



**Transport Edinburgh**  
**Trams for Edinburgh**  
**Lothian Buses**

## **MUDFA Sub-Committee Report Papers for Meeting 4 April 2007**

**Distribution:-**

Willie Gallagher (SC Chair)  
Matthew Crosse  
Susan Clark  
Graeme Barclay  
Ray Dent  
Bill Campbell  
Andy Malkin  
Suzanne Waugh  
Mike Connelly  
Tom Condie

Keith Rimmer  
Lorna Davis  
Steven Bell  
Stuart McGarrity  
Steve Hudson  
Duncan Fraser  
Tom Clark  
Alan Dolan  
Graeme Bissett



## **Agenda**

### **MUDFA Sub-Committee Meeting**

**to be held at tie Boardroom, Verity House, Citypoint**

**on Wednesday 4 April 2007 at 11am**

1. Actions from previous minutes.
2. Project Report
3. Programme Presentations
4. Project Control
5. AOB



## MUDFA Sub-Committee Meeting

### AGENDA ITEM NO 1

#### Actions from Previous Minutes



**tie Limited  
Edinburgh Tram Network**

**Minutes**

**MUDFA Sub Committee Board Meeting**

**12 March 2007**

**10am**

**tie offices - Macadam Room, Citypoint**

**In Attendance:**

|                              |           |
|------------------------------|-----------|
| Willie Gallagher (SCB Chair) | <b>WG</b> |
| Matthew Crosse               | <b>MC</b> |
| Susan Clark                  | <b>SC</b> |
| Graeme Barclay               | <b>GB</b> |
| Bill Campbell                | <b>BC</b> |
| Andy Malkin                  | <b>AM</b> |
| Suzanne Waugh                | <b>SW</b> |
| Steven Bell                  | <b>SB</b> |
| Stewart McGarrity            | <b>SM</b> |
| Duncan Fraser                | <b>DF</b> |
| Tom Clark                    | <b>TC</b> |
| Lorna Davis                  | <b>LD</b> |
| John Ramsay                  | <b>JR</b> |

|            | <b>KEY TASKS AND ACTIONS</b>  | <b>ACTION BY</b> | <b>DATE DUE</b> |
|------------|---|------------------|-----------------|
| <b>1.0</b> | <b>Actions</b>  |                  |                 |
| <b>1.1</b> | AMIS to look at and update the AMIS Programme this week.  | <b>AM</b>        | <b>31.03.07</b> |
| <b>1.2</b> | Commercial/Risk Opportunities. Formal report to be produced at the next meeting.  | <b>SMc</b>       | <b>02.04.07</b> |
| <b>1.3</b> | Archaeological hotspots. Identify on programme high risk locations from the information we currently hold.  | <b>AM</b>        | <b>02.04.07</b> |
| <b>1.4</b> | Project Report. Team profile required to be put together on total team size and whether we need further resources.  | <b>SC</b>        | <b>02.04.07</b> |
| <b>1.5</b> | AMIS to confirm staff resourcing in Monthly Report.   | <b>AM</b>        | <b>31.03.07</b> |
| <b>1.6</b> | Programme. A discussion document or proposal to be put forward to talk us through the overall MUDFA process which helps us to understand the process and to confirm we are fit to go ahead and start the construction in May/June | <b>GB/SC</b>     | <b>02.04.07</b> |



|      |  |          |          |
|------|--|----------|----------|
| 1.7  | Design. Need to resolve issue of Forth Port's licences. AMIS to liaise with Phil Douglas.  | AM       | 02.04.07 |
| 1.8  | State of Readiness Review in advance of trial commencement – to be held 21.03.07.  | GB       | 21.03.07 |
| 1.9  | AMIS to interface with stakeholders in relation to re-baseline of programme.   | AM       | 23.03.07 |
| 1.10 | Photographic Survey to be concluded.   | AM       | 23.03.07 |
| 1.11 | SUs Tracker to be included in future meeting packs.  | GB       | 02.04.07 |
| 1.12 | Statutory Undertakers. We require quantification of the expected size of potential programme taking into account the number of man-hours quoted by SUs.  | AMIS/tie | 02.04.07 |
| 1.13 | Draft Programme to be included in April meeting pack.  | GB       | 02.04.07 |
| 1.14 | Keith Rimmer to be included in all future meetings.  | TE       | 30.03.07 |
| 1.15 | SDS to liaise with Traffic Management team to be included in TM Review meetings.   | AD/KR    | 23.03.07 |
| 1.16 | Traffic Management. Recommendation on how to record process for sign off. We need something that formally binds everything together, not just from Traffic Management but from each area of the project. | SC       | 30.04.07 |
| 1.17 | Wider Area Signage. Scope of costs to be delivered this week.  | KR       | 16.03.07 |
| 1.18 | Risk Report. Table of Risk. This is required to be in the same format as the MUDFA risk register.  | SC       | 02.04.07 |
| 1.19 | Risk Report. What is the logic of the high risk/low risk columns? Can this be made clearer to enable better understanding? SC and DF to discuss.   | SC/DF    | 02.04.07 |
| 1.20 | VE Workshop Actions. MC to look at this and think about how it should be put together. This will be discussed at the next meeting.   | MC       | 02.04.07 |
| 1.21 | Trial Site. Protocols for incidents are needed. AM to discuss with SC and WG.  | AM/SC/WG | 30.03.07 |
| 1.22 | Trial Site. Meeting needs to be set up to spend time looking at lessons learned from previous gridlock. Attendees to be DF/SW/AD/MC/AM/Mike Jeffrey.   | SC       | 30.04.07 |
| 1.23 | Work Site Tracker. Need to have Forth Ports licences included in this. Also can this be coloured up by company.  | GB       | 30.03.07 |
| 1.24 | Communications. Will there be a date whereby it is actually too late to send out communications to stakeholders  | SC       | 30.03.07 |
| 1.25 | Communications. Short paper to be prepared to address costs and resourcing of communications going out to potentially disrupted areas such as Easter Road.   | SW       | 02.04.07 |
| 1.26 | Double check percentage for betterment.  | SC       | 02.04.07 |
| 1.27 | Review agenda and structure of Sub Committee Meeting   | GB       | 02.04.07 |
| 2.0  | Next Meeting will be brought forward to Wednesday 4 April 2007 at 11am – Boardroom, Verity House   |          |          |



## MUDFA Sub-Committee Meeting

### AGENDA ITEM NO 2

#### Project Report

## **Edinburgh TRAM Project**

**Paper to** : **Utility Sub-Committee**  
**Subject** : **Construction Director's Report**  
**Date** : **4 April 2007**

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### **Executive Summary**

- Minor incident occurred during this period (refer to report below)
- Trial site on programme to commence on Monday 2<sup>nd</sup> April. All prerequisite documentation in place and approved.
- Rev 04 Utility Diversion programme rebaselining draft received and reviewed.
- Design progress tracker established and being uploaded for each line activity.
- Works Order and Change Order trackers implemented
- Operator Licence procedure ratified and development from lessons learned under way to streamline process.

### **1.0 Safety**

- 1.1 A minor near miss event occurred during the month of March related to electrical equipment fault at AMIS site premises, no persons were injured as a result. An investigation is on-going and a report will be issued. There was no other safety & environmental incidents to report for the month or accumulatively.
- 1.2 AMIS continue to develop control procedures throughout March with a view to completing the AMIS MUDFA Business Management System prior to the completion of the Pre-Construction phase and prior to works commencing on the trial site in April.
- 1.3 A CDM workshop was held with representatives from AMIS, SDS, Halcrow and tie to address the generic nature of health & safety utility

design information provided. A more qualitative risk assessment with detailed residual risk information would be provided in future.

- 1.4 AMIS has drafted an Archaeological & Heritage Management Plan which addresses archaeological sensitive areas and the control measures to be employed. This will be shared with the CEC Archaeologist at the next progress meeting.

