

Project Delivery Group

AGENDA

Date: 2 February 2012
Time: 10.00 am
Venue: Dunedin Room, City Chambers

Expected Attendees:

Vic Emery (Chair)		vic.emery@[REDACTED]
Dave Anderson	The City of Edinburgh Council (SRO)	Dave.anderson@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	Alan.coyle@edinburgh.gov.uk
Neil Gibson	Big Partnership	Neil.gibson@bigpartnership.co.uk
Gavin King	The City of Edinburgh Council	Gavin.king@edinburgh.gov.uk
Bob McCafferty	The City of Edinburgh Council	Bob.McCafferty@edinburgh.gov.uk
Kelly Murphy	The City of Edinburgh Council	kelly.murphy@edinburgh.gov.uk
Scott Noble	Transport Scotland	scott.noble@transportscotland.gsi.gov.uk
Graham Porteous	Transport Scotland	Graham.porteous@transportscotland.gsi.gov.uk
Nick Smith	The City of Edinburgh Council	Nick.smith@edinburgh.gov.uk
Colin Smith	The City of Edinburgh Council	csmith@hg-group.co.uk
Julian Weatherley	Turner and Townsend	Julian.Weatherley@turntown.co.uk
Rob Leech	Turner and Townsend	Rob.Leech@turntown.co.uk
Alastair Richards	Turner and Townsend	Alastair.Richards@tie.ltd.uk
Andy Scott	Turner and Townsend	andy.scott@turntown.co.uk

- 1 Previous Minute – 19 January 2012** – submitted for approval as a correct Record (circulated)
- 2 Rolling Actions Log** – (circulated)
- 3 Health and Safety Issues** - Julian Weatherley to speak to this item
- 4 SOFT Report and Client Decisions Register** – Julian Weatherley to speak to this item (circulated)
- 5 Red Flag Items** – Colin Smith to speak to this item (circulated)
- 6 AOCB**
- 7 Date of Next Meeting**
16 February 2012 at 9am

Project Delivery Group

Edinburgh, 19 January 2012

Attendees:

Vic Emery (Chair)	The City of Edinburgh Council	vicemery@[REDACTED]
Eleanor Walker	The City of Edinburgh Council	eleanorwalker@[REDACTED]
Colin Smith	The City of Edinburgh Council	csmith@hg-group.co.uk
Alan Coyle	The City of Edinburgh Council	Alan.coyle@edinburgh.gov.uk
Kelly Murphy	The City of Edinburgh Council	Kelly.murphy@edinburgh.gov.uk
Bob McCafferty	The City of Edinburgh Council	Bob.McCafferty@edinburgh.gov.uk
Gavin King	The City of Edinburgh Council	Gavin.king@edinburgh.gov.uk
Scott Noble	Transport Scotland	scott.noble@transportscotland.gsi.gov.uk
Graham Porteous	Transport Scotland	graham.porteous@transportscotland.gsi.gov.uk
Lucy Adamson	Transport Scotland	lucy.adamson@transportscotland.gsi.gov.uk
Gary Easton	Turner and Townsend	Gary.easton@turntown.co.uk
Rob Leech	Turner and Townsend	Rob.leech@turntown.co.uk
Julian Weatherley	Turner and Townsend	julian.weatherley@turntown.co.uk
Shirley Mushet	Turner and Townsend	Shirley_Mushet/PM/Edi/TTGroup@turntown.co.uk
Alastair Richards	Turner and Townsend	Alastair.Richards@tie.ltd.uk

ACTION NOTE

	ITEM	ACTION OWNER	DEADLINE
1	INTRODUCTION		
	Apologies were received from Andy Conway.		
	Vic Emery brought the Group's attention to the further streamlining of the Project Delivery Group's agenda. This was to avoid, as much as possible, repetition with the previous tram briefing meeting.		
2	PREVIOUS MINUTE		
	The minute of the Project Delivery Group of 22 December 2011 was approved as a correct record.		
3	ACTIONS FROM PREVIOUS MEETINGS		
	Refer to PDG Rolling Action List for updated action status.		
	It was highlighted that Turner and Townsend were taking the disagreement over responsibility for works related to bustracker at bus stops with Bilfinger Berger to the Independent Certifier for a decision. This needed to be confirmed and submitted to Colin Smith for certification.	RL	
	Vic Emery highlighted that Haymarket was very untidy due to the tram works and if an improvement could be made to the		

ITEM	ACTION OWNER	DEADLINE
<p>area it would be a real benefit to the City and would improve the perception of the tram project with the public. Julian Weatherley explained that Turner and Townsend would investigate what could be done to improve the Haymarket area.</p> <p>A draft team newsletter was tabled. It was agreed, after a brief discussion, that this was to be a six weekly publication aimed at keeping in touch and informing Project staff.</p>	JW	
<hr/> 4 HEALTH AND SAFETY ISSUES		
<p>Julian Weatherley confirmed that there was no additional health and safety information than that presented in the earlier tram briefing.</p> <p>Vic Emery stated that he believed that there was still a cultural issue around Health & Safety and was not convinced that the wider population was taking Health and Safety seriously. Vic reiterated the importance of having Health and safety embedded in the culture of the Project. Julian Weatherley added that he believed BBS took health and safety very seriously and believed the wider team were also very supportive.</p>		
<hr/> 5 SOFT REPORT AND CLIENT DECISIONS REGISTER		
<p>Julian Weatherley, Rob Leech, Shirley Mushet and Alastair Richards highlighted successes, failures, opportunities and threats which had not been covered by the Tram Briefing meeting.</p> <p>The following areas were highlighted:</p> <ul style="list-style-type: none">• The improvement in relations between Turner and Townsend, BBS and CEC was continuing and meant Project changes were being resolved as they occurred.• Vic Emery raised concern over the On-Site works and the threat relating to critical planning / 3rd party approvals relating to OLE foundation / building fixings and the fact that they remained outstanding. Vic Emery emphasized that this responsibility sat 100% with CEC and it was important that the appropriate attention was given to clearing any outstanding items so CEC were not leaving themselves exposed and blamed for holding the project up.• Discussions were due to take place with Forth Ports on outstanding design issues and feed back would be		

Andy
Conway

ITEM	ACTION OWNER	DEADLINE
<p>reported at the next PDG meeting.</p> <ul style="list-style-type: none">• BBS were still required to provide a construction methodology to satisfy Network Rail on the level of vibrations along the Murrayfield Corridor. At the Tram Briefing it was highlighted that the use of a Network Rail non-approved contractor may be an issue. This was being investigated by Shirley Mushet.• The interface with Network Rail at Haymarket Station could be jeopardised by the slip in BBS's revised programme as BBS were refusing to sign up to the programme. Discussions were ongoing to find a solution to this and feedback would be provided at next PDG meeting.• The threat of potential bad winter weather was receding and there may be an opportunity to reschedule works on the Airport stretch and release some of the time contingency.• The maintenance contract with CAF for the trams was subject to exchange rate fluctuation and there could be the opportunity to save money in this area on current trends. Colin Smith to investigate and see how realistic this saving could be.• Insurance for the depot and associated assets was covered by Council wide Project insurance but Lothian Buses would take control of the depot on 25 January 2012 and would be responsible for security. An Operating Agreement had been devised for Lothian Buses and is expected to be signed off by next week. Alan Coyle noted that for future meetings, it would be appropriate for a member of Lothian Buses to be a member of the Project Delivery Group Meeting. Gavin King would contact Ian Craig on this issue and advise VRE.	SM	
	CS	
	GK	

Vic Emery stated that due to the value engineering work being carried out, the opportunities being realised and the positive progress being made on the project at large, a date needed to be discussed and agreed for when to re-align the programme to reflect the changes, savings, progress and new programme dates otherwise the current programme would shortly be invalid and senseless.

Colin Smith commented that hopefully an agreement could be sought at the next Principals meeting which would allow 'buy-in' from all the stakeholders and enable T&T to begin to determine a new programme to reflect the real status of the project. Colin Smith added that a major challenge and opportunity was to investigate and discuss the durations within the Project. He agreed that there was still a high

ITEM	ACTION OWNER	DEADLINE
<p>degree of project float for the Contractor and removing a proportion of this could bring forward completion dates. Colin Smith explained that BBS had recently confirmed that they were content to open up and discuss the durations in the Project and any changes could be built into a new Programme with altered Section and overall Project dates. Colin Smith confirmed that he would be continuing to pursue the discussion of these durations.</p>		
<p>Vic Emery stated that he was supportive of Colin Smith progressing these discussions and requested that this item be captured as an action observation so progress could be tracked at each PDG meeting.</p>	GK	
<p>Vic Emery further requested that a document be devised that detailed the realistic/expected dates for achieving milestone achievement versus the agreed contract dates.</p>	CS/JW	
<p>A number of threats had been identified with respect to the BAA Edinburgh Airport. It was reported that meetings would be held w/c 23rd January and if the situation had not improved then it was agreed that the issues would be escalated to Colin Smith. An update would be provided at next PDG Meeting.</p>		
<p>The open items on the Client Decisions Register had been covered in the Rolling Actions Log.</p>		

6 RED FLAG ITEMS

Although not identified as a Red Flag Item, Colin Smith wanted it noted that the teams were working well together and relations were continuing to improve and he believed that if there were to be a Public Enquiry in the 6 or 12 months then this would have a detrimental effect on the team and project. Vic Emery agreed but explained that Public Enquiries are usually conducted post project completion and any enquiry into the Tram Project is probably several years away although this was a Ministerial decision.

Red Flag item 2.1 DESIGN, CONSENTS & COMMERCIAL FORUM - General Update: The cost engineering report would be considered at the Tram Briefing on Tuesday 24 January 2012 and the Joint Project Forum on Wednesday 25 January 2012. Colin Smith explained that if approved this was only the start of the process and a meeting/workshop was necessary with Turner and Townsend to discuss how the measures should be taken forward.

Ongoing

ITEM	ACTION OWNER	DEADLINE
<p>Red Flag Item 5.0 DESIGN, CONSENTS & COMMERCIAL FORUM - Any Other Business: Colin Smith confirmed that he would be arranging a meeting with CAF, Siemens and Martin Ayers to ensure that the list of DAS could be signed off and allow the handover procedure to occur with a full audit trail behind it.</p>	CS/JW	
<p>Red Flag Item 1.3 PROGRAMME, RISK & OPPORTUNITY FORUM - Risk: Colin Smith raised a concern that BBS and Turner and Townsend seemed to be running separate risk registers brought about by changes in terminology and risk descriptions by Turner and Townsend. In response, BBS was refusing to participate and respond to the risk discussions. This was worrying as it meant there was a threat that the audit trail for risk items would be lost.</p>	Ongoing	
<p>Colin Smith proposed that the solution would be to continue with the 360 risk review template that has been used previously and consolidate the BBS/T&T risk registers into one Master document looking at all risk issues. Julian Weatherly agreed to work with Colin Smith to develop a suitable document but noted that risks, by definition, evolve and therefore the Master risk register would need to be a dynamic document which takes note of maturing risks. The group agreed with this. Colin Smith added that he believed that there was also some behavioural issues that needed to be addressed but was confident that this could be closed out at the next Control Meeting.</p>	CS/JW	
<p>7 TRAM VEHICLES AND SYSTEM TESTING AND COMMISSIONING – PROGRESS REPORT 20 JANUARY 2012</p>		
<p>Vic Emery highlighted the need for the Tram Integration Plan to be made public to the wider team for review. CS to distribute to the PDG attendee's.</p>	CS	
<p>Vic Emery stated that the tram testing and commissioning period still appeared too long and requested that a review be conducted to investigate why it was so long and what could be done to truncate it. It was noted that this should not be done at the expense of safety or quality.</p>	JW	
<p>Alastair Richards advised that the testing period at the end of the programme could be shortened if testing could take place earlier in off-street and on-street areas. Alan Coyle raised the possibility of using Dublin's tram system to provide on-street training. Alastair Richards would look into the possibility of this.</p>	AR	

ITEM	ACTION OWNER	DEADLINE
Alastair Richards confirmed that after Section C had been completed there was a 90 day period of shadow running which could be reduced to 45 days if testing had been completed prior to Section C completion. Alastair Richards to investigate the probability of achieving this.	AR	

8 AOCB

Nothing raised.

9 DATE OF NEXT MEETING

Thursday, 2 February 2012 at 9am in the City Chambers

Item 2

Edinburgh Tram Project

PROJECT DELIVERY GROUP MEETING

ROLLING ACTIONS LIST

Action ref No.	Actionee	Date Action Opened	Action	Expected Date of Closure	Date of Completion	Status	Comment/Commentary
Meeting held 19 January 2012							
190112-PDG-001	RL	19-Jan-12	Responsibility of Works T&T to submit to the Independent Certifier (Colin Smith) the terms of the disagreement with BBS on responsibility for works related to bus tracker at bus stops.	02-Feb-12		Open	Refer to original action 221211-PDG-002
190112-PDG-002	JW	19-Jan-12	Haymarket The Haymarket site is seen to be a untidy mess and fuels public negativity. JW to review what improvements could be made to tidy up and improve the overall area	02-Feb-12		Open	
190112-PDG-003	AC	19-Jan-12	Critical Planning and 3rd Party Approvals Critical planning / 3rd party approvals relating to OLE foundation / building fixings remain outstanding. Responsibility for closure resides with CEC. AC to review status and clarify position.	02-Feb-12		Open	02/02: Building fixing formal notices were issued to building owners on Hanover Street and outside the 'Rat Pack' on 27/1/12 with 28 days notice for deemed consent/agreement. If no agreement is reached it will need to be referred to the Sheriff Court. Frasers building fixing to be issued by week commencing 6 February. OLE poles at the east and west ends of Princes Street to be submitted for Planning Consent - Prior Approval on 17 February by BBS.

190112-PDG-004	SM	19-Jan-12	Murrayfield Corridor Investigate whether the use of a Network Rail non-approved contractor is the reason for the impasse over the level of vibrations in the Murrayfield corridor.	02-Feb-12		Open	02/02: Proposals have been received from subcontractors and Infraco's preferred solution is a soil mix solution. Initial impressions from Network Rail are positive and Infraco are preparing an initial package of information with regards to the methodology for Network Rail's information.
190112-PDG-005	CS	19-Jan-12	Trams The maintenance contract with CAF for the trams was subject to exchange rate fluctuation and there could be the opportunity to save money in this area on current trends. Colin Smith to investigate and see how realistic this saving could be.	02-Feb-12		Open	
190112-PDG-006	GK	19-Jan-12	Lothian Buses Contact Ian Craig on inviting a member of Lothian Buses to become a member of the PDG.	02-Feb-12		Open	02/02: Ian Craig has confirmed he will take up membership of the PDG.

190112-PDG-007	CS	19-Jan-12	<p>ITEM FOR SPECIFIC REVIEW: Programme Re-Alignment</p> <p>Vic Emery stated that due to the value engineering work being carried out, the opportunities being realised and the positive progress being made on the project at large, then a date needed to be discussed and agreed for when to re-align the programme to reflect the changes otherwise the current programme would shortly be invalid and senseless.</p> <p>Colin Smith confirmed he is in discussions with stakeholders to achieve 'buy-in' into a programme re-alignment. Once agreement has been reached, this will enable T&T to determine a new programme to reflect the real status of the project.</p>	02-Feb-12		Open	Colin Smith explained that BBS had recently confirmed that they were content to open up and discuss the durations in the Project and any changes could be built into a new Programme with altered Section and overall Project dates.
190112-PDG-008	CS/JW	19-Jan-12	<p>Programme Comparison Timeline</p> <p>CS/JW to prepare a document for the PDG meeting only, to detail the expected dates for milestone delivery/achievement vs. the contract milestone/delivery dates.</p>	TBC		Open	
190112-PDG-009	CS/JW	19-Jan-12	<p>Cost Engineering Proposals.</p> <p>CS/JW to have a meeting/workshop to discuss manner in which cost engineering proposals should be taken forward.</p>	02-Feb-12		Open	
190112-PDG-010	CS	19-Jan-12	<p>Red Flag Item 5.0 DESIGN, CONSENTS & COMMERCIAL FORUM CONT'D - Any Other Business</p> <p>Red Flag item 5.0 - Colin Smith confirmed that he would be arranging a meeting with CAF, Siemens and Martin Ayers to ensure that the list of DAS could be signed off. Update to be provided at PDG meeting.</p>	02-Feb-12		Open	

190112-PDG-011	CS/JW	19-Jan-12	Red Flag Item 1.3 PROGRAMME, RISK & OPPORTUNITY FORUM - Risk Consolidate the BBS/T&T risk registers into one Master document using the original 360 template.	02-Feb-12		Open	Colin Smith added that he believed that there was also some behavioural issues then needed to be addressed but was confident that this could be closed out at the next Control Meeting.
190112-PDG-012	JW	19-Jan-12	Testing & Commissioning Programme JW to review why the programme is so long and what is the feasibility of truncating it.	02-Feb-12		Open	
190112-PDG-013	AR	19-Jan-12	Training To investigate whether a tram system elsewhere (Dublin) could be used to provide early on-street training for tram drivers.	02-Feb-12		Open	
190112-PDG-014	AR	19-Jan-12	Training AR to confirm probability of reducing the shadow running period of 90 days to 45 days (after Section C has been completed).	02-Feb-12		Open	
Meeting held 22 December 2011							
221211-PDG-001	RL	22-Dec-11	Procurement Confirmation of procurement route for the resolution of legacy utilities snagging works.	02-Feb-12		Ongoing	22/12: From Client Decision list 19/01: Discussions ongoing with Scottish Water. Advice note provided on possible procurement routes. Bob McCafferty confirmed that using the existing framework for a procurement route had to be run past the Council's legal team. Rob Leech advised that he would take an action to speak to the Roads Section in the Council to avoid a splintered approach. Discussions with Scottish Water would take place on 26 January 2012. New target date was 2 February 2012.

221211-PDG-003	RL	22-Dec-11	Edinburgh Gateway Clarity of scope for Edinburgh Gateway works.	19-Jan-12		Ongoing	22/12: From Client Decision list 19.01: BBS asked to review options to minimise track alignment. Transport Scotland's intent is to still decouple the Gateway works from the tram works. A report is due to be issued today which will request a decision from Transport Scotland. This item is not on the critical path.
221211-PDG-004	RL	22-Dec-11	On Street public Realm Confirmation of scope for On Street public realm works.	19-Jan-12		Ongoing	22/12: From Client Decision list 19/01: Public realm design is progressing and construction de-scoping at St Andrews Square is being finalised as part of the Cost Engineering Review. Decision is expected 25 January 2012.
221211-PDG-005	CS/JW	22-Dec-11	T&T report Turner and Townsend to take the context of the recent meeting with the Chief Executive of the Council and incorporate that information to provide context to their previous full progress report and reissue alongside the subsequent report.	19-Jan-12		Ongoing	19/01: Clarification on action provided. Misalignment of information and data between T&T and CEC report which is on formal record. CS and JW to have a discussion to determine which data can be formally removed from record.
221211-PDG-010	AC	22-Dec-11	Tram Inspectorate Agreement Changes to the Tram Inspectorate Agreement will be reviewed by the Council's legal team.	02-Feb-12		Ongoing	19/01: Legal Team now reviewing Agreement and Lol to be prepared. Date of completion expected 2 February 2012.

221211-PDG-011	CS	22-Dec-11	Tram Integration Programme The Tram Integration Programme to be integrated into the consolidated overall client programme and ownership of this will remain with CEC.	02-Feb-12		Ongoing	19/01: Programme Prepared on 12-01-2012 but further work is required before it can be issued. Discussions on concurrency are ongoing. New target date 2 February 2012 to agree principles. In 4 weeks, detail should be agreed and be ready for release. VRE stated that a strong message could be sent to the public if a line beyond the test track could be opened up sooner rather than later as it would be a tangible public demonstration of progress.
221211-PDG-012	GE	22-Dec-11	List of Licences Turner and Townsend would issue a list of required licences and agreements to Alan Coyle.	19-Jan-12	19-Jan-12	Ongoing	19/01: McGrigors lawyer has outstanding list for Licences, Lease's etc. Once received from McGrigors, it will be added to the consensus tracker. Should be with T&T by 2nd February.
221211-PDG-016	T&T	22-Dec-11	Tie Signage Tie signage on trams and in the depot should be removed for upcoming depot visits	09-Jan-12		Ongoing	19/01: The Tie sign at the Depot has been removed. The logo on screen is a software issue which will need to be agreed with CAF. An update is expected next week (23/01). Network signage overall to be replaced. We are awaiting confirmation from Transport Scotland regarding the status Edinburgh Gateway signage. VRE advised that someone should drive the route to ensure all other signage and reference is removed.

Meeting held 8th December 2011

08121-PDG-005	LA/JW	08-Dec-11	<p>Comms Risks Comms risks (including reputational risks) to be added to Risk Register. JW/LA to meet and determine the appropriate risks for input into the risk register.</p>	22-Dec-11		Ongoing	<p>22/12: Meeting set for January 2012</p> <p>19/01: Peter Smith met with Lucy Adamson & Campbell Docherty of Transport Scotland and discussed reputation and communications risks to be added to the T&T risk register and a number of higher level strategic risks to be put forward to the council. Peter Smith will take the action to progress the risks and communicate to the relevant parties. It is anticipated that all risks will be fully incorporated by 2nd February.</p>
08121-PDG-009	SM	08-Dec-11	<p>Airport to Haymarket: Concern was raised over the utilities companies liaising with BBS and Turner and Townsend. The issue involving SGN to be addressed at the next Control Meeting if it was not resolved by Tuesday 13 December 2011. Update to be provided at PDG. Turner and Townsend to provide briefing notes on the Scottish Water issue at Haymarket and the wayleave at Ingilston Park and Ride to Colin Smith and Alan Coyle</p>	22-Dec-11		Ongoing	<p>22/12: Turner and Townsend to provide briefing notes on the Scottish Water issue at Haymarket and the wayleave at Ingilston Park and Ride</p> <p>19/01: Scottish Water Haymarket and Network Rail agree that this should be a tri-party agreement. There are issues contacting John Flet SW. Ingilston Park & Ride – Scottish Water wayleave meeting held with Alistair Sim & Edinburgh Airport Limited indications now positive that wayleave will be signed.</p> <p>19/01: If resolution was not reached at the Airport then Shirley Mushet should escalate the issue to Colin Smith providing the relevant contact details.</p>

08121-PDG-013	RL/KM	08-Dec-11	Fencing T&T to continue to source the Heras fencing and RL/KM to meet and discuss the use of hoarding to appease the stakeholders	22-Dec-11		Ongoing	22/12 Rob Leech to speak to Kelly Murphy in New Year 19/01: Meeting arranged for Friday 20th January 2012
08121-PDG-014	RL	08-Dec-11	Road/Footway Reconstruction Concern was raised that road and footway reconstruction (related to Scottish Water remedial and abandonment works) could not be undertaken until utility work had been completed. RL agreed to provide a schedule of these works to the Council.	22-Dec-11		Ongoing	22/12: Rob Leech to discuss Council procurement rules with Bob McCafferty 19/01: This is tied into the procurement strategy in action reference 221211-PDG-001 above. Agreed to leave as 'ongoing' until superseded action 221211-001 is complete.
08121-PDG-016	RL	08-Dec-11	Red Flag item 1.1 York Place Cellars Andy Conway raised concern over whether the underground cellars would encroach past the kerb onto the road. RL confirmed he would investigate this and report back at next meeting.	22-Dec-11		Ongoing	22/12: Await start of slip trenches on 3 January 2012 19/01: Slit Trenching information is now available at York Place and being assessed by the design team. Cellars appear to encroach to the edge of the existing kerblne. It is acknowledged this is a risk and T&T are considering the implications.

