



ROBERT J W BRUSSE B. ARCH. (NATAL) MIA **ARCHITECT**

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REF:2016.05.010

7th November 2019

Mr M Buyeye,
Quantity Surveyors,
Kokstad,

email to : mtobeli.buyeye@buyeyeconsulting.co.za

Dear Mr Buyeye,

Re : UMZIMKULU MEMORIAL HALL,
Record of Agreement to move forward.

This letter is intended to confirm the main points of the discussion held between yourself, Kaya Qwalela and myself, immediately after the conclusion of yesterday's meeting in the Board Room of the KZN Amafa and Research Institute's premises in Pietermaritzburg.

We have agreed to move forward on the work necessary to complete our respective documentation for this project, so that a nominated sub-contractor can be selected for nomination to the Main Contractor. To this end the following needs to be done :

- Outstanding documentation needs to be completed and coordinated .
The Heritage Architect's Site Plan is to be amended to reflect the proposed storm water drainage layout that the Structural Engineer proposes,
- The location of the Fire Tank is to be confirmed – mention was made that it will be located on another municipal site in close proximity to the heritage site, but not on the 'Heritage Site'.
- Other than the above, the site plan was confirmed by the IA as being accepted. Allowances have been made in the proposed Bills of Quantity for the paving, fencing and landscaping as shown on the Architect's Site plan, including the proposed parking bays along the street, which would provide much needed additional parking.
- The Quantity Surveyor will review his BoQ for the Strachan Memorial Hall in the light of the Architect's emailed comments. This will take place within the next fourteen days.
- The HA will address a letter to at least two building contractors considered capable of undertaking the necessary restoration work, advising them of the documentation that will be made available to them – drawings and BoQ -, the conditions of the proposed nominated sub-contract, and inquiring whether they would be willing to tender for the work.

The Implementing Agent (IA) is requested to provide an indication when he intends to start the restoration work to the Strachan Memorial Hall , and what the conditions of the proposed nominated sub-contract will be – name of Main Contractor, guarantees etc. so that these can be included in the invitation to tender.

- The Heritage Architect was asked to get a preliminary price for the supply and delivery to site of salvaged Paris Pattern roof tiles from Billmark Clay Products.
- The HA issued a further set of his documents, namely :
 - a copy of the Door and Window schedules, and
 - a copy of every one of the drawings that has any relevance to the project :
 - 2016.05.01 Submission Drawing : Plan, Section & Elevations, Scale 1:100
 - 2016.05.02 Submission Drawing : Contextual Elevations, Scale 1 : 100
 - 2016.05.03 Submission Drawing : Site Plan, Scale 1:100
 - 2016.05.04 Working Drawing : Ground Floor Plan, Scale 1 : 50
 - 2016.05.05 Working Drawing : Electrical Layout, Scale 1 : 50
 - 2016.05.06 Working Drawing : Existing rafter layout, Scale 1 : 50
 - 2016.05.07 Working Drawing : Section A-A, Scale 1 : 50
 - 2016.05.08 Working Drawing : Sections B-B, C-C, D-D, Scale 1 : 50
 - 2016.05.09 Working Drawing : Woven Lattice Gate, Scale 1 : 10 & 1 : 5
 - 2016.05.10 Working Drawing : Truss Connector Details, Scale 1 : 5 & 1:100

Should there be any information in the above which is not correct, or any information that I have omitted, please advise me immediately so that all parties are "on the same page."

In addition to the above, but not raised at our meeting The Heritage Architect (HA) urgently requires information from :

- the Mechanical Consultant re his preliminary proposals for climate control;
- the Electrical Consultants in response to the HA's electrical layout;
- a copy of the Local Authority approved drawings for the restoration of the Strachan Memorial Hall.
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Yours sincerely

Robert J W Brusse,
Pr Architect, Heritage Practitioner, SIAI : 3641, Corp Mem : PB 1657, SACAP : 2480.

c.c. Municipal Manager's Office, Umzimkulu,
K Qwalela, Architects
R Devereux, KZNA&RI