## **2.0 tie Utility Team**

- 2.1 Construction Director (Utilities) in position from 19<sup>th</sup> March. Ray Dent continues on to support the team senior management during the transition period.
- 2.2 John Casserley will be joining the team on the 23<sup>rd</sup> April as the new Commercial Manager. John comes from Scottish Water Solutions where he holds an Area Commercial Manager role.
- 2.3 An additional Project Manager to Michael Blake, will be joining **tie** in early May to enhance the experience of the team on Scottish Water and Telecom related utilities.
- 2.4 Ian Clark is presently a Project Manager with Scottish Water Solutions. Both Ian and Michael will provide an enhanced delivery and co-ordinated focus to the team.

## **3.0 Key Deliverables in March.**

- 3.1 Completion of all necessary documentation and approvals for Trial site.
- 3.2 Ratification of Work and Change Order process.
- 3.3 Development of Design Progress tracker.
- 3.4 Issue of draft re-baseline programme taking cognisance of revised logic links for SU, traffic management and amended design process.
- 3.5 Conclusion of contract discussions and consensus on commercial arrangements.
- 3.6 April - key areas of focus



- 3.7 Implementation of lessons learned from trial site into processes.
- 3.8 Completion of initial site trial – commencing 2<sup>nd</sup> April.
- 3.9 Commencement of secondary area trial site on 23<sup>rd</sup> April.
- 3.10 Full integration of Design progress tracker into reporting cycle.
- 3.11 Focus on RATs process to define potential opportunities to advance works ahead of programmed periods.
- 3.12 Convene 'hot-house' for updated risk review with project team (tie/AMIS)

#### **4.0 Programme**

- 4.1 Programme early start dates & stakeholder requirements were forwarded to AMIS (MUDFA) on 13th March 2007 to use in the preparation of a revised construction schedule.
- 4.2 AMIS issued Draft Rev 04 programme on 23rd March 2007 for comment. This programme is currently under review by tie.

#### **4.3 Key elements in AMIS Draft Rev 04 Programme are:**

- The Trial Site at Casino Square starts on 02nd April 2007.
- The main MUDFA works start on 02nd July 2007. This is 3 months later than shown on Rev 03 and is driven by design and Work Order requirements.
- The main MUDFA works on Phase 1a from Newhaven to Edinburgh Airport show completion by early January 2009. This is 6 months later than shown on Rev 03 schedule.

- Section 3 Utility diversion works have been programmed at the back of the MUDFA programme and show works being undertaken from mid-August 2008 to mid-May 2009.

4.4 It has been recognised that the issuing of Utilities design at Section level is slowing the process of SUC approvals down. It is the intention of tie to re-sequence the delivery of Utilities design in line with the approved MUDFA revised schedule. Issue of drawings and SUC approvals will be in smaller batches which align to the MUDFA construction worksites. It is anticipated that this revised process will drive forward SUC Approvals & the Works Order process and open up construction work-fronts earlier than currently programmed.

## **5.0 Revised Team Structure**

5.1 A revised team structure has been devised – see attached Organogram.

## **6.0 Design**

### **6.1 Design Process**

6.1.1 A Change Order has been prepared for SDS, which will initiate a new working method for the design of utility diversions.

6.1.2 Designs will no longer be submitted for approval in complete sections. The designs will be broken down into smaller work units. In essence this means that rather than wait for a complete section with perhaps 20-25 drawings to be prepared, SU approval will be sought for much smaller work packages.

6.1.3 SDS initial designs will be passed to both tie and AMIS for comment.

6.1.4 AMIS will carry out their build ability and value engineering process before passing designs back to SDS.

- 6.1.5 AMIS will also produce provisional work orders and estimated costs.
- 6.1.6 tie will audit designs and pass comment to SDS.
- 6.1.7 SDS will include both AMIS and tie input into a submission to the utility companies.
- 6.1.8 The time taken for utility companies to approve designs should be significantly reduced.
- 6.1.9 The processes following design will be integrated into this new time frame so that works orders, traffic management, communication and work programming are capable of taking advantage of a reduced lead time.

## **6.2 Design Measurement**

- 6.2.1 In order to take full advantage of new working methods a tracking mechanism has been instituted by planning.
- 6.2.2 The tracking mechanism provides a tool which will make each work element (drawing by drawing) visible and therefore tracking progress at each stage becomes objective rather than subjective as it is at present.
- 6.2.3 At each and every stage of its development it will be possible to see the progress of each conflict.
- 6.2.4 By establishing this control at design stage it will be possible to track each conflict post design.
- 6.2.5 All parties SDS, AMIS and TSS have signed on to this working method. Planning have prepared the appropriate spreadsheets and populated the database.

### **6.3 Design Progress**

6.3.1 Approximately 80% of the total design has so far been passed to the utility companies for comment.

6.3.2 Issues which prevent approval of design are;

- Commercial- utilities need sight of an estimated cost for diversions.
- (This will be taken care of via the works order and estimated cost produced by AMIS)
  
- Work load- entire sections of the project presented for approval (This will disappear when single or small numbers of drawings are presented)
  
- Drawings showing insufficient detail- some utilities require a greater level of detail either on the drawing or schedule
  
- (This will be eliminated following AMIS and **tie** input into the process)

### **7.0 SDS**

7.1 During the period the following submissions have been provided to **tie**/MUDFA and SUC's.

7.1.1 Section 3C submitted 22/02/07

7.1.2 Section 5B submitted 17/03/07

7.1.3 RAT (Risk and Trade-off) meeting with **tie** and MUDFA was convened (20/03/07) on Section 5B in line with the ongoing work procedures between SDS and MUDFA. The attempt of the RAT meetings is to identify work which may be possible to execute "At risk" in order to progress the MUDFA construction programme. Buy in is required by each SUC and **tie** to confirm these MUDFA construction works. RAT meetings were not convened on 3B on the basis of the request to re-prioritise Phase1a in front of Phase 1b.

## **7.2 Trial Site at Casino Square.**

7.2.1 The trial site at Casino Square was confirmed as acceptable by the SUC's on 02/03/04. AFC drawings were supplied to **tie**/MUDFA following the SUC's confirmation. Additional work increasing the work to the Trial site was designed by SDS following amendments to Tie Change Order Instruction 025. The amendment to the trial site was to provide additional electrical (future) cable ductwork to the trial area.

## **7.3 RAT Assessment Work With the MUDFA Team**

7.3.1 SDS have evaluated MUDFA RAT Schemes Ref 1a/1 and 1a/2. The schemes identify work that could be possible within the Tie Risk and Trade-off mechanism. This work must now be re-evaluated as part of this area is now placed on infrastructure design hold until discussions are concluded on road alignment agreements between Tie/Forth Ports. The positive view is that there is RAT work for MUDFA to construct in this area.

## **7.4 Design Re-prioritisation.**

7.4.1 Proposals for work re-prioritisation is under consideration (Phase 1b) along with the breaking down of submission material to the SUC's who are complaining about the large influx of work load it is putting on their internal resources. Breaking down of work packages may be the answer to this and **tie**/SDS are preparing recommendations to the SUC's to assist this problem."

## **7.5 Look Ahead.**

7.5.1 During the period the meetings with SUC's have been on-going in the attempts to secure acceptance to the design proposals for service relocation and/or protection of utilities. The speed of response from the utility companies is still a concern with C4 information provision being the primary design problem such that drawings may be prepared totally for AFC Issue. **tie**/SDS/MUDFA. During the next period the team needs to address this issue and provide the workloads to the SUC,s in

discreet packages such that the SUC,s attack the design reviews to meet the defined MUDFA construction programme rather than the SDS defined submission programme. SDS are looking to identify these discreet packages with the assistance of MUDFA/**tie**.

- 7.5.2 SUC design proposals for Constitution Street (Section 1a/2) are to be finalised with the proposed solution being to move a major proportion of the utilities equipment out of the street location and run this equipment in parallel streets. The finalisation of the design for the re-located “Foot of the Walk” Tramstop will assist this utilities design task.