Meeting held 24 th November 2011						
241111-PDG-009	CS	24-Nov-11	<p>Gas Main Design and Construction</p> <p>Negotiations had stalled regarding the gas main design and construction and progress was not as expected. It was agreed that Colin Smith would address this issue as part of the Control Meeting and advise the PDG at the next meeting.</p>	08-Dec-11		<p>Ongoing</p> <p>08/12: Action missed in error. CS to provide update at meeting 22/12.</p> <p>19/01: Two meetings had taken place with SGN and events were moving in the right direction. A paper has been prepared and meetings are ongoing. Signature and agreement is expected to be reached by the beginning of March.</p>
241111-PDG-017	CS	24-Nov-11	<p>Red Flag Item (1.12)</p> <p>A number of planning consents were still awaiting approval from the Council including Dublin Street Steps. It was agreed that CS would address resolving the planning consent issues at the Controls Meetings and advise progress at next PDG.</p>	08-Dec-11		<p>Ongoing</p> <p>08/12: This action is being addressed at the controls meeting and is reported to be in hand. Action to be kept open until all consents closed out.</p> <p>22/12: CS meeting John Bury 22/12</p> <p>19/01: Should be all finalised 25 January 2012.</p>

241111-PDG-021	GE	24-Nov-11	<p>Infraco Pricing Assumption, Variations Infraco are advising that they were only required to provide estimates up to the last period and were now refusing to assist or provide any further estimates. Alan Coyle and Colin Smith to raise this with Infraco and advise at the next PDG. Flow chat detailing progress required by Gary Easton. Turner and Townsend had also consulted McGrigors and would feedback to AC/CS on their findings.</p>	08-Dec-11		Ongoing	<p>08/12: Preliminary discussions have been held and appropriate contract clause identified but legal advice was still required in regard to how often the contractor should provide estimates.</p> <p>22/12: Action changed to T&T Raised at control meetings and Infraco confirmed they would agree to a written process. Flow chat detailing progress required by Gary Easton. Turner and Townsend had also consulted McGrigors and would feedback to AC/CS on their findings.</p> <p>19/01: McGrigors have provided a response to queries which T&T have a number of issues to raise with BBS. A meeting has been organised next week with BBS to address, Once clarification has been sought T&T will formulate final recommendations for CEC.</p>
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Edinburgh Tram Project
Full Progress Report No. 4
(9th December 2011 to 27th January 2012)
(FINAL)

January 12



(FINAL)

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Appendix 1 – Dashboards

Appendix 2 – Health, Safety & Environment

Appendix 3 –Client Decisions

Appendix 4 – Cost Report and Contingency Analysis

Appendix 5– Change Log

Appendix 6 – Risk Register

Appendix 7 – Route Map

Appendix 8 – Acronyms

Rev	Originator	Approved	Date
0	Shirley-Anne Collin	Julian Weatherley	30-01-2012
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DOCUMENT4			

**(FINAL)**

1 Executive Summary

This report covers progress made during the period from 9 December 2011 to 27 January 2012. It incorporates progress reported within Infraco and CAF Progress Reports No. 4-10 and 4-11 to 7 January 2012.

There were no reportable accidents during the period from 9 December 2011 to 27 January 2012. Twelve incidents occurred in total of which one, involving a member of the public, has been categorised as significant.

Enabling works are progressing under McNicholas. T&T are forecasting that Shandwick Place will be made available to Infraco on 14 February, four weeks in advance of the Rev4 programme date. St Andrew St will be made available, in totality, by the end of March resulting in a potential delay to Infraco of circa seven weeks. The extent of delay has been exacerbated by the discovery of incorrectly recorded and poorly executed utilities works under MUDFA.

A number of Scottish Water legacy utility works items are required to be resolved prior to release of the On Street areas to Infraco. Several of these items are likely to require derogations from standards by Scottish Water at short notice. The resolution of these items is being hampered by poor historical record keeping under MUDFA. T&T have requested CEC assistance in the deployment of additional Clerk of Works resource in support of this work stream.

Infraco works in Haymarket1 are currently 56 days late, when assessed against the Rev4 programme. Measures to recover this delay are being explored. This slippage does not currently impact on the critical path for the On Street Works.

The progression of seventeen Cost Engineering initiatives has been confirmed by CEC. The initiatives to de-scope the airport ticket kiosk and to share recovery vehicles with third parties is not being taken forward.

The inclusion of rationalisation of traffic management proposals within the Cost Engineering initiatives is required to offset the negative impact of the utilities works on programme. An integrated programme, including all positive and negative effects will now be developed.

Good progress has been made throughout the Off Street areas this period with key activities including the casting of the last section of the deck to the A8 underpass, the commencement of track laying between Gogarburn Bridge & Gogar Farm Road and the commencement of secant pile walling adjacent to the airport tram stop.

Completion of the Mini test track on the 12th December 2011 and completion of Section A handover on programme (16th December 2012) are two key milestones achieved during this reporting period.

Infraco are reporting a ten week delay to the Off Street works programme through the Network Rail corridor. This delay is largely the result of failure to obtain Network Rail approvals in line with the Rev 4 programme. Particular concern remains over the lack of approved construction methodology for the Murrayfield Retaining Walls. This delay may compromise the project's ability to accelerate the commencement of commissioning within the Off Street areas.



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A decision on the scope of the Edinburgh Gateway remains outstanding. The design of a “do minimum” solution is being progressed by Infraco in order to inform this decision.

Network Rail have advised the project of their plans to develop Haymarket station. Minor modifications to the scope of the Tram works will be required to accommodate Network Rail’s proposals.

Six trams have now been delivered to the depot with delivery currently running a month ahead of programme. Five trams have completed their static commissioning routine testing and two trams have completed their dynamic commissioning routine testing.

£2.49m of change occurred in the financial reporting period (22 December 2011 to 27 January 2012) bringing the total instructed change since September 2011 to £3.51m. The AFC for Infraco Works, Utilities Diversions and Trams is currently £500.2M. The AFC does not contain the potential benefits from the value engineering and does not account for the final QSRA/QCRA. An adjustment will be made following re-programming to include for the Cost Engineering initiatives.

2 Health, Safety & Environment

2.1 Incident reporting

Within the period 9th December 2011 to 27th January 2012, covered by this report, there have been twelve incidents of which one, an injury to a member of the public, was considered to be significant. A summary is provided below:

Ref	Location	Description of Incident	Contractor	Classification
1579	Haymarket Yards	A member of the public fell on raised wooden walkway	Grahams	A member of the public incident
1586	St Andrews Square	A member of the public allegedly tripped over a heras fencing base on a pedestrian walkway.	McNicholas	A member of the public incident
1576	Edinburgh Airport	An operative was standing on a piece of heras fencing and half fell into manhole when it gave way.	Farrans	A minor injury
1585	Shandwick Place / Coates Crescent	Spillage of approximately 1 litre of diesel from generator within groundhog unit	Bilfinger Berger	Environmental
1581	Murrayfield	Network Rail stopped work on the Murrayfield tramstop due to the Form B not having been signed off by Network Rail.	Grahams	Near misses
1583	Gyle	Scottish Water identified a non standard illegal connection into a manhole that had been undertaken without the ATC process being followed	Bilfinger Berger	Near misses
1588	Shandwick place	Report received that heras fencing had blown over in high winds.	McNicholas	Near misses
1584	N/A	Anonymous allegation to the Health and Safety Executive relating to work site personnel operating without correct qualifications and accreditations.	McNicholas,	Others
1587	St Andrew Square	Break in to a welfare unit at St Andrew Square	McNicholas	Others
1577	Murrayfield	A vehicle damaged BT cable box when manoeuvring	Grahams	Service damage
1580	Shandwick Place	A Lead water pipe that leads to a domestic property has been struck when excavating for OLE base.	McNicholas	Service damage
1582	Canning St / Shandwick Place	A live cable identified by City of Edinburgh Council / Scottish Power within a traffic sign column that had been cropped	Not known	Service damage

2.2 Safety Initiatives

A programme of targeted inspections has been carried out jointly by T&T and BBS with their respective contractors at excavation sites across the project. Whilst more than 20 excavations were inspected those with active excavation taking place were

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assessed for compliance with HSE guidance HSG47. The findings for this inspections are recorded in the Deliver the Tram Safely report in Appendix 2.

BBS have arranged an on-site safe excavation demonstration, focussing on correct use of trench boxes.

A programme of targeted inspections for temporary works is being planned for the next period. This will be followed by targeted inspections for vehicle movements on site.

2.3 CDM Regulations

The updated Construction Phase Plans for the project and for the works affecting Network Rail assets have been reviewed and commented upon. The revisions to the plans have now been formally issued to Network Rail by BBS.

The Health and Safety File information for the Depot, Section A has been submitted as part of the Body of Evidence submission. This information has been issued to the depot operator.

Responses and close out statements were received from BBS following an audit conducted on compliance with CDM (Reg9; Client Duties in Managing Projects). Some residual issues were transferred into the snagging programme developed during the depot handover process.

2.4 Environmental

A Joint Environmental Inspection has been carried out with BBS 18th January 2012 at Balgreen Road/Water of Leith (Contractor Expanded). BBS have compiled and issued a report (ETN-S5A-001) – the site was in good order with good environmental knowledge.

A New monitoring programme now issued – environmental inspections will be carried out every 2 weeks with either BBS or a Non Infraco contractor.

Part of the old tram network has been found at St Andrews Square South/Princes Street. GUARD Archaeology have been consulted and findings being documented by the site team.

The Project Environmental legal Register is to be an updated one during period 12 and issued by BBS to T&T for information.

2.5 CoCP

T&T has agreed improvements to the surface of the temporary wooden walkway at Haymarket.

Provision of site signage including public contact telephone numbers are being addressed by the respective contractors. A significant improvement has been noted this period.

The results of the CoCP monitoring have been passed to CEC communications team to be up loaded to the project web site. Details of this are in Appendix 2.



3 Client Decisions

Items identified which require input by The City of Edinburgh Council as part of their solution. This information can be found in Appendix 3.

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4 Commercial

4.1 Cost Summary

The Anticipated Final Cost (AFC) for the Infraco Works, Utilities Diversions and Tramco is £500.2M and is consistent with the budget of £500.2M. The AFC does not include the potential cost benefits from the value engineering work stream and does not include the draft Quantative Cost Risk Analysis. Following instructions on the value engineering indicatives the plan is to incorporate the cost benefits as opportunities and to update the QCRA to help advise Contingency requirements.

The detailed Cost Report, 27th January 2012, has been issued under separate cover and this section of the report summarises the issues and cost movements within the last 4 week reporting period.

A summary of the cost movements are as follows (all figures £Ms):

Reporting Date	Approved	In Progress	Anticipated Change	Contingency Balance
27 th January	3.51	5.75	15.03	7.21
22 nd December	1.02	6.81	16.67*	7.00
Movement	2.49	-1.06	-1.64	0.21

[* Note: £0.7M adjustment to Utilities to align with budget of £2.9M. This has no effect on the overall forecast]

4.2 Infraco

4.2.1 Approved Changes (Movement in the Period)

Change Requests are submitted to CEC each Thursday afternoon for review and approval at Friday morning meetings. This enables scrutiny of specific changes and also compliance with CEC Delegated Authority Rules.

The movements in the period are included overleaf:

Approved to 22 December reporting date	£1,016K
Additional BT ducts at depot and min test track	6
Design Gogar Castle Access Road – tram crossings and approaches	31
Edinburgh Gateway – Advance Temporary Works Design & minimum design	15
Design changes resulting from utilities – OLE, circular pile cap, ducting, drainage, track form	55
Edinburgh park office accommodation – running costs	79
On-street variations – periods 15 Oct and 12 Nov 2011	111
Drawdown for Utility diversions/protection within track zone (to March 2012)	1,800

Cathedral Lane Sub-station retaining wall	5
Haymarket Station – delete cladding installation, substation retaining wall and plinth	-20
Depot water main – surface reinstatement works	60
On-Street Variations – period end 10 Dec 12	357
TOTAL	3,514

4.2.2 Changes in Progress

Changes in Progress include items which cannot be mitigated and the change is agreed in principle or is likely to occur.

Key items:

- Rationalisation of design, site investigations for utility diversions - £0.20M;
- Transfer of costs included in On-Street Works Period end estimates -£0.36M;
- Reduction in bus tracker power disconnections (undertaken by McNicholas) -£0.18M
- Early installation of TM at Shandwick Place – additional maintenance £0.18M

4.2.3 Anticipated Changes

The key items include:

- Cathedral Lane sub-station - £0.4M
- Cycleway Mound/Hanover St - £0.93M
- Delay and prolongation – utilities affecting OLE foundations, piling etc £0.83M
- Roseburn Delta footpath £0.3M

Further estimating work is needed on the Cathedral Lane Sub-station, piling, York Place Terminal Point, piling to OLE and delay analysis. In addition a review of changes to date and risks is required to prevent any overlap in cost provision and avoid any gaps.

4.2.4 Contributions Register

Contributions from 3rd party, stakeholder or other CEC budgets are being developed in order that the amounts can be finalised. The current position is as follows.

Works	£M	Status / Action
Edinburgh Gateway Costs	0.94	Agreement required with TS
New Ingliston – ducts & crossings	0.54	Agreement required with NIL

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Cathedral Lane Sub-station	0.25	Agreement required with Henderson Global
RBS Tramstop	0.50	Agreement required with RBS
St Andrews Sq Public Realm design	0.13	Separate CEC budget
CEC miscellaneous (George St)	0.32	Separate CEC Budget
NR Haymarket Station	t.b.c	Substation hardstanding, remove parapet and staircase
Total	£2.68	

4.2.5 Contingency Analysis

A draft Quantative Risk Analysis (QCRA) was issued to CEC, 29 November 2011 for initial comment. It was agreed that the QCRA would be updated following approval by CEC for the Cost Engineering improvements.

In the interim the risk analysis undertaken by F&G has been used to monitor the impact of approved and required change against original contingency baseline, determined in early August 2011. Work is ongoing to mitigate risks, final costs for changes in progress and avoid anticipated change to reduce time and cost impacts. Examples of this include alternative solutions for the Footpath at the Roseburn Viaduct to avoid the £1.5M impact of the original design.

Category	Original Contingency			Forecast		
	Ctgcy	Approved	Available	Required	Post Mitigation	Balance
Design completion/scope risk	6.3	0.8	5.5	0.9	0.9	5.4
Time delay	11.6		11.6	5.4	5.4	6.2
Utilities: Haymarket to York Place	2.0	1.8	0.2	11.7	11.3	-9.3
Utilities: Off Street	0.4		0.4	0.0	0.0	0.4
Possession risks	0.3		0.3	0.0	0.0	0.3
Routine Maintenance	0.5		0.5	0.0	0.0	0.5
Relax of time constraints	0.3		0.3	0.0	0.0	0.3
Pricing Assumptions (York Place etc)	7.2	0.9	6.7	6.7	6.7	0.5
Land Purchase	0.1		0.1	0.0	0.0	0.1
Traffic Management	0.2		0.2	0.0	0.0	0.2
Move to Cost reimbursable	3.3		3.3	0.0	0.0	3.3

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Contract						
Procurement	0.2		0.2	0.0	0.0	0.2
Exceptionally Adverse Weather	0.3		0.3	0.0	0.0	0.3
Tramco	0.0		0.0	1.2	1.2	-1.2
Totals	32.7	3.5	29.6	26.0	25.5	7.2

4.2.6 Opportunities

Prior to commencement the budget incorporated £11.0M for Opportunities were included in the budget. This represented the £2.4M de-scoping of works at Forth Ports, £7.0M anticipated reduction from the capping levels included in the On-Street works and a £1.6M variance resulting from the On-street tender returns.

Funding contributions from 3rd parties and other budgets amounts to £2.7M and the de-scoping of the works at Forth Ports has been approved for instruction. This results in an opportunities budget of £5.9M to secure. The value engineering work stream will contribute towards this budget.

The Baseline Project Instructions report issued 20 January 2012, contains the recommendations for value engineering and programme improvements. CEC have confirmed that following review of the recommendations a briefing will be held with the team.

4.2.7 On Street – Schedule 45 Pricing Assumption Variations and Commercial Issues

BBS have submitted the following Pricing Assumption Variations. The 'RAG' status indicates, Green – variation principle and amount agreed; Amber – variation principle agreed and amount to be agreed; Red – variation principle not agreed.

Description	RAG (£M)
Revised design to minimise utility diversions / conflicts - used for slit trenching and trial holes	0.02
Princes Street - 500mm Water Main Diversion	0.27
Haymarket H1 - Utilities affecting the construction of OLE foundations	1.71
Site Wide - Power to bus trackers affecting the ability to remove site clearance items	0.04
Site Wide - Increased number of drainage boxes including installation	0.00
Haymarket H1 - Third Party (McNicholas) affecting ability to progress the works	0.00
Haymarket H1 - BT Fibre Optic Service requires diverting	0.11



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Princes Street - Amend the design of the St. Johns Church OLE bases	0.02
Princes Street - 2011 Christmas Embargo - Temporary Surfacing of Track Infills	0.29
St Andrew's Square & Shandwick Place - Traffic Management Requirements	0.18
Haymarket 1 - OLE Base Relocations	0.00
On Street Generally - Worksite Modelling	0.01
Bt Diversion at Waverley Bridge	Inc
Unidentified utility discovered when piling (OLE 131 100A)	0.00
Payment for Utility diversions off site outwith BBS's scope (cost report assumes cost neutral)	0.34
DDA Footpath Roseburn Viaduct	0.30

Upon receipt of the PAV from BBS relating to the discovery of utilities affecting foundations we advised CEC that BBS piling design could avoid diversion of utilities and that BBS may have been aware of utilities therefore the works should not result in a PAV. The Independent Certifier published an opinion that a PAV had occurred. Following this and the emergence of other PAV's such as the Princes Street Water Main we requested BBS to confirm how the 'discovery' requirement in Schedule 45 could be established when the re-connection works were a known item of work. This led to a request from BBS that CEC provide a briefing session with their lawyers McGrigors to review the Mediation Heads of Terms and the Settlement Agreement to clarify interpretation regarding BBS's liabilities under the contract in relation to utilities interfering with their work scope. A meeting was held with McGrigors who provided a report, 6 January 2012 and we have issued a summary report of the issues to CEC, 16 January 2012. The report confirms the variance between the provisions in the Heads of Terms i.e. **"tie shall take the risk relating to all utility diversions works required to complete the on-Street Works"** and the provisions in Schedule 45 of the Settlement Agreement that entitlement to a PAV is subject to the utility being **"discovered"**. The cost report contains £2M of costs associated with the consequences of utilities on OLE foundations (delay to BBS, piling costs and standing time etc). Our report provided a number of recommendations on each point and CEC are yet to advise instructions regarding investigations into the level of awareness that SDS and BBS had regarding the location of utilities and the variance in BBS's views regarding utilities based upon the Mediation Heads of Terms and the Settlement Agreement.

Regarding tNC 545 disconnection of power cables to bus trackers our position is that BBS could not have discovered the power cables as the bus trackers were live prior to taking over the site and the disconnection works were included in SDS's specifications for the work.

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Payment for utility diversion costs requires being resolved as the Utility Companies are invoicing CEC direct. This issue is being discussed at the commercial meetings.

BBS have claimed that the DDA compliant footpath which runs 150m North along the embankment for Phase 1b is not included within the Contract Scope. An alternative design and BBS's cost liability are being established.

4.3 Utilities

4.3.1 Budget

The budget comprises; £1.1M for the legacy remedial works at Leith Walk and £1.8M original tie budget for On-Street diversions.

It has been agreed with CEC that the cost model will be developed and change requests submitted for funding specific work sections when required. This means that control can be exercised for short term programme commitments whilst further work can be done to mitigate the impacts of non critical conflicts later in the programme, refer 1.3.4 below.

It should also be recognised that in addition to conflicts the prospect of unforeseen work will impact on final costs. Examples include the extent of foam concrete in place from the MUDFA contract, steelwork within the road construction (St Andrews Sq) and redundant excavations to expose utilities and none were found owing to inaccurate records.

The contractor has been requested to revise the management fee and rates as the scope of work is greater than that originally envisaged. A small reduction in fee has been quoted and is in the process of being confirmed. A greater reduction could be made however this may require re-allocation of risk in relation to disallowables owing to the nature of the contract form e.g. the contractor is liable for defect rectification and damage to plant.

4.3.2 Approved Changes

£1.8M has been approved for diversion and protection works within the track zone to 31 March 2012, refer Utilities Change Order dated 22nd December 2011.

Further change requests will be submitted when the scope of future works has been defined and when committed expenditure exceeds the approved budget.

4.3.3 Changes in Progress

The contract form is NEC Option E – Cost Reimbursable. The contract is being administered by an NEC change management system which tracks orders/changes for specific items of work. This enables control over commitments and managing expenditure.

4.3.4 Anticipated Change

A cost model has been developed for the works based upon the utilities conflict database. The cost model contains composite rates per conflict type. The works are being managed in two priority categories:

Priority	Conflict Type
Priority 1:	Overhead Line Bases Road Level Conflicts Tram Ducting Chambers Tram Ducting Track Construction
Priority 2:	Traffic Signal Pole Street Lighting Column Road Sign Base Kerb Re-alignment Drainage Drainage Gully

A summary of the cost model is provided below.

Description	£M
Utility Company Costs	2.0
Priority 1 conflicts: 399 Nr (includes proportion of McNicholas management and design costs – note these are time/task related and will be extracted for the detailed estimate)	4.5
Priority 2 Conflicts: 793 Nr (comment as previous, programme for these works to be finalised and interface with BBS works. Some of these items may be mitigated)	7.3
BT works not completed under MUDFA (ducts damaged Lothian road junction, York Place and Constitution St)	0.4
Total	14.2

The cost model is being refined to account for the emerging scope of work in Shandwick Place and St Andrews Square to cover unforeseen work e.g. removal of foam concrete, steelwork within the road construction, utilities being in the wrong location. The estimate is also being revised to account for the opportunity to mitigate Priority 2 conflicts, e.g. traffic signs and also the emerging Utility Company Costs. The basis of the cost model is:

1. Costs based upon a unit cost per conflict type from Haymarket 1. It should be noted that there is a high degree of variability in work scope for each conflict.
2. Scottish Water have submitted a proposal for management and supervision costs for On-Street, Off-Street and Legacy Works. These costs are being challenged,

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however they are £1.5M in excess of the figures above. It is unlikely that these costs will be agreed in advance of the historical issues associated with betterment and cost share.

3. The scope of the Leith Walk legacy works are being established. Current provision is £1.1M as per the original budget.

4. There may be works required at Princes St which are not yet defined and are excluded from the estimate.

5. The unit cost per conflict may not account for inefficiencies resulting in the accelerated programmes for Shandwick and St Andrews Sq.

4.3.5 Utilities Off – Street

To date a total of £0.23M has been invoiced by Utility Companies for diversions and supervision on the Off Street section. These works were not excluded from Infraco's Off Street Contract Price and discussions are ongoing regarding the correct allocation of these costs.

At this stage these costs have not been included in the Anticipated Change Section of the Cost Report.

4.4 Tram Vehicles

The budget for Tram Vehicles is £62.4M which is lower than the contract sum at £63.6m. There have been no changes during the period.

4.5 Opportunities and Value Engineering

The Baseline Project Instructions report was submitted to CEC for comment / approval on the 25th of January 2012. Following this review a meeting will be held with the project team to confirm instructions. This meeting is planned w/c 30st January 2012.

4.6 Risk

The contingency amounts included in the budget for Infraco, Utilities and Tram Vehicles amounts to £32.7M. This is adjusted to £29.7M as a result of the additional costs from the Infraco contract, variance in the On-Street works, maintenance costs and the drawdown for the On-street Utilities works.

Approved Change, Changes in Progress and Anticipated Change amounts to £24.2M and with the £2.7M contribution results in a balance of £7.3M. [check figures]

The required contingency will be reviewed following the conclusion of the Quantative Cost Risk Analysis.

4.7 Payments and Cash flow

A summary of the certified amounts are provided below.

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	Certified	Planned	Comment
Infraco	246,285k*	250,462k	Delays at: Haymarket Corridor, Earthworks at Balgreen Rd to Edinburgh Park Station, Gogar to Edinburgh Airport Earthworks
Utilities	1,190k	1,842	Reporting periods for the McNicholas Contract now aligned with the Infraco Contract dates. First certificate Value equals £238K. Additional £62K for Utility Companies.
Trams	54,066k	54,129k	Payments in accordance with milestone schedule. Includes £481k in Period 9 for depot equipment.

Final certification value still to be established

A draft cash flow was submitted 10 January 2012. This is being developed to meet CEC finance team’s requirements. It has been agreed that the BBS milestone forecast will be updated following conclusion of the revised working programme resulting from the value engineering improvements.

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5 On Street - Enabling Works

5.1 Progress in Period

Scottish Water works in Princes Street were completed allowing traffic to be switched in early January 2012.

Detailed planning of McNicholas enabling works in Shandwick Place and St Andrews Square was completed in the period and traffic switched successfully in both areas to allow enabling work to commence.

Both areas have now been planed by Infraco and works are underway to deal with utility conflicts.

5.2 Key Issues

Legacy Works

The SOFT report dated 19th January 2012 identified the Scottish Water legacy issues as a threat to the project. The report stated that Turner & Townsend was finalising legacy works packages using the utilities database developed for the utility works already underway. While the majority of the legacy issues relate to Scottish Water there are other utility works outstanding following the MUDFA contracts.

Regarding the legacy works within or adjacent to the tram line between Haymarket and York Place, some works can be programmed to coincide with the utility diversionary works being carried out to facilitate Infraco. As the programme for handing over areas to Infraco is at a critical stage however it is not possible to schedule all legacy works at this time. In response to this Turner & Townsend is now categorising each legacy issue, of which there are in excess of 750, and assessing the appropriate course of action. It is anticipated this exercise will be completed by the end of January 2012.

Regarding the legacy works north of York Place a strategy for delivering the works in conjunction with CEC Road Department is currently being finalized and an oral update will be provided at the Tram Briefing Meeting on 2 February 2012.

