refurb
5	Decanting and Removal of Relocatable Buildings		
5A	Relocate BOT owned Relocatable Building	<ul style="list-style-type: none"> Not in Original Scope 	<ul style="list-style-type: none"> Building to be moved from next to Main Block in order to be able to complete Main Blocks works Complete
5B	Decanting Buildings	<ul style="list-style-type: none"> Not in Original Scope 	<ul style="list-style-type: none"> Due to Tech Block staying the Decanting buildings are to be removed
6	Alterations/Extension to site services	<ul style="list-style-type: none"> Not in Original Scope 	<ul style="list-style-type: none"> Included in all above works
7	FF&E	Complete	
8	Arts Block Fit-Out	<ul style="list-style-type: none"> Not in Original Scope 	<ul style="list-style-type: none"> With Arts now located in the PAC – Technology are to be moved into the Old Arts Block – Fit out and refresh required.
9	School Lead Projects	<ul style="list-style-type: none"> Not in Original Scope 	<ul style="list-style-type: none"> Transfer of funds to school to replace Hockey and Tennis court turf

Reason for change

- Unexpected poor building condition, increased presence of asbestos and associated removal costs.
- Increased Fees resulting from increased construction Value and prolonged design process.
- Increase in scope resulting from poor ground conditions
- Increase in overall construction costs
- Decanting cost
- Increase to the original business case roll
- Increased scope (Heating/Cooling)
- Increased scope to account for the Tech block
- Arts Block fit out
- Main Block repairs

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Change Request Form

Cost Break down of budget

Ref to above New Scope	Description	Original Budget	Forecast Budget	Projected Variance
1	Performing Arts Centre	\$8,400,000		
2A & 2B	Main Block, Repairs , Link building	\$8,187,100		
3	Arts Block and Pool removal	\$905,000		
4A,4B & 4C	Gym and Tech Block Repairs	\$2,279,000		
5A & 5B	Decanting and removal of relocatable's	\$112,350		
6	Alterations/extension to site services	\$250,000	\$0	-\$250,000
7	FF&E all Buildings	\$400,000		
8	Arts Block fit out (For Technology)	\$0		
9	School Lead Projects	\$0		
	Construction budget balancing figure	\$877,643	\$0	-\$877,643
	MoE Costs (Internal costs)	\$0	\$500,000.	\$500,000
	Consenting Costs	\$205,335		
	Professional Fees	\$3,241,652		
	Contingency	\$1,317,244		
	Totals	\$26,606,105		

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Change Request	
	Total
(A) Current budget	\$26,606,105 (including fees and contingency & FF&E)
(B) Funding requested	
(A + B) Revised total budget	
<p>This request is for an additional \$ s 9(2)(j) OIA of capital funding.</p> <p>Additional funding is needed to account for increased scope (as per above in reason for Change) in project budget and complete the full scope of redevelopment package in order for all students to be taught in safe, fit for purpose, MLE spaces.</p> <p>Approval is recommended because this expenditure is require to meet DQLS standards across the school property and meets ministry objectives</p>	

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Change Request Form

Options

1. Approve additional funding to continue with the project to proceed through to construction without scope reduction as there has been significant change since the inception of the project and budget, with additional scope having been added to the individual projects (strengthening to 67% NBS, implementation of cooling, etc.) by agreement between the CGHS Board of Trustees and the Ministry of Education.
2. Do not approve additional funding, making no adjustment to the total budget – results reduced scope: and being unable to complete the campus-wide redevelopment. Eg – unable to complete -Main block, (levels 2,3 and ground floors) Tech Block fit-out and strengthening, Arts Block fit-out, Landscaping.