## **7.6 Key Issues**

- 7.6.1 Assistance to be provided to SUC,s from **tie**/SDS/MUDFA such the may be able to respond more speedily to design submissions.

## **8.0 AMIS**

- 8.1 AMIS MUDFA has completed and issued all the Pre-Construction Services (PCS) Schedule 1 Deliverables as per the planned requirements. **tie** Limited have completed the document review process and provided comments and approvals as appropriate.
- 8.2 AMIS MUDFA continues to pursue “Issued for Construction” (IFC) utility design drawings and has been concentrating on the current status of utility design outputs in order to develop a new **tie** Limited and Stakeholder Imposed Programme at Revision 04.
- 8.3 The Risk and Trade Off (RAT) approach to driving the utility construction programme has been agreed and all operational reviews will take into account the operational requirements of Edinburgh Tram key stakeholders on a more direct basis.
- 8.4 AMIS MUDFA has investigated the utilisation of MABEY bridges as an innovative approach to overcoming the traffic management issues

surrounding the works site and to assist the bus operators and other key stakeholders within the city.

- 8.5 AMIS MUDFA is ready to commence work on Monday 2<sup>nd</sup> April 2007 at the Trial Site, Casino Square. The information packs have been issued and meetings are being organised with Ocean Terminal residents to explain the increase of activity at the Western Harbour MUDFA site offices.
- 8.6 AMIS MUDFA welcomes the introduction of Mr. Graeme Barclay and over the coming months a more integrated working relationship will develop focussed on construction and successful delivery.
- 8.7 AMIS MUDFA main concerns still relate to the current commercial framework for construction services and believes a more cost-effective solution is possible. In the reporting period commercial discussions have commenced and updates will be provided on a regular basis.
- 9.0 Statutory Undertakers
- 9.1 Content of design as submitted to SUs, especially water – SW was concerned however plans are in place to address this.
- 9.2 There is a potential traffic management conflict in that BTO will carry out their works as soon as practical after the completion of the MUDFA works (reinstatement and BT network impact dependent) in any area, to permit Infracore to start as soon as practical. However, that is likely to lead to BTO and MUDFA trying to manage road traffic in adjacent areas which could cause conflicts. BTO traffic management will be much smaller in extent than MUDFA's, but not non-existent.
- 9.3 Scottish Power Cable Tunnel survey work is complete, report expected 4 April 2007. SP has asked their consultant to issue raw data in

advance, and to copy the report directly to us as the SP contact will be on holiday.

- 9.4 Scottish Power legal agreement still not signed – they are asking for Joint and Several Liability with CEC. Not known whether or not this will be forthcoming – if not there will be a need to negotiate with SP on what they would accept instead, but their position at present is that they require this.
- 9.5 Earthing implications of removing part of old metallic water pipes from properties that may be earthed through the pipe. Scottish Water report that in similar circumstances they inform the householder of the potential implications, but it is the householder's responsibility to have any investigation and/or remedial works carried out.
- 9.6 Virgin Media (formerly NTL Telewest) agreement not yet signed. Potential stumbling block in not agreeing limits of liability. May need tie senior decision – to be advised.
- 9.7 Verizon are refusing to accept the terms of the NRSWA for their C4 estimate preparation – to the effect that we should only pay 75% up front with the balance reconciled against actual costs on completion. Verizon do not want to extend tie this credit as they say tie still are due them money from the WEBS (?). This arrangement is laid down in the regulations. While the amount (of the 25% difference) is relatively small – £4,000 or so at present, and we will end up paying it (or close to it) anyway, there is a risk in setting a precedent by paying it all up front – at the actual construction stage the sums involved will be more like £100,000.



9.8 Concern has been expressed about the SGN (Scotland Gas Networks) design acceptance. This has come to date from a consultant acting on behalf of SGN. However the consultant has agreed that either design acceptance will come from SGN, or SGN will provide a letter confirming the consultant's authority to issue the design acceptance.

## **10.0 Construction Programme 2**

10.1 Revision of logic has been reviewed and commented on. AMIS have incorporated feedback into programme philosophy and are ready to issue for approval.

## **11.0 Traffic Management**

11.1 Section 1A Traffic Management - All Work Sites, A150/WO/1A/0001, was received from AMIS on the 12th of March. The submission is current under review by the Traffic Management Review Panel, TMRP, and a response will be issued to AMIS by the 9th of April.

11.2 AMIS indicated, at the TMRP meeting of the 26th March, that Traffic Management proposals for Leith Walk will be issued in the week starting the 2nd April.

11.3 The TMRP sits on a weekly basis at present. As the submissions from AMIS become more regular there may be the requirement hold further meetings. This issue will be assessed as required.

11.4 The scoping of the Wider Area Signage necessary to keep the public informed of the ongoing works and to advise on diversionary routes has been delayed until the revised AMIS programme has been approved. The parties necessary to undertake this task are ready on instruction to do so.

- 11.5 The umbrella Temporary Traffic Regulation Order (TTRO) is operational.
- 11.6 There is no requirement to raise any statutory notices on the ground for the Trial Site works on the 02nd of April. The trial site involves no Traffic Management (TM) on the carriageway. The proposed works will be undertaken in the footway and will involve the replacement of BT, Water, gas and power ducts. There will be pedestrian diversions implemented.
- 11.7 The **tie**, AMIS and CEC COMs team have developed and initiated the required COMs procedures to ensure that the necessary information is gained to allow AMIS's obligations to be fulfilled. The update of the frontager surveys will be carried out on a site to site basis. And regular meetings between **tie**, AMIS and CEC COMs will ensure that the necessary information is relayed from AMIS to CEC and tie. This will allow CEC and tie to answer COMs related queries regarding the forthcoming works. **tie** COMs will report on the progress of the COMs provision for the forthcoming works sites at TMRP meetings.
- 11.8 Currently **tie** and CEC are developing the preferred construction sequence to allow the works at St Andrews Square to be undertaken. There a number of conflicting work streams that must be carried out in this area and careful consideration is ongoing at present to establish the most economic and constructable sequence.

## **12.0 Commercial & Risk Opportunities**

- 12.1 The backlog of replies to correspondence submitted by the MUDFA Contractor has been addressed.
- 12.2 Meetings are in progress with the MUDFA Contractor to resolve the shortcomings and omissions in the MUDFA contract documentation.

- 12.3 A series of meetings are being held with the MUDFA Contractor to negotiate a commercial and contractual resolution to the delay in release of design by SDS.
- 12.4 Change Order control has been established through a master schedule under the control of **tie** (copy attached).
- 12.5 Change Orders are to be issued for the Gogar and Ingliston Depots advanced earthwork packages through the MUDFA Agreement to facilitate an early start to these works.
- 12.6 Staff recruitment is progressing to meet the revised construction programme under preparation by the MUDFA Contractor namely:
- 1 Senior Quantity Surveyor commencing 2<sup>nd</sup> April 2007.
  - 2 Assistant Quantity Surveyors working from Site Offices.
- 12.7 An outline Cost Report has been prepared for development into a formal reporting mechanism.
- 12.8 Regular commercial meetings are taking place between **tie** and the MUDFA Contractor (next meeting set for 3<sup>rd</sup> April 2007).
- 12.9 A preliminary internal meeting has taken place to set out the procedure to be adopted for the management of **tie** owned risk.
- 12.10 Commercial reports to be updated after issue and acceptance of revised Programme (revision 04).

## **13.0 Communications**

### **13.1 MUDFA trial site**

13.1.1 The resident and business packs started to be issued by the tram helper on 27<sup>th</sup> March. 150 packs in total will be issued. The approach to the trial site will be minimal and low key, with signage only at the site itself providing the customer helpline number and web address. As the trial is taking place through the pre election period there are set guidelines on what can and can't be said. The Communications, Stakeholder and AMIS teams are aware of the guidelines and are prepared should they be approached or asked questions by anyone. The communication plan for the trial site is attached.