St Andrew Square

Due to the complexity of the diversions and the constrained nature of the site the utility enabling works at the south end of St Andrew Street will not be complete in time to hand the area over to Infraco in accordance with the Rev 4 programme on 7th February 2012. Current projections show the work site being made available at the end of March 2012. Turner & Townsend has written to Infraco informing it of this delay and Infraco is currently investigating if works in the St Andrew Street area can be re-sequenced to mitigate the delay. Furthermore, proposals brought forward as part of the cost engineering initiative will assist in mitigating the delay as Infraco will be provided with early unhindered access to the east end of Princes Street adjacent to South St Andrew Street.

Footways – Conflicts

In carrying out some localised repairs it has become evident that there may be utilities located in an area on South St Anderws Street outside the Tram DKE +2m that will conflict with the hard landscaping currently specified on the tram project.

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These potential conflicts are not currently included in the McNicholas scope of work. Turner & Townsend is investigating this matter further and an update will be provided at the meeting on the 2nd February 2012.

5.3 Look Ahead

Detailed planning of enabling works in Haymarket and Shandwick Place is now underway in anticipation of traffic management measures being brought forward to end March 2012 (see below). The utilities team is also beginning planning work in relation to the utilities at York Place.

6. On Street - Main Works

6.1 Progress in Period

Works are progressing well in Haymarket 1 following the Christmas shutdown period. Piling was completed in less time than anticipated on 15th January 2012 and Infracore is now exposing, excavating and backfilling the air raid shelter in the area and constructing OLE pile caps. In Princes Street, works from South St David Street to St John's Church are progressing well and discussions are underway with Infracore to establish if the works can be completed early ahead of the Rev 4 programme July completion date. This would include completion of all remedial works, the tram stop and OLE foundations. The Electrical & Mechanical Works, including the overhead wires, are then due to commence in early November 2012.

Princes Street works have been re-sequenced to ensure bus traffic can be switched in early March to facilitate the closure of east Princes Street at the bottom end of South St Andrew Street. This is part of the wider cost engineering traffic management initiative discussed below.

Due to utility clashes at Haymarket 1 the On Street Works were delayed. Turner & Townsend has carried out an assessment of the 56 day prolongation claimed by Infracore and concluded that while the prolongation will not impact the project end date. The delay in the Haymarket section may be mitigated as the works progress, however there is still a potential commercial liability for prolongation of prelims costs and an allowance has been included in the cost report.

Third party approvals and consents for Dublin Street Steps, Picardy Place and Princes Street OLE re-design were progressed during the period. A meeting was held with CEC Planners and Historic Scotland in early January and a way forward agreed in all areas. Formal submissions are now being prepared.

As part of the cost engineering initiative proposals were brought forward to accelerate the implementation of traffic management in Haymarket/Shandwick and at the east end of Princes Street. This facilitates the early commencement of utility enabling works and the potential re-sequencing of Infracore works to mitigate against the delays at South St Andrew Street. Proposals to extend the initiative to York Place were also included as part of the cost engineering submission and work is now underway to plan how this may be brought forward. Based on the work done to date the following changes are due to be implemented:

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Traffic Management installed at Shandwick/Haymarket	24 March 12	This will provide McNicholas with access to the site to clear utility conflicts – approximate McNicholas programme is 10 weeks
Princes St bus lane at south end of St Andrew St	03 March 12	Minor enabling works but allows Infraco works to commence at end of March 12 to mitigate delays to enabling works in south St Andrew Street
York Place	End Oct 12	Start depends on all Infraco non M&E works being completed in St Andrew Street and east end of Princes Street

All design work north of York place has been temporarily put on hold pending the outcome of a review into curtailment of non-critical activities on the project.

Works required in the Forth Ports and Lindsay Road area to make good previous Infraco and MUDFA works were assessed during the period and a programme is currently being developed. An assessment of the likely expenditure is also underway.

6.2 Key Issues

Turner & Townsend has carried out a joint inspection with BBS and the Independent Competent Person of the concrete pavement adjacent to the railhead in Princes Street in relation to concerns about the variable standard of finish of the concrete and the levels being out of tolerance. This has been formally communicated to BBS and a response is awaited.

6.3 Look Ahead

Haymarket 1

Infraco works will continue in the area including pile cap construction, filling of the air raid shelter and earthworks to allow construction of the track slab and pavements.

Shandwick Place

Utility conflict works required to hand the site over to Infraco will continue in the area and it is currently anticipated that this will be completed on 14 February 12. As the traffic management is already in place in Shandwick Place this date is four weeks ahead of the Rev 4 programme. Turner & Townsend is working with Infraco to ensure this time saving is optimised.

Princes Street

Works by Infraco will continue in Princes Street and Turner & Townsend will seek to carry out some legacy remedial works in the area ahead of the completion of the non M&E works in the summer of this year.

St Andrew Square

It is currently anticipated that utility conflict works required to hand the site(s) over to Infracore in St Andrew Street North and St Andrew Square will be complete on 14 February 12. As the traffic management is already in place this date is in accordance with the Rev 4 programme. Works at the south end of St Andrew Street are delayed and it is currently anticipated these will be complete on 27 March 12.

York Place

Planning work will continue in York Place

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7. Off Street Works

7.1 Progress in Period

Works are progressing well on the Off Street section with the following activities taking place during the period;

- Russell Road Bridge, the east abutment piling complete;
- Roseburn Street Structures, sewer diversion and bored piling;
- Water of Leith Bridge, bored piling to centre pier commenced;
- Baird Drive Retaining Wall, earthworks commenced;
- Balgreen Road Bridges, installation of temporary works and bored piling progressing;
- South Gyle Access bridge, columns installed and now awaiting a methodology for ground improvements;
- Edinburgh Gateway, 'do minimum' scope options being progressed with Transport Scotland;
- Edinburgh Park Corridor, drainage and subbase construction has commenced with traffic management on the Gyle Broadway to facilitate the construction of the crossing
- Eastfield Avenue to the Gogarburn; ballast and sleeper laying has commenced in sections;
- Ingliston Park and Ride, substation fit out has commenced; and
- EAL tramstop and kiosk, secant piling commencement

In the period to 27th January 2012 the main achievements were:

- Mini test track - completion on the 12th December 2011; and
- Completion of Section A and handover of the depot on the 16th December 2011.

A reinvigoration of the Network Rail submission and approval process has been required post Christmas as a result of differences between planned and actual document production. Turner & Townsend have raised this with Infracore in conjunction with Raymond Sheridan of Network Rail. There shall be a rebrief of requirements to staff has been undertaken.

The Scottish Power and BAA wayleave is still outstanding. This has been promised to the project over the last few weeks by EAL however is not forthcoming and signing by Scottish Power should occur imminently.

Discussions relating to the diversion of the high pressure gas main, Section 7 within NIL land are progressing. Scottish Gas Networks and NIL are discussing the wayleave. The wording has been agreed and a drawing is being submitted to NIL this week. Scottish Gas Networks have appointed a designer and contractor, and have indicated a construction start date of the 5th March 2012.

Transport Scotland have confirmed their intention to decouple the Edinburgh Gateway Project from the Rev 4 programme. This has led to the progression of a 'do minimum' feasibility study where SDS are looking at how much future proofing can be incorporated into a design with minimal abortive works. This will allow Network Rail to progress the Edinburgh Gateway Project at some future stage with minimal disruption to the tram network.

7.2 Key Issues

The following key issues were of relevance throughout the period:

- One of the most important issues for the Off Street Works at the moment is the delay to the Murrayfield Retaining Walls resulting from the lack of approved construction methodology. In the latest submission of the programme Infracore are estimating a 10 week delay to the completion of the Off Street works. Infracore are attempting to recover this by amending the ground improvement methodology being utilised. This would be in place of the dig out and replace methodology allowed for within the Rev 4 programme. Any such change to methodology will need to be approved by Network Rail.
- Approval to commence the gas main diversion within section 7 remains outstanding (see 7.1 above).
- Delays to a decision on the Edinburgh Gateway works could lead to consequential delays to the Infracore works. SDS have produced an outline option that Transport Scotland prefer as this reduces the amount of abortive works and works to the Edinburgh Gateway train station. Confirmation is required with Infracore that this preferred solution fits within the timeline available. If timelines cannot be accommodated the Edinburgh Gateway will revert to the original alignment with a temporary crossover.
- High Voltage supply to the IPR sub-station requires wayleave across BAA land, this is currently with Scottish Power and is actively being pursued (see 7.1 above).
- Interface with Network Rail at Haymarket Station. Meetings have been held and so far all parties are working well together to deliver the respective works without programme conflict. BBS need to ensure that they keep to their revised programme for the Haymarket works.
- The commercial resolution of Roseburn Delta Footpath remains outstanding.

7.3 Look Ahead

The main elements of work planned to commence in the next period are as follows:

- The work at Haymarket Yards shall have the road tie-ins at the top and bottom of the slope completed to allow traffic back on the 7th February 2012. Infracore are currently installing OHLE poles and reconstructing the footpath.
- Further to the issue described within section 7.2 the Murrayfield Stadium Retaining Wall and Underpass requires to have the method of work for the ground improvement works agreed with Network Rail.



(FINAL)

- Work has been progressing well at the Murrayfield Tram Stop, lightweight aggregate fill will be ongoing next period. The north and south main stairs base works, tensor blocks and lift shaft works shall continue.
- On the A8 Underpass the last section of the deck was poured on the 19th January 2012. Infraco shall commence the works required to reinstate the permanent carriageway.
- Gogar landfill soil nailing shall come to completion and the reinforced earth embankment shall commence.
- Between Gogar to Eastfield Avenue there shall be continuation of track laying.
- Permission has been granted by BAA to commence work at Eastfield Avenue. This shall see traffic management implemented for the construction of the crossing.

**(FINAL)**

8. Trams

8.1 Progress in Period

Good progress has been achieved in the period with six trams in total now delivered, of which 5 have completed static commissioning routine tests and 2 of the trams have now in addition completed the dynamic commissioning routine tests that can be performed within the constraints of the MTT.

Vosloh-Kiepe, the traction equipment subcontractor to CAF, have been on-site in support of the dynamic testing from 09th January 2012.

The Tram Inspector has been in attendance on-site as required in order to witness the formal dynamic commissioning tests. BBS have confirmed that they approve Mott MacDonald in the role of Tram Inspector, but have yet to agree to and sign the Tram Inspector Agreement.

Key Achievements:

1. Delivery of trams restarted post Depot handover a month earlier than in the Programme with Tram 270 delivered on the 17/01/12.
2. Five trams achieving their static commissioning routine testing, although final test documentation is to follow.
3. Two trams achieving their dynamic commissioning routine testing, although final test documentation is to follow.
4. The trams delivered to site have now in total completed approximately 100 Km mileage accumulation post delivery to the Gogar Depot (note Tram 252 had completed 252Km prior to delivery at Wildenrath).
5. Mikel Irizar joins the CAF Site Team as Tram Interface Manager to be responsible for integration.

8.2 Key Issues:

1. The departure from the project of ETL's managing director in advance of Lothian Buses taking operational responsibility for Gogar Depot has resulted in lack of clarity of operational responsibility. Turner & Townsend are working with CEC to put in place the steps necessary to secure a successful transition.
2. Mott MacDonald are undertaking the Tram Inspector role as confirmed by email by BBS, however BBS are yet to agree to, and sign, the legal agreement itself. The resolution date for this is expected to be 31st January 2012. This has a potential impact as Risk of a contractual Issue with BBS.

8.3 Look Ahead

Tram Delivery, Test & Commissioning:

1. Seventh Tram is expected 30th January 2012.
2. Eighth Tram is expected 21st February 2012.
3. First Five Trams Dynamically Commissioned Forecast Date, 23rd February 2012.

**(FINAL)**

9. Assurance

9.1 Progress in Period:

The focus for the Project assurance team this period has been centred around the completion of the mini test track for the 12th December and Section A completion on the 16th December. The team have been working closely with BBS to support the witnessing of key performance tests to verify that the infrastructure and system are 'fit for purpose'.

BBS has allowed access to their document management system to review data prior to handover. This provides a level of comfort to illustrate that the production of documentation is progressing well.

Agreement has been reached with CAF to sign the Interdisciplinary Design Checks Certificates. This information has been provided to BBS for inclusion in the Design Assurance Statements.

Work has continued with Edinburgh Trams Ltd to review and revise their Safety Management Systems in support of the handover from BBS. This has been coordinated with the maintainers (Siemens / CAF).

There has been ongoing dialog with Lothian Buses, in relation to depot operatives. It is anticipated that the operational responsibility will pass to Lothian Buses by the end of January 2012.

Other key achievements include:

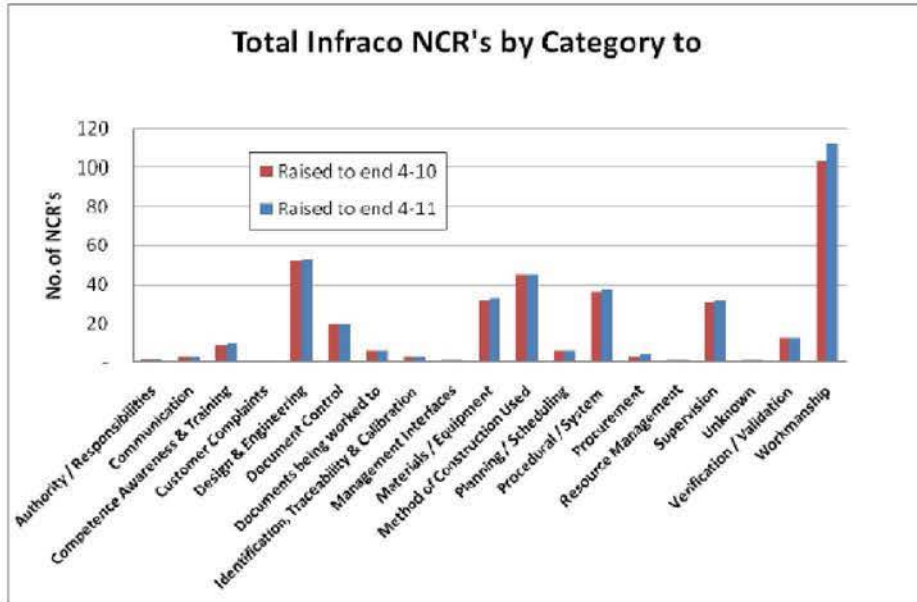
- Agreement of snagging items to support the depot handover process.
- Issue of hard copy operation and maintenance manuals to the depot operator.
- Provision of Railway inspector to support Network Rail third party representative.
- Review of project signage to remove legacy signs. New office signage have been installed.

A combined third party consents tracker has been produced to capture the outstanding requirements to complete the project design and construction activities.

(FINAL)

9.2 Quality

From the ongoing monitoring of NCR's, discussions are underway with BBS to identify methods to reduce the numbers for workmanship NCR's received. These are shown in the graph below:

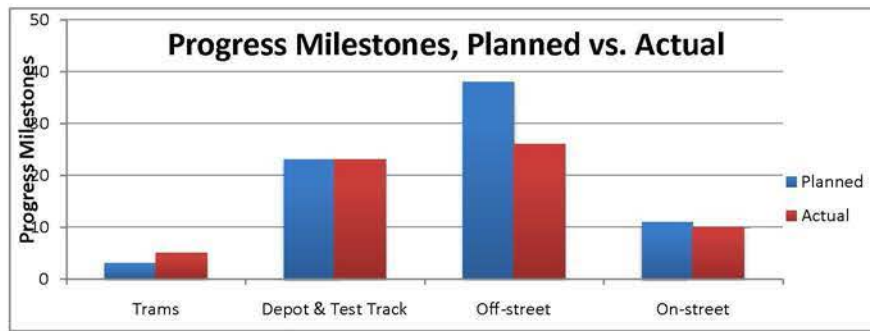


Appendix 1 – Dashboards

Produced by	Shirley Collin & Shirley Mushet	SECTION	SUMMARY DASHBOARD REPORT			Employer	City of Edinburgh Council
Approved by	Julian Weatherley	Issue By:	Turner & Townsend Project Management Limited, 9 Lochside Avenue, Edinburgh Park			Address	Waverley Court, Edinburgh, EH8 8BG
Status	FINAL	Issue Date	30-01-2012	REPORTING PERIOD	13th to 27th January 2012	Project:	Edinburgh Tram Network

Executive Summary:	CEC Actions / Decisions
<ol style="list-style-type: none"> There were no reportable accidents during the period from 9 December 2011 to 27 January 2012. Twelve incidents occurred in total of which one, involving a member of the public, has been categorised as significant. Shandwick Place forecast to be made available to Infracore on 14 February, four weeks in advance of the Rev4 programme date. St Andrew St will be made available, in totality, by the end of March circa seven weeks late. Scottish Water Legacy Works are likely to require derogations from standards at short notice. The resolution of these items is being hampered by poor historical record keeping under MUDFA. T&T have requested CEC assistance in the deployment of additional Clerk of Works resource in support of this work stream. Infracore works in Haymarket1 are currently 56 days late, when assessed against the Rev4 programme. Measures to recover this delay are being explored. This slippage does not currently impact on the critical path for the On Street Works. The progression of seventeen Cost Engineering initiatives has been confirmed by CEC. Following development of integrated planning of the Infracore and utilities works it is clear that completion of the project in on or before the Rev 4 programme date is increasingly unlikely without the benefit of the proposed Cost Engineering initiatives. Infracore are reporting a ten week delay to the Off Street works programme through the Network Rail corridor. This delay is largely the result of failure to obtain Network Rail approvals in line with the Rev 4 programme. Particular concern remains over the lack of approved construction methodology for the Murrayfield Retaining Walls. A decision on the scope of the Edinburgh Gateway remains outstanding. The design of a "do minimum" solution is being progressed by Infracore in order to inform this decision. Network Rail have advised the project of their plans to develop Haymarket station. Minor modifications to the scope of the Tram works will be required to accommodate Network Rail's proposals. Six trams have now been delivered to the depot with delivery currently running a month ahead of programme. £2.49m of change occurred in the financial reporting period (22 December 2011 to 27 January 2012) bringing the total instructed change since September 2011 to £3.51m. The AFC for Infracore Works, Utilities Diversions and Trams is currently £500.2M, excluding the impact of delays from utilities works and benefits from Cost Engineering initiatives 	<ol style="list-style-type: none"> Agree appropriate delivery strategy for legacy works north of York Place. Obtaining permissions in support of the location of revised OLEs in Princes Street and design approvals at Dublin Street & Picardy Place Agreement of scope of traffic management provisions in Forth Ports area. Agreement of scope of On Street public realm provisions. Final Tram Inspector Agreement will require signature by the end of January 2012. Clarification on historical commercial position relating to scope of the Roseburn Delta Footpath. Secure Scottish Water build over agreements Confirmation of scope at Edinburgh Gateway Clarity of succession arrangements for the operation of Gogar Depot

Progress Milestones, Planned vs. Actual



VISUAL SECTION



Produced by	Shirley Collin & Shirley Mushet	SECTION	SUMMARY DASHBOARD REPORT			Employer	City of Edinburgh Council
Approved by	Julian Weatherley	Issue By:	Turner & Townsend Project Management Limited, 9 Lochside Avenue, Edinburgh Park			Address	Waverley Court, Edinburgh, EH8 8BG
Status	FINAL	Issue Date	30-01-2012	REPORTING PERIOD	13th to 27th January 2012	Project:	Edinburgh Tram Network

KEY MILESTONES

Section	Description	Rev 4 Schedule Date	Forecast/ Actual Date	B-A-C Var. (d's)	Completed	Crit. Path	Comments
Section Completions							
ALL	Section A; Depot complete	16-Dec-11	16-Dec-11	0	✓	Y	
ALL	Section B; Test Track complete	08-Mar-13	08-Mar-13	0		Y	
ALL	Section C; All construction complete	09-Apr-14	tbc	tbc		Y	Delays resulting from utilities works. Re-schedule in line with Cost Engineering initiatives
ALL	Section D; open for revenue	08-Jul-14	tbc	tbc		Y	Delays resulting from utilities works. Re-schedule in line with Cost Engineering initiatives
On Street							
Haymarket							
On-Street	Haymarket 1 – Completion of Utility moves in advance of Infraco Works	28-Oct-11	16-Dec-11	49	✓	N	Access to site was granted to Infraco on 18-Nov-11, with only minor utilities works remaining. Full hand back was 16 Dec 11
On-Street	Haymarket 1 – Completion	04-Apr-12	30-May-12	56		N	Assessment of delay is complete & reasons generally accepted, discussions on cost/programme mitigation are underway with Infraco. Delay to H1 completion does not affect overall project completion date.
On-Street	Haymarket Civils Works Complete for all Phases	23-Jul-13	23-Jul-13	0		N	This date is under review to take account of the Cost engineering Initiative
Shandwick Place							
On-Street	Shandwick Place Traffic Management Commences	07-Mar-12	14-Jan-12	-53	✓	N	Site access achieved early to facilitate Utility Clearing Works
On-Street	*Shandwick Place 1 Utilities Work to commence	N/A	03-Jan-12	N/A	✓	N	No forecast date in Rev4. Utility works now in progress.
On-Street	Completion of Shandwick Place Utility Moves	N/A	14-Feb-12	N/A		N	Current handback is approximately 4 weeks before Infraco due to Commence works
On-Street	Shandwick Place Civils Works Complete	15-Nov-13	15-Nov-13	0		N	This date is under review to take account of the Cost engineering Initiative
St Andrews Square & St Andrews St North							
On-Street	St Andrews Sq Traffic Management	14-Feb-12	07-Jan-12	-38	✓	N	Work complete. Change over of Traffic Management system from South St Andrew's Sq. to South St David's St.
On-Street	Commence St Andrews Square Utility Moves	N/A	09-Jan-12	N/A	✓	N	Utility works in progress.
On-Street	*St Andrews Square Utilities Work Complete	N/A	14-Feb-12	N/A		N	On Schedule to be handed over 14th Feb in accordance with requirements of Rev.4
On-Street	Complete *Section 01 St Andrews Square Outbound Ch 1061 to 1220 Carriageway Construction	25-Oct-12	25-Oct-12	0		Y	
South St Andrews St / Waverley Junction							
On-Street	Start Utilities Works South St Andrew St / Waverley St Junction	N/A	09-Jan-12	N/A	✓	Y	No specific activity in Rev4 plan
On-Street	Finish Utilities Works South St Andrew St / Waverley St Junction	N/A	23-Mar-12	N/A		Y	No specific activity in Rev4 plan
On-Street	*Commence Civil Work *Section 01 South St Andrews/Waverley Junction St. Inbound Ch 1171 to 1364 Phase 1	08-Feb-12	26-Mar-12	47		Y	Discussions ongoing with BBS to resequence works in SAS area to mitigate programme impact.
On-Street	Complete *Section 01 South St Andrews/Waverley Junction St. Outbound Ch 1150 to 1370 Carriageway Construction	15-Oct-12	10-Jan-13	75		Y	Delays resulting from utilities works. Re-schedule in line with Cost Engineering initiatives
York Place							
On-Street	Start York Place Utility Moves	N/A	Under Review			Y	This date is under review to take account of the Cost engineering Initiative
On-Street	Completion of York Place Utility Moves	N/A	Under Review			Y	This date is under review to take account of the Cost engineering Initiative
On-Street	Commence Civil Works - York Place	24-Oct-12	Under Review			Y	This date is under review to take account of the Cost engineering Initiative
On-Street	Completion of York Place Civils Works	11-Nov-13	Under Review			Y	This date is under review to take account of the Cost engineering Initiative
Princes Street							
On-Street	Completion of Princes St Highway Re-instatement and non-M&E works	05-Jul-12	05-Jul-12	0		Y	Discussions ongoing with BBS indicate that works in PST area may be completed ahead of Rev.4 date. Discussions ongoing to clarify. Rev.4 date remains at present.
Off Street							
ALL	Forecast completion of AIR-HAY route	21-Aug-13	07-Nov-13	78		Y	Key objective, delay due to potential impact of Murrayfield ground improvements
Off-Street	Murrayfield ground improvements, complete	25-Mar-12	01-Jul-12	98		Y	Potential impact if revised gr'd improv'ts are not agreed and approved by NR
Off-Street	Haymarket Yards, complete	27-Feb-12	04-Apr-12	37		N	Delay accom'd within float, no effect on forecast completion of AIR-HAY route
Off-Street	South Gyle Beam Installation, complete	11-Jul-12	14-Aug-12	34		N	Delay accom'd within float, no effect on forecast completion of AIR-HAY route
Off-Street	Water of Leith Bridge, complete	31-Aug-12	26-Oct-12	56		Y	Delay due to impact of Murrayfield ground improvements
Off-Street	W4, 19-29; Russell Rd. Retain, complete	29-Oct-12	03-Dec-12	35		N	Delay accom'd within float, no effect on forecast completion of AIR-HAY route
Off-Street	S21A, S505; Roseburn St., complete	19-Sep-12	07-Jan-13	110		N	Delay accom'd within float, no effect on forecast completion of AIR-HAY route
Off-Street	S22A Balgreen Road Bridge complete	18-Sep-12	04-Dec-12	77		N	Delay accom'd within float, no effect on forecast completion of AIR-HAY route
Off-Street	Gyle Tram Stop complete	23-Apr-13	21-May-13	28		N	Delay accom'd within float, no effect on forecast completion of AIR-HAY route
Depot & Test facilities							
Depot & Test Facilities	Mini test track available	02-Dec-11	12-Dec-11	10	✓	N	Complete
Depot & Test Facilities	Soil nails, test, complete, Gogar landfill	16-Jan-12	13-Feb-12	28		N	Delay accom'd within float, no effect on forecast AIR-Depot test track available
Depot & Test Facilities	Rein'd Earth Embank't, complete, Gogar Landfill	16-Mar-12	16-Apr-12	31		N	Delay accom'd within float, no effect on forecast AIR-Depot test track available
Depot & Test Facilities	Eastfield Avenue, complete	21-Feb-12	30-Apr-12	69		N	Delay accom'd within float, no effect on forecast AIR-Depot test track available
Depot & Test Facilities	Ingliston Gas Mains diversion, const'n complete	N/A	31-May-12	N/A		N	Gas diversion is a new requirement
Depot & Test Facilities	A8 Underpass Completion & Traffic Back	13-Jun-12	23-Jul-12	40		N	Delay accom'd within float, no effect on forecast AIR-Depot test track available
Depot & Test Facilities	Completion of Gogar Burn Tram Stop	17-Oct-12	27-Aug-12	-51		N	Delay accom'd within float, no effect on forecast AIR-Depot test track available
Depot & Test Facilities	Interim test track, IPR-GBN available		20-Sep-12	N/A		N	The interim test track, IPR-GBN, is a proposed milestone
Depot & Test Facilities	AIR-Depot test track available	07-Dec-12	18-Dec-12	11		Y	Delay due to the late start of the retaining wall at the Airport, Infraco feel this is recoverable.
Tram Test & Commission							
Tram Test & Commission	Trams 1-5; commission	08-Mar-13	18-Mar-13	10		N	Delay not expected to have negative impact on other key project objectives
Tram Test & Commission	T2 Performance Tests. Complete	09-Apr-14	06-Apr-14	-3		N	T2 Test must be complete before Shadow Running / T3 Test
Tram Test & Commission	Shadow Running, AIR-YRK, complete	08-Jul-14	05-Jul-14	-3		N	T3 Test undertaken during Shadow Running

