



**tie Limited**  
**Edinburgh Tram Network**



# Technical Support Services Monthly Progress Report



*July 2006*

Project Title	Edinburgh Tram Network - Provision of Technical Support Services	
Contract Number	Agreement for Provision of Technical Support Services relating to The Edinburgh Tram Network - 25th July 2005.	<b>SWR Job Number: B137102</b>
Country	UK	
	<b>Client organisation / Employer</b>	<b>Consultant / Service Provider</b>
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Report Number	37
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Reporting Period	1st July 2006 to 31st July 2006
Author of Report	Raymond Millar TSS Project Manager

Scott Wilson Representative	<u>Raymond Millar</u> TSS Project Manager	 [signature]	<u>03/08/06</u> [date]
Scott Wilson Representative	<u>Douglas Leeming</u> TSS Project Director	 [signature]	<u>03/08/06</u> [date]

## 1 INTRODUCTION

### 1.1 General

This progress report for July 2006 is submitted by the Technical Support Services (TSS) Provider to Transport Initiatives Edinburgh (tie) Limited in accordance with the "Agreement for Provision of Technical Support Services relating to The Edinburgh Tram Network", dated 25th July 2005, sub-section 5.2.4, Progress Reporting.

The purpose of the report is to provide tie with details about the progress of the TSS Provider's activities and deliverables over the previous month, including a look ahead to the following month and any issues arising from the assignment which could have an impact upon the implementation of the project.

### 1.2 Summary Background of TSS Provider

The TSS Provider comprises several consultancy firms, led by Scott Wilson Railways (SWR) which are providing management and support services to tie, namely:

#### Scott Wilson (Lead Consultant)

- Project management
- Engineering design related services
- Utilities and third party undertakings
- Environmental compliance
- Approvals
- Heavy rail interface
- Joint Revenues Committee (JRC) modelling review
- CEC interface / protocols
- TRAM / EARL interface
- Corporate business management systems

#### Turner & Townsend (Sub Consultant)

- Commercial support
- Risk management
- Utilities and third party undertakings
- Project controls – change management and reporting
- Project planning – programming management
- Health & safety
- Quality assurance
- Procurement
- Corporate business management systems

#### Interfleet Technology (Sub Consultant)

- Vehicle engineering
- Tram control systems

In addition, the TSS Provider makes available additional resources, through tie, to the City of Edinburgh Council (CEC) to assist with the timely management of Consents, in particular to support the efficient processing of CEC approvals and Planning Permissions during the Preliminary Design and Detailed Design Phases of the Systems Design Services (SDS) Provider's commission.

## 2.2 Review of TSS Scope of Services

i) An updated TSS Provider organogram was submitted to tie on 26th July 2006. The intention is to restructure the TSS team into a form that is better able to respond to the needs of tie. The proposed team structure offers clearer reporting and communication lines than have previously existed.

In addition, the new team structure will enable the TSS Project Manager to achieve closer control of the various technical workstreams. A core team has been identified comprising the following roles:

- Project Director (full-time)
- Project Manager (full-time)
- Engineering Director (part-time)
- Assistant Project Manager (full-time)
- Team Lead - SQE (part-time)
- Team Lead - Commercial/Project Controls (part-time)
- Team Lead - Design (part-time)
- Team Lead - "Others" (part-time)

The next step will be to receive tie's response to the TSS team proposals and to discuss budgetary requirements. It has been intimated to tie that the current contract budget is not sufficient for TSS to provide a full-time management resource, which is seen by the TSS as a key factor to providing added value to tie.

ii) A meeting was held with the tie Tram Project Director Andie Harper to discuss the "TSS Role" on 28<sup>th</sup> July 2006. The outcome of this meeting was for tie to carry out a page-turning exercise of the revised Scope of Services report submitted to tie by the TSS Provider on 12<sup>th</sup> June 2006. It was intimated during the meeting that tie will report back to TSS with its views during the early part of August 2006.