Proposed approach to resolve

It is recommended that you:

Approve the funding submission \$ [REDACTED] to enable the redevelopment of Christchurch Girls High School to continue as proposed and with a revised total budget of \$ [REDACTED]

s 9(2)(j) OIA

The funding for the increase will be funded from CSR Programme Contingency

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Change Request Form

Benefits of the project that align with Ministry and EIS objectives

	1	2	3	4	5	6	7
Benefit	Sustainability/condition		Quality/fit for purpose	Quality/Fit for purpose	Availability/ access (Facilities)	Availability/ efficiency	Availability/ access (Land)
Feature	Core/regulatory		Core	Moderate/advanced	Core/regulatory	Core/regulatory	Core/regulatory
Benefit Name	Ensures resilient and sustainable assets		Promotes learning possibilities enabled through a safe and healthy learning environment	Enables learning possibilities through ensuring the learning environment meets the schools vision for teaching and learning	Promotes learning possibilities enabled through ensuring sufficient teaching spaces available for the roll	Promotes value for money and good asset management and efficiency of provision of space through rationalization of space above entitlement	Enables options to build facilities to promote learning possibilities (refer to no. 5)
Measure description	Identified weather tightness and significant condition assessment issues that were present at the beginning of the project are rectified (none remain)	Identified structural issues that were present at the beginning of the project are remediated (none remain)	The new/upgraded learning environments meet DQLS standards (ie provides at least the core level internal environment (i.e. ventilation, heating, cooling, lighting and acoustics) to promote positive teaching and learning	All new and upgraded spaces meet the schools vision for teaching and learning as set out in the education brief	The number of teaching spaces available meet the schools entitlement based on the projected roll	The number of teaching spaces available meet the schools entitlement based on the projected roll	N/A Existing site
Will the benefit be met in the	Yes addresses Weather tightness issues and asbestos	Yes Will meet >67% of NBS	Yes The redeveloped and new teaching space will meet the DQLS	Yes The redeveloped and new spaces will meet	Yes The project will rationalize existing TS provide new teaching spaces to meet the	No	N/A Existing site

EIS Project Governance Framework

Change Request Form

current project				the schools vision for teaching and learning	entitlement based on build roll of 1250		
How Measured at the end of the project?	No weather tightness and significant condition issues – POE sign off as achieved	No earthquake prone issues at end of project - POE sign off as achieved	DQLS achieved – POE sign off as achieved	School signs off that the design meets their vision – POE sign off as achieved	Additional TS complete and available – POE sign off as achieved		N/A

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Change Request Form

Impact of proposed changes

Impact on Scope	The increased budget will allow for the project scope to be complete at Christchurch Girls High School
Impact on Risk	Reduces risk of stakeholder dissatisfaction, reduction of risk of not meeting DQLS
Impact on Schedule	None
Impact on Budget	Increase by \$ [REDACTED] s 9(2)(j) OIA
Impact on Stakeholders	Positive benefit through provision of fit for purpose, modernised teaching spaces for staff and students.
Impact on Benefits	Upgraded teaching spaces will meet DQLS and school's vision.
Impact on Resources	None
Other impacts	Generates a positive reputation for the school within the local community.
Impact on Procurement	<ol style="list-style-type: none"> 1. Variation to the existing consultants contract 2. Closed tender for Main Contractor

EIS Project Governance Framework

Change Request Form

Cost of Change



Additional funding of \$ [REDACTED] s 9(2)(j) OIA

Please Find attached supporting documentation:

- Independent Cost report. (Beca) PDF.

Endorsement and approval

Endorsement of proposed change:

Role	Signature	Date
Project Manager / Case Manager / Property Advisor		23/04/2018.
Regional or Programme Manager		23/4/18
Senior Manager Capital Works		

Recommendation of Deputy Head EIS Capital Works:

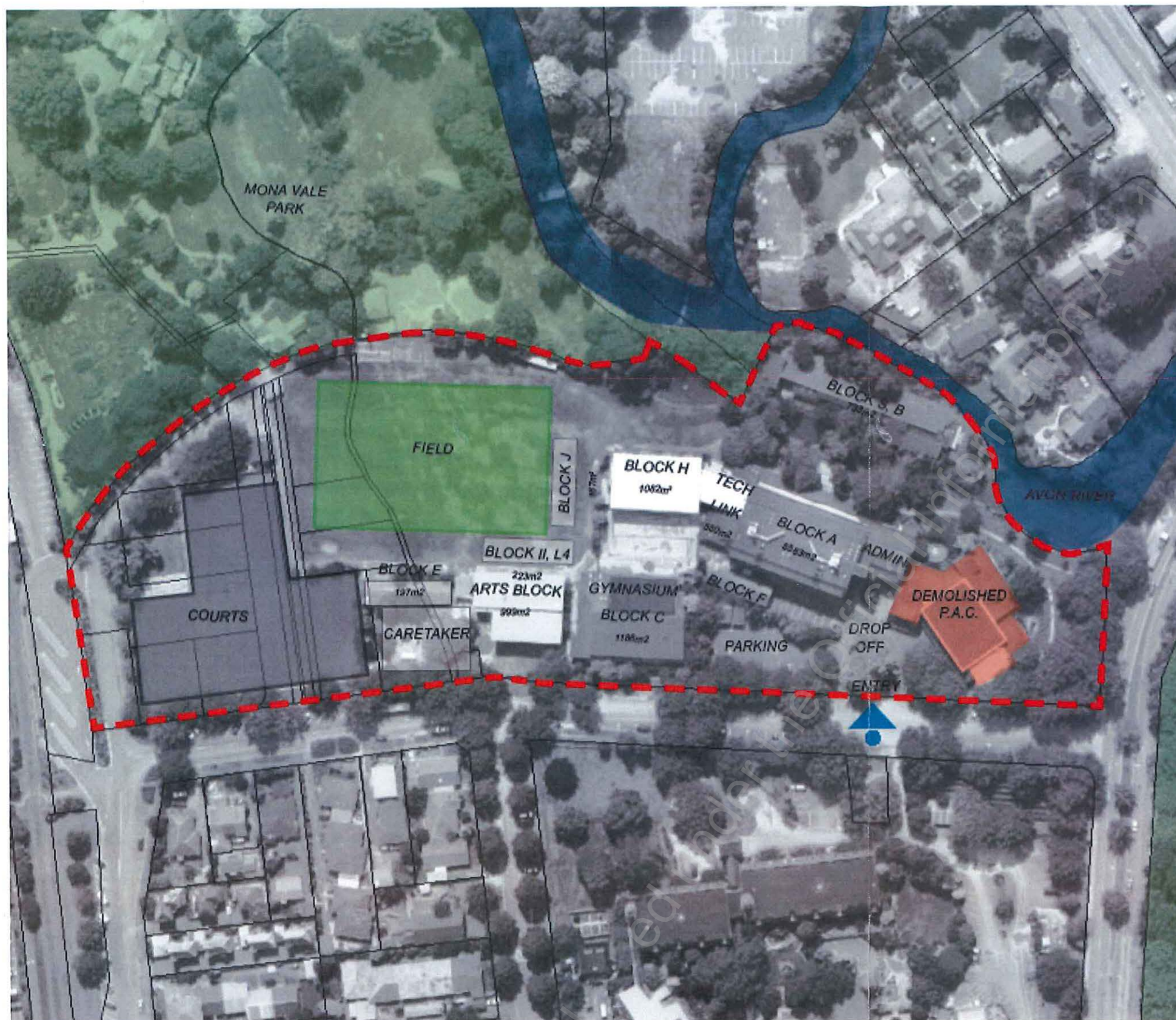
Role	Recommendation	Signature
Deputy Head EIS Capital Works	Approved	
		Date:

Approval from Investments Board/ Delegated Authority
Head of Education Infrastructure Service

Role	Decision	Signature
Head EIS Capital Works	Approved / Declined	
		Date:

CGHS OVERALL BUDGET

Ref	Description	Original Budget A	Original Budget B	Awarded C	Known Expected Cost D	Risk Allowance E	Forecast Final Cost F = C+D+E	Projected Variance G = F-A	Commentary
1	Performing Arts Centre (New Build)	\$8,400,000							
	Performing Arts Centre (New Build)		\$7,531,000		\$0				Final Account in process of being agreed with Arrow International
	Lateral Spread and gravel raft		\$569,000		\$0	\$0			Final Account agreed with March Construction
	Landscape Associated with PAC		\$300,000	\$0	\$0	\$0			Budget transferred from Landscape section under Main Block works. Costs inc above.
	PAC Subtotal								
2	Main Block A Repairs, Link Building & Landscaping	\$8,187,100							
	Main Block A - repairs (4,753m2)		\$7,637,000	\$0	\$0	\$0	\$0	-\$7,637,000	Refer Staged Work Breakdown below
	Level 4 & Roof Strengthening and Refurbishment		\$0						Remainder of \$1m contingency allowed for in Risk Allowance
	Level 3 Strengthening and Refurbishment		\$0	\$0					Forecast based on Level 4 works
	Level 2 Refurbishment		\$0	\$0					
	Level 1 Replace Complete Ground Slab and Complete Refurbishment		\$0	\$0					
	Risk on Temporary strengthening for School occupation (Xmas 2018)		\$0	\$0					
	P&G for Above		\$0	\$0					
	Link Building Demolition (550m2) making good adjacent buildings		\$50,000		\$0	\$0			Final Account agreed with Naylor Love
	Cafeteria Repairs after Earthquake		\$0	\$7,634	\$0	\$0			Final Account agreed with Hybrid Construction
	First Floor Link bridge between Block A and Technology Block		\$100,000	\$0	\$0	\$0			Tech Link Bridge works Cancelled due to pending demolition of Tech Block.
	Upgrade / reinstate areas around all new and repaired buildings		\$350,100	\$0					General site wide landscaping on project completion. Incl \$50k risk for car park and \$15k risk for drainage by gym.
	Allowance to reconfigure the existing car park & roading network		\$50,000	\$0	\$0	\$0			Included above in general site wide landscaping above
	School Led Projects		\$0		\$0	\$0			Transfer of funds to school for them to replace the Hockey and Tennis court turf
	Main Block, Link Block & Landscaping Subtotal								
3	Arts Block and Pool Removal / Landscaping	\$905,000							
	Art Block - repairs (999m2)		\$705,000						Final Account agreed with Downer
	Pool Area Break up existing pool and backfill		\$100,000	\$0	\$0	\$0	\$0		Included in Downer Account above
	Pool Area Landscaping to pool area including drainage		\$100,000	\$0	\$0	\$0	\$0		Included in Downer Account above
	Arts Block and Pool Subtotal								
4	Gymnasium Repairs & Technology Block repairs	\$2,279,000							
	Gymnasium - repairs (1,188m2)		\$1,417,000		\$0	\$0			Final Account agreed with Wallis & Hughes
	Gymnasium Extension		\$0	\$0	\$0	\$0			\$559,334 portion of these works funded by CGHS. Not included in this summary.
	Relocation of Site Services for Gym Extension		\$0		\$0	\$0			Final Account agreed with Arrow International (invoiced separately)
	Technology Block - repairs (1,082m2)		\$862,000						Emergency strengthening works carried out under Tech Link Contract (refer CI 004). Tech Block works cancelled initially. Revised project included 2018. Risk allowance for lateral spread.
	Gym and Tech Block Subtotal								
5	Block E Upgrade and Removal of relocatables	\$112,350							
	Block E - Allowance for possible upgrade works (to be defined)		\$29,550	\$0	\$0	\$0	\$0		Scope changed. General allowance included below.
	1 Removal of Block F		\$24,300	\$0	\$0	\$0	\$0		Scope changed. General allowance included below.
	2 Removal of Block J		\$25,050	\$0	\$0	\$0	\$0		Scope changed. General allowance included below.
	3 Removal of Block II, L4		\$33,450	\$0	\$0	\$0	\$0		Scope changed. General allowance included below.
	Relocate BOT owned relocatable building		\$0		\$0	\$0			Additional scope. Final Account agreed with Liangs Construction.
	Works to temporary buildings/removals during next 2-years		\$0	\$0	\$0				Increased scope.
	Relocatable Subtotal								
6	Alterations / extension to site services	\$250,000	\$250,000	\$0	\$0	\$0	\$0		Expend as part of Design for building projects listed above.
	Site Services Subtotal						\$0		
7	FF&E (All Buildings)	\$400,000							
	Theatre Seating		\$106,354		\$0	\$0			Final Account agreed with Arrow International
	Gymnasium Basketball Hoop		\$24,336		\$0	\$0			Final Account agreed with GymLeader
	FF&E paid to school		\$184,310		\$0	\$0			CGHS invoiced MOE for remainder of FF&E budget
	Budget correction - allocated elsewhere		\$85,000	\$0	\$0	\$0	\$0		
	FF&E Subtotal								
8	Additional Scope/Projects not listed above	\$0							
	Arts Block Fit-out for Technology		\$0	\$0					Project required due to pending demolition of Tech Block. Risk for replacement of extract system plant.
	Arts Block Fit-out Subtotal								
9	Construction budget balancing figure	\$877,643	\$877,643	\$0	\$0	\$0	\$0	-\$877,643	
	Sub-Total (contractor costs)	\$21,411,093	\$21,411,093						
	Client Costs								
10	Consenting Costs (all Buildings)	\$205,335	\$205,335			\$0		\$0	Consent Amendments (Main Block & Arts Block Fit-out), CPUs, Consents (Tech Block), OPW (Main Block)
11	Clients Internal Costs	\$117,244	\$117,244	\$0					Beca Estimate, MoE to confirm.
12	Professional Fees	\$3,241,652	\$3,241,652			\$0			Beca Estimate, MoE to confirm current awarded cost.
13	Project Contingency	\$1,200,000	\$1,200,000	\$0	\$0				
14	Client costs budget balancing figure	\$430,781	\$430,781	\$0	\$0	\$0	\$0		
	Totals:	\$26,606,105	\$26,606,105						