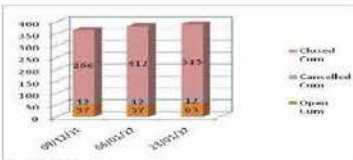
Produced by	Shirley Collin & Martyn Ayres	SECTION	HS&E, QUALITY, ASSURANCE			Employer	City of Edinburgh Council
Approved by	Julian Weatherley	Issue By:	Turner & Townsend Project Management Limited, 9 Lochside Avenue, Edinburgh Park			Address	Waverley Court, Edinburgh, EH8 8BG
Status	FINAL	Issue Date	30-01-2012	REPORTING PERIOD	13 th to 27 th January 2012	Project:	Edinburgh Tram Network

PROGRESS

SUMMARY

1. Assurance- The focus for the project technical assurance team has been centred around the completion of the mini test track 12th December and Section A completion of the depot on the 16th December. The team has been working closely with BBS to support the witnessing of key performance test to verify the infrastructure and system are 'fit for purpose'.
2. The documentation required to support the handover of the depot has now been received. This has been uploaded to the 'Project Evidence File', and distributed to our Technical Support Service contractor (URS). They are auditing the information through a process of sampling, comment are now due in early February.
3. Health and Safety - The team have been rolling out the new joint monitoring scheme with BBS, however the level of required monitoring has still to be achieved this should be achieved in the next period.
4. Quality - We are currently working with BBS to review the trends in relation to NCRs, a key area of concern is workmanship. This area continues to produce the majority of NCRs. This has been supported by further on site review of complete works.
5. Environmental - The project continues to maintain a high standard of compliance. With CoCP and site inspections. A number of observation (including fencing, signage, litter) have been raised to BBS for action to improve the external appearance of the work sites.
6. Other - Extensive dialog has been on going with the directors of Lothian Buses, with additional resources supplied to support the operations at the depot. Lothian buses are still in negotiations with CEC to take full responsibility for the depot.

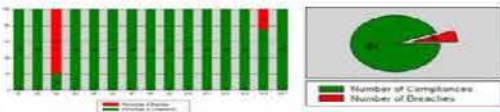
QUALITY



Total No of NCRs raised is 390.
 9 NCRs were raised during the period and 3 NCRs were closed out during the period.
 11 no open NCRs are greater than 6 months old.
 A formal site visit was undertaken with BBS to review the workmanship concerns raised at Princes street. A waiting a response from BBS, this may result in an NCR being raised.

ENVIRONMENT

- Environmental**
1. Joint Environmental Inspection has been carried out with BBS 18/1/12 at Balgownie Road/Water of Leith (Contractor Expanded). BBS have compiled and issued a report (ETH-SSA-001) – the site was in good order with good environmental knowledge.
 2. New monitoring programme now issued – environmental inspections will be carried out every 2 weeks with either BBS or a Non Infraco contractor.
 3. Part of the old tram network found at St Andrews Square South/Princes Street. GUARD Archaeology consulted and findings being documented by site team.
 4. Project Environmental legal Register to be updated during period 12 and issued to Project Managers for information.
- CoCP**
- CoCP compliance for this Period has increased and was recorded at 94%.
 Q3. Provision of site signage including public contact telephone numbers are being addressed by the respective contractors, this is now being improved.
 Q12. Permanent resolution of safety issues relating to wooden temporary walkway at Haymarket are the subject of ongoing discussion between T&T and BBS.

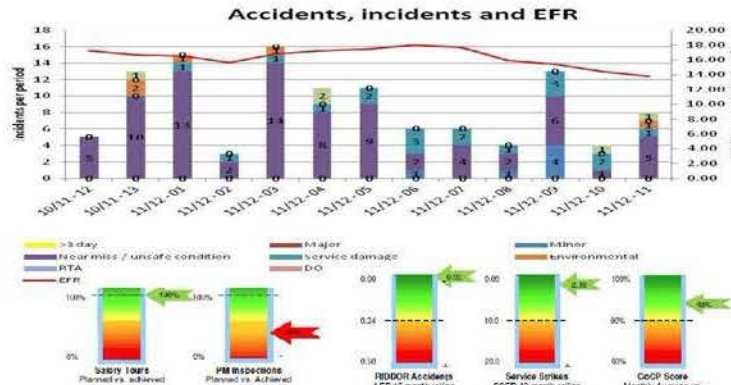


Health & Safety

1. There were no reportable accidents during the period. The rolling 13 Period AFR remains at 0.00, better than the benchmark KPI of 0.24 for the project.
2. 8 incidents were reported during the period.

Ref	Location	Description of Incident	Contractor	Classification
1586	St Andrews Square	A member of the public allegedly tripped over a heras fencing base on a pedestrian walkway.	McNicholas	A member of the public incident
1585	Shandwick Place / Coates Crescent	Spillage of approximately 1 litre of diesel from generator within groundhog unit	Bilfinger Berger	Environmental
1581	Murrayfield	Network Rail stopped work on the Murrayfield tramstop due to the Form B not having been signed off by Network Rail.	Grahams	Near misses
1583	Gyle	Scottish Water identified a non standard illegal connection into a manhole that had been undertaken without the ATC process being followed	Bilfinger Berger	Near misses
1588	Shandwick place	Report received that heras fencing had blown over in high winds.	McNicholas	Near misses
1584	N/A	Anonymous allegation to the Health and Safety Executive relating to work site personnel operating without correct qualifications and accreditations.	McNicholas	Others
1587	St Andrew Square	Break in to a welfare unit at St Andrew Square	McNicholas	Others
1582	Canning St / Shandwick Place	A live cable identified by City of Edinburgh Council / Scottish Power within a traffic sign column that had been cropped	Not known	Service damage

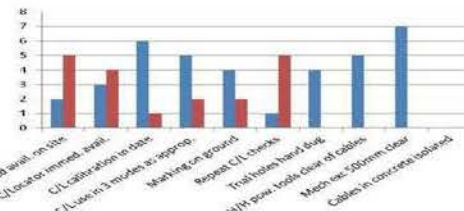
TREND



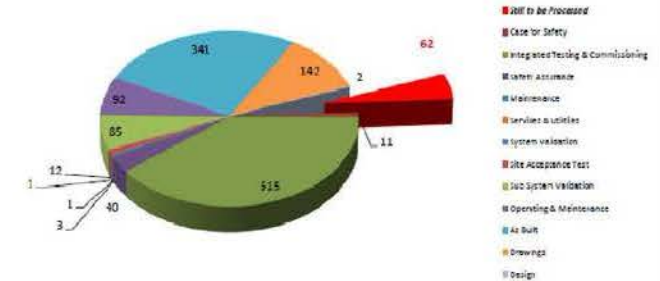
PROJECT INITIATIVES

Deliver the Tram Safely

1. Targeted inspections of excavation practice have been carried out with BBS. The results are now under review, shown below;



Project Evidence File (Section A)



CONSENTS

It is anticipated that the consents will be granted by April 2012.

Consent Type	Combined Consents required			
	Total Required	Total On Hold	Total Outstanding	Total Closed
Third party	17	4	13	
CCC Approval	7(1)	7	13	
Technical informations	6	1	5	1
Planning informations	23	8	15	

SOFT ANALYSIS

SUCCESSES

1. Targeted inspection of excavations completed.
2. All stakeholders are cooperating well at the depot.
3. Technical Support Service (TSS) audit scheme agreed.
4. Request of Opinion 18 has been agreed for derailment containment at Ocean Terminal bridges.

FAILURES

1. Site monitoring below 100%

OPPORTUNITIES

1. Increased monitoring of onsite activities. Project Management resources are will become part of integral assurance process.
2. Improved technical assurance of tram/ Infrastructure interfaces.
3. Safety seminars to be arranged for project manager.
4. EMC briefings.
5. Establishment of project safety meeting.

THREATS

1. Statuary bodies co-operation.
2. Late issue of documentation by BBS.
3. Potential gaps between contracted maintenance responsibilities
4. Visibility of BBS design and assurance documentation.

Produced by	Shirley Collin & Martyn Ayres	SECTION	TRAMS		Employer	City of Edinburgh Council	
Approved by	Julian Weatherley	Issue By:	Turner & Townsend Project Management Limited, 9 Lochside Avenue, Edinburgh Park		Address	Waverley Court, Edinburgh, EH8 8BG	
Status	FINAL	Issue Date	30-01-2012	REPORTING PERIOD	13 th to 27 th January 2012	Project:	Edinburgh Tram Network

PROGRESS IN PERIOD	PHOTOGRAPHS	KEY ISSUES
<ol style="list-style-type: none"> Good progress has been achieved in the period with six trams in total now delivered, of which 5 have completed static commissioning routine tests and 2 of the trams have now in addition completed the dynamic commissioning routine tests that can be performed within the constraints of the MTT. Vosloh-Klepe, the traction equipment subcontractor to CAF, have been on-site in support of the dynamic testing from 09/01/12. The Tram Inspector has been in attendance on-site as required in order to witness the formal dynamic commissioning tests. BBS have confirmed that they approve Mott MacDonald in the role of Tram Inspector, but have yet to agree to and sign the Tram Inspector Agreement. Delivery of trams restarted post Depot handover a month earlier than in the Programme with Tram 270 delivered on the 17/01/12. The trams delivered to site have now in total completed approximately 100 Km mileage accumulation post delivery to the Gogar Depot (note Tram 252 had completed 252Km prior to delivery from Wildenrath). Mike Irizar joins the CAF Site Team as Tram Interface Manager to be responsible for integration. 	 <p>Tram Testing 12th December 2011</p>	<ol style="list-style-type: none"> Mott MacDonald are undertaking the Tram Inspector role as confirmed by email by BBS, however BBS are yet to agree to, and sign, the legal agreement itself. The resolution date for this is expected to be 31st January 2012. This has a potential impact as Risk of a contractual Issue with BBS. Lothian Buses have yet to take operational responsibility for the Depot leaving responsibility unclear, steps are to be agreed with CEC in order to make this transition.

LOOK AHEAD	PHOTOGRAPHS	CEC ACTIONS / DECISIONS
<p>The following items will be progressing during the coming period:</p> <ol style="list-style-type: none"> Seventh Tram is expected 30th January 2012. Eighth Tram is expected 21st February 2012. First Five Trams Dynamically Commissioned Forecast Date, 23rd February 2012. 	 <p>Tram Testing 12th December 2011</p>	<ol style="list-style-type: none"> Letter of intent was sent from CEC to Mott MacDonald for the Tram Inspector. Final Tram Inspector Agreement will require signature by the end of January 2012.

SOFT_ANALYSIS	
<p>SUCCESSSES</p> <ol style="list-style-type: none"> Start of dynamic Tram Commissioning Testing Mott MacDonald introduced into Tram Inspector role Relationship with Project Teams. CAF Interface Manager (Mikel Irizar) appointed to strengthen Tram/Infrastructure integration. CAF Maintenance Team in place now and learning on the job through commissioning. Tram 6 to 10 planned to be delivered early. 	<p>OPPORTUNITIES</p> <ol style="list-style-type: none"> Euro Exchange Rate fluctuation against the pound Start system testing and commissioning on completion of Off Street Section (Airport to Shandwick Place crossover) leading to earlier commencement of Revenue Service date (early partial service on Off Street Section and early service on full route) Strengthening of Tram integration technical interface management
<p>FAILURES</p> <p>None identified</p>	<p>THREATS</p> <ol style="list-style-type: none"> Relationship between BBS (primarily Siemens) and CAF needs to be strengthened on integration and coordination of testing. Late commencement of Revenue Service Commencement Date causes CAF to claim costs and EOT. CAF documentation Procedures (Not Design). Need to convert plan to handover responsibility of depot operations from ETL to Lothian Buses.

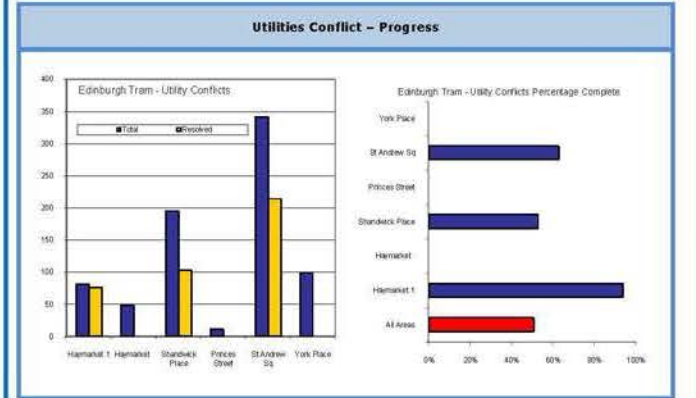


Bridge beams installed at Edinburgh Park viaduct

Produced by	Shirley Collin & Rob Leech	SECTION	ON STREET DASHBOARD REPORT		Employer	City of Edinburgh Council
Approved by	Julian Weatherley	Issue By:	Turner & Townsend Project Management Limited, 9 Lochside Avenue, Edinburgh Park		Address	Waverley Court, Edinburgh, EHS 8BG
Status	FINAL	Issue Date	30-01-2012	REPORTING PERIOD	13th to 27th January 2012	Project:
						Edinburgh Tram Network

- PROGRESS IN PERIOD**
1. Scottish Water works completed in Princes Street allowing traffic to be switched in early January
 2. Traffic Management switches
 3. Works are underway to deal with utility conflicts.
 4. Piling completed ahead of Infraco schedule in H1
 5. Excavating and backfilling air raid shelter in H1
 6. OLE pile cap construction
 7. Early completion of non M&E Princes Street works being targeted
 8. Princes Street works re-sequenced recently to ensure bus traffic can be switched in early March
 9. Prolongation assessment complete and will not impact the project end date, potential commercial liability accounted for in this periods cost report.
 10. Third party approvals and consents for Dublin Street Steps, Picardy Place and Princes Street OLE re-design were progressed during the period.
 11. Re-sequencing of traffic management opportunities being pursued
 12. Design work north of York place on hold pending the outcome of a review
 13. Works required in the Forth Ports/Lindsay Road area assessed and programme being developed.

- LOOK AHEAD**
- The following items will be progressing during the coming period:
1. Enabling works in Haymarket and Shandwick Place due to commence 24 March 12
 2. Closure of Princes Street east bus lane 03 March 12
 3. Utilities team is also beginning planning work in relation to the utilities at York Place.
 4. Infraco works will continue in Haymarket 1 including pile cap construction, filling of the air raid shelter and earthworks to allow construction of the track slab and pavements.
 5. Utility conflict works in Shandwick Place - 14 February 12 ahead of Rev 4 programme
 6. Remedial and non M&E works by Infraco will continue in Princes Street and Turner & Townsend will seek to carry out some legacy works in the area ahead of completion of the non M&E works in the summer of this year.
 7. Utility conflict in St Andrew Street North and St Andrew Square - 14 February 12 in accordance with Rev 4
 8. Work in St Andrews Street South delayed until end March 12.



- KEY ISSUES**
1. Scottish Water relationship
 2. Legacy works database being finalised - range of utilities
 3. Legacy works within tram worksites - Possible delays, categorisation being finalized
 4. Legacy works at North of York Place - Strategy being finalized
 5. Delays at St Andrew Street - Mitigation measures being explored
 6. Utility conflicts outside DKE +2
 7. Infraco compliance - Princes Street inspection

- CEC ACTIONS / DECISIONS**
1. Obtaining permissions in support of the location of revised OLEs in Princes Street and design approvals at Dublin Street * Picardy Place
 2. Agree appropriate delivery strategy for legacy works north of York Place

- ON STREET SOFT ANALYSIS**
- | SUCCESSSES | OPPORTUNITIES |
|--|--|
| <ol style="list-style-type: none"> 1. Princes Street hand back 2. Traffic Management switches on time 3. Cost engineering initiative - TM Phasing 4. Good working relationships with BBS 5. Piling works at Haymarket ahead of schedule | <ol style="list-style-type: none"> 1. Optimize revised traffic phasing 2. Close out works at Forth Ports & Lindsay Road 3. Curtail design north of York Place |

- | FAILURES | THREATS |
|---|--|
| <ol style="list-style-type: none"> 1. Carriageway vertical alignment in south St Andrew St 2. SDS OLE design 3. MUDFA contract administration & supervision 4. Lack of clarity over consents requirements & ownership | <ol style="list-style-type: none"> 1. Legacy works at Leith Walk 2. Legacy works within tram worksites 3. Scottish Water relationship 4. Unknown utilities 5. IC adjudication on OLEs 6. Approval of OLE/Dublin Street & Picardy Place 7. Infraco delay to Rev 4 due to utilities 8. Infraco non-conformance |

Produced by	Shirley Collin & Shirley Mushet	SECTION	OFF STREET DASHBOARD REPORT		Employer	City of Edinburgh Council	
Approved by	Julian Weatherley	Issue By:	Turner & Townsend Project Management Limited, 9 Lochside Avenue, Edinburgh Park		Address	Waverley Court, Edinburgh, EH8 8BG	
Status	FINAL	Issue Date	30-01-2012	REPORTING PERIOD	13 th to 27 th January 2012	Project:	Edinburgh Tram Network

PROGRESS IN PERIOD	PHOTOS	
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- Russell Road Bridge; east abutment piling complete;
- Russell Road Retaining Wall W4; bored piling continuing;
- Roseburn Street Structures; sewer diversion and bored piling;
- Water of Leith Bridge; bored piling to centre pier commenced;
- Baird Drive Retaining Wall; earthworks commenced;
- Balgreen Road Bridges; installation of temporary works and bored piling progressing;
- South Gyle Access bridge; columns installed;
- Edinburgh Gateway; 'do minimum' scope options being progressed;
- AS Underpass; last section of the deck to be poured;
- Edinburgh Park Corridor; drainage and sub-base construction commenced;
- Eastfield Avenue to Gogarburn Bridge to Gogar Farm Road; track laying has commenced in sections;
- NIL crossing future proofing duct and drainage installation commenced;
- Ingliston Park and Ride; substation fit out has commenced;
- Airport retaining wall; sheet piling continuing;
- EAL tramstop and kiosk; secant piling commencement in the period to 27th January 2012 the main achievements were:
- Mini test track - completion on the 12th December 2011
- Completion of Section A and handover of the depot on the 16th December 2011.



Baird Drive Embankment Construction

- KEY ISSUES**
- Edinburgh Gateway do minimum option potential impact on run time and maintenance.
 - Decision on the Edinburgh Gateway works to ensure no delay to the Infracore works.
 - High Voltage to the Ingliston Park and Ride sub station wayleave with Scottish Power.
 - There is now a positive relationship with Network Rail on Haymarket interfaces. BBS need to keep to their revised programme.
 - A methodology is required for the Murrayfield ground improvements. Infracore are holding discussions with subcontractors 25th January 2012.
 - Submission and approval of construction documentation by Network Rail has not kept pace with project targets. This is the result of poor planning of document production.

- CEC ACTIONS / DECISIONS**
- Clarification on historical commercial position relating to scope of the Roseburn Delta Footpath.
 - Confirmation of scope at Edinburgh Gateway

- LOOK AHEAD**
- The following items will be progressing during the coming period:
- Haymarket Substation – installation of pipework;
 - Haymarket Yards; OLE pole installation and road reopening;
 - Haymarket Corridor; installation and testing of ducts and drainage and redesign of three OLE plinth (bottom of Haymarket Yards);
 - Russell Road Retaining Wall W3; site clearance and demolition;
 - Murrayfield Stadium Retaining Wall and Underpass; method of work to be agreed with Network Rail for ground improvement works;
 - Murrayfield Tram Stop; lightweight aggregate fill, north and south main stairs base works and tensor blocks and lift shaft works will be ongoing;
 - Gogar landfill; completion of soil nailing;
 - NIL crossing; Drainage and ducting future proofing works ongoing;
 - Gogar to Eastfield Avenue; continuation of track laying and
 - Eastfield Avenue; Crossing construction shall commence.



Future Proofing of NIL Crossing

STREET SOFT ANALYSIS

<p>SUCCESSSES</p> <ol style="list-style-type: none"> Section A completion with Depot and Mini test track handover. Positive working relationship established with Network Rail on Haymarket Station Interface Railway Supervisor now onboard to assist with Third Party Duties and site supervision along the railway corridor. SGH working on the diversion of the high pressure main at Ingliston Deputy CRE brought onboard by BBS. Positive meeting with RBS on Tram Stop 	<p>OPPORTUNITIES</p> <ol style="list-style-type: none"> VE opportunities identified Off Street. Develop closer working relationships with key stakeholders such as Scottish Water and Network Rail. Analysis to be undertaken to see if programme can be brought forward for running to the IPR and then the airport.
<p>FAILURES</p> <ol style="list-style-type: none"> BBS failure to get documentation through to Network Rail 	<p>THREATS</p> <ol style="list-style-type: none"> Delays by Transport Scotland on a decision on the Edinburgh Gateway works could lead to consequential delays to the Infracore works. HV supply to the IPR sub station has not yet been finalised. Requires wayleave across BAA land. Interface with Network Rail along the railway corridor. Reduced working hours due to bad weather during winter. Lack of rail experience among some package contractors staff Murrayfield Ground Improvement methodology not having been produced and presented to Network Rail to date.

Network Rail Approvals

Week Ending 20th January 2012

4 documents on the priority list; 3 documents approved that were not on the priority list and 1 document not signed by the CRE.

Week Ending 27th January 2012

9 documents on priority list; 3 not ready for TPR or NR approval until 24th January, 1 not ready until 25th January and required Saturday night 28th.

January (turned out to be 9 documents not 4), 4 signed off by Network Rail and one being reviewed by Network Rail.