## 2.3 Office of Government Commerce (OGC) Gateway Review

The "sort it" team submitted its report to tie on 14th July 2006. Amongst various topics, the report sets out a summary action plan to prepare for the OGC Gateway 2 review. Acquisition programmes and procurement projects in central civil government are subject to OGC Gateway reviews. The OGC Gateway Process examines a programme or project at critical stages in its lifecycle to provide assurance that it can progress successfully to the next stage.

tie has instructed the TSS Provider to prepare the Edinburgh Tram project for an OGC 2 review to be conducted in mid September. As a matter of priority, the TSS Provider is therefore putting together a small team to deliver the necessary inputs. The plan is to spend most of August assembling the necessary evidence for the review, after which an OGC expert will undertake a dummy review. Following the review, the team will have approximately one week to prepare for the formal review which is carried out by a team of experienced people, independent of the project team.

<b>Workstreams 2 &amp; 3:</b>	Quality Assurance & Safety	<b>tie lead:</b>	Willie Fraser
<b>Report Author:</b>	Graeme Walker		

<b><u>Active Team Members:</u></b>	<b><u>Team Changes:</u></b>
<ul style="list-style-type: none"> <li>• Lead – Graeme Walker.</li> <li>• Senior – Mike Shaw (corporate H&amp;S).</li> </ul>	None.

<p><b><u>Activities:</u></b></p> <p><b>Tram</b></p> <ol style="list-style-type: none"> <li>1. Input into the MUDFA tender evaluation.</li> <li>2. Input into the Infraco PQQ assessment.</li> <li>3. Rationalising the Infraco Technical Requirements document into the Employer's General Requirements.</li> <li>4. Undertaking tie project inductions.</li> <li>5. Review of SDS Construction Phase Health &amp; Safety Plan for Ground Investigation works.</li> <li>6. Review of Method Statements and Risk Assessments.</li> <li>7. Managing the Access Permit process.</li> <li>8. Generation and review of documentation required for Network Rail works (Safety Clause Menu and Safety Plan).</li> <li>9. Review of MUDFA CARP contractors' drugs and alcohol policies.</li> <li>10. Running CDM workshop for tie, TSS and SDS personnel.</li> <li>11. Reviewing the Code of Construction Practice for the TRAM / EARL interface.</li> </ol> <p><b>Corporate Safety Management Systems (SMS)</b></p> <ol style="list-style-type: none"> <li>1. Continuing the development of the remaining "workplace precautions" sections of the Corporate SMS.</li> <li>2. Undertaking a workplace assessment of the citypoint office.</li> </ol> <p>Note: There has been a change in tie personnel who are directing this workstream – Paul Millington is now directing the resource, rather than David Thornton.</p> <p><b><u>Deliverables:</u></b></p> <p><b>Tram</b></p> <ol style="list-style-type: none"> <li>1. Review records for SDS Construction Phase Health &amp; Safety Plan for Ground Investigation works, Method Statements and Risk Assessments.</li> </ol> <p><b>Corporate SMS</b></p> <ol style="list-style-type: none"> <li>2. Sections for the Corporate SMS.</li> </ol>
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<b>Workstreams 4 &amp; 9:</b>	Environmental Compliance & Approvals	<b>tie lead:</b>	Willie Fraser
<b>Report Author:</b>	Andrew Walters		

<b><u>Active Team Members:</u></b>	<b><u>Team Changes:</u></b>
Andrew Walters	None.

<b><u>Activities:</u></b> 1. Review SDS Deliverables For APPROVAL 2. Review of Preliminary Design Review 3. Clarification of impact on design issues
<b><u>Deliverables:</u></b> Review reports on all relevant SDS deliverables as they relate to the Preliminary Design Review.
<b><u>Look Forward:</u></b> Secondment of 2 development control planners at City of Edinburgh Council. Contract based on full time working at CEC planning department at Cockburn Street for 12 months. Purpose of the secondments are to provide development control advice and processing of Planning Applications relating to Edinburgh Tram with emphasis on architectural and design input as it relates to impacts and policy within the World Heritage Site.
<b><u>Issues:</u></b> None identified at this time

<b>Workstream 8:</b>	Commercial Support & Risk Management	<b>tie lead:</b>	Willie Fraser
<b>Report Author:</b>	John Pantony		

