

ID	Proj.	Events	CAT	Minutes	Actions	Status	Responsibility	Due date	Actual date
P1201	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Maynilad informed that China Energy has been engaging with the work for Kaliwa dam. + The portal is opened + Clearance for boring machine is ready. - Maynilad is willing to share the China's energy proposal on clearance and planning to Arcadis so Arcadis 	Maynilad to send the proposal of China Energy on planning and execution work.	open	Maynilad	12/20/2019	
P1202	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Arcadis suggested to have a joint site visit to identify the final location of the portal. - Maynilad agreed on the site visit 	Arcadis will coordinate with Maynilad to realize the site inspection at the soonest	FI			
P1203	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Maynilad suggested Arcadis to allocate a person to join the coordination meeting - Arcadis agreed on this arrangement 		FI			
P1204	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Maynilad would like Arcadis to assign a BIM manager for the project. The BIM manager should be in the Philippines to provide engineering supports to the teams during execution phase. - Arcadis informed that GEC of Arcadis has resource on BIM with good personnel to be on the role 		FI			
P1205	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Maynilad promised to provide Arcadis a copy of the draft specification and requirement on BIM. - Arcadis will review and provide Maynilad feedback on the BIM utilization, requirement, and standards 	Maynilad to send the draft copy	open	Maynilad	12/20/2019	
P1206	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Maynilad would like Arcadis to provide knowledge transfer on BIM - Arcadis stated that the team will provide a number of workshops and joint working sessions during the execution phase. 		FI			
P1207	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Maynilad and Arcadis agreed that for the Engineering and Procurement phase, the two teams will share documents over the platform "Microsoft Team". - Arcadis will setup the system and include Maynilad team to participate in the platform. 	Arcadis to initiate the Microsoft Team for 2 projects.	open	Arcadis	1/17/2020	
P1208	BOTH	1	Kick-off	<ul style="list-style-type: none"> - Maynilad requested Arcadis to include an Architect to be involved in the Green Engineering Process so the application to ECC will be smooth. - Arcadis confirmed that there will be an architect to be involved. 		FI			

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P1209	BOTH	1	Kick-off	- Maynilad asked Arcadis to help in preparing a Brief Presentation on the project so Maynilad can use it to present to stakeholders such as involved LGUs.	Arcadis to prepare the presentation and submit to Maynilad	open	Arcadis	12/20/2019	
P1210	BOTH	1	Kick-off	- Maynilad requested Arcadis to revisit and provide description on a number of tests for GI work	- Arcadis to follow up	open	Arcadis	12/20/2019	
P1211	BOTH	1	Kick-off	Maynilad requested Arcadis to evaluation on minimum 2 subcons's works involved in the GI.		FI	Arcadis		
P1212	BOTH	1	Kick-off	Maynilad and Arcadis agreed - that only monthly report is sufficient. Monthly report should include + Grantt Chart + S-curve - Weekly report - Weekly report should be in a simple form. Arcadis will prepare the template.		FC	Arcadis		
P1213	BOTH	1	Kick-off	Maynilad informed that existing Creek along the WTP site will be closed when the facility develops and will stop its irrigational function. Arcadis insist that this creek should be maintained for discharging purposes during construction and operation.		FI			
P1214	BOTH	1	Kick-off	Maynilad informed that lot acquisition for the WTP site is on-going with a total of ~22 lot units were identified in the area Four (4) lots are on negotiation with price per square meter is being discussed. Initial price that Maynilad offered was Php 300/sqm but lot owners preferred price is Php 600/sqm. In reference to Maynilad offer was the Landbank price assessment of Php180/sqm		FI			
P1215	BOTH	1	Kick-off	- Arcadis inquired Maynilad the status of Right of Way Acquisition and informed that still on going. - Maynilad hired a consultant who will help them in the land /ROW acquisition		FI			
P1216	BOTH	1	Kick-off	For the SOP of GI services for the Teresa Distribution, Maynilad will consider a separate procurement of the required test for Tunneling and instruct Arcadis to detail a brief description, justification and cost for these tests		FI			
P1217	BOTH	1	Kick-off	Arcadis informed Maynilad that tests for Tunneling is to be done preferably during the Design Stage which could have a lower impact on the service cost rather than considering in the design and build.		FI			

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P1218	BOTH	1	Kick-off	<div>- Maynilad and Arcadis agreed that it is optimal to utilize the existing bidding documents of Maynilad (incl. Employer's Requirement) for these two projects. - Arcadis will improve the quality of the existing bidding documents of Maynilad to minimize risks and to update specific requirements for these two projects. - Maynilad emphasized that the content of bidding documents should be appropriate to avoid over cost estimate offered by prospective bidders</div>		FI			