Week Ending	Planned	Actual
20/01/2012	3	3
27/01/2012	5	5
03/02/2012	5	5
10/02/2012	5	5
17/02/2012	5	5
24/02/2012	5	5
03/03/2012	5	5
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12/01/2018		

Produced by	Shirley Collin & Gary Easton	Function	COMMERCIAL			Employer	City of Edinburgh Council
Approved by	Julian Weatherley	Issued By:	Turner & Townsend Project Management Limited 9 Lochside Avenue, Edinburgh Park			Address	Waverley Court, Edinburgh, EH8 8BG
Status	FINAL	Issue date	30 January 2012	Reporting Period	4-11 to 1 Feb 2012	Project	Edinburgh Tram Network

Summary:				
1. The AFC for Infraco Works, Utilities Diversions and Trams is £500.2M and is in line with the budget.				
2. A detailed cost report has been submitted to CEC under separate cover.				
3. The AFC does not contain the potential benefits from the value engineering and does not account for the final QSRA/QCRA.				
4. We have agreed with CEC that the draft QSRA/QCRAs will be updated once the revised programme has been established and the value engineering instructions have been approved by the CEC Executive.				
5. The revised QSRA/QCRAs will be used to mitigate risks and advise on contingency requirements. The forecast contingency balance is £7.0M which represents the original contingency less Approved Change, Change in Progress and Anticipated Change.				
6. Cost movements will be tracked over the 4 week reporting period using the weekly CEC/T&T Change Meeting as the cut off for the reporting period. Movements in the interim 2 week dashboard will be highlighted.				
7. A summary of the cost movements (EMs) in this period are:				
[* Note: £0.7M adjustment to Utilities to align with budget of £2.9M. This has no effect on the overall forecast]				
Reporting Date	Approved	In Progress	Anticipated Change	Forecast Contingency
27th January	3.51	5.75	15.03	7.21
22nd December	1.02	6.81	16.67*	7.00
Movement	2.49	-1.06	-1.64	0.21
8. Note: The balance of the utilities diversion costs, utility company cost, £9.5M and the delay in signing Rev3A to Rev 4 at £4.5M are included in Anticipated Changes. These costs are subject to further development and mitigation.				
9. Contributions from 3rd Parties, Stakeholders and other CEC budgets amounts to £2.7M which reduces the original budget provision for Opportunities from £11M to £8.3M.				
10. The Cost report includes £8.3M for opportunities. The de-scoping of the works at Forth Ports, £2.4M, has been instructed which leaves a balance of £5.9M to be secured from the value engineering.				
11. BBS have raised fourteen Pricing Assumption Variations (PAVs) in the On-Street Works and there are two variations on the Off-Street works which require resolution in principle.				
12. The On-Street PAVs which require resolution in principle include (see opposite RED items): the disconnection of power to bus trackers. BBS maintain this is excluded, T&T consider that this was a known item of work and therefore was not discovered. Work is ongoing to establish the costs of the disconnections by McNicholas, the scope and price of the site clearance items to achieve a satisfactory resolution.				
13. The Off-street items which require resolution in principle include: liability for the costs for the footpath at the Roseburn viaduct and payment for utility diversions off street. Work is ongoing to achieve a satisfactory resolution.				
14. A report has been issued to CEC following our meeting with McGrigors. The report identifies a variance between the Mediation Heads of Terms in relation to the client taking the risk relating to all utility diversions and the requirement of the Settlement Agreement that utilities must be discovered to result in a variation. Further investigation would be required to determine what BBS (SDS) knew (surveys, designs, desktop analysis of utility company records) in order that the discovery test could be established. The cost report contains £2M of costs associated with the consequences of utilities on OLE foundations (delay to BBS, piling costs and standing time etc). CEC are to advise if further investigations are required to prove responsibility.				
15. £1.8M has been approved for Priority 1 conflicts within the Track Zone to March to increase the approved budget to £4.7M including the Leith Walk remedial works. Priority 1 conflicts include; OLE bases, road level conflicts, tram ducting chambers, tram ducting and track construction. The cost model is being refined to account for the emerging scope of work in Shandwick Place and St Andrews Square to cover unforeseen work e.g. removal of foam concrete, steelwork within the road construction, utilities being In the wrong location. The estimate is also being revised to account for the opportunity to mitigate Priority 2 conflicts, e.g. traffic signs and also the emerging Utility Company Costs.				

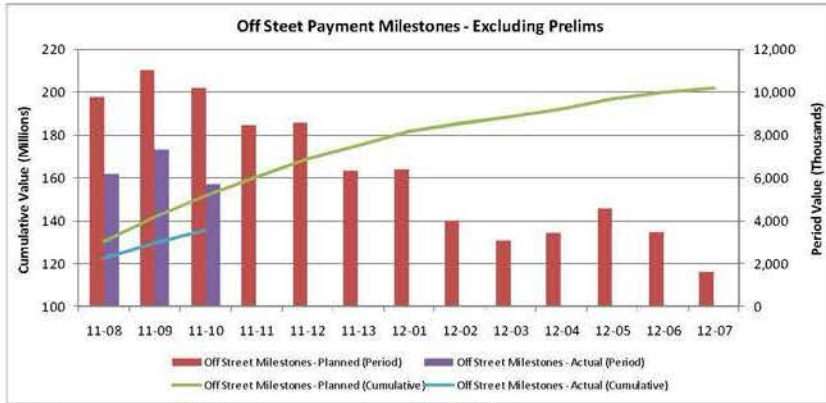
Period Approved	
Approved to 22 December reporting date	£1,016K
Additional BT ducts at depot and min test track	6
Design Gogar Castle Access Road – tram crossings and approaches	31
Edinburgh Gateway – Advance Temporary Works Design & minimum design	15
Design changes resulting from utilities – OLE, circular pile cap, ducting, drainage, track form	55
Edinburgh park office accommodation – running costs	79
On-street variations – periods 15 Oct and 12 Nov 2011	111
Drawdown for Utility diversions/protection within track zone (to March 2012)	1,800
Cathedral Lane Sub-station retaining wall	5
Haymarket Station – delete cladding installation, substation retaining wall and plinth	-20
Depot water main – surface reinstatement works	60
On-Street Variations – period end 10 Dec 12	357
TOTAL	£3,514K
IN PROGRESS	
Key Items	
<ul style="list-style-type: none"> Rationalisation of design, site investigations for utility diversions - £0.20M; Transfer of costs included in On-Street Works Period end estimates -£0.36M; Reduction in bus tracker power disconnections (undertaken by McNicholas) - £0.18M Early installation of TM at Shandwick Place – additional maintenance £0.18M 	
ANTICIPATED CHANGE	
Key Items	
<ul style="list-style-type: none"> Cathedral Lane sub-station - £0.4M Cycleway Mound/Hanover St - £0.93M Delay and prolongation – utilities affecting OLE foundations, piling etc £0.83M Roseburn Delta footpath £0.3M 	

PAVs	
Description	(EM)
Revised design to minimise utility diversions / conflicts - used for slit trenching and trial holes	0.02
Princes Street - 500mm Water Main Diversion	0.77
Utilities affecting the construction of OLE foundations	1.71
Site Wide - Power to bus trackers affecting the ability to remove site clearance items	0.02
Site Wide - Increased number of drainage boxes including installation	0.02
Haymarket H1 - Third Party (McNicholas) affecting ability to progress the works	0.00
Haymarket H1 - BT Fibre Optic Service requires diverting	0.11
Princes Street - Amend the design of the St. Johns Church OLE bases	0.02
Princes Street - 2011 Christmas Embargo - Temporary Surfacing of Track Infills	0.29
St Andrew's Square & Shandwick Place - Traffic Management Requirements	0.18
Haymarket 1 - OLE Base Relocations	0.00
On Street Generally - Worksite Modelling	0.01
BT Diversion at Waverley Bridge	Inc
Unidentified utility discovered when piling (OLE 131 100A)	0.00
Payment for Utility diversions off site outwith BBS's scope (cost report assumes cost neutral)	0.34
DDA Footpath Roseburn Viaduct	0.30

Produced by	Shirley Collin & Gary Easton	Function	COMMERCIAL			Employer	City of Edinburgh Council
Approved by	Julian Weatherley	Issued By:	Turner & Townsend Project Management Limited 9 Lochside Avenue, Edinburgh Park			Address	Waverley Court, Edinburgh, EH8 8BG
Status	FINAL	Issue date	30 January 2012	Reporting Period	4-11 to 1 Feb 2012	Project	Edinburgh Tram Network

COST MILESTONES

ON STREET



The milestone payments differ from the contract milestones for the following reasons:
 Contract milestones are based on Programme revision 3 whereas contract programme is based on revision 4.
 Contract milestone schedule indicates all payments are at completion of the milestone. Actual payments are based on partial completion (in accordance with the contract provisions)

OFF STREET



The milestone payments differ from the contract milestones for the following reasons:
 Refer to comments above

Ref	Opportunity	Potential Direct Cost Benefit (small; medium; large)	Programme/Risk Benefit (small; medium; large)	CEC Decision on capturing Opportunity (Agree/Reject/ or ?)
1	Relaxation of traffic management and embargoes	Medium	Medium	A
3	Non-use of Setts (setts to be included, budget contribution to be received)	Medium	Medium	?
4	Public Realm Works at St Andrew Square	Medium	Medium	A
5	Third Party Agreements	Medium	Medium	?
5a	Forth Ports	Medium	Medium	A
5b	Tram kiosk at airport (not to be taken forward)	Medium	Medium	R
6	Tram stop at York Place	Medium	Medium	A
7	Redeployment of surplus trams	Medium	Medium	A**
8	Track Materials	Medium	Medium	A
9	Omit works at Tower Place & Victoria Docks	Medium	Medium	A
12	Road Reconstruction	Medium	Medium	A
13	Stop design YOP-NEW	Medium	Medium	A
14	Storage of Materials	Medium	Medium	A
16	Further OFF-STREET VE Opportunities	Medium	Medium	?

Small = < £100k or < 1 week
 Medium = < £1M or < 1 month
 Large = > £1M or > 1 month

** Potential purchasers to be identified

Top Ten Risks

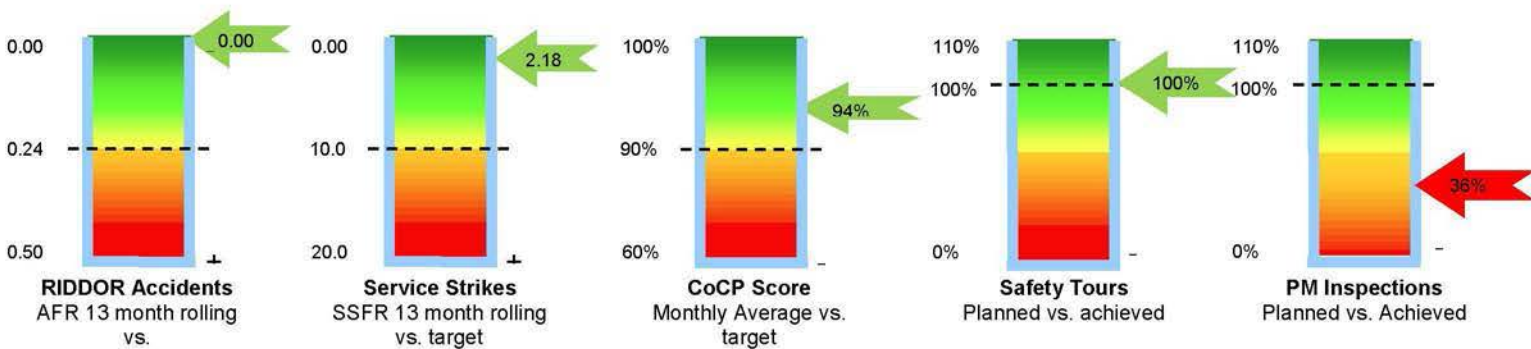
Risk	Level	Owner	Comments
Risk that contract is moved to cost reimbursable	III	Julian Weatherley	Monitoring, with continued project management effort to avoid.
Risk that additional scope/work is required that is not currently scheduled or costed	III	Julian Weatherley	Continuous liaison with Infraco regarding additional scope/design to identify at earliest stage. Managed by the section PMs. Design Manager in place
OLE bases conflict with existing unknown and known utilities	III	Stephen Lewcock	Piled solution with enabling works contractor installing pile guides or alternative design. TM review to allow additional time
Discovery of additional Track construction conflicts (Live)	III	Stephen Lewcock	Utility owners providing live and dead drawings. TM review to allow additional time. BB bridging track form. Localised sleaving of track / slit trenching
Tram (CAF) / Infrastructure (Infraco) integration risk. Risk that infrastructure and Tram meet the employers requirements but are incompatible such that system is inoperable	III	Alastair Richards	Mapping of programme interfaces between infraco and CAF programmes being developed and detailed mitigation strategies for programme interface crunch points assigned. Tram integration manager (Alistair Richards) appointed. CAF Interface manager (Mikel Irizar) to start from mid-January 2012
Risk that the project relationship with Scottish Water deteriorates and access to utilities and resolving of delay issues becomes prolonged	III	Rob Leech	Section testing ongoing. Programmed testing of complete track prior to project completion. Dedicated Scottish Water account Manager appointed. Meetings ongoing with Scottish Water (SW). Steering Group set up with Project Director attendance Co-located SW & T&T team if possible
Risk of delay due to or failure to obtain NR approval to build as a result of clause 16.2 (NwR corridor)	III	Shirley Mudgett	3rd party rep approved by NR. Meetings ongoing with NR. Assisting contractor in production of a detailed plan for the submission and approval of NR approval documentation. Co-located team now onsite
Late 3rd party claims for utility/property damages from works	III	Rob Leech	Utility provider presence on site and robust sign off process in place. Scottish Water legacy work costs to be evaluated and included in forecasts
Delay to gaining design Consents due to delays by 3rd parties (NR, SW, BAA, SG, Planning, informatives etc)	III	Rob Leech	Monthly meetings with stakeholders ongoing. 3rd Party Agreements tracker, design review tracker & informatives register being maintained Ongoing Negotiations with Scottish Water regarding specific high risk issue
Design approvals milestones are not met in line with rev4 programme	III	Rob Leech	Fortnightly design team meeting attended by all stakeholders. Tracking SDS Design Programme. Traffic light system for design approvals SDS design programme is incorporated into Master Schedule

Appendix 2 – Health, Safety & Environment

Deliver the Tram Safely / Deliver a safe Tram

HS&E ACCIDENTS and INCIDENTS SUMMARY

Total	Total Hours	>3 day	Major	Injury	NM/Unsafe Condition	Service Damage	ENV	RTA	MOP	AFR	SFR
Period	77,026	0	0	0	3	1	1	0	1	0.00	1.30
13 period rolling	823,831	0	0	6	79	18	5	0	5	0.00	2.18
INFRACO											
Period	68,441	0	0	0	2	0	1	0	0	0.00	0.00
13 period rolling	647,530	0	0	6	62	13	4	0	3	0.00	2.01
OTHER TRAM											
Period	2,862	0	0	0	1	1	0	0	1	0.00	34.95
13 period rolling	22,578	0	0	0	16	5	0	0	1	0.00	22.15



EXECUTIVE SUMMARY

- There were no reportable accidents during the periods 10 and 11. The rolling 13 Period AFR remains at 0.00, better than the benchmark KPI of 0.24 for the project.
- There were 2 reported Member of Public incidents during Period 10 and 11. Both involved slips/trips on temporary pedestrian walkways. (See Appendix A for details)
- CoCP compliance was recorded at 94% during Period 11
- 36% of planned PM joint inspections have been carried out during Period 11.
- 100% of planned safety tours were carried out during Period 11.
- 10 other incidents occurred during the periods 10 and 11 (3 near misses, 3 service damages, 1 minor injury, 1 environmental and 2 other) See Appendix A for details.

HS&E INSPECTIONS SUMMARY (a summary of significant inspection findings can be found in appendix B)

Project Running Totals	HS&E Tours (Directors)	HS&E PM Inspection
Number planned	1	14
Number achieved	1	5

HSQ&E KEY ACHIEVEMENTS

- The rolling 13 Period AFR remains at 0.00, better than the benchmark KPI of 0.24 for the project.

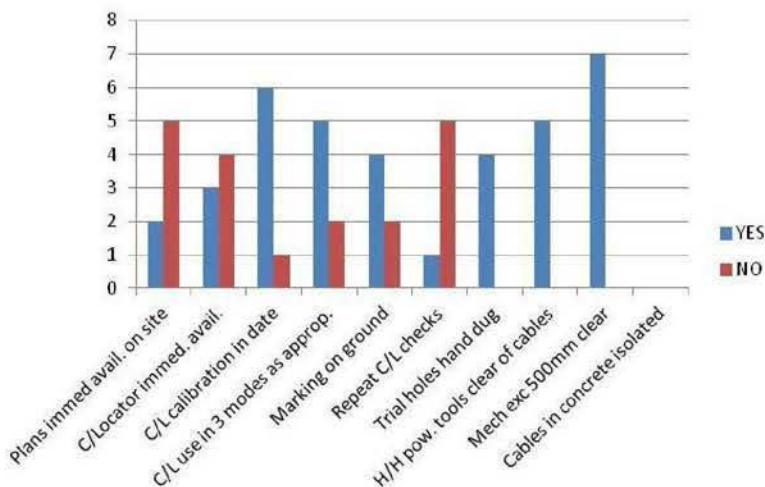
Key Issues – Points to Note

- Following an alleged MoP slip at a wooden temporary walkway at Haymarket, T&T raised concerns with BBS over the management of safety at the installation. BBS have subsequently undertaken to renew the slip resistant surface and to ensure vigilance in monitoring and gritting. The walkway is likely to be removed during February 2012. T&T site staff will continue to monitor BBS management of public safety at this temporary pedestrian route.
- A programme of targeted inspections has been carried out jointly by T&T and respective contractors at excavation sites across the project. Whilst more than 20 excavations were inspected those with active excavation taking place were assessed for compliance with HSE guidance HSG47. The results from 7 such sites are summarised in the chart below. Similar failings were identified on both BBS and McNicholas sites and these are now being addressed through toolbox talks, on site coaching and increased supervisory vigilance. Failings included:

- Site plans being on site but not immediately available to team (e.g. with excavator operator)
- Cable locator being share by multiple teams resulting in restricted use
- Repeat scanning with cable locator not being undertaken as excavation progresses

Repeat inspections in around 2 months will assess improvement.

Safe Excavation Inspection (Compliance with HSG47)



ENVIRONMENTAL SUMMARY

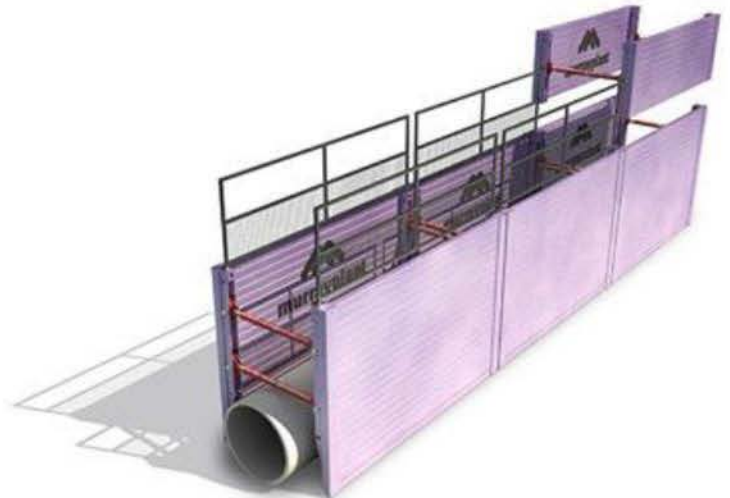
List any significant environmental events, initiatives, breaches etc

- Joint Environmental Inspection carried out with BBS 18/1/12 at Balgreen Road/Water of Leith (Contractor Expanded). BBS have compiled and issued a report (ETN-S5A-001) – the site was in good order with good environmental knowledge.
- New monitoring programme now issued – environmental inspections will be carried out every 2 weeks with either BBS or a Non Infraco contractor.
- Part of the old tram network found at St Andrews Square South/Princes Street. GUARD Archaeology consulted and find being documented by site team.
- Project Environmental legal Register to be updated during period 12 and issued to Project Managers for information.

BEST PRACTICE

List any significant quality events, initiatives, breaches etc

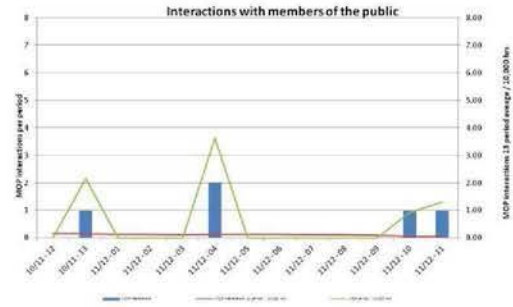
- BBS arranged an on-site safe excavation demonstration focussing on correct use of trench boxes.



MEMBER OF PUBLIC INTERACTION SUMMARY

List any significant interactions with members of the public, including RTA's, alleged incidents

There were 2 reported MoP incidents during Period 11, both involving slips/trips at temporary walkways (See Appendix A for detail)

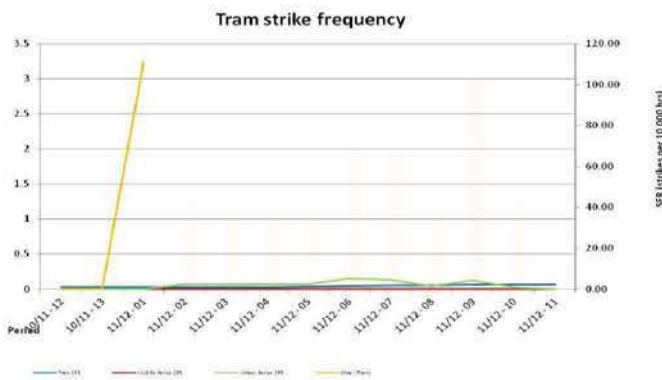
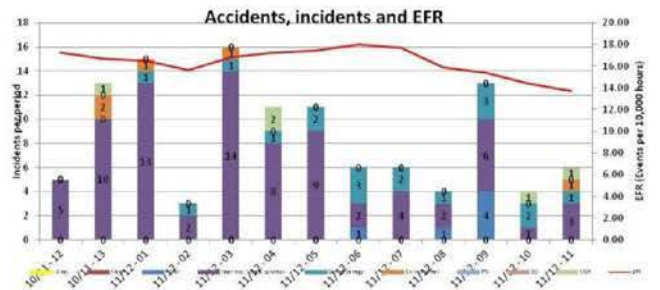


CDM Compliance

List any significant quality events, initiatives, breaches etc

- Responses and close out statements were received from BBS following an audit conducted on compliance with CDM (Reg9). Some residual issues were transferred into the snagging programme developed during the depot handover process. The lack of natural light has been raised formally by the operator.

