



Ministry of Public Works & Environment
Water and Wastewater Section

Site Meeting Minutes

Meeting Date: August 19th 2026

Location: Prospect Reservoir #1

Meeting Start Time: 10:00 a.m.

Name

Name of Company

Contact email

Keith Claridge

MPW Representative

kclaridge@gov.bm

Karel Morgan-Evans

MPW Water Section Principal Engineer

kamevans@gov.bm

Mohammed Farooqui

Dreamscape Limited

Barkat.farooqui@live.com

Bernard Kunst

Sunrise construction Ltd

bernard@sunriseconstructionlimited.com

Bert Munroe

Brunel Ltd

bmunroe@brunel.bm

TOPICS DISCUSSED

1.0	<u>Issues Raised:</u>	
	1.1 Closure of Fort Hill Road Answer: This road will be closed during construction for six months. The closure to be extended at the contractors' discretion. Barriers are required at each end of the closure to prevent non work vehicles entering the area.	
	1.2 Question: Access Answer: The side access gate will be made available. The contractor is required to keep this locked at all times when not in use.	
	1.3 For Information: Area access Answer: The site is constantly in operation and care must be taken not to interfere with pipes and valves.	
	1.4 For Information: Provision of services Answer: 220v Power and water will be made available at roof level for the bidder	
	1.5 For Information: Safety issues Answer: Due to the excessive height of the tank scaffold towers will be necessary for safe entry and working at heights. All temporary formwork support structure to be signed off by a professional engineer	
2.0	<u>General Information</u>	
	2.1 All health and safety precautions must be identified in a method statement submitted with bid.	
	2.2 The previous site investigation report will be issued on the procurement website for information	
	2.3 The contractor may remove the existing concrete roof panels as necessary to undertake the works	



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	2.4 The concrete has a specific design and test samples for strength testing will be taken continuously through the works	
	2.5 The bidders attention is drawn to the required concrete pour sequence	
	2.6 The drawings detail concrete repair works to certain roof support beams.	
	2.7 The replacement of the roof panels will require resealing an a final coat of Sikaflex across the whole roof	
	2.8 All entry points through the walls are to be sealed.	

The meeting ended at 10:25 a.m.

Keith Claridge
Department of Works & Engineering Consultant Capital Works Engineer