## **13.2 Communication Strategy**

13.2.1 Feedback on the latest draft of the AMIS Communication Strategy was provided on 22 March. Monthly meetings have been arranged and are ongoing between AMIS, tie Comms and Stakeholder and CEC.

## **13.3 Resource**

13.3.1 Steve Gorry started with **tie** on 19 March. Steve will deliver the Customer interfaces, kpi's, protocol and journeys for **tie** and our partners and is currently meeting everyone involved. Additionally Mike Connolly has been successful in recruiting two new members of staff for the stakeholder team; concentrating on business and community stakeholders the new staff members are due to start work in April.

## **13.4 Correspondence Flow**

13.4.1 A paper was sent to our partner organisations in March highlighting key decisions that needed to be made on the approach to customer care preferred by each organisation. Response has now been received, with decisions made, Steve Gorry will now work with the organisations to deliver the customer care package. A detailed report on the customer flow and kpi's will be included in next month's paper.

## **13.5 Customer Interaction Cycle**

13.5.1 The four week stakeholder packs including documentation and language panels have been received. The letters that go with the packs will be printed separately with site specific information. We still await the proof of the 8 week newsletter which will be issued for comment and approval before going to print.

## **13.6 Helpline number**

13.6.1 The tram helpline number is 0131 623 8726. The system is now in operation.

## **13.7 Mobile Information Centre**

13.7.1 The Tram/Bus remains in the wings and will be launched at the same time as the MUDFA programme and the customer support, following the trial site.

### 13.8 Site information

13.8.1 AMIS has informed us that they will not now use debris netting at each site due to wind hazards. Based on this decision we will revert to the signs showing the trams for Edinburgh logo, phone number and web address which will be erected in multiple positions at each site.

### 13.9 Wider Area Communications

13.9.1 As mentioned at the last meeting, thought needed to be given to the approach to informing residents who live or do business in areas who will be impacted by traffic re-routing and the possible loss of traffic calming as a result of Tram works. The attached paper deals with this issue and makes a recommendation which should be discussed at the meeting. Due to the sensitivity and interest of our partner organisations, this paper may need to be raised at the Tram Project Board.

| Date  | Event  | Who's involved? | Action/by whom        |
|---|--|-----------------|-----------------------|
| w/b 26<br>March   | <b>27 March</b><br>Packs issued to residents and businesses  | tie, AMIS       | Tram Helper           |
|   | <b>27 March</b><br>MP and MSPs informed of trial site and pack given to them   | tie             | John Boyle            |
|   | <b>27 March</b><br>TTRO signs put up in area   | AMIS            |                       |
|   | <b>28 &amp; 29 March</b><br>Management, Cllrs, Local Cllrs, Neighbourhood mgrs and staff informed of trial site and pack given to them | CEC             | Wendy Park, Tom Clark |
|   | Clarence call centre informed  |                 | Wendy Park            |
| <b>28 March</b><br>tie internal<br>Communications staff to keep them informed | tie  | Suzanne Waugh   |                       |

|  |   |                    |   |
|--|---|--------------------|---|
|  | <b>28 March</b><br>Business Retail Group informed of trial site and pack provided<br><br>Ocean Terminal informed of trial site<br><br>Assessor informed<br><br>Disability group informed<br><br>Accountants for Small Business Support informed |                    | Mike Connelly<br><br>Mike Connelly<br><br>Mike Connelly<br><br>Mike Connelly<br><br>Mike Connelly |
|  | <b>28 March</b><br>Tram website updated with programme of trial works   | Suzanne, Carla, WS | Programme and maps added for traffic info   |
|  | <b>28 March</b><br>Inform Evening News of trial site and traffic management   | Media House        | Gordon Robertson  |
|  | <b>All week</b><br>Face to face meetings and visits held with trial site areas  | AMIS               | Tram Helper   |



## MUDFA Sub-Committee Meeting

### AGENDA ITEM NO 3

#### Programme Presentation









RED MCLPINE INFRASTRUCTURE SERVICES (AMS) - MULTI UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDA WORKSCC)

| Work No | WBS | WBS Description | WBS Location | WBS Category | WBS Duration | WBS Start | WBS End | WBS Status | WBS Comments | Current Status (Planning) |        | Funding Source (SIC) |        | Revenue (SIC) |        | Has Revenue Updated |        | SIC Approval |        | Have to be Rebook |        | Update to be Complete |        |
|---------|-----|-----------------|--------------|--------------|--------------|-----------|---------|------------|--------------|---------------------------|--------|----------------------|--------|---------------|--------|---------------------|--------|--------------|--------|-------------------|--------|-----------------------|--------|
|         |     |                 |              |              |              |           |         |            |              | PLANNED                   | ACTUAL | PLANNED              | ACTUAL | PLANNED       | ACTUAL | PLANNED             | ACTUAL | PLANNED      | ACTUAL | PLANNED           | ACTUAL | PLANNED               | ACTUAL |
| 1       | 1   | 1               | 1            | 1            | 1            | 1         | 1       | 1          | 1            | 1                         | 1      | 1                    | 1      | 1             | 1      | 1                   | 1      | 1            | 1      | 1                 | 1      | 1                     | 1      |

CEC01638569\_0027



RED M/LPINE INFRASTRUCTURE SERVICES (AMS) - MULTI UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDA WORKSCC)

| Item # | Parent Item | Sub-Item | WBS     | Work Status | Work Location / Item | WBS/MSL/CL/MS | Work Area Location ID | WORKSCHEDULE/DELIVERABLE |                   | Current Status / Progress Update / % CUM | Forecasting / Forecast / % CUM | Bidding / Bidding / % CUM | Buildability / Buildability / % CUM | Low / Low / % CUM | Updated / Updated / % CUM | Has / Has / % CUM | SUC / SUC / % CUM | Has / Has / % CUM | Updated / Updated / % CUM |
|--------|-------------|----------|---------|-------------|----------------------|---------------|-----------------------|--------------------------|-------------------|--|--------------------------------|---------------------------|-------------------------------------|-------------------|---------------------------|-------------------|-------------------|-------------------|---------------------------|
|        |             |          |         |             |                      |               |                       | Category                 | Item #            |  |                                |                           |                                     |                   |                           |                   |                   |                   |                           |
| 1      | 1.1         | 1.1.1    | 1.1.1.1 | 1.1.1.1.1   | 1.1.1.1.1.1          | 1.1.1.1.1.1.1 | 1.1.1.1.1.1.1.1       | 1.1.1.1.1.1.1.1.1        | 1.1.1.1.1.1.1.1.1 | 1.1.1.1.1.1.1.1.1                        | 1.1.1.1.1.1.1.1.1              | 1.1.1.1.1.1.1.1.1         | 1.1.1.1.1.1.1.1.1                   | 1.1.1.1.1.1.1.1.1 | 1.1.1.1.1.1.1.1.1         | 1.1.1.1.1.1.1.1.1 | 1.1.1.1.1.1.1.1.1 | 1.1.1.1.1.1.1.1.1 | 1.1.1.1.1.1.1.1.1         |









RED M/L/PINE INFRASTRUCTURE SERVICES (AMS) - MULTI UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDA WORKSCC)

Table with columns: ID, Description, Work Status, Work Location, Work Area, WAD/SLUR/DL/BLK, Diving Box, Current Status, Planning, Approval, Review, and Update. Rows list various utility projects like 'Enbridge Pipelines' and 'South Gate Access' with their respective planning and approval dates.