GRAPHS



APPENDIX A SIGNIFICANT INCIDENTS

There were 2 significant incidents during periods 10 and 11 as detailed below:-

AIIR Ref:	AIIR 1579	Contractor:	Grahams		
Location:	Walkway between Haymarket Station and Haymarket Yards				
Project:	Infraco	Date & Time:	19/12/11 before 8:30		
Sub Contractor:		Contractor Reference:			
Project Manager:	Tom Cotter	Is the accident / incident Serious / Significant or Major?	Yes X	No	
Description:	<p>Incident reported by e-mail to Alf Orriell by Suezi Page, ICAS.</p> <p>Member of public fell on wooden walkway between Haymarket Station and Haymarket Yards.</p> <p>Member of public later attended Accident & Emergency 19/12/11 and was diagnosed as having cracked her coccyx.</p>				
Action taken by Contractor:	<p>In addition to planned daily inspections BBS have undertaken to spread sand / whin dust on greasy walkway surface as often as necessary, as an interim measure pending implementation of a permanent solution.</p>				
Action taken by Project Team (if required):	<p>Site visited by T&T, photographs taken. Concerns over management of walkway were raised with BBS who subsequently undertook to re-new slip resistant surface and to ensure vigilance in monitoring and gritting. Walkway likely to be removed during February 2012.</p> <p>T&T to monitor effectiveness of BBS preventative actions.</p>				

AIIR Ref:	AIIR 1586	Contractor:	McNicholas.		
Location:	St Andrew Square bus station				
Project:	Utility works	Date & Time:	16/01/12 AM		
Sub Contractor:		Contractor Reference:			
Project Manager:	Stephen Lewcock	Is the accident / incident Serious / Significant or Major?	Yes X	No	
Description:	<p>Member of Public allegedly tripped on Heras fencing base protruding into pedestrian walkway outside St Andrew Square bus station.</p>				
Action taken by Contractor:	<p>Site made safe prior to report being received. McNicholas are using learning from this incident as basis for toolbox talks / site briefings regarding safety on pedestrian routes around sites.</p>				
Action taken by Project Team (if required):	<p>Site visited by T&T. Preventative actions discussed with McNicholas and learning points to be used at project wide safety forum with other contractors.</p>				

APPENDIX A (Continued)

Other Incidents

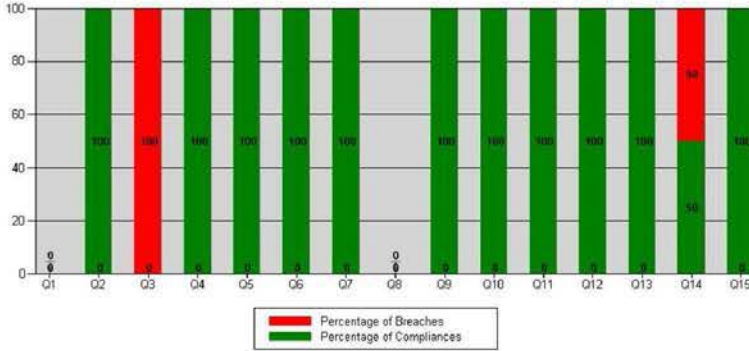
Date	Contractor	Accident / Incident Type	Detail	Category
14/12/2011	Farrans	Minor injury	Operative was loading a van and was standing over a manhole which was covered by a single piece of heras fencing & a piece of timber. Heras fencing gave way & the operative fell half into the manhole. Minor injury to leg, but no treatment was required.	Minor
16/12/2011	Grahams	Service damage	Graham Construction were receiving two loads of trench fill from SKENE group Haulier when it was noticed by one of the site operatives that the second vehicle of two was manoeuvring from the footpath on to the carriageway. It was noticed that the vehicle went down on one side indicating a dip. Upon inspection it was found that a BT junction box had sustained damage to both its frame and lid.	Minor
04/01/2012	McNicholas	Service damage	Hand digging as preparation for OLE base at Shandwick Place area the team struck a lead water service with the shovel.	Minor
06/01/2012	Grahams	Near miss	Network Rail stopped work on the Murrayfield due to the Form B not having been signed off by Network Rail.	Minor
13/01/2012	Not known	Service damage	Phil Carson of Scottish Power attended site and discovered that there was cable still live located within a traffic sign that had been chopped. The access cover to the pole was open and accessible to the public.	Minor
13/01/2012	Bilfinger Berger	Near miss	Scottish Water inspected the MH 9202 on drawing ULE90130-05-DNE-00022 Rev11. A non standard illegal 150mm connection to a Scottish Water network MH 9202 without an ATC or informing Scottish Water the works were being started was identified.	Minor
16/01/2012	McNicholas	Other	Anonymous allegation to the health and Safety Executive relating to work site personnel operating without correct qualifications and accreditations.	Minor
19/01/2012	Bilfinger Berger	Environmental	Spillage of approximately 1 litre of diesel from generator within groundhog unit.	Minor

Project Report – Period 11

Date	Contractor	Accident / Incident Type	Detail	Category
19/01/2012	McNicholas	Other	Break in to welfare unit.	
22/01/2012	McNicholas	Near miss	Report received that heras fencing was blowing around on Shandwick Place. Fencing secured by City Logistics.	Minor

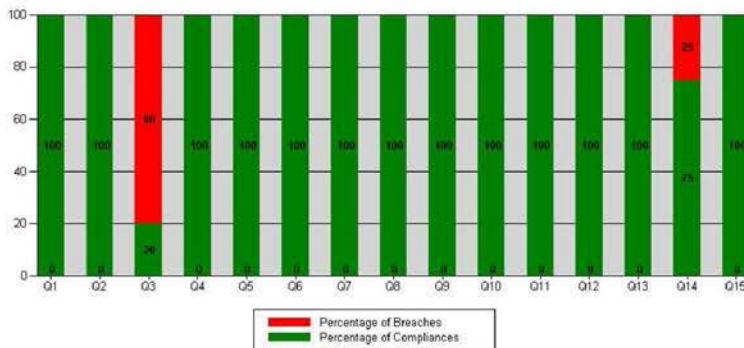
APPENDIX B – COCP INSPECTIONS

Period 10



Q1. Hours of Work
Q2. Notification
Q3. Notices
Q4. Fencing and Hoarding
Q5. Noise
Q6. Waste Management
Q7. Waste Water and Run-Off
Q8. Water
Q9. Emergency Access
Q10. Parking
Q11. Litter and general housekeeping
Q12. Dust
Q13. Smoking
Q14. Members of the Public
Q15. PPE and Behaviours

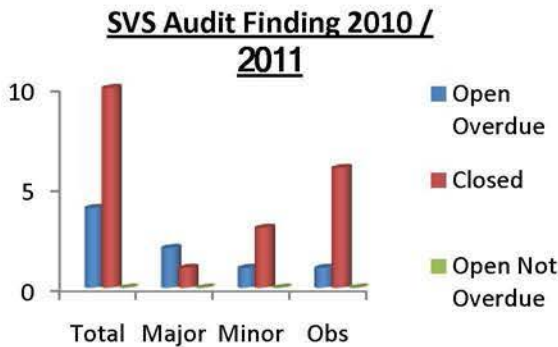
Period 11



Summary of issues and action taken

- Concerns over management of public safety at temporary walkway at Haymarket were raised with BBS who subsequently undertook to re-new slip resistant surface and to ensure vigilance in monitoring and gritting. Walkway likely to be removed during February 2012. T&T will continue to monitor the effectiveness of BBS preventative actions at this location.
- Provision of site signage including public contact telephone numbers are being addressed by the respective contractors.

Safety Verification Scheme (SVS) Audit Findings



Non Conformance Reports (NCR)



1.0 Executive Summary

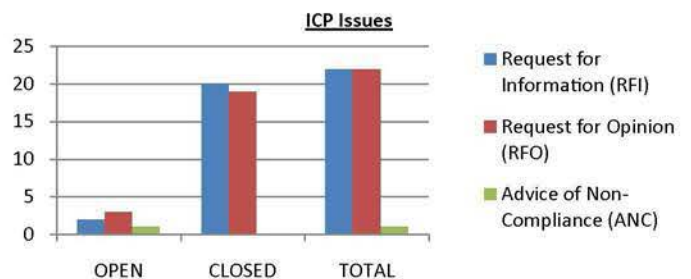
- BBS has not progressed with closure of SVS Audit report TSA/10/003. A letter is being issued to escalate this.
- Currently awaiting formal responses to SVS audit report TSA/11/02, further letter sent to BBS 23/1/12.
- Independent Competent Person (ICP) – 2 open Requests for Information (RFI's) (1 on hold); 3 open Requests for Opinion (RFO's) and 1 open Advice of Non Compliance (ANC).
- Submissions relating to Section A (Inspection and Test Plans & Design Assurance Statement) are currently under review by Technical Support Service (TSS)
- **Signalling & Traffic** - Reversing crossovers at Leith Walk, York Place and Shandwick Place are still being finalized by SDS.
- **OLE Building Fixings** - Notices to be issued w/c 23/1/12 for the two fixings on Hanover Street and the one proposed fixing on Shandwick Place. A 28 day notice period is in place from date of notice, and if no objection is received, then deemed consent.
- **Power & OLE** - BBS have yet to resolve the CEC informative regarding final. Siemens are to obtain a sample to show CEC planners to enable final closure of this informative.
- Programme for metrics inspections has now been issued, inspections to resume during period 12.
- **NCR's** - 25 NCRs were raised during the period and 19 NCRs were closed out during the period.

2.0 Safety Verification Scheme (SVS)

System Assurance

- SVS Audit TSA/11/02 – Systems Integration and Engineering (Integrated Design Check (IDC) Process) held 23rd November 2011. Report issued to BBS December 2011; formal response awaited – to be chased during period 12.
- SVS Audit findings TSA/10/03/002 & 004 require further clarification.
- SV reports tie-SVS-REP-11-03 for Junction 91. Response received and is currently under review by David Manning.
- Body of Evidence – progressing well with the collation of documentation.

ICP Issues



- RFI-021 - Action outstanding BBS to provide suitable drawings showing CCTV/PA coverage to enable assessment of any additional requirement. Due 09/12/11
- RFI-014 and RFI-017 are expected to be

closed off during this period.

- Information associated with RFO-018 and RFO-021 has been received during the period, currently being reviewed prior to submission to the ICP.
- RFO-022 re Emergency Isolation Procedure for depot and mini test track issue 18/1/12, response outstanding

3.0 BBS Design Construction and T&C Assurance

Electromagnetic Compatibility (EMC)

- No EMC issues to report this period

Trackform

- W Biggins and CEC (A Renwick) reviewed and approved the draft “Design of on-street Trackform” [Ref. CEC Letter SS1/AR]

OLE Building Fixings

- Notices to be issued w/c 23/1/12 for the two fixings on Hanover Street and the one proposed fixing on Shandwick Place. A 28 day notice period is in place from date of notice, and if no objection is received, then deemed consent.

Power & OLE

- BBS have yet to resolve the CEC informative regarding finials. Siemens are to obtain a sample to show CEC planners to enable final closure of this informative.

Signalling and Traffic signals

- Reversing crossovers at Leith Walk, York Place and Shandwick Place are nearing completion by SDS. The design is in final internal review prior to submission to CEC for approval. No delivery date is available yet.
- Point controller cabinet & layout foundation previously reviewed. It was noted that the layout of cabling and equipment was missing from the submission. System schematics for these cabinets now received and under review. Checking Points control equipment for motorised points. David Manning has now taken over this issue and will provide an update during period 12.
- Meetings held to agree preferred option for communication connections between UTC, Junctions and the control Room with fail over. Integrated solution discussed which will look at the most cost effective data provision for CCTV and Emergency fall back provision at Annandale Street as well. This issue has now been passed to David Manning who will update the status during period 12.
- 2 options outstanding for Traffic light controller units (TLCs) and UTC BBS have intimated no cost differential between the two options. CEC attended Nottingham Traffic Control Centre on 5th December 2011 and Sheffield on 6th December 2011 to see how the options are managed. CEC to circulate notes from visits (including previous visit to Bradford) on alternatives. Cost differential of options to be confirmed.
- BBS to provide extracts from junction drawings to facilitate early commissioning of haldo pillars for power connection to new TLC cabinets, David Manning to chase this issue during period 12.

Depot Equipment

- Wash plant – Pressure washers provided, provision of power supply and cold water in sidings to be confirmed. End wash equipment configuration undergoing redesign to ensure plant operates as required.
- Unimog – VOSA correspondence closed out by Alistair Richards/Operator. Unimog requires Tax and License to operate on road network, legal requirements to be finalised by operator
- Wheel Lathe - Testing completed on CAF wheelset, demonstration provided by CAF that calibration wheelset is appropriate.
- T&C of all depot equipment completed, punch list items to be corrected and close out of issues demonstrated.

4.0 Operator/Maintainer Safety Management System (inc. T&C)

- Preparations for depot handover & mini-test track operations were completed and depot and mini-test track operations commenced successfully.
- Procedures and management systems have been developed and implemented.
- Post handover contracts and resources were put in place, including appointment of a replacement Engineering Manager and an Assistant Engineering Manager.
- Training progressed in accordance with the integrated training plan. Supplier training necessary for depot and test track operation has been carried out and controllers and driver trainers will be passed out as competent for depot and main-line off-street driving w/c 15th January 201.
- The first ISO9001 certification audit scheduled for December has been deferred until January. Pre-certification audits for ISO4001 and BS OHSAS 18001 took place successfully on the 12th and 15th December respectively, with the auditors expressing their confidence that the processes were at a state of readiness for certification audits.
- Work is ongoing on updated the safety management system in preparation for transfer of responsibility for operations to Lothian Buses.

5.0 Metrics

- New monitoring programme now issued. Metrics inspections will resume during period 12. Initially inspections started for works at the Depot will be reviewed and closed where possible. An update will be provided in the next period report.

6.0 NCR's

- Total No of NCRs raised is 390.
- 25 NCRs were raised during the period and 19 NCRs were closed out during the period.
- 11 no open NCRs are greater than 6 months old.

7.0 Deliver a Safe Tram – Required Action

- Metrics Inspections to recommence during period 12.
- Ongoing review of Section A handover documentation with particular reference to the Body of Evidence.

Appendix 3 –Client Decisions

Edinburgh Tam Project - PROJECT DELIVERY GROUP MEETING

Turner & Townsend - Client Decisions Register

January 27, 2012

Action Ref No.	Actionee	Date Action Opened	Action	Expected Date of Closure	Date of Completion	Status	Comment/ Commentary
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CLIENT DECISIONS REGISTER

CLIENT DECISIONS							
	ALIASTAIR RICHARDS	26-01-2012	Letter of intent was sent from CEC to Mott MacDonald for the Tram Inspector. Final Tram Inspector Agreement will require signature by the end of January 2012.			OPEN	
	SHIRLEY MUSHET	26-01-2012	Roseburn Delta footpath, this requires to come to a conclusion on where commercial responsibilities lie.			OPEN	
	ROB LEECH	25-01-2012	Agree appropriate delivery strategy for legacy works north of York Place			OPEN	
	GARY EASTON	20-01-2012	A number of variations are occurring on-site owing to "discovery" of utilities. To validate this investigation of BBS/ SDR design and survey would be required. (Approx £2M.			OPEN	
	SHIRLEY MUSHET	22-12-2011	Decision to go ahead with minimum scope solution at Edinburgh Park.			OPEN	
	SHIRLEY MUSHET	22-12-2011	Obtaining "build over licence" at Haymarket substation	29-02-2012		OPEN	
	ROB LEECH	22-12-2011	Obtaining permissions in support of the location of revised OLE supports in Princes Street and outstanding design approvals at Dublin Street steps and Picardy Place.	31-01-2012		OPEN	

Edinburgh Tam Project - PROJECT DELIVERY GROUP MEETING

Turner & Townsend - Client Decisions Register

January 27, 2012

Action Ref No.	Actionee	Date Action Opened	Action	Expected Date of Closure	Date of Completion	Status	Comment/ Commentary
221211-PDG-001	ROB LEECH	22-12-2011	Decision, following issue of briefing paper from T&T, on procurement route for Scottish Water remedial north of York Place. Turner & Townsend are in discussion with CEC regarding the most appropriate procurement strategy for the legacy works on Leith Walk.	19-01-2012		OPEN	
221211-PDG-002	ROB LEECH	08-11-2011	Street Lighting, Road Sign & Bus Stop connections/disconnections: BB do not believe they are responsible for these works. The Way forward is to be included as an agenda item at the next Construction Control Meeting	19-01-2012		OPEN	
	SHIRLEY MUSHET	05-01-2012	Decision to go ahead with minimum scope solution at Edinburgh Gateway.	05-01-2012	05-01-2012	CLOSED	
221211-PDG-003	SHIRLEY MUSHET	08-11-2011	Clarity of scope for Edinburgh Gateway works	09-11-2011	09-11-2011	CLOSED	
221211-PDG-004	ROB LEECH	08-11-2011	Clarity of scope for On Street public realm works	09-11-2011	09-11-2011	CLOSED	
08121-PDG-010	SHIRLEY MUSHET	05-01-2012	Railway Supervisor Role ➤ Permission to engage	19-01-2012		OPEN	Raised again at meeting on 22-12-11. Awaiting confirmation to appoint.
08121-PDG-014	SHIRLEY MUSHET	05-01-2012	Roseburn DDA Compliant Footpath ➤ Inclusion within Scope	19-01-2012		OPEN	
	GARY	08-11-2011	Independent Certifier assessment of T&T paper on Prelims on SDS	09-11-2011	09-11-2011	CLOSED	

Edinburgh Tam Project - PROJECT DELIVERY GROUP MEETING

Turner & Townsend - Client Decisions Register

January 27, 2012

Action Ref No.	Actionee	Date Action Opened	Action	Expected Date of Closure	Date of Completion	Status	Comment/ Commentary
	EASTON		changes				
	ROB LEECH	08-11-2011	Support to early decision making in respect of traffic modelling of junctions.	09-11-2011	09-11-2011	CLOSED	
	ROB LEECH	08-11-2011	Confirmation of OCIP insurance cover extension beyond October 2011.	09-11-2011	09-11-2011	CLOSED	
	ROB LEECH	22-12-2011	Confirmation of scope and funding allocation for St Andrew Square public realm works	19-01-2012	09-11-2011	CLOSED	
	ROB LEECH	08-12-2011	Confirmation of on OCIP Insurance cover/extension beyond the 8 th December 2011	08-12-2011	08-12-2011	CLOSED	
	ROB LEECH	08-11-2011	Independent Certifier assessment of Infraco obligations in respect of Utilities, following submission of Turner & Townsend report on 4 November 2011.	09-11-2011	09-11-2011	CLOSED	

Appendix 4 – Cost Report and Contingency Analysis

Section 1 - Project Summary

		Budget Information			Committed			Actuals		Forecast					Third Party Contributions		Variance	
		A	B	C = A + B	D	E	F = D + E	G	H	I	J	K	L	M = F + I + J + K + L	N	O = M - N	P = O - C	Q = O / C - 1
		Original Budget	Budget Variation	Current Budget	Original Contract Value	Approved Contract Changes	Current Contract Value	Certified to Date	Outstanding Amount	Changes in Progress	Anticipated Change	Opportunities	Risk / Mitigated	Anticipated Final Cost	Estimated Contribution Value	Anticipated Final Project Cost	Budget Variance (Value)	Budget Variance (%)
Edinburgh Tram Programme		496,936	3,218	500,154	479,660	3,514	483,174	297,300	202,609	5,749	15,025	-8,322	7,206	502,832	2,678	500,154	0	0.54%
1	Infraco	398,877	4,932	403,809	413,103	1,714	414,817	242,617	172,200	5,749	5,496	-8,322	0	417,740	2,678	415,062	11,253	3%
2	Utilities	2,912	1,800	4,712	2,912	1,800	4,712	691	13,550	0	9,529	0	0	14,241		14,241	9,529	202%
3	Tram vehicles	62,400	0	62,400	63,645	0	63,645	53,992	9,653	0	0	0	0	63,645		63,645	1,245	2%
4	Specified Risk Allowance	32,747	-3,514	29,233	0	0	0		7,206	0	0		7,206	7,206		7,206	-22,027	-75%

Comments:
 Report excludes Enabling work packages reported under T19 and utilities reported under T18
 Contributions include amounts relevant to reported budgets only. Any further contributions are reported by CEC.

Risk:
 The specified risk allowance is adjusted to match the forecast with the budget. This will be updated once a full QSRA and QCRA is completed

Actions
 QCRA and QSRA required to inform the amended risk allowance

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Section 1 - Infraco Commercial Summary

	Budget Information			Committed			Actuals		Forecast					Third Party Contributions		Variance	
	A	B	C = A + B	D	E	F = D + E	G	H	I	J	K	L	M = F + I + J + K + L	N	O = M - N	P = O - C	Q = O / C - 1
	Original Budget	Budget Variation	Current Budget	Original Contract Value	Approved Contract Changes	Current Contract Value	Certified to Date	Outstanding Amount	Changes in Progress	Anticipated Change	Opportunities	Risk / Provision	Anticipated Final Cost	Estimated Contribution Value	Anticipated Final Project Cost	Budget Variance (Value)	Budget Variance (%)
Infraco Contract	398,877	4,932	403,809	413,103	1,714	414,817	242,617	172,200	5,749	5,496	-8,322	0	417,740	2,678	415,062	11,253	3.45%
Off Street	360,060	1,246	361,306	362,501	1,246	363,747	238,018	125,729	5,207	300	-142	0	369,112	2,298	366,814	5,508	2.16%
00 Preliminaries and Other Items	150,408	269	150,677	150,409	269	150,678	100,911	49,767	4,616	0	0		155,294	0	155,294	4,617	3.06%
01 Newhaven Road to Haymarket	85,368	767	86,135	87,738	767	88,505	85,295	3,210	482	0	-2,122		86,865	318	86,547	412	0.85%
02 Haymarket Corridor	8,692	-20	8,672	8,692	-20	8,672	4,279	4,393	40	0	0		8,712	0	8,712	40	0.46%
05 Roseburn Junction to Gogar	80,035	120	80,155	80,105	120	80,225	22,374	57,851	0	300	940		81,465	940	80,525	370	1.63%
06 Depot	19,979	33	20,012	19,979	33	20,012	18,257	1,755	138	0	0		20,150	0	20,150	138	0.69%
07 Gogar to Edinburgh Airport	15,578	77	15,655	15,578	77	15,655	6,902	8,753	-69	0	1,040		16,626	1,040	15,586	-69	6.20%
On Street	38,817	468	39,285	47,384	468	47,852	3,937	43,915	542	5,196	-8,180	0	45,410	380	45,030	5,745	15.59%
00 Preliminaries and Other Items	21,837	0	21,837	21,837	0	21,837	3,294	18,543	71	0	0		21,908	0	21,908	71	0.33%
01 Newhaven Road to Haymarket	16,980	468	17,448	25,547	468	26,015	643	25,372	471	5,196	-8,180		23,502	380	23,122	5,674	34.70%
00 Maintenance & Mobilisation	0	2,205	2,205	2,205	0	2,205	662	1,543	0	0			2,205	0	2,205	0	0.00%
00 Spare Parts	0	1,013	1,013	1,013	0	1,013	0	1,013	0	0			1,013	0	1,013	0	0.00%

Comments:
Excludes £3.2m phase 1b payment (refer to budget T19.C)

Risk
Refer to Risk register for risks identified against infraco programme
All risk is held at programme level. This section of the cost report makes no allowance for risk.
Refer to the outputs of the QCRA/QSRA for further information on

Actions

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Section 2A - Approved Change - Clause 80

TNC No.	Description	Forecast Amount	Previous Period	Change from Previous Period	Notes	Section Code	Change Code
501	Hawthornevale Cycle Link - Change the design to widen the footway alongside the south side of Lindsay Road	20,021	20,021	0		01	01
502	Amend the design of Ocean Drive to reinstate the footpath to the north of Ocean Drive	10,231	10,231	0		01	01
503	OLE temporary portals at depot access bridge to allow finalisation without Edinburgh Gateway	67,646	67,646	0	Edinburgh Gateway funding	05	01
504	Review of the banned right turn into Blenheim Place as part of the design for Section 1C2 roads	46,247	46,247	0		01	01
505	York Place Terminal Point - Production of a feasibility report, initial feasibility design for option ii), run time modelling etc	228,653	228,653	0		01	01
506	Design for providing a new cycleway from the Mound to Princes Street	9,437	9,437	0		01	01
507	St Andrew's Square - Provide a clarification report and completion of the St. Andrew's Square Public Realm design	133,075	133,075	0	Additional funding opportunity	01	01
508	Eastfield Avenue - Obtain EAL approval for the highways design drawings at Eastfield Avenue tram crossing	10,025	10,025	0		07	01
509	Design of Cathedral Lane Substation	233,596	233,596	0		01	01
511	Storm Water Connection from Gogar Lodge to the landowners new septic tank	5,750	5,750	0		05	08
512	Re-design of Ocean Terminal Bypass Road	53,685	53,685	0		01	01
517	Additional BT Ducts at Depot and Mini Test Track	2,996	9,833	-6,837		06	08
526	Airport to Gyle - Tram Delivery Temporary Works	6,878	6,878	0		07	08
529	Design Gogar Castle Access Road tram crossing and approaches	31,308	61,095	-29,787		05	08
530	Amend the design of the Depot Road turning head as per RDC191. Option 2	30,458	30,458	0		06	08
531	Edinburgh Gateway - Advance Temporary Works design	9,349	300,000	-290,651		05	08
536	System Wide - Tramstop Cabinets - reduction in 10 years maintenance liability	0	-5,069	5,069	No saving to contract	01	08
538	Depot - Tramwash Continuous Mode - Requirement for additional hand lances washers	0	25,000	-25,000	Change rejected - included within contract	06	08
544	Extension to Edinburgh Park Office to accommodate CEC / Transport Scotland	159,900	159,900	0		00	08
558	Site Wide - Provision of a CAD Technician	2,000	0	2,000		01	08

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Section 2A - Approved Change - Clause 80

TNC No.	Description	Forecast Amount	Previous Period	Change from Previous Period	Notes	Section Code	Change Code
561	Forth Ports Area - Omit all works at the Forth Ports area	0	0	0	Included within V.E. list	01	08
562	On Street Generally - OLE Design Changes for On Street Section (PMC 045)	20,000	0	20,000	All design costs to be grouped under tnc 562 (BBS PMC 045)	01	08
563	On Street - Amend pile caps from square / rectangular to circular	5,000	0	5,000	All design costs to be grouped under tnc 562 (BBS PMC 045)	01	08
565	Advanced design works for Edinburgh Gateway Minimum Option	6,000	0	6,000		05	08
566	On Street Generally - Ducting Design Changes Due to Utilities Conflicts	10,000	0	10,000		00	08
567	On Street Generally - Drainage Design Changes Due to Utilities Conflicts	10,000	0	10,000		00	08
568	On Street Generally - Trackform Design Changes Due to Utilities Conflicts	10,000	0	10,000		00	08
569	Additional Running Costs associated with the extension to the Edinburgh Park offices	79,200	0	79,200		00	08
572	Cathedral Lane Substation - Retaining Wall Design	5,000	0	5,000		01	08
574	Haymarket Station - Delete viaduct cladding	-10,000	0	-10,000		02	08
576	Depot - Reinstatement to 250mm Watermain Remedial Works	60,000	0	60,000		07	04
577	Haymarket Viaduct - Sub Station Retaining Wall and Plinth	-10,000	0	-10,000		02	08
Total		1,246,456	1,406,462	-160,006			

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Section 3A - Change in Progress - Clause 80