SCHOOL : CHRISTCHURCH GIRLS HIGH SCHOOL.
HIGH SCHOOL, YEARS 9 -13

ADDRESS :
10 MATAI STREET,
CHRISTCHURCH.

SCHOOL PROFILE ID : 328

IDENTIFIER : 531554

LEGAL DESCRIPTION :

LOT 1, DP 4858.
LOT 1-2, DP 10065.
LOT 1-7 DP 10424.
LOT 7 DP 10765.
PART LOT 1 DP 10765.
PART RURAL SECTION 163
PART RURAL SECTION 163
RURAL SECTION 42267
PART RURAL SECTION 42268
RURAL SECTION 42269
RURAL SECTION 42270
RURAL SECTION 42271
SECTION 1 SURVEY OFFICE PLAN 421338

SITE AREA : 3.4034 HECTARES MORE OR LESS

DEVELOPMENT BRIEF : ROLL 1250
CURRENT ROLL : ROLL 1029 (JULY 2014 PMIS ROLL)

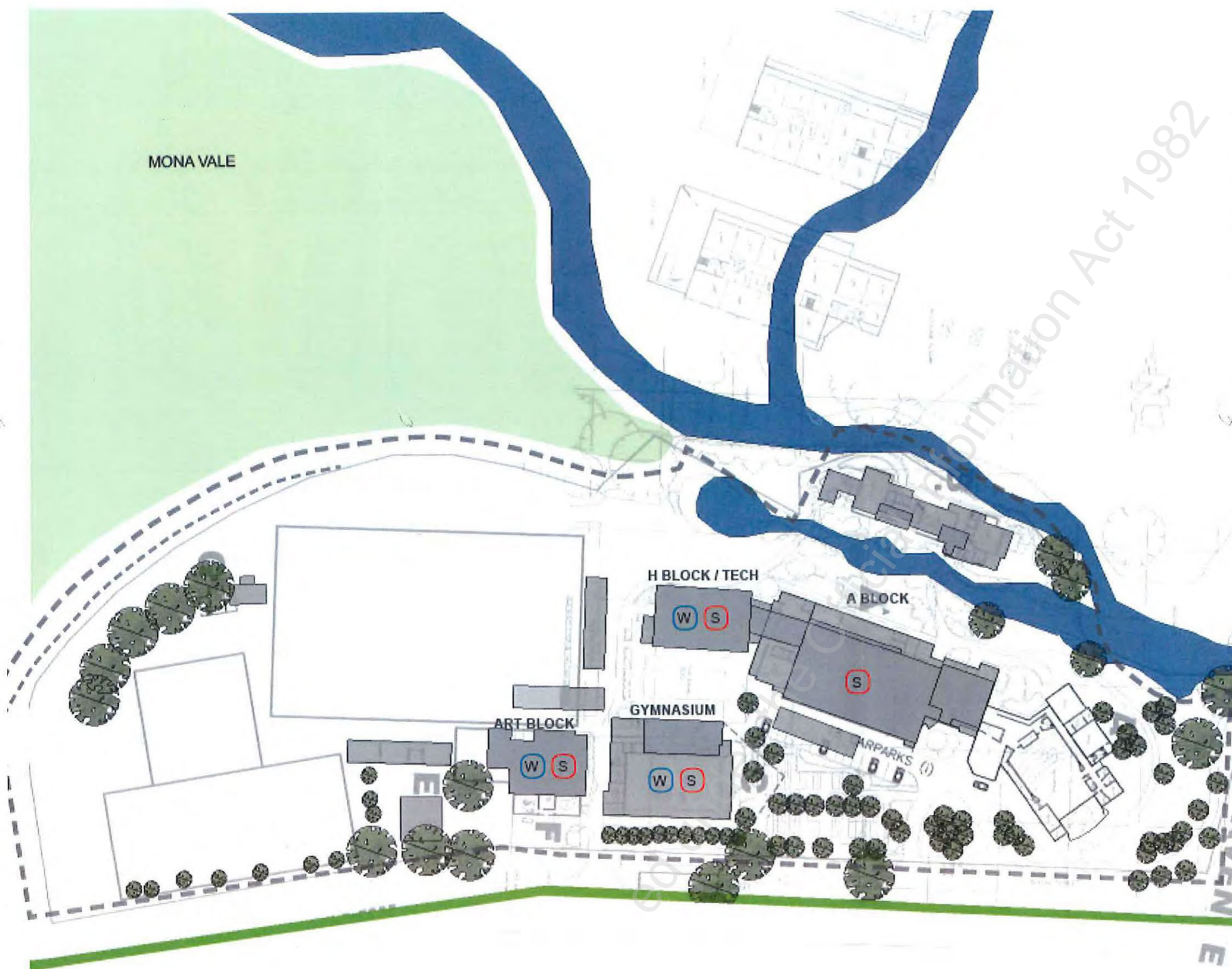
AREAS OF CURRENT BUILDINGS USED FOR THIS DOCUMENT :
(FROM PMIS INFORMATION 2016-03-17)

EXISTING BUILDINGS

MUSIC / AUDITORIUM	approx. 970m²
BLOCK A	approx. 5583m²
TECH LINK	approx. 550m²
BLOCK J	approx. 107m²
BLOCK II	approx. 88m²
BLOCK F (R4/6)	BoT
BLOCK L4	approx. 135m²
BLOCK E	approx. 107m²