CEC01638569\_0033

RED MCLPINE INFRASTRUCTURE SERVICES (AMS) - MULTI UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDA WORKSCC

| Item # | Item Name | Work Status | Work Location | Work Description | WBS/SLIP/ID/URL | Category | Priority | Current Status | Planned  |          | Actual   |          | Has external updated | SIL Approval |        | Issue to be Resolved |        | Updated to be Constructed & Issue For |
|--------|-----------|-------------|---------------|------------------|-----------------|----------|----------|----------------|----------|----------|----------|----------|----------------------|--------------|--------|----------------------|--------|---------------------------------------|
|        |           |             |               |                  |                 |          |          |                | Planned  | Actual   | Planned  | Actual   |                      | Planned      | Actual | Planned              | Actual |                                       |
| 1871   | SA        | SA          | Workshop      | Workshop         | 1871-001        | Workshop | 1871-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1872   | SA        | SA          | Workshop      | Workshop         | 1872-001        | Workshop | 1872-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1873   | SA        | SA          | Workshop      | Workshop         | 1873-001        | Workshop | 1873-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1874   | SA        | SA          | Workshop      | Workshop         | 1874-001        | Workshop | 1874-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1875   | SA        | SA          | Workshop      | Workshop         | 1875-001        | Workshop | 1875-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1876   | SA        | SA          | Workshop      | Workshop         | 1876-001        | Workshop | 1876-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1877   | SA        | SA          | Workshop      | Workshop         | 1877-001        | Workshop | 1877-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1878   | SA        | SA          | Workshop      | Workshop         | 1878-001        | Workshop | 1878-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1879   | SA        | SA          | Workshop      | Workshop         | 1879-001        | Workshop | 1879-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1880   | SA        | SA          | Workshop      | Workshop         | 1880-001        | Workshop | 1880-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1881   | SA        | SA          | Workshop      | Workshop         | 1881-001        | Workshop | 1881-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1882   | SA        | SA          | Workshop      | Workshop         | 1882-001        | Workshop | 1882-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1883   | SA        | SA          | Workshop      | Workshop         | 1883-001        | Workshop | 1883-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1884   | SA        | SA          | Workshop      | Workshop         | 1884-001        | Workshop | 1884-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1885   | SA        | SA          | Workshop      | Workshop         | 1885-001        | Workshop | 1885-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1886   | SA        | SA          | Workshop      | Workshop         | 1886-001        | Workshop | 1886-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1887   | SA        | SA          | Workshop      | Workshop         | 1887-001        | Workshop | 1887-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1888   | SA        | SA          | Workshop      | Workshop         | 1888-001        | Workshop | 1888-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1889   | SA        | SA          | Workshop      | Workshop         | 1889-001        | Workshop | 1889-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1890   | SA        | SA          | Workshop      | Workshop         | 1890-001        | Workshop | 1890-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1891   | SA        | SA          | Workshop      | Workshop         | 1891-001        | Workshop | 1891-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1892   | SA        | SA          | Workshop      | Workshop         | 1892-001        | Workshop | 1892-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1893   | SA        | SA          | Workshop      | Workshop         | 1893-001        | Workshop | 1893-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1894   | SA        | SA          | Workshop      | Workshop         | 1894-001        | Workshop | 1894-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1895   | SA        | SA          | Workshop      | Workshop         | 1895-001        | Workshop | 1895-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1896   | SA        | SA          | Workshop      | Workshop         | 1896-001        | Workshop | 1896-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1897   | SA        | SA          | Workshop      | Workshop         | 1897-001        | Workshop | 1897-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1898   | SA        | SA          | Workshop      | Workshop         | 1898-001        | Workshop | 1898-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1899   | SA        | SA          | Workshop      | Workshop         | 1899-001        | Workshop | 1899-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |
| 1900   | SA        | SA          | Workshop      | Workshop         | 1900-001        | Workshop | 1900-001 | Planned        | 18/04/17 | 18/04/17 | 18/04/17 | 18/04/17 |                      |              |        |                      |        | 18/04/17                              |

RED MCLPINE INFRASTRUCTURE SERVICES (AMS) - MULTI UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDA WORKSCC

| Item # | Parent Item | Sub-Item | WBS     | Work S/Ns | Work Location / Item | Work Location ID | WBS/MS/SL/UL/BL/EN/DR | Category    | MUDA/MS/SL/UL/BL/EN/DR | % CMB       | Current Status / Working Progress / For Availability |             | Funding Source / SIC / For Comment |             | Bidding Based / MUDPA / For Availability |             | Buildability / Threshold / Structures / Program |             | Low / Threshold / Structures |             | Updated Items / SIC / For Comment |             | Received / SIC / Comments |             | Has / Item / Updated / Discrepancy / For Approval |             | SIC / Approval |             | Item / to / Be / Rejected / For Enhancement |             | Update / to / Be / Constructed / & / Item / For |             |
|--------|-------------|----------|---------|-----------|----------------------|------------------|-----------------------|-------------|------------------------|-------------|--|-------------|------------------------------------|-------------|--|-------------|---|-------------|------------------------------|-------------|-----------------------------------|-------------|---------------------------|-------------|---|-------------|----------------|-------------|---|-------------|---|-------------|
|        |             |          |         |           |                      |                  |                       |             |                        |             | PLANNED  | ACTUAL      | PLANNED                            | ACTUAL      | PLANNED                                  | ACTUAL      | PLANNED   | ACTUAL      | PLANNED                      | ACTUAL      | PLANNED                           | ACTUAL      | PLANNED                   | ACTUAL      | PLANNED   | ACTUAL      | PLANNED        | ACTUAL      | PLANNED                                     | ACTUAL      | PLANNED   | ACTUAL      |
| 1      | 1.1         | 1.1.1    | 1.1.1.1 | 1.1.1.1.1 | 1.1.1.1.1.1          | 1.1.1.1.1.1      | 1.1.1.1.1.1           | 1.1.1.1.1.1 | 1.1.1.1.1.1            | 1.1.1.1.1.1 | 1.1.1.1.1.1  | 1.1.1.1.1.1 | 1.1.1.1.1.1                        | 1.1.1.1.1.1 | 1.1.1.1.1.1                              | 1.1.1.1.1.1 | 1.1.1.1.1.1                                     | 1.1.1.1.1.1 | 1.1.1.1.1.1                  | 1.1.1.1.1.1 | 1.1.1.1.1.1                       | 1.1.1.1.1.1 | 1.1.1.1.1.1               | 1.1.1.1.1.1 | 1.1.1.1.1.1                                       | 1.1.1.1.1.1 | 1.1.1.1.1.1    | 1.1.1.1.1.1 | 1.1.1.1.1.1                                 | 1.1.1.1.1.1 | 1.1.1.1.1.1                                     | 1.1.1.1.1.1 |