TNC No.	Description	Minimum	Most Likely	Maximum	Forecast Amount	Previous Period	Change from Previous Period	Notes	Section Code	Change Code
510	Murrayfield Accommodation Works	0	0	0	0	0	0	Withdrawn	01	08
513	Revised design to minimise utility diversions / conflicts - used for slit trenching and trial holes	120,000	150,000	180,000	150,000	400,000	-250,000		01	08
514	Utility Mapping	92,756	92,756	92,756	92,756	84,816	7,940	Time chargeable costs. L&M Surveys and Class One. Complete	01	08
515	Edinburgh Gateway 33kV Cable Protection	0	0	0	0	0	0	Refer to 531	05	08
516	Additional Watermain requirement at Depot and Mini Test Track	15,734	19,667	23,600	19,667	19,667	0		06	08
518	Design & installation of a new cycleway through the Mound / Hanover Street Junction	0	0	0	0	20,000	-20,000	Previously PWTNC-018 - Withdrawn (Duplicates 506)	01	01
519	York Place - Design of a temporary tram stop	0	0	0	0	0	0	Previously PWTNC-019 - Withdrawn (Duplicates 505)	01	01
520	Valve chamber access and alteration works to 800mm water main at the Depot	94,645	118,307	141,968	118,307	118,307	0		06	08
524	Airport to Gyle - NIL Design Finalisation	24,000	30,000	36,000	30,000	30,000	0		07	01
525	Airport to Gyle - Site Access for Remedial Works	0	0	0	0	0	0	Superseded by 525A	07	08
525A	Airport to Gyle - Site Access for Remedial Works	40,000	50,000	60,000	50,000	50,000	0		07	08
527	Ingliston - Reimbursement of Costs paid directly to SGN for the diversion of approximately 120m of 10" steel IP gas main to accommodate the new Edinburgh Tram at Ingliston	0	0	0	0	0	0	Saving from Infracore, not included during the period as cost not shown in utility budget	07	04
534	SP Insurance Ducts - Install Insurance ducts at various locations	40,000	50,000	60,000	50,000	50,000	0		07	08
539	System Wide - Delay in signing - impact on commencement and completion	4,314,103	4,541,161	4,768,219	4,541,161	4,600,367	-59,206	Meeting scheduled to review cost incurred at delay commencement	00	02
540	Section 7 - Plot 304 - Omit Landscaping works	-159,560	-199,450	-239,340	-199,450	-50,694	-148,756	Full value of omission calculated as £182k. Subject to cancellation costs from subcontractors	07	08
541	Princes Street - City Chamber - Annandale Street Communication Links. Usage of CEC available BT-Lines to avoid provision of direct FO link from Princes Street to City Chambers	0	0	0	0	0	0		01	08
542	Old Port Road - Design of new Cycle Path	0	0	0	0	10,000	-10,000	Change withdrawn - no cost	01	08

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Section 3A - Change in Progress - Clause 80

TNC No.	Description	Minimum	Most Likely	Maximum	Forecast Amount	Previous Period	Change from Previous Period	Notes	Section Code	Change Code
549	Princes Street - Amend the design of the St. Johns Church OLE bases	3,000	4,000	5,000	4,000	6,000	-2,000	Opportunity to deduct original scope to be persued once acceptance of revised pole locations is achieved.	01	08
550	Shandwick Place OLE & Landscape Design Revision	0	0	0	0	0	0	Costs included in anticipated change section	01	08
553	Site Wide - SDS to provide the services of Matt Fell	60,000	75,000	90,000	75,000	75,000	0		00	01
556	Track Work Materials York Place to Newhaven - Price Fixing for Rheda City C and D	0	0	0	0	0	0	Included in VE register	01	12
557	Haymarket 1 - OLE Base Relocations (Design mods)	24,000	30,000	36,000	30,000	0	30,000	All design costs to be grouped under tnc 562 (BBS PMC 045)	01	08
559	Detailed Design of York Place	160,000	200,000	240,000	200,000	0	200,000	tnc issued - awaiting BBS estimate	01	08
571	Hope Street Junction Design	4,000	5,000	6,000	5,000	0	5,000		01	08
573	Roseburn - Non DDA Compliant Footpath	0	0	0	0	0	0	TNC covers design only. Costs associated with this change included in the anticipated change section	05	08
575	Haymarket Station - Take Down Haymarket Station Viaduct Staircase and Parapet	32,000	40,000	48,000	40,000	0	40,000		02	08
Total			5,206,441		5,206,441	5,413,461	-207,020			

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Section 3B - Change in Progress - Schedule 45

TNC No.	Description	Minimum	Most Likely	Maximum	Forecast Amount	Previous Period	Change from Previous Period	Notes	Section Code	Change Code
521	Haymarket - Temporary Accommodation	0	0	0	0	4,917	-4,917	Costs included in end of period On Street Works certified amounts	01	08
522	Haymarket 1 - Road Reconstruction	0	0	0	0	0	0	Included in VE register	01	08
523	Haymarket 1 - Additional CBR / Plate Testing	0	0	0	0	10,000	-10,000	Included within on street priority works (contract milestones)	01	08
528	Haymarket 1 - Slit trench excavation to validate utilities	0	0	0	0	10,000	-10,000	Included within on street priority works (contract milestones)	01	08
532	Princes Street - Temporary traffic management design	0	0	0	0	0	0	Further information required	01	10
533	Princes Street - 500mm Water Main Diversion	0	0	0	0	40,163	-40,163	Costs contained within 535	01	08
535	Princes Street - 500mm Water Main Diversion - rev 3 dwg	124,000	130,201	130,000	129,134	0	129,134		01	08
537	Haymarket 1 - Additional visit of Tar planer to facilitate slewing of BT ducts	0	0	0	0	15,000	-15,000	Withdrawn	01	08
543	Haymarket H1 - Utilities affecting the construction of OHLE foundations	57,000	59,651	60,000	59,267	147,500	-88,233	Only covers section H1. H2 to YP included in item 7 of Anticipated Change.	01	08
545	Site Wide - Power to bus trackers affecting the ability to remove site clearance items	16,000	20,000	24,000	20,000	200,000	-180,000	McNicholas to remove. Contra charge BBS; allowance included for BBS attendance	00	08
546	Site Wide - Increased number of drainage boxes including installation	21,482	21,482	21,482	21,482	55,941	-34,459		00	08
547	Haymarket H1 - Third Party (McNicholas) affecting ability to progress the works	0	0	0	0	30,000	-30,000	Costs included in end of period On Street Works certified amounts	00	08
548	Haymarket H1 - BT Fibre Optic Service requires diverting	24,000	30,000	36,000	30,000	150,000	-120,000	T&T currently reviewing BBS Prolongation claim - 56 days delay claimed to 10/12/2011	00	08
551	Princes Street - 2011 Christmas Embargo - Temporary Surfacing of Track Infills	120,000	150,000	180,000	150,000	300,000	-150,000		01	08
552	Princes Street - BT diversion @ junction of Princes Street and South St. David Street	0	0	0	0	40,000	-40,000	Costs included within TNC 535	01	08
554	St Andrew's Square & Shandwick Place - Traffic Management Requirements	0	0	0	0	0	0	Refer to Revision A	01	10
554A	St Andrew's Square & Shandwick Place - Traffic Management Requirements	144,000	180,000	216,000	180,000	0	180,000		01	08
555	Haymarket - OLE 196B design revision to avoid main sewer	8,000	10,000	12,000	10,000	0	10,000		01	08
560	St. Andrews Square - Omit £0.7m of repairs to road surface finishing	0	0	0	0	0	0		01	08
564	On Street Generally - Worksite Modelling	8,000	10,000	12,000	10,000	0	10,000		01	08

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Section 3B - Change in Progress - Schedule 45

TNC No.	Description	Minimum	Most Likely	Maximum	Forecast Amount	Previous Period	Change from Previous Period	Notes	Section Code	Change Code
570	Omit the Removal of Trees in Shandwick Place	-7,000	-9,100	-11,000	-9,067	0	-9,067		01	08
578	SI Provisional Sum Allowance	-46,000	-58,000	-70,000	-58,000	0	-58,000		01	08
Total			544,233		542,816	1,003,521	-460,705			

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Section 4 - Anticipated Change

TNC No.	Description	Minimum	Most Likely	Maximum	Forecast Amount	Previous Period	Change from Previous Period	Notes	Sched.	Section Code	Change Code
1	Pricing Assumptions - 6.4.2.1 Floating Track Slab	784,000	980,000	1,176,000	980,000	1,000,000	-20,000	Verbal advice from Siemens and Bilfinger Berger of cost of providing floating slab at all locations identified. Potential opportunity to reduce if marginal locations are omitted. Subject to final report from BBS.	On	01	08
2	Pricing Assumptions - 6.4.2.3 York Place Terminal Point	755,200	944,000	1,132,800	944,000	1,000,000	-56,000	Excludes design costs (in change section of report).	On	01	08
3	Pricing Assumptions - 6.4.2.4 Cathedral Lane Substation	480,000	600,000	720,000	600,000	1,000,000	-400,000	This budget allowance is for the extra over cost included in the contract for construction of the new tram substation only. There is no allowance for any works in constructing Henderson Global's substation. Design work is included in TNC 509	On	01	08
4	Pricing Assumptions - 6.4.2.6 Dublin Street	40,000	50,000	60,000	50,000	75,000	-25,000		On	01	08
5	Pricing Assumptions - 6.4.2.7 Cycleway at Mound	56,000	70,000	84,000	70,000	1,000,000	-930,000	Allowance for alterations to pavement at junction of Princes St and the Mound	On	01	08
6	Track Lowering	400,000	500,000	600,000	500,000	3,000,000	-2,500,000	The majority of the utility conflicts which result from the track lowering have now been incorporated into the utility forecast. Remaining allowance for bridging structures. Opportunities for bridging being finalised.	On	01	08
7	Piled OLE base in lieu of utility diversion	600,000	750,000	900,000	750,000	258,333	491,667	Total of 49 piles. Awaiting on street estimates from BBS to confirm value.	On	01	08
8	Haymarket viaduct substation				0	0	0	Consents status TBC	On	01	08
9	NIL future proofing and tramstops				0	0	0	confirm if this is part of settlement agreement	Off	07	08
10	Settlement Agreement exclusions not included elsewhere	323,502	404,378	485,254	404,378	404,378	0	Refer to Schedule E, items 7,8,10,11,12,14. 6 removed - now included in change in progress	On	01	08
11	Increased rent for extended office at Edinburgh Park (Capital Cost in tnc 544)	0	0	0	0	102,500	-102,500	Moved to Change in progress (tnc 569)	Off	00	08
12	H1 delay costs associated with utilities	492,800	616,000	739,200	616,000	0	616,000	Allowance for 8 weeks delay @£77k/wk	On	01	02
13	Delayed commencement to Shandwick Place & St Andrews Square (from 7/2/12)	169,600	212,000	254,400	212,000	0	212,000	Allowance for 4 weeks delay @£53k/wk	On	01	02
14	Roseburn Delta - DDA footpath	240,000	300,000	360,000	300,000	0	300,000		Off	05	08

Section 4 - Anticipated Change

TNC No.	Description	Minimum	Most Likely	Maximum	Forecast Amount	Previous Period	Change from Previous Period	Notes	Sched.	Section Code	Change Code
15	Mudfa Reinstatement - Hope Street / Lothian Road	8,000	10,000	12,000	10,000	0	10,000		On	01	08
16	Ongoing traffic management at Lindsay Road	48,000	60,000	72,000	60,000	0	60,000	Additional TM cost in excess of contract agreement - 4 months allowed at £15k per month	On	01	08
Total			5,496,378		5,496,378	7,840,211	-2,343,833				

Section 5 - Change Summary

Change Code	Description	Approved Change	Change in Progress	Anticipated Change	Opportunities	Risks	Total
01	Design Risk	813	105	0			918
02	Time delay Impact	0	4,541	828			5,369
03	Utilities: Haymarket to York Place	0	0	0			0
04	Utilities: Off Street	60	0	0			60
05	Blockade and Possession Costs	0	0	0			0
06	Routine Maintenance	0	0	0			0
07	Relaxation of time constraints	0	0	0			0
08	Pricing Assumption Variations and Client Change	842	1,103	4,668			6,613
09	Land Purchase	0	0	0			0
10	Traffic Management	0	0	0			0
11	Move to Cost reimbursable Contract	0	0	0			0
12	Procurement	0	0	0			0
13	Exceptionally Adverse Weather	0	0	0			0
99	General Contingency	0	0	0			0
Total		1,715	5,749	5,496	0	0	12,960

Notes:

Some CE's have costs which relate to more than one change code. In such instances they have been allocated to the predominant reason

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Section 6 - Credits & Contributions

Ref No	Description	Included in Contract Sum	Approved Changes	Changes in Progress	Anticipated Changes	Total Forecast	Notes	Sched.	Section Code	Change Code
01	Edinburgh Gateway Feasibility	860,000	82,995	0		940,000	£1.2m in total. Remainder of the costs included in CEC sections of the project budget.	Off	05	08
02	New Ingliston Future Proof measures	540,000	0	0		540,000	This contribution will be offset by a land cost reported within the relevant section of the CEC cost report	Off	07	08
03	Henderson Global - Cathedral Lane substation DESIGN	12,953	233,596	0		246,549	Full extent of agreement with Henderson Global to be established. Allowance assumes all design costs associated with future substation will be borne by Henderson Global.	On	01	08
04	RBS Tramstop	500,000	0	0		500,000	Allowance included subject to final agreement with RBS	Off	07	08
05	St Andrew Square Public Realm design		133,075	0		133,075	As per agreed change value	On	01	08
06	Forth Ports		0	0		0	No allowance for any contribution included at present. No allowance for additional cost for resolution of Lindsay Road / Tower Place Bridge	Off	01	08
07	CEC Miscellaneous. Mainly George Street CEC costs (£298k)	318,213	0	0		318,213	CEC finance have confirmed that a credit has been received in the amount shown. The extent of the workscope associated with this credit is not clear.	Off	01	08
Total		2,231,166	449,666	0	0	2,677,837				

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Section 7 - Period Movement

Ref No.	Description	Approved Off	Approved On	In Progress Off	In Progress On	Total
513	Revised design to minimise utility diversions / conflicts - used for slit trenching and trial holes	0		-250,000	0	-250,000
514	Utility Mapping	0		7,940	0	7,940
517	Additional BT Ducts at Depot and Mini Test Track	2,996		-9,833	0	-6,837
518	Design & installation of a new cycleway through the Mound / Hanover Street Junction	0		-20,000	0	-20,000
521	Haymarket - Temporary Accommodation	0		0	-4,917	-4,917
523	Haymarket 1 - Additional CBR / Plate Testing	0		0	-10,000	-10,000
528	Haymarket 1 - Slit trench excavation to validate utilities	0		0	-10,000	-10,000
529	Design Gogar Castle Access Road tram crossing and approaches	31,308		-61,095	0	-29,787
531	Edinburgh Gateway - Advance Temporary Works design	9,349		-300,000	0	-290,651
533	Princes Street - 500mm Water Main Diversion	0		0	-40,163	-40,163
535	Princes Street - 500mm Water Main Diversion - rev 3 dwg	0		0	129,134	129,134
536	System Wide - Tramstop Cabinets - reduction in 10 years maintenance liability	0		5,069	0	5,069
537	Haymarket 1 - Additional visit of Tar planer to facilitate slewing of BT ducts	0		0	-15,000	-15,000
538	Depot - Tramwash Continuous Mode - Requirement for additional hand lances washers	0		-25,000	0	-25,000
539	System Wide - Delay in signing - impact on commencement and completion	0		-59,206	0	-59,206

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Section 7 - Period Movement

Ref No.	Description	Approved Off	Approved On	In Progress Off	In Progress On	Total
540	Section 7 - Plot 304 - Omit Landscaping works	0		-148,756	0	-148,756
542	Old Port Road - Design of new Cycle Path	0		-10,000	0	-10,000
543	Haymarket H1 - Utilities affecting the construction of OHLE foundations	0		0	-88,233	-88,233
545	Site Wide - Power to bus trackers affecting the ability to remove site clearance items	0		0	-180,000	-180,000
546	Site Wide - Increased number of drainage boxes including installation	0		0	-34,459	-34,459
547	Haymarket H1 - Third Party (McNicholas) affecting ability to progress the works	0		0	-30,000	-30,000
548	Haymarket H1 - BT Fibre Optic Service requires diverting	0		0	-120,000	-120,000
549	Princes Street - Amend the design of the St. Johns Church OLE bases	0		-2,000	0	-2,000
551	Princes Street - 2011 Christmas Embargo - Temporary Surfacing of Track Infills	0		0	-150,000	-150,000
552	Princes Street - BT diversion @ junction of Princes Street and South St. David Street	0		0	-40,000	-40,000
554A	St Andrew's Square & Shandwick Place - Traffic Management Requirements	0		0	180,000	180,000
555	Haymarket - OLE 196B design revision to avoid main sewer	0		0	10,000	10,000
557	Haymarket 1 - OLE Base Relocations (Design mods)	0		30,000	0	30,000
558	Site Wide - Provision of a CAD Technician	2,000		0	0	2,000
559	Detailed Design of York Place	0		200,000	0	200,000

Edinburgh Trams
City of Edinburgh Council



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Section 7 - Period Movement

Ref No.	Description	Approved Off	Approved On	In Progress Off	In Progress On	Total
562	On Street Generally - OLE Design Changes for On Street Section (PMC 045)	20,000		0	0	20,000
563	On Street - Amend pile caps from square / rectangular to circular	5,000		0	0	5,000
564	On Street Generally - Worksite Modelling	0		0	10,000	10,000
565	Advanced design works for Edinburgh Gateway Minimum Option	6,000		0	0	6,000
566	On Street Generally - Ducting Design Changes Due to Utilities Conflicts	10,000		0	0	10,000
567	On Street Generally - Drainage Design Changes Due to Utilities Conflicts	10,000		0	0	10,000
568	On Street Generally - Trackform Design Changes Due to Utilities Conflicts	10,000		0	0	10,000
569	Additional Running Costs associated with the extension to the Edinburgh Park offices	79,200		0	0	79,200
570	Omit the Removal of Trees in Shandwick Place	0		0	-9,067	-9,067
571	Hope Street Junction Design	0		5,000	0	5,000
572	Cathedral Lane Substation - Retaining Wall Design	5,000		0	0	5,000
574	Haymarket Station - Delete viaduct cladding	-10,000		0	0	-10,000
575	Haymarket Station - Take Down Haymarket Station Viaduct Staircase and Parapet	0		40,000	0	40,000
576	Depot - Reinstatement to 250mm Watermain Remedial Works	60,000		0	0	60,000
577	Haymarket Viaduct - Sub Station Retaining Wall and Plinth	-10,000		0	0	-10,000

Section 7 - Period Movement

Ref No.	Description	Approved Off	Approved On	In Progress Off	In Progress On	Total
578	SI Provisional Sum Allowance	0		0	-58,000	-58,000
IC001	Independent Certifiers Schedule Part 45 Period End Change Order to 15/10/2011 relating to the following PAV's and On Street Works Estimates		8,593			8,593
IC002	Independent Certifiers Schedule Part 45 Period End Change Order to 12/11/2011 relating to the following PAV's and On Street Works Estimates		102,135			102,135
IC003	Independent Certifiers Schedule Part 45 Period End Change Order to 10/12/2011 relating to the following PAV's and On Street Works Estimates		357,140			357,140
Total - Approved Change / Change in Progress		230,853	467,868	-597,880	-460,705	-359,863
Anticipated Change				197,500	-2,541,333	-2,343,833
Movement		230,853	467,868	-400,380	-3,002,038	-2,703,697

Edinburgh Tram Network
 Utilities Forecast
 On Street

Ref	Section
HAYMARKET	
1	Haymarket 1
2	Haymarket 2
3	Haymarket 3
4	Haymarket 4
5	Haymarket 5
6	Haymarket 6
SHANDWICK PLACE	
7	Shandwick Place 1
8	Shandwick Place 2
9	Shandwick Place 3
10	Shandwick Place 4
11	Shandwick Place 5
12	Shandwick Place 6
13	Shandwick Place 7
ST ANDREWS SQUARE	
14	St Andrews Square
YORK PLACE	
15	York Place 1
16	York Place 2
17	York Place 3
18	Uncategorised
19	Additional Works *
20	Legacy Works
21	Uncompleted BT Works Uncompleted Works Credit for Works not required
SUB TOTAL	

Budget Information		
Original Budget	Budget Variation	Current Budget
1812	0	1812
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
1100	0	1100
		2912

FORECAST/ BUDGET		
SUC Costs	McNicholas Budget Forecast	Total Budget Forecast
141	669	810
71	359	430
76	487	562
0	4	4
5	38	42
15	80	95
104	673	777
38	228	266
73	550	623
23	169	191
29	177	206
41	228	269
11	93	103
363	2118	2480
68	455	523
77	564	641
92	729	821
576	3807	4383
TBC	TBC	TBC
TBC	TBC	1100
750		750
-400		-400
1800	11426	14676

Ref	Section
	Mitigations -3%
TOTAL	

Budget Information		
Original Budget	Budget Variation	Current Budget
		2912

FORECAST/ BUDGET		
SUC Costs	McNicholas Budget Forecast	Total Budget Forecast
-53	-339	-435
1747	11087	14241

Notes, Assumptions & Exclusions:

1. See attached Tab - Haymarket 1 for breakdown of Haymarket 1 budget cost
2. All other areas conflict budgets based on pro rata of Haymarket 1 costs at 7K per conflict until firmed up
3. SUC Costs based on information received from Utility Providers. Outstanding issues with SW could have a potential increase in this cost of £1.5M
4. Legacy Work Scope still to be confirmed. Once confirmed forecast will be entered. Therefore Legacy Works Forecast is excluded at present
5. See Additional Works tab for all works carried out by McN that are not covered by the Work Areas identified ie Princes Street etc
6. McNicholas Management Costs Forecast is Provisional Pending further clarification and agreement of McN Org Chart
7. COWD blank at present; McNicholas/ SUC Cost update due for 21/11/2011

Conflict Type	Average Cost
Traffic Signal Pole	4
Track Construction	9
Tram Ducting	13
Tram Ducting Chamber	13
Street Lighting Column	4
Road Sign Base	3
Road Level Conflict	13
OLE	3
Kerb Realignment	13
Drainage	8
Drainage Gulley	3
Uncategorised	
Standby Team	
TOTAL Excl Risk & Cont	