<p><b><u>Active Team Members:</u></b></p> <ul style="list-style-type: none"> <li>• G Easton – Lead</li> <li>• J Lyall – Infracore Lead</li> <li>• J Gillie – MUDFA</li> <li>• J Bruce – MUDFA</li> <li>• P Whitehill – QRA</li> <li>• N Cuckow – QRA</li> <li>• J Pantony – Commercial</li> <li>• R Gallinagh – Graduate</li> <li>• D Ashley - Graduate</li> </ul>	<p><b><u>Team Changes:</u></b></p> <p>J Bruce commenced 18th July 2006 on MUDFA.</p>
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<p><b><u>Activities:</u></b></p> <ol style="list-style-type: none"> <li>1. MUDFA CARP process underway with detailed negotiations with the remaining two Contractors ongoing.</li> <li>2. Meetings with key stakeholders held, Wednesday 26th July.</li> <li>3. Cost Report Process established. Cost Report format accepted/agreed with tie.</li> <li>4. QRA process reviewed and updated. Hand over to SDS scheduled for early August.</li> <li>5. Value Engineering exercise underway with several workshops carried out.</li> <li>6. Life Cycle Costs being developed.</li> <li>7. Development of Project wide Glossary of Terms.</li> </ol>
<p><b><u>Deliverables:</u></b></p> <ol style="list-style-type: none"> <li>1. Identification of preferred MUDFA contractor (ongoing).</li> <li>2. Life Cycle Cost model.</li> <li>3. QRA simulation model (and total hand over to SDS).</li> <li>4. Monthly Cost Report for July.</li> <li>5. Value Engineering output – from SDS.</li> <li>6. Project wide Glossary of Terms.</li> </ol>
<p><b><u>Look Forward:</u></b></p> <ol style="list-style-type: none"> <li>1. SDS to provide Infracore BofQ early August.</li> <li>2. SDS to refresh base estimate utilising Infracore BofQ information by Monday 14th August.</li> <li>3. QRA process to be handed over to SDS for incorporation into ARM.</li> <li>4. Further meetings with key stakeholders to be held, Wednesday 2nd August.</li> <li>5. MUDFA evaluation reports to be issued to key stakeholders 9th August</li> </ol>
<p><b><u>Issues:</u></b></p> <p>No issues</p>

<b>Workstream 10:</b>	Design Related Services - Structures	<b>tie lead:</b>	Gavin Murray
<b>Report Author:</b>	Giovanni Scilipoti		

<b><u>Active Team Members:</u></b> <ul style="list-style-type: none"><li>• Giovanni Scilipoti</li><li>• Alan Ferns</li></ul>	<b><u>Team Changes:</u></b> <p>Alan Ferns (Sen. Engineer, Building Section, SWSL – Glasgow) did work last week for the first time.</p>
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<b><u>Activities:</u></b> <p>The remaining Bridges' Draft AIPs and drawings were reviewed and comments submitted Alan Ferns and GS reviewed and commented on the "Depot and Office Building - Stage C Structural Design Assumptions and Preliminary Specification" at a very short notice.</p>
<b><u>Deliverables:</u></b> <p>Comments on Bridges' Draft AIPs and the "Depot and Office Building - Stage C Structural Design Assumptions and Preliminary Specification"</p>
<b><u>Look Forward:</u></b> <p>During the next few weeks there will be the Design Approval Panel meetings which GS will attend as and when required; No extra resources will be required until the Preliminary Design is completed. Once the programme for the Detailed Design phase is submitted by the SDS we should be able to assess the amount of resources required.</p>
<b><u>Issues:</u></b> <p>No major other issues.</p>



**Issues:**

The Track design deliverables issued by SDS contain several omissions that would normally be considered as standard for a preliminary design issue. Some of the deliverables are marked as "Draft" rather than "For Approval."

Although it is appreciated that the drawings demonstrate the track alignment, additional information which would be expected to show that the proposed track alignment can be accommodated together with adjacent cycleways and footpaths, in particular earthworks, new retaining walls and structures, is mostly missing or is shown in an inconsistent manner.

In addition, it is normal practice to show the proposed cant and line speed together with values for Cant Deficiency, Rate of Gain of Cant, Rate of Gain of Cant Deficiency and Cant Gradient. However, it is understood that these calculations have been carried out as part of the design exercise albeit not shown on the drawings.

Supporting gauging clearance information, for instance, proposed cross sections through existing and new over and underbridges showing Tram Design Kinematic Envelope (DKE) have also not been provided as part of the design. Also, for a scheme of this importance and at this stage in the design process the designer would normally be expected to have at least produced an outline drainage proposal to prove that the line can be adequately drained.