BLOCK H	approx. 1,082m²
BLOCK C (GYM)	approx. 1,188m²
BLOCK ARTS	approx. 999m²
BLOCK S / B	approx. 733m²

SUBTOTAL: approx. 11,692m²

 INDICATIVE SITE BOUNDARY



ARTS BLOCK

REFER RELATIVE DOCUMENTS INCLUDING :

- WEATHER-TIGHTNESS REFER BUILDING IMPROVEMENT PROGRAMME (BIP) AND PRENDOS
- SEISMIC REFER OPUS REPORT AND LEWIS BRADFORD.

GYMNAISUM

REFER RELATIVE DOCUMENTS INCLUDING :

- WEATHER-TIGHTNESS REFER BUILDING IMPROVEMENT PROGRAMME (BIP) AND PRENDOS
- SEISMIC REFER OPUS REPORT AND LEWIS BRADFORD.

H BLOCK / TECH

REFER RELATIVE DOCUMENTS INCLUDING :

- WEATHER-TIGHTNESS REFER PRENDOS
- SEISMIC REFER OPUS REPORT AND LEWIS BRADFORD.

A BLOCK

REFER RELATIVE DOCUMENTS INCLUDING :

- SEISMIC REFER OPUS REPORT AND LEWIS BRADFORD.



WEATHER-TIGHTNESS ISSUES



SEISMIC ISSUES

FINAL MASTERPLAN OPTION

post feasibility study

THIS OPTION RETAINS EXISTING BUILDINGS GENERALLY, ALLOWING FOR REFURBISHMENT.