RED MOUNTAIN INFRASTRUCTURE SERVICES (AMIS) - MULTI UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA) WORKS

| Item #   | Item | Sub-Item | WBS | Work S/W      | AMIS PROJECTS / WBS       | Work Area Location / Item | Work Area Location / Item | Category     | ID / Item / WBS | Current Status / Progress |                   | Funding Based on MUDFA |          | Sustainability / Transition Program |                  | Low / Household / Outreach |                  | Updated Items / S/W / Comment / |                  | Has status / Updated |                  | S/W Approval     |                  | Item to be / Re- / |                  | Updated to be / Comment / |  |  |
|----------|------|----------|-----|---------------|---------------------------|---------------------------|---------------------------|--------------|-----------------|---------------------------|-------------------|------------------------|----------|-------------------------------------|------------------|----------------------------|------------------|---------------------------------|------------------|----------------------|------------------|------------------|------------------|--------------------|------------------|---------------------------|--|--|
|          |      |          |     |               |                           |                           |                           |              |                 | % CMB                     | EXPECTED / FINISH | PLANNED / ACTUAL       | ACTUAL / | PLANNED / ACTUAL                    | PLANNED / ACTUAL | PLANNED / ACTUAL           | PLANNED / ACTUAL | PLANNED / ACTUAL                | PLANNED / ACTUAL | PLANNED / ACTUAL     | PLANNED / ACTUAL | PLANNED / ACTUAL | PLANNED / ACTUAL | PLANNED / ACTUAL   | PLANNED / ACTUAL | PLANNED / ACTUAL          |  |  |
| 1.A.1.1  | 1    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.1  | 1.A.1.1.1       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.2  | 2    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.2  | 1.A.1.1.2       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.3  | 3    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.3  | 1.A.1.1.3       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.4  | 4    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.4  | 1.A.1.1.4       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.5  | 5    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.5  | 1.A.1.1.5       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.6  | 6    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.6  | 1.A.1.1.6       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.7  | 7    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.7  | 1.A.1.1.7       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.8  | 8    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.8  | 1.A.1.1.8       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.9  | 9    | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.9  | 1.A.1.1.9       | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.10 | 10   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.10 | 1.A.1.1.10      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.11 | 11   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.11 | 1.A.1.1.11      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.12 | 12   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.12 | 1.A.1.1.12      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.13 | 13   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.13 | 1.A.1.1.13      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.14 | 14   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.14 | 1.A.1.1.14      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.15 | 15   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.15 | 1.A.1.1.15      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.16 | 16   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.16 | 1.A.1.1.16      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.17 | 17   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.17 | 1.A.1.1.17      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.18 | 18   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.18 | 1.A.1.1.18      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.19 | 19   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.19 | 1.A.1.1.19      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |
| 1.A.1.20 | 20   | 1.A      | 4   | AMIS/REDMOUNT | Work Area Location / Item | Work Area Location / Item | No Service                | Spec: 1.1.20 | 1.A.1.1.20      | 0                         |                   |                        |          |                                     |                  |                            |                  |                                 |                  |                      |                  |                  |                  |                    |                  |                           |  |  |



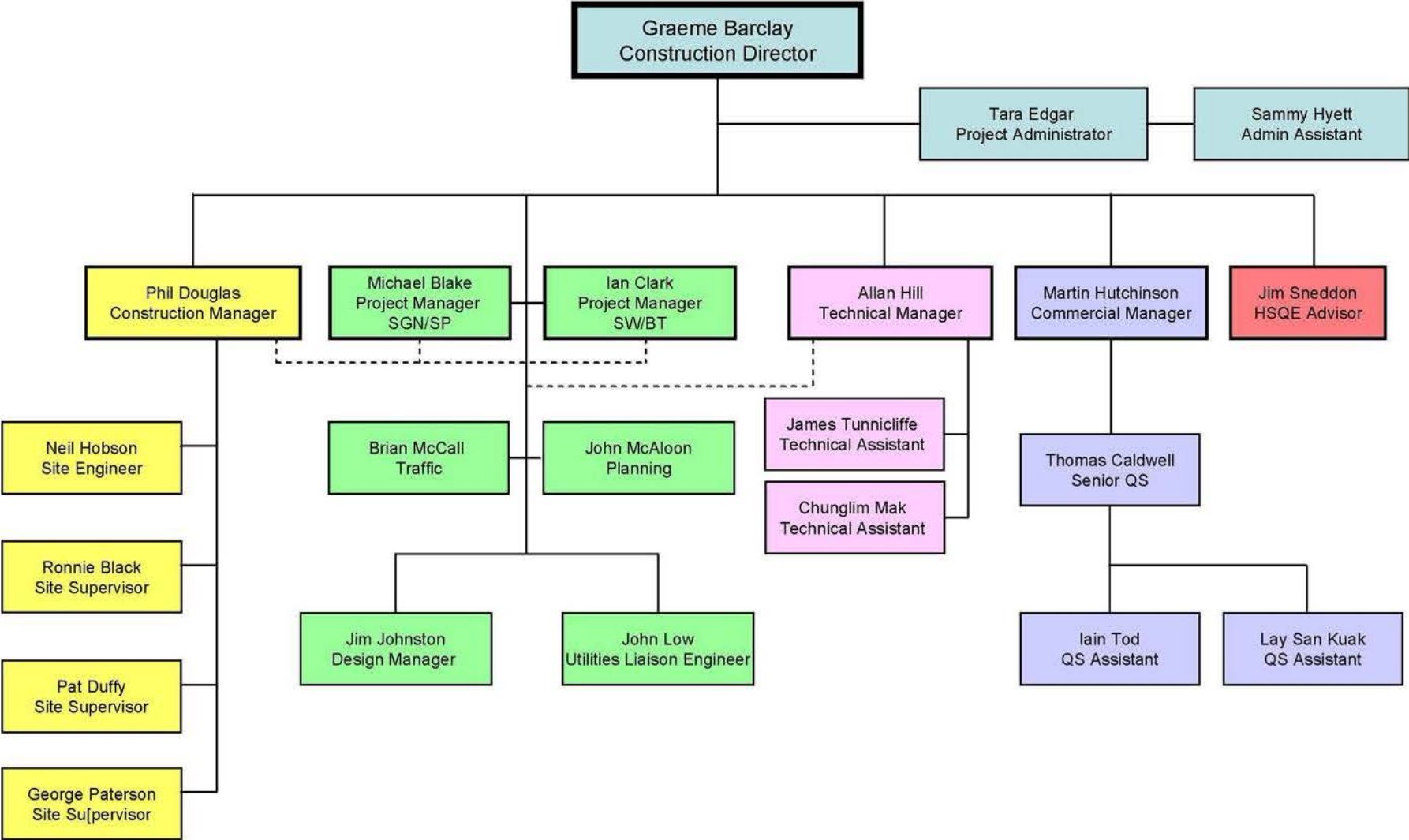
## MUDFA Sub-Committee Meeting

### AGENDA ITEM NO 4

#### Project Control

1. Organogram
2. Utilities Management Plan
3. Utilities Process Chart
4. Licence Protocol
5. Change Summary
6. Works Order Progress

# MUDFA Organisation



## **Utilities Management Plan**

Our Project Management Plan published for the whole project details the management arrangements for the delivery of the Edinburgh Tram Network. We are currently developing such a plan for the key Utility Diversions work stream, the Utilities Management Plan (UMP).

Based on a document drafted towards the end of 2006, we are enhancing detail, updating information and processes to reflect the emerging organisation and ways of working within tie and between tie and its partners, and in particular the SDS and MDFA contractors and interfacing Statutory Utility Companies and third parties. We are describing processes to manage and to measure performance towards achieving project goals, within budget, regulatory frameworks, good industry practice and with the highest regard to health, safety and environmental issues.

Procedures are prescriptive where it is necessary to ensure compliance with tie's overall procedures and codes and less so where the interests of the delivery stream are best served by guidelines and strategies to achieve our aims working together with our partners.