However, it is understood from SDS that the format and content of these drawings had previously been agreed with tie prior to the design commencing and that given the timescales of the project, suggest that the above noted items are addressed in the Detailed Design Phase.

There however, remains a degree of risk that tie will have to accept if the project timescales are to be met.

<b>Workstream 11:</b>	Utilities and Third Party Undertakings	<b>tie lead:</b>	Alasdair Slessor
<b>Report Author:</b>	Ken Mosley		

<p><b><u>Active Team Members:</u></b></p> <ul style="list-style-type: none"> <li>• K Mosley</li> <li>• A Hill</li> <li>• J Low</li> <li>• R Hookham</li> <li>• A Fraser</li> <li>• M Cheung</li> </ul>	<p><b><u>Team Changes:</u></b></p> <p>None</p>
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<p><b><u>Activities:</u></b></p> <ul style="list-style-type: none"> <li>• Analysis of MUDFA bids – report on project team, project execution and technical proposals</li> <li>• Negotiation with 2 No preferred bidders</li> <li>• Progress meetings with SDS</li> <li>• Finalising agreements with outstanding MUDFA Utility participants</li> <li>• Ongoing participation in specialist working groups e.g. close proximity, stray currents, cost share</li> <li>• Review of SDS Prelim Design drawings &amp; spec.</li> <li>• Ongoing discussions with Utilities outwith MUDFA</li> </ul>
<p><b><u>Deliverables:</u></b></p> <ul style="list-style-type: none"> <li>• 2 Preferred bidders selected</li> <li>• Summary report on SDS Prelim Design</li> </ul>
<p><b><u>Look Forward:</u></b></p> <ul style="list-style-type: none"> <li>• Receipt of Final MUDFA offers on 2 August 06</li> <li>• Review of submissions - report to board on 14 August 06</li> <li>• Working proximity workshop with Utilities scheduled for 1 August 2006</li> </ul>
<p><b><u>Issues:</u></b></p> <p>Small change mechanism to be agreed with preferred bidder</p>

<b>Workstream 13:</b>	Project Planning - Programming Management	<b>tie lead:</b>	Willie Fraser
<b>Report Author:</b>	Tom Hickman		

<p><b><u>Active Team Members:</u></b></p> <ul style="list-style-type: none"> <li>• Tom Hickman – Programme Manager</li> <li>• Dominick Stuart – Programme Planner</li> <li>• John McAloon – Programme Planner</li> <li>• Ricky Campbell – Programme Planner</li> </ul>	<p><b><u>Team Changes:</u></b></p> <p>Dominick Stuart – Commenced 03/07/06              John McAloon – Commenced 17/07/06</p>
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<p><b><u>Activities:</u></b></p> <ul style="list-style-type: none"> <li>• Revised INFRACO Procurement Schedule incorporated into Live Schedule.</li> <li>• Revised MUDFA Construction Logic within Live Schedule.</li> <li>• Review of INFRACO construction logic.</li> <li>• Reschedule of MUDFA / EARL interface.</li> <li>• JRC Programme budget allocation reviewed and updated within live schedule.</li> <li>• Advanced works – identified and scope build up instigated and added to schedule.</li> <li>• Review of budget allocation by Cost / Budget Centre within programme.</li> </ul>
<p><b><u>Deliverables:</u></b></p> <ul style="list-style-type: none"> <li>• Project Monthly Progress Report</li> <li>• Enhanced Live Schedule in terms of programme detail &amp; budget allocation.</li> </ul>
<p><b><u>Look Forward:</u></b></p> <ul style="list-style-type: none"> <li>• SDS is currently undertaking a re-baseline exercise to the Detailed Design schedule which is due for issue by 04th August 2006. This re-baseline will maintain the currently planned completion of February 2007 for Detailed Design and complement existing planned requirements / timescales within the MUDFA &amp; INFRACO programmes.</li> <li>• Review revised programme &amp; interfaces.</li> <li>• Review &amp; rationalise WBS within Live Schedule</li> <li>• Review MUDFA, INFRACO &amp; Advanced Works Programmes.</li> </ul>
<p><b><u>Issues:</u></b></p> <p>Due to SDS commitments in providing a re-baselined programme there has been no formal progress update provided by them for July 2006. Revision of SDS status will be ascertained once revised schedule has been issued.</p>