THE PAC AND ADDITIONAL CAPACITY IS REBUILT IN A SIMILAR LOCATION.

THE POOL IS DEMOLISHED AND REPLACED WITH A COURTYARD

A SKY LINK REPLACES THE TECH LINK TO CONNECT THE TECH AND A BLOCK.

DEMOLISH

P.A.C.	970m ²
TECH LINK	550m ²
BLOCK J	167m ²
BLOCK II L4	223m ²
BLOCK E	197m ²
S/B BLOCK	773m ²
(S/B Block additional capacity area)	

TOTAL DEMOLISH: 2,840m²

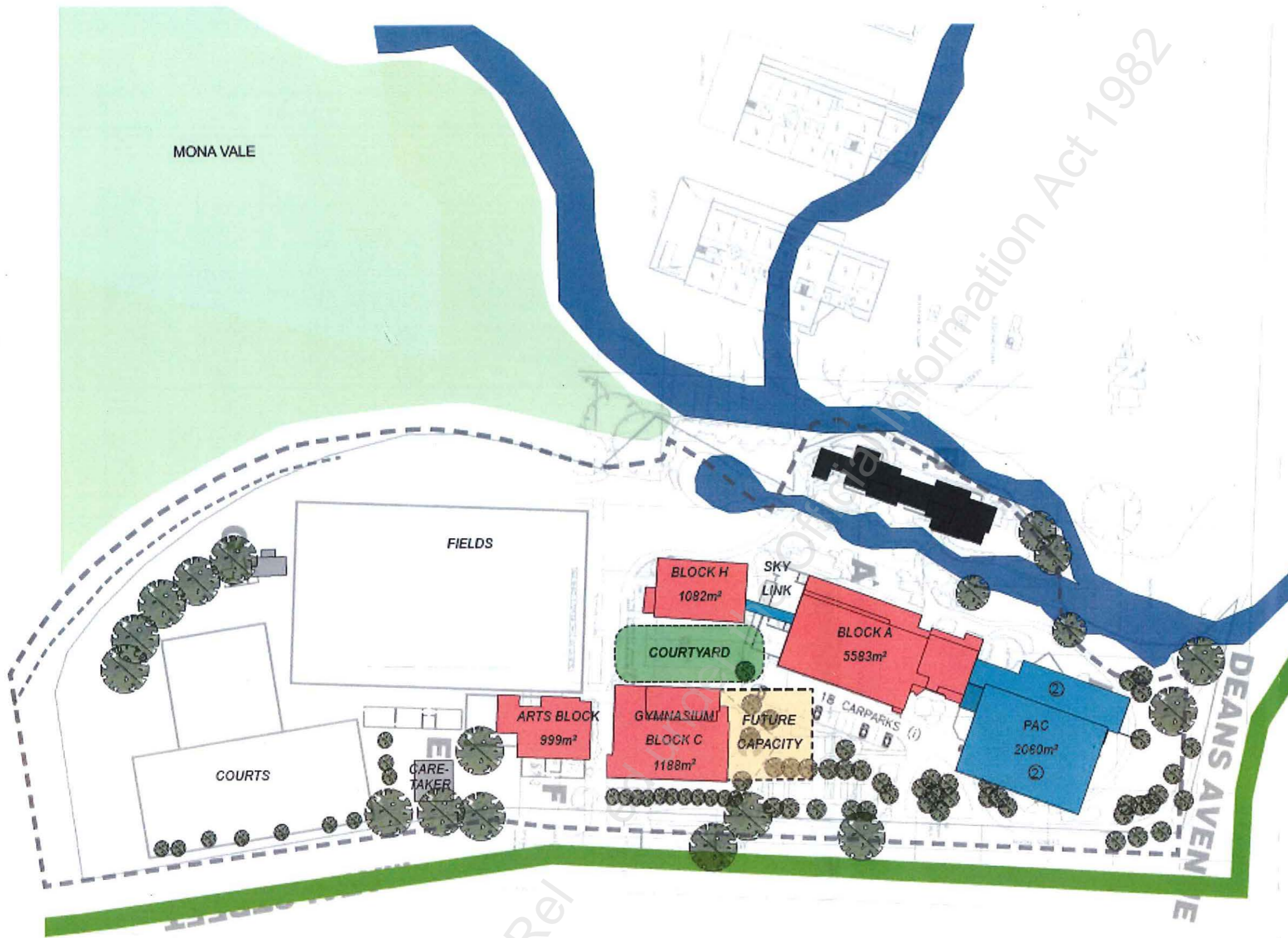
TOTAL SCHOOL: 8,852m²

POSSIBLE NEW

P.A.C.	
TOTAL	2,060m ²
(GL	1,370m ²)
(L1	690m ²)

TOTAL SCHOOL: 10,912m²

1,250 STUDENT PMIS : 10,757m²



- NUMBER OF STOREYS
- NEW COURTYARD
- FUTURE CAPACITY
- ADDITIONAL CAPACITY OVER SPG
- NEW BUILD
- EXISTING BUILDINGS - REFURBISHED

Released under the Official Information Act 1982

Released under the Official Information Act 1982

Released under the Official Information Act 1982

CGHS Budget - Main Block Costs	Budget (2015)	Budget (proposed 19/4/18, approved 26 June 2018)	Budget Applicable to Phase 1	Actual Costs Allocated (as at 17 September 2018)	Difference	Comments
Overall Budget (2015)	\$ 26,606,105					
Allocation for Main Block Repairs (excl contingency)	\$ 8,187,100	s 9(2)(i) OIA, s 9(2)(j) OIA				
Non Phased Repair	\$ 7,637,000					
Phase Allocations						
Level 4 Roof Strengthening and Refurbishment						
Level 3 Strengthening and Refurbishment						
Level 2 Refurbishment						
Level 1 Ground slab and Refurbishment						
Risk on Temporary Strengthening						
P&G for above						
Link Building Demolition	\$ 50,000					
Cafeteria Repairs						
First Floor Link Bridge	\$ 100,000					
reinstatement of grounds surrounding building	\$ 350,100					
Carpark Reconfiguration	\$ 50,000					
School Led projects						
Budget Excluding Contingency	\$ 8,187,100					
Project Contingency (10%)	\$ 1,317,244					
Allocated Main Block (incl contingency)	\$ 9,504,344					
Contruction Claims (Final)						