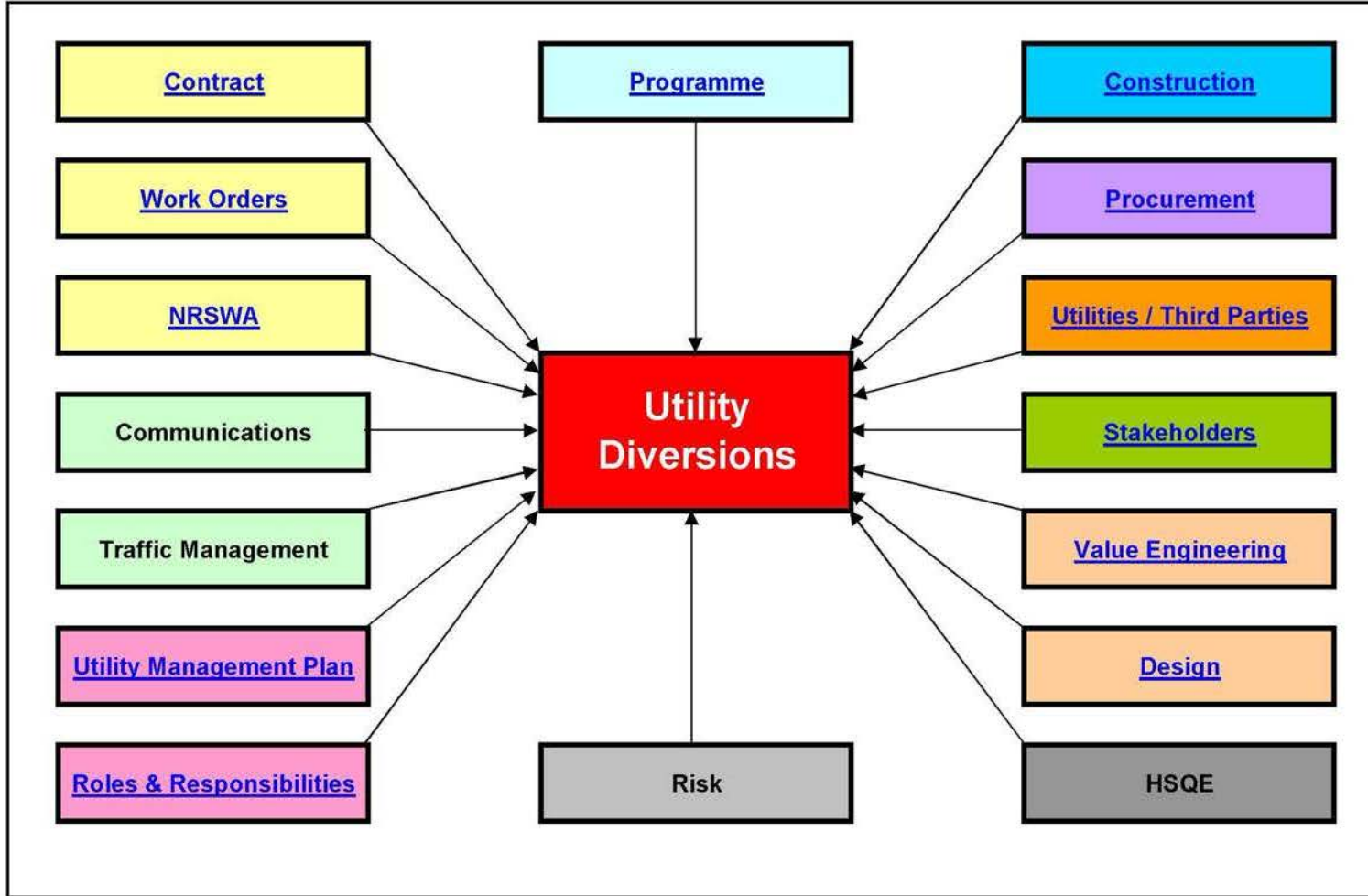
We have already learned through encountering difficulties and adapting to new ways of working and re-organising ourselves and our interfaces with others. In particular, we have identified a more adaptive process for progressing design through its various stages from data collection and Preliminary Design through to the issue of Issued for Construction designs. It further takes the designs through a Work Order process to value and plan the work and then instruct the construction. This has the support of all parties and has recently been tested by following the new arrangements, at least in part, for the Trial Area, Casino Square. The new process will be used when planning the integrated programme and should provide more confidence and robustness within the programme without adding contingency.

It is the intent to develop processes to cover all areas surrounding but focussing on the delivery of Utility Diversions. The attached diagram illustrates the areas being covered and 'drilling down' through each area will reach the levels of detail and information that comprise the UMP.

It is anticipated that the UMP will be complete by the end of April 2007.



# UTILITIES PROCESS



## PROTOCOL FOR TEMPORARY LICENCES IN RELATION TO EXECUTION WORKS

### INTRODUCTION

- In accordance with a number of side agreements agreed between the Council and a number of objectors, a licence will be entered into between the Council and the relevant objector if the Council wish to take temporary occupation of any part of the objectors land within the LODs and LLAUs in order to carry out works specified in terms of the Edinburgh Tram Line One Act 2005 and Edinburgh Tram Line Two Act 2005.
- The provision in the agreements relating to the licences are broadly the same in each agreement.

### PROCEDURE (please see attached time line)

- The agreements provide that **28 days** notice must be given to the objector prior to the Council intending to take occupation of the site ("**the Licence Notice**").
- The Licence Notice must:
  - indicate the start date of the Works; [Phil Douglas to provide]
  - provide a programme detailing the Works to be carried out; [Phil Douglas to provide]
  - provide a plan of the area to be occupied; [Phil Douglas/Alasdair Sim to provide]
  - details of the relevant plot number; [Elaine Croppley/Alasdair Sim to provide]
  - detail the duration of the works; [Phil Douglas to provide]
  - annex either a draft Licence or an engrossed licence executed by the Council [D&W].
- In order that the Licence can be executed and the Licence Notice can be produced 28 days prior to occupation commencing, the information to be contained In the Licence Notice must be provided to D&W at least **7 weeks** prior to the commencement date.
- D&W will collate the information and draft a Licence and Licence Notice.
- If the Licence requires to be signed it will be sent to the Council in accordance with the attached Protocol at least 6 weeks prior to the commencement of the Works.
- The signed Licence will be signed by the Council and returned to D&W.
- If the Licence does not require to be signed, [Colin Mackenzie] will require to email D&W authorising them to issue the Licence Notice annexing the draft Licence on the Council's behalf.
- Once the Licence Notice is served with the signed Licence, the objector must forthwith upon receipt of the signed Licence, sign the document and return it to D&W for registration.
- If a draft Licence is sent to the objector with the Licence Notice, The objector will have **14 days** upon receipt of the Licence Notice and draft Licence to advise the Council/D&W of

any reasonable amendments they may have to the area to be occupied, the programme or the duration. The Council must use all reasonable endeavours to comply with these requirements.

- If the terms of the Licence are not agreed **7 days** before the commencement date the dispute resolution procedure provided for in the terms of the side agreement will commence.
- Once the terms of the Licence are agreed the engrossed Licence will be sent to the Council for execution in accordance with the Protocol. [Note: this could be after the anticipated start date therefore should be avoided]
- The Council cannot take possession of any site without complying with the Notice procedure and having an agreed Licence in place.

### FLOW CHART - LICENCES

#### Time Line

[At least] 8 weeks  
(56 days)

PR programme begins

Instructions from TIE to D&W for each Licence

7 weeks (49 days)

TIE to provide details of start date, duration, plan of site, plot number, methodology statement/programme to D&W

D&W to prepare Notice and engrossed Licence to send to Council for approval and execution in accordance with protocol

6 weeks (42 days)

Engrossed Licence to Council for execution

32 days

Executed Licence returned by Council to D&W

30 days

Notice served on Objector

Where provision for draft Licence with Notice

Where engrossed Licence with Notice

14 days

All reasonable requests by Objector to Council for amendments

As soon as Licence agreed send to Council for execution in accordance with execution protocol

7 days

If Licence not agreed, refer to dispute resolution procedure

Licence Agreed

START DATE

Signed Licence to be returned to D&W by Objector forthwith upon receipt

## PROTOCOL FOR COUNCIL EXECUTION OF TEMPORARY LICENCE TO OCCUPY

### Introduction

- Various side agreements entered into between The City of Edinburgh Council and Objectors provide that a licence must be entered into between the relevant objector and the Council before the Council can temporarily occupy any land within the LODs or LLAUs to carry out Works (as defined in the Tram Acts).
- Each licence will require to be signed by the Council before works commence.
- Once signed by all parties D&W will arrange for the completion and registration of the Licences.
- This protocol should be read along with the "Protocol for Temporary Licences in relation to execution of Works".