<b>Workstream CN3:</b> Project Controls - Change Management and Reporting	<b>tie lead:</b> Willie Fraser
<b>Report Author:</b> Silviu Rosu	

<b><u>Active Team Members:</u></b> <ul style="list-style-type: none"><li>• Silviu Rosu</li><li>• Orla O'Regan</li></ul>	<b><u>Team Changes:</u></b> None.
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<b><u>Activities:</u></b> <ul style="list-style-type: none"><li>• Updated and issued project Monthly Progress Report</li><li>• Analysed SDS Deliverables Matrix to obtain properly structured information for SDS dashboards;</li><li>• Meeting with Andie Harper, Geoff Gilbert, Bob Dawson and David Carnegy to discuss about reporting process analysis. A monthly report schematic was requested and issued two days after the meeting. A draft revised and improved report was also asked by 14th August.</li></ul>
<b><u>Deliverables:</u></b> <ul style="list-style-type: none"><li>• Project Monthly Progress Report</li><li>• SDS Dashboard</li><li>• JRC Dashboard</li><li>• Overall Dashboard</li><li>• Monthly report cycles – August 2006</li></ul>
<b><u>Look Forward:</u></b> <ul style="list-style-type: none"><li>• Prepare and issue project Monthly Progress Report for July;</li><li>• Prepare and issue together with David Carnegy a draft revised Monthly Progress Report to Geoff Gilbert.</li><li>• Update and issue SDS, JRC and overall project dashboards.</li></ul>
<b><u>Issues:</u></b> None.

<b>Workstream CN5:</b>	CEC Interface / Protocols	<b>tie lead:</b>	Barry Cross
<b>Report Author:</b>	Douglas Leeming		

<b><u>Active Team Members:</u></b>	<b><u>Team Changes:</u></b>
Douglas Leeming	

<p><b><u>Activities:</u></b></p> <p>We have been instructed to commence work on a further development of the CEC - tie protocols by looking this time at the higher level approval process taking account of the various contracts that will be developed over the coming months.</p>
<p><b><u>Deliverables:</u></b></p> <p>None specified at this time</p>
<p><b><u>Look Forward:</u></b></p> <p>We are required to develop a scope for the works in the next week and then move on to the development of the protocols.</p>
<p><b><u>Issues:</u></b></p> <p>None identified at this time.</p>

<b>Workstream:</b>	Environmental Compliance Corporate Quality Management Systems	<b>tie lead:</b>	Andrew Walters
<b>Report Author:</b>	Andrew Walters		

<b><u>Active Team Members:</u></b>	<b><u>Team Changes:</u></b>
Andrew Walters	

<p><b><u>Activities:</u></b></p> <p>Review SDS Deliverables for approval          Review and commentary on Preliminary Design Review documentation / deliverables          Clarification of any technical queries as they relate to the environmental impacts on tram design issues</p>
<p><b><u>Deliverables:</u></b></p> <p>Review reports on all relevant SDS deliverables as they relate to the Preliminary Design Review including:</p> <ul style="list-style-type: none"> <li>• Updated Edinburgh Tram Network Environmental Management Plan</li> <li>• Detailed review of Noise and Vibration Policy as it relates to Parliamentary Commitments</li> <li>• Review and commentary on the technical notes provided by SDS on Hydraulic Design Parameters as it relates to hydraulics seen the joint ERAL / Tram /BAA Gogar Burn Flood study.</li> <li>• Technical response to a RFI on Tree Replacement, Edinburgh Tram Network</li> <li>• Review and commentary on method statement for the Guard Archaeological works.</li> <li>• Review of Norwest Host Ground Investigation Method Statement including additional COSHH assessment.</li> </ul>
<p><b><u>Look Forward:</u></b></p> <p>Secondment of 2 development control planners at City of Edinburgh Council. Contract based on full time working at CEC planning department at Cockburn Street for 12 months. Purpose of the secondments are to provide development control advice and processing of Planning Applications relating to Edinburgh Tram with emphasis on architectural and design input as it relates to impacts and policy within the World Heritage Site.</p>
<p><b><u>Issues:</u></b></p> <p>None to report.</p>