Under / Over Budget						



STATEMENT OF FINAL ACCOUNT

for

Christchurch Girls High School

I/we agree that the amount of Withheld in accordance with s9(2)(b)(i) and (ii) Official Information Act 1982
Withheld in accordance with s9(2)(b)(i) and (ii) Official Information Act 1982 **excluding GST**
represents the agreed final account figure for the Christchurch Girls High School, Main Block
Construction. Furthermore, Naylor Love Construction Limited hereby confirm that they have
no further claims in respect of the above Contract Works or the issued Contract Instructions
as referred to here-in. Please refer to the following page for further details and particulars
relating to the final account amount

Signed.....

Name.....

Naylor Love Construction Limited

Date.....

Signed.....

Name.....

RDT Pacific Limited

Date.....

Signed.....

Name

Withheld in accordance with s9(2)(a) Official
Information Act 1982

For Beca Ltd

Date 25.10.2018

CHRISTCHURCH GIRLS HIGH SUMMARY OF FINAL ACCOUNT VALUES

A breakdown of the final account values is as summarised below:

Contract Works	Withheld in accordance with s9(2)(b)(i) and (ii) Official Information Act 1982
Preliminary and General	
Overheads and Margins	
Variations to the Contract	
Total Agreed Final Account (Excluding GST)	

The above amount is deemed to be inclusive of the following:

- 1) Contract Instruction No's 1 to 314 inclusive
- 2) All work covered by and claimed under provisional sums

Please note that the value of works certified for payment (i.e. Payment Certificate No. 13) as at 5th February 2019 is The final payment amount of in respect of defects retentions will be due on completion of the defects liability period on (3rd August 2019) pending acceptance of all rectified construction defects by the Engineer to the Contract or the Engineers Representative.