### Procedure

- The engrossed licence will be forwarded by D&W to Ian Mathie of CEC. This will be accompanied by a letter from D&W to [Gill Lindsay] in CEC's legal services to recommend that [she] signs the licence.
- The letter will include:
  - details of the parties and date of the side agreement which stipulates that a licence must be signed;
  - confirmation that the engrossed licence is in terms of the draft licence attached to the relevant side agreement and, if not, any differences;
  - a copy of the Licence Notice to be served along with the licence including details of the start date of the works and the programme of the works;
  - details of any costs or risks that could be encountered entering into the licence;
  - recommendation to sign the licence;
- Ian Mathie will add an internal letter of recommendation from CEC City Development to CEC Legal Services and then forward the licence with both letters to Colin Mackenzie, CEC Principal Solicitor;
- Colin Mackenzie to sign off the Licence as "Proper Office of the Council" and return to Ian Mathie. Ian Mathie to return signed copy to D&W [Ref: CVS/MPF];

**NOTE: Licence must be signed within 10 days of receipt by the Council.**

- Once returned to D&W, licence will be served along with Licence Notice, plan, programme, details of start date upon relevant objector 28 days before commencement of works.



**EDINBURGH TRAM PROJECT**  
**MUDFA**  
**WORKS ORDER PROGRESS**

Date: 29.03.07

| Section | MUDFA Works Order No | Extent of Works Order              |                                    | Date by Corple Works Order Requirements | Scope of Work | Design and Drawings | Additional Requirements - General | Additional Requirements - from the Utilities | Additional Requirements - from Third Party | Requirements for Signage | Landscaping | Additional Programme conditions | Additional Contribution | Pre-construction Submissions | MSE Plan | Requirements for Site Establishment | Requirements for H&S and PPE | MUDFA Work Allocation | Cycle of Works Order Requirements | Value of Works Order Requirements | Receipt of Works Order Proposal | Works Order Completion Status | Comments |
|---------|----------------------|------------------------------------|------------------------------------|---|---------------|---------------------|-----------------------------------|--|--|--------------------------|-------------|---------------------------------|-------------------------|------------------------------|----------|-------------------------------------|------------------------------|-----------------------|-----------------------------------|-----------------------------------|---------------------------------|-------------------------------|----------|
|         |                      | From                               | To                                 |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS003/000          | Casino Square                      | Casino Square                      | 02-Mar-07                               | 100           | 100                 | 100                               | 100  | 100  | 100                      | 100         | 100                             | 100                     | 100                          | 100      | 100                                 | 100                          | 100                   | 100                               | 100                               | 100                             | 100                           |          |
| 1A      | 1AWS007/001          | North Leith Sands                  | Anchor Fields                      |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS007/003          | Lindsay Road Junction              | Portland Street Junction           |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS008/001          | Portland Street Junction           | Newhaven Roundabout                |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3B      | 3BWS001/001          | Creeve Toll Tram Stop              | West Pilton Place                  |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3B      | 3BWS002/002          | Granton Road                       | Granton Road                       |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 6       | 6WS001/001AMP 1      | Gogarburn Tram Depot               | Gogarburn Tram Depot               |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS007/002          | Anchor Fields                      | Lindsay Road Junction              |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3B      | 3BWS002/003          | Granton Road                       | Caroline Park Tram Stop            |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3B      | 3BWS001/002/MP 1     | West Pilton Place                  | Wt. Granton Access Tram Stop       |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS007/001          | Gayfield Street South              | Gayfield Street North              |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS008/001          | Gayfield Street North              | Brunswick Street                   |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1B      | 1BWS001/001          | Craig Place                        | Craig Place                        |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS002/003          | South St. Andrews Street (Low End) | South St. Andrews St (Top End)     |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS002/004          | South St. Andrews Street (Closed)  | South St. Andrews Street (Closed)  |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3B      | 3BWS001/002/MP 2     | West Pilton Place                  | Wt. Granton Access Tram Stop       |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS003/001          | South St. Andrews St (Top End)     | St. Andrews Square Central         |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS003/002          | St. Andrews Square Central         | St. Andrews Square Central         |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3B      | 3BWS002/001          | Wt. Granton Access Tram Stop       | Granton Road                       |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS005/002          | Ocean Terminal RHS                 | Ocean Terminal LHS                 |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS006/001          | Ocean Terminal LHS                 | Britannia Yacht Road               |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS006/002          | Britannia Yacht Road               | North Leith Sands                  |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS003/003          | St. Andrews Square Central         | North St. Andrews Street           |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS003/004          | North St. Andrews Street           | York Place West End                |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 6       | 6WS001/001AMP 2      | Gogarburn Tram Depot               | Gogarburn Tram Depot               |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1B      | 1BWS001/002          | Craig Place                        | Pinns Place                        |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3C      | 3CWS001/001          | Caroline Park Tram Stop            | Granton Waterfront Tram Stop       |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS003/002          | Tower Wharf                        | Tower Place Roundabout             |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS004/001          | Tower Place Roundabout             | Commercial Wharf                   |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 2       | 2WS001/001           | Roseburn Sub-Station               | Dalry Terrace                      |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 2       | 2WS001/002           | Dalry Terrace                      | East Dalry Road                    |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1B      | 1BWS001/003          | Pinns Place                        | Pinns Street                       |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1B      | 1BWS001/004          | Lothian Street                     | Balfour Place                      |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3C      | 3CWS002/001          | Granton Waterfront Tram Stop       | Chestnut Street                    |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3C      | 3CWS002/002          | Chestnut Street                    | West Harbour Road                  |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS002/002          | South St. Davids Street            | South St. Andrews Street (Low End) |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3C      | 3CWS002/003          | West Harbour Road                  | Granton Square Tram Stop           |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 2       | 2WS001/003           | East Dalry Road                    | Haymarket Train Station            |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS002/001          | The Mound                          | South St. Davids Street            |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1C      | 1CWS001/001          | The Mound                          | The Mound                          |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 7B      | 7BWS001/002          | Edinburgh Airport Terminal         | Gogar Bridge Road (North)          |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 7B      | 7BWS001/004          | Edinburgh Hilton Hotel             | Gogar Mains Opening                |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 5       | 5WS001/002/Verizon   | Gogarburn A8 Roundabout            | The Gyle Tram Stop                 |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 5       | 5WS005/001           | Edinburgh Park Tram Stop           | Forrester High School (West)       |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 5       | 5WS007/002/Verizon   | Gogarburn A8 Roundabout            | The Gyle Tram Stop                 |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 7B      | 7BWS001/003          | Gogar Bridge Road (North)          | Edinburgh Hilton Hotel             |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 5       | 5WS001/001           | Gogarburn Tram Stop                | Gogarburn A8 Roundabout            |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 5       | 5WS004/001           | Edinburgh Park Tram Stop           | South Gyle Access Tram Stop        |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3A      | 3AWS001/001          | Roseburn Sub-Station               | Water of Leith Bridge              |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 5       | 5WS008/001/Verizon   | The Gyle Tram Stop                 | Edinburgh Park Tram Stop           |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS003/001          | Tower Street                       | Tower Wharf                        |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS004/002          | Commercial Wharf                   | Fleming's Isle Bridge RHS          |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS005/001          | Fleming's Isle Bridge RHS          | Ocean Terminal RHS                 |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1D      | 1DWS005/003          | Castle Street                      | South Lane                         |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3A      | 3AWS002/001          | Water of Leith Bridge              | Water of Leith Bridge              |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1D      | 1DWS005/002          | South Charlotte Street East        | Castle Street                      |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3A      | 3AWS002/002          | Water of Leith Bridge              | Ravelston Dykes Tram Stop          |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1B      | 1BWS002/001          | Balfour Place                      | Orchardfield Road                  |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1B      | 1BWS002/002          | Orchardfield Road                  | Springfield Street                 |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1D      | 1DWS004/002          | Lothian Road Junction              | South Charlotte Street West        |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1D      | 1DWS005/001          | South Charlotte Street Junction    | South Charlotte Street Junction    |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 3A      | 3AWS003/001          | Upper Coat Bridge                  | Cragleith Drive                    |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS001/001          | Duke Street Junction               | Duke Street Junction               |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |
| 1A      | 1AWS001/003          | Laure Andrews Street               | Coatfield Lane                     |   |               |                     |                                   |  |  |                          |             |                                 |                         |                              |          |                                     |                              |                       |                                   |                                   |                                 |                               |          |

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