Appendix 5 – Change Log



TNC No.	Location	Description	Reason for Change	On Street / Off Street	Change Category	TRB Change Owner	Source of Funding	Budget Cost for Risk and Potential	Date Estimated	Estimate Value	Time Implications	Date Issued to CEC	Approved by CEC	Date Approved or Rejected	Agreed Cost for Contract Changes	Infraco PNC No.	US Change Order No.	Date CEC Issued	Comments	
500	Haymarket to City Link	Change final design to widen the footway, incorporate the south side of the Link Road.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3 N/A	£10,000.00	15/09/2011	£10,000.00	0.00	19/03/2011	CEC	30/03/2011	£10,000.00	PMC-001	100-582	14/01/2011	Previously PWTMC-001	
501	Down Street Footway	Amend the design of Down Street to provide the footpath to the west side of the Down Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£10,250.00	15/09/2011	£10,250.00	0.00	N/A	TBT	24/03/2011	£10,250.00	PMC-002	100-588	26/01/2011	Previously PWTMC-001	
502	Deport Access Bridge	Amend the design of the CLE at the Depot Access Bridge to enable construction of the bridge.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£49,228.48	04/06/2011	£49,228.48	0.00	24/01/2011	CEC	30/01/2011	£49,228.48	PMC-003	100-595	30/01/2011	Previously PWTMC-003	
503	Blenheim Place	Review of the proposed right turn into Blenheim Place as part of the design for section LC2 road.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£46,247.65	05/09/2011	£46,247.65	0.00	19/03/2011	CEC	20/03/2011	£46,247.65	PMC-004	100-596	24/07/2011	Previously PWTMC-004	
504	York Place Terminal	Design of a feasibility report and a feasibility design for option 1 for the York Place Terminal.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£28,625.89	19/03/2011	£28,625.89	0.00	24/01/2011	CEC	24/01/2011	£28,625.89	PMC-005	100-593	25/01/2011	Previously PWTMC-005	
505	The Mound	Design for providing a new gateway from the Mound to Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£9,486.93	05/09/2011	£9,486.93	0.00	19/03/2011	CEC	30/03/2011	£9,486.93	PMC-006	100-593	24/07/2011	Previously PWTMC-006	
506	St Andrew's Square	Provide a clarification report and completion of the St. Andrew's Square Public Realm design.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£13,075.48	04/06/2011	£13,075.48	0.00	19/03/2011	CEC	20/03/2011	£13,075.48	PMC-007	100-584	24/07/2011	Previously PWTMC-007	
507	Edinburgh Avenue	Amend the design of the highways design drawings at Leith Hill.	Historic Post Modification Change	Off Street	D/C	A5/0/M05	3	£10,075.89	05/09/2011	£10,075.89	0.00	19/03/2011	CEC	20/03/2011	£10,075.89	PMC-013	100-587	24/07/2011	Previously PWTMC-008	
508	Canal Level Substation	Design of Canal Level Substation.	Historic Post Modification Change	Off Street	D/C	A5/0/M05	3	£33,976.67	02/04/2011	£33,976.67	0.00	19/03/2011	CEC	15/01/2011	£33,976.67	PMC-008	100-589	15/01/2011	Previously PWTMC-009	
509	Canal Level	Storm Water Connection from Goggin Lodge to the Underdown New.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£5,654.29	14/01/2011	£5,654.29	0.00	N/A	TBT	21/01/2011	£5,791.48	PMC-011	100-591	21/01/2011	Previously PWTMC-011	
510	Queen's Terminal	Re-design of Queen's Terminal Access Road.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£51,045.15	25/09/2011	£51,045.15	0.00	19/03/2011	CEC	30/03/2011	£51,045.15	PMC-012	100-585	24/02/2011	Previously PWTMC-012	
511	Victoria	Revised design to minimise utility diversions / conflicts - used for the trenching and final works.	Historic Post Modification Change	On Street	D/C	RL	7	£45,547.07	09/09/2011	£45,547.07	0.00	15/01/2011	CEC	21/01/2011		PMC-015	100-596	06/01/2011	Previously PWTMC-013 - Estimate for retaining for 13 and 14th floors for A&S and G&D. Use 13th floor for retaining under the footpath (Part 4)	
512	Victoria	Utility Mapping.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	PMC-016	N/A	N/A	N/A	
513	Edinburgh Gateway	Edinburgh Gateway 2 B&C Cable Protection.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£2,079,721.11	16/07/2011	£2,079,721.11	0.00	02/03/2011	CEC	02/03/2011	£2,079,721.11	PMC-014	N/A	N/A	N/A	Previously PWTMC-014 - Included to proceed in TMC letter
514	Edinburgh Gateway	Additional Western requirement at Depot and Main Test Track.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£5,248.12	09/09/2011	£5,248.12	0.00	02/03/2011	CEC	02/03/2011	£5,248.12	PMC-017	N/A	N/A	N/A	Previously PWTMC-015 - Included to proceed in TMC letter
515	Edinburgh Gateway	Additional BT Cables at Depot and Main Test Track.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,308.64	09/09/2011	£1,308.64	0.00	02/03/2011	TBT	02/03/2011	£1,308.64	PMC-018	100-589	02/03/2011	Previously PWTMC-016 - Included to proceed in TMC letter	
516	Edinburgh Gateway	Design & installation of a new overhead line through the Mound / Historic Street Junction.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	PMC-019	100-592	02/03/2011	Previously PWTMC-017 - Estimate for overhead line and back to bus with comments	
517	York Place	Design of a temporary access road in York Place.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£195,786.20	14/01/2011	£195,786.20	0.00	02/03/2011	TBT	02/03/2011	£195,786.20	PMC-009	N/A	02/03/2011	Previously PWTMC-018 - Estimate for temporary access road	
518	York Place	Design of a temporary access road in York Place.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£4,812.00	14/01/2011	£4,812.00	0.00	02/03/2011	TBT	02/03/2011	£4,812.00	PMC-020	N/A	02/03/2011	Previously PWTMC-019 - Estimate for temporary access road	
519	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	PMC-021	N/A	02/03/2011	Previously PWTMC-020 - Estimate for temporary access road	
520	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-022	N/A	02/03/2011	Previously PWTMC-021 - Estimate for temporary access road	
521	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-023	N/A	02/03/2011	Previously PWTMC-022 - Estimate for temporary access road	
522	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-024	N/A	02/03/2011	Previously PWTMC-023 - Estimate for temporary access road	
523	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-025	N/A	02/03/2011	Previously PWTMC-024 - Estimate for temporary access road	
524	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-026	N/A	02/03/2011	Previously PWTMC-025 - Estimate for temporary access road	
525	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-027	N/A	02/03/2011	Previously PWTMC-026 - Estimate for temporary access road	
526	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-028	N/A	02/03/2011	Previously PWTMC-027 - Estimate for temporary access road	
527	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-029	N/A	02/03/2011	Previously PWTMC-028 - Estimate for temporary access road	
528	Haymarket	Design of a temporary access road in Haymarket.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-030	N/A	02/03/2011	Previously PWTMC-029 - Estimate for temporary access road	
529	Section 15 - Goggin on the Access Road	Design of a temporary access road in Goggin on the Access Road.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-031	N/A	02/03/2011	Previously PWTMC-030 - Estimate for temporary access road	
530	Section 15 - Goggin on the Access Road	Design of a temporary access road in Goggin on the Access Road.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-032	N/A	02/03/2011	Previously PWTMC-031 - Estimate for temporary access road	
531	Edinburgh Gateway	Design of a temporary access road in Edinburgh Gateway.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-033	N/A	02/03/2011	Previously PWTMC-032 - Estimate for temporary access road	
532	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-034	N/A	02/03/2011	Previously PWTMC-033 - Estimate for temporary access road	
533	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-035	N/A	02/03/2011	Previously PWTMC-034 - Estimate for temporary access road	
534	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-036	N/A	02/03/2011	Previously PWTMC-035 - Estimate for temporary access road	
535	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-037	N/A	02/03/2011	Previously PWTMC-036 - Estimate for temporary access road	
536	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-038	N/A	02/03/2011	Previously PWTMC-037 - Estimate for temporary access road	
537	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-039	N/A	02/03/2011	Previously PWTMC-038 - Estimate for temporary access road	
538	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-040	N/A	02/03/2011	Previously PWTMC-039 - Estimate for temporary access road	
539	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-041	N/A	02/03/2011	Previously PWTMC-040 - Estimate for temporary access road	
540	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-042	N/A	02/03/2011	Previously PWTMC-041 - Estimate for temporary access road	
541	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-043	N/A	02/03/2011	Previously PWTMC-042 - Estimate for temporary access road	
542	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-044	N/A	02/03/2011	Previously PWTMC-043 - Estimate for temporary access road	
543	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-045	N/A	02/03/2011	Previously PWTMC-044 - Estimate for temporary access road	
544	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-046	N/A	02/03/2011	Previously PWTMC-045 - Estimate for temporary access road	
545	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-047	N/A	02/03/2011	Previously PWTMC-046 - Estimate for temporary access road	
546	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-048	N/A	02/03/2011	Previously PWTMC-047 - Estimate for temporary access road	
547	Princes Street	Design of a temporary access road in Princes Street.	Historic Post Modification Change	Off Street	CR	A5/0/M05	3	£1,436.41	14/01/2011	£1,436.41	0.00	02/03/2011	TBT	02/03/2011	£1,436.41	PMC-049	N/A	02/03/2011	Previously PWTMC-048 - Estimate for temporary access road	
5																				

Appendix 6 – Risk Register

ID	Category	Description	Risk Description	Impact / Impact	Risk Owner (organisation)	Risk Owner (individual)	Status	Level	RISK ANALYSIS - Pre Mitigation					Risk Level	Existing controls	Mitigating Actions	Action Owner	Due Date	RISK ANALYSIS - Post Mitigation					Risk Level	ADDITIONAL INFO
									Ability - C	Probability Score	Cost Impact Score	Time Impact Score	Reputation Impact						Ability - C	Probability Score	Cost Impact Score	Time Impact Score	Reputation Impact		
ED018	Contract	Delay over 21 days Cost over £750k	Risk that contract is moved to cost reimbursable	Costs	CEC	Julian Westthorley	Active	Programme	5	5	0	4	25	RED	Monitor. Continue project management effort to avoid			5	5	1	4	25	RED	F&O Risk	
ED019	Design	Lack of Design certainty for infracon or street sections (e.g. York place tram stop etc)	Risk that additional scope/work is required that is not currently scheduled or costed	Cost and time	CEC	Julian Westthorley	Active	Programme	5	5	5	5	25	RED	Continuous liaison with infracon regarding additional scope/design to identify at earliest stage Managed by the section PM's Design Manager in place			5	5	4	5	25	RED	F&O General design risk	
ED073	Utilities	Due to design of OLE base locations	OLE bases conflict with existing unknown and known utilities	Infracon stop work or seek further instruction delays to remove conflicts	CEC	Stephen Lawcock	Active	Project - On Street	5	5	5	5	25	RED	Piled solution with enabling works contractor installing pile guides or alternative design Circular Pile design completed and implemented. First 800 OLE's have been piled in Haymarket 1.			5	5	5	5	25	RED	Solution included in programme risk of over and above	
NEW1	Interface s	Poor management of Scottish Water by T&T and poor record keeping during the MJDA works	Risk that the project relationship with Scottish Water deteriorates and access to utilities and resolving of delay issues becomes prolonged	SW less inclined to work closely with the project to solve problems; potential delays to overall programme at a time when time is critical in finalising utility diversions; knock on impact on infracon works with potential overall delay to project end date	T&T	Rob Leach	Active	Project - On Street	5	5	5	5	25	RED	Dedicated Scottish Water account Manager appointed Steering Group Set up and attended by Project Director	1. Appoint senior manager to take over all non infracon works 2. Set up Steering Group to be attended by Project Director 3. Finalise database of all SW issues and sign off with SW 4. Finalise programme of works for Leith Walk legacy issues 5. Consider co-location of T&T resource with SW	Andy Scott	1. 20/01/2012 2. 20/01/2012 3. 01/02/2012 4. 01/02/2012 5. 01/02/2012	5	5	5	5	25	RED	
ED071	Utilities	Due to legacy issues and unknown services	Discovery of additional Track construction conflicts (Live)	Further diversions requirements sequence of works interruptions delays to work Delays for consents Additional costs	CEC	Stephen Lawcock	Active	Project - On Street	5	5	5	5	25	RED	Utility owners providing live and dead drawings Bulking float into the programme to enable slit trenching in advance of remedial works by early implementation of traffic management plan and utilising 2 week soft start BB bridging track form Localised sleeving of track / slit trenching	1. 4 part scheme to revise TM and reduce schedule duration being reviewed and new programme issued for QSRA	1. Paul Robinson	1. 01/02/2012	5	4	5	5	25	RED	
ED003	Interface s	Removal of CAF from turnkey offering as part of settlement agreement. Infracon do not take on integration responsibility	Tram (CAF) / Infrastructure (Infracon) integration risk. Risk that infrastructure and Tram meet the employers requirements but are incompatible such that system is inoperable	Delay for commissioning	CEC	Alistair Richards	Active	Programme	4	4	4	5	20	RED	Tram integration manager (Alistair Richards) appointed CAF interface manager (Mikel Izar) to start from mid-January 2012 Section testing ongoing Programmed testing of complete track prior to project completion	1. Map out programme interfaces between infracon and CAF programmes. Develop detailed mitigation strategies for programme interface touch points 2. CEC to confirm liabilities resulting from settlement agreement	1. Paul Robinson 2. Gary Easton	1. 30/01/12 2. 30/01/12	4	4	4	5	20	RED	
ED005	Network Rail	Construction works through the NWR corridor Network rail stakeholder management Clause 16.2	Risk of delay due to or failure to obtain NR approval to build as a result of clause 16.2 (NWR corridor)	Delay to off street works	CEC	Shirley Musht	Active	Project - Off Street	5	4	4	3	20	RED	3rd party rep approved by NR. Meetings ongoing with NR. Assisting contractor in production of a detailed plan for the submission and approval of NR approval documentation. Co-located team now onsite Delay activity records kept	1. Obtain NR agreement on proposals for interface management	1. Shirley Musht	1. Ongoing	5	4	4	3	20	RED	
ED029	Consents	Lack of closure of agreements prior to programmed construction	Delay to gaining design Consents due to delays by 3rd parties (NR, SW, BAA, SG, Planning informatives etc)	Delay to construction works and Programme	CEC	Martyn Ayres	Active	Project	4	3	3	3	12	RED	Monthly meetings with stakeholders ongoing 3rd Party Agreements tracker, design review tracker & informatives register being maintained	Agree and understand consents obligations under the contract for each stakeholder	Martyn Ayres	22/01/12	4	3	4	3	16	RED	
ED064	Construction	Construction works	Late 3rd party claims for utility/property damages from works	Additional costs	CEC	Rob Leach	Active	Project - On Street	3	5	1	1	15	RED	Utility provider presence on site SW legacy works included in forecast	Ensure robust sign off process with utility companies	Rob Leach	12/01/2012	3	5	1	2	15	RED	
ED074	Design	Design not finished on time CEC/3rd party do not approve designs within required contractual timescales	Design approvals milestones are not met in line with rev4 programme	Infracon unable to meet Rev4 programme Delay	CEC	Rob Leach	Active	Project	4	5	5	4	20	RED	Fortnightly design team meeting attended by all stakeholders Tracking SDS Design Programme Traffic light system for design approvals SDS design programme is incorporated into Master Schedule			3	4	5	4	15	RED		
ED077	Project Management	Design out with LOO	Additional land required to allow construction	Additional costs	CEC	Rob Leach	Active	Project - On Street	5	3	5	1	25	RED	Review to design out	Identify key areas and put in to action the process for land registry identification etc via CEC	Rob Leach	30/12/2011	5	3	2	1	15	RED	Land costs and delays may extend depending on Land owner issues Potential Stakeholder RISB Current programme resources E can be designed out
NEW2	Project Management	Due to the lack of a communications strategy and changing TM requirements	Risk that the public, politicians and media are mis-informed about the project and TM plans	Loss of confidence, loss of media and political support	CEC	David Fox	Active	Strategic	4	3	2	5	20	RED	Regular, reliable and timely communications of information to the public, council and media	Strategy & resource plan being developed by joint communications group	CEC	3	3	2	5	15	RED	Residents / local businesses Affected businesses and wider business community Politicians Other Stakeholders	
ED064	Project Management	delays in obtaining wayleaves and agreements	Unavailability of power supplies to meet the infracon rev4 programme	Delay	CEC	Julian Westthorley	Active	Project	3	3	4	2	12	RED	Wayleaves to be obtained	investigate potential for NR site power supply (Gary Mils)	Alistair Sim	30/11/2011	3	4	4	2	12	RED	
ED001	Programme	Contract Programme Narrative Assumptions do not reflect actual conditions on site	Risk that project delivery team fails to deliver against the Contract Programme Narrative	Potential compensation event trigger e.g. commitment to work within designated working areas	T&T	Julian Westthorley	Active	Programme	5	5	5	5	25	RED	Assumption review completed	1. Mitigation plans to be developed for each assumption 2. Confirm Narrative is not contractual document 3. Master Schedule to incorporate the dependencies against which the Programme Narrative assumptions are defined.	1. Section Leads 2. Gary Easton 3. Paul Robinson	1. 30/01/12 2. 11/11/11 3. 30/01/12	3	4	4	4	12	RED	Main delays covered by the programme assumptions Non-Contractual Master Programme includes additional 11 weeks & assumptions are addressed under ED070/19

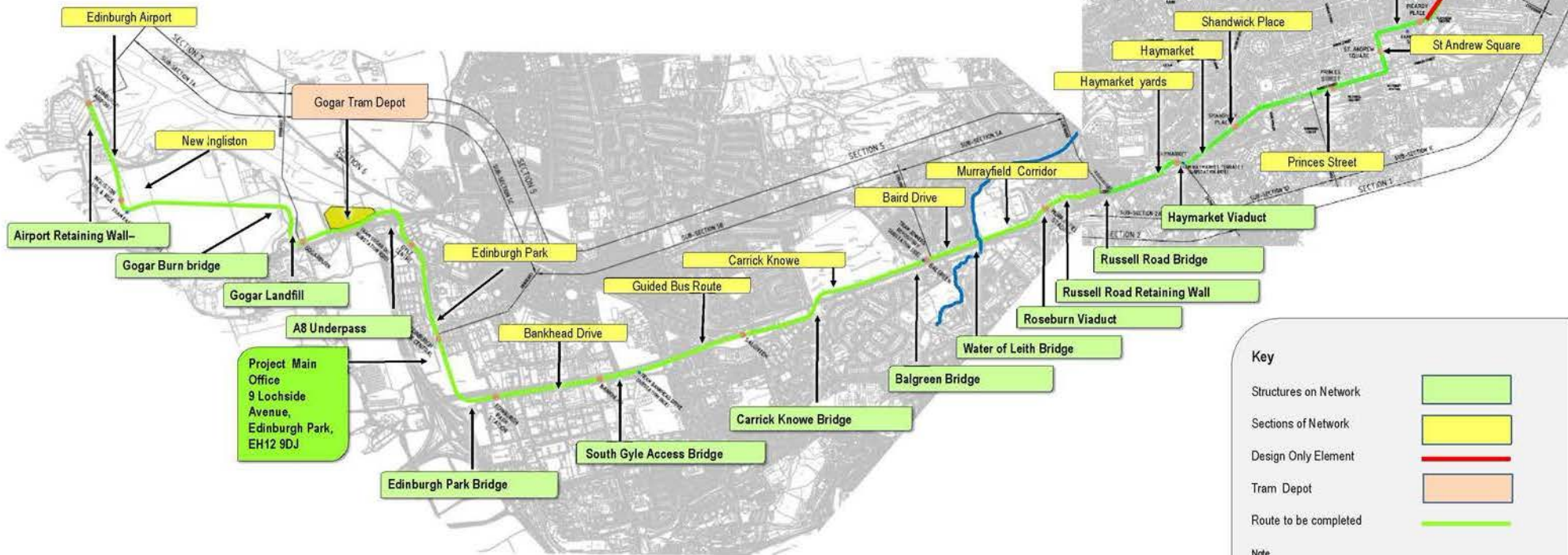
ID	Category	Date	Risk Description	Effect / Impact	Risk Owner (organisation)	Risk Owner (individual)	Status	Level	RISK ANALYSIS - Pre Mitigation					Risk Level	Existing controls	RISK RESPONSE PLANNING				RISK ANALYSIS - Post Mitigation					ADDITIONAL INFO					
									Probability Score	Cost Impact Score	Time Impact Score	Reputation Impact	Risk Score			Action Owner	Due Date	Probability Score	Cost Impact Score	Time Impact Score	Reputation Impact	Risk Score	Risk Level							
																								Current		Current	Current	Current		
ED004	Interface s	Ongoing claims and issues	Risk of further breakdown in client / contractor relationship	Difficult working relationships with a lack of trust and sharing of knowledge and expertise. Lack of joined up approach to problem solving. Delays to programme	T&T	Julian Weatherley	Active	Program me	4	4	5	5	20	RED	Control meetings in place Full time independent certifier Using new relationship to "wipe slate clean" and build new relationship Joint working groups in place Weekly project directors informal meeting Generate Team building activities at all levels															
ED009	Construction	Poor quality workmanship or inadequate materials	Poor installation or latent defects occur during or after infraco maintenance period	built work does not meet employers requirements additional costs & delays	CEC	Julian Weatherley	Active	Program me	3	4	4	3	12	RED	T&T PMs to provide regular feedback on progress, workmanship and quality on site Ongoing Auditing												Maintenance period is Section D plus 10 years.			
ED072	Utilities	Due to legacy issues and unknown services	Discovery of Track construction conflicts (abandonments)	infraco stop work to seek further instruction delays to prove abandonment	CEC	Stephen Lewcock	Active	Project - On Street	5	4	4	4	20	RED	Utility owners providing live and dead drawings Building that into the programme to enable slit trenching in advance of remedial works by early implementation of traffic management plan and utilising 2 week soft start As built available												Delay covered by ED071			
ED026	Consents	Lack of closure of agreements prior to programmed construction	Delay to gaining Third Party design Consents due to late receipt or poor information (NR, SW, BAA, SG, Planning informatives etc)	Delay to construction works and Programme	BB/S	Martyn Ayres	Active	Project - Off Street	3	3	3	3	9	AMBER	Monthly meetings with stakeholders ongoing Maintain 3rd party agreements tracker. Design review tracker & informatives register	Agree and understand consents obligations under the contract for each stakeholder	Martyn Ayres	22/12/2011												
ED092	Project Management	Lack of a train inspector agreement	Train inspector duties are breached in accordance with the infraco/CAF contracts	Compensation event	CEC	Martyn Ayres	Active	Program me	5	2	2	4	20	RED	Alistor Richards heading up Tram operations	Appoint Tram Inspector	Martyn Ayres	30/11/2011												
ED035	Consents	Land owner issues	Risk that access to 3rd party land is delayed or denied	Delays and additional costs for compensation	CEC	Shitay Mushet	Active	Project - Off Street	3	3	4	3	12	RED	Regular review meetings with key stakeholders													Suggested by P&G note to PhD due to likelihood of consents being denied - raised the issue, but due to low probability will not be.		
ED002	Interface s	Project controls not set up to control methods Lack of clarity of lines of communication	Risk that project delivery team fails to communicate the evolving impact of the risk profile to the client team	damage to 3rd party stakeholder relationships / reputation	T&T	Tony Wager	Active	Program me	4	2	3	5	20	RED	CoCP Assurance team Discipline within project management / CEC / TS on issue of programme information	1. Gain clarity on client/project delivery team governance and direction 3. Review of project stakeholder management arrangements 4. Project execution plan to capture above outcomes	1. David Fox 3. Rowena Morris 4. Paul Robinson	1. Complete 3. Complete 4. Complete												CEC risk as well
ED076	Utilities	Delayed provision of permissions from Utility Companies	Delay to achieving utility consents & supervision requirements for work increase	Delay to construction works and Programme	CEC	Stephen Lewcock	Active	Project - On Street	4	4	4	4	16	RED	Develop relationship with utility company leads and co locate where appropriate	Map out consent requirements	Martyn Ayres	30/01/2012												
ED023	Network Rail	Late running trains, insufficient management of possession, lack of prior possession planning	Outfitment of or in efficient use of possessions	Additional work, possessions required	BB/S	Ian Muir	Active	Project - Off Street	3	3	5	2	15	RED	Timous submission and approval of WPP inline with standards Creation of possession RAG assessment and approval by NR before start date Prior to possession, agree Go/No Go times															
ED012	Assurance	Lack of construction installation certificates Evidence & support Site Acceptance tests etc	insufficient documentation to meet handover requirements	Works not being accepted Handover deadlines not achieved Re-work	BB/S	Martyn Ayres	Active	Program me	3	3	3	2	9	AMBER	Section project managers co-ordinating deliverable documents 2 weekly review meetings monitoring process	1. Co-ordination spreadsheet developed & to be agreed between stakeholders 2. BB/S to provide co-ordinated program to support the delivery	1. ??? 2. Martyn Ayres	1. 01/12/2011 2. Over Due												COVERED
ED050	Construction	Extreme weather out with normal weather pattern	Exceptional adverse weather	Delay to work due to access restrictions or reduced outputs (e.g. concrete placing in prolonged cold weather). Damage to work in progress - rework	CEC	Julian Weatherley	Active	Project	3	2	2	3	9	AMBER	Pre planning for weather mitigation (flexco covers, lighting, water spray/out suppression, provision of drinking water/sun cream, pumps). Plan using suitable weather forecast information for high risk activities (e.g. wind susceptible crane lifts)	Review contract to identify entitlement for disruption	Greame McIntyre	02/12/2011												
ED032	Environmental	Construction methodology, including use of plant and equipment on-site	Construction Noise or Vibration limit exceeded	Work stoppage, delay and/or additional costs, penalties, reputation damage.	BB/S	Shitay Mushet	Active	Project	3	2	2	3	9	AMBER	Mitigate noise generation by selection of appropriate methodology, equipment at WWP stage. Use appropriate, well maintained equipment, ensuring equipment is operated correctly and shut down when not in use. Implement appropriate mitigation (noise barriers/absorbers, mains power instead of generators).															
ED078	Construction	Excavation works across site	Discovery of archaeological site or human remains	Delay to works during action by authorities	CEC	Rob Leach	Active	Project - On Street	3	5	5	1	15	RED	Archaeological strategy in place Mapping of known sites Training/briefing for site operatives, on recognition and action plan														F0401	
ED039	Construction	Failure by site staff to follow ITPs and relevant quality procedures. Poor performance (quality) during construction; poor materials/defects.	Failure of Contractors / Sub-Contractors to self-certify completion, close out of NCRs and deliver construction/material quality	Delay to handover to system contractor or operator.	BB/S	Julian Weatherley	Active	Project	5	4	4	3	20	RED	increased monitoring by Quality team to verify that proper checks are being carried out and records kept in accordance with ITPs.															
ED008	Commercial	Unreasonable behaviour in relation to commercial disagreements by any party	Disputed interpretation of contract and valuation of estimates submitted for potential changes	Programme delay while disputes regarding estimates are resolved	T&T	Gary Easton	Active	Program me	3	4	3	4	12	RED	"idiots guide" to key clauses of contract independent Certifier in place	1. Mobilise specialist contract resource to support early dialogue on interpretation of contract & communicate to the team 2. Developing a joint programme with infraco 3. Brief team on commercial provisions on the contract	1. Steve Williams 2. Tony Wager 3. Gary Easton	1. Ongoing 2. 11/11/11 3. 11/11/11												
ED080	Construction	Unidentified voids found during excavations/demolitions	Unknown or abandoned chambers, cellars, voids etc.	Redesign and delays pending resolution - cost impact	CEC	Rob Leach	Active	Project - On Street	3	3	5	2	15	RED	Design management process. Advanced diversion works. Ongoing surveys/enabling works from infraco.															

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ID/Ref	Category	Cause	Risk Description	Effect / Impact	Risk Owner (organisation)	Risk Owner (individual)	Status	Level	RISK ANALYSIS - Pre Mitigation					Risk Score	Risk Level	Existing controls	Mitigating Actions	Action Owner	Due Date	RISK ANALYSIS - Post Mitigation					Risk Score	Risk Level	ADDITIONAL INFO
									Ability - C	Risk	Impact - C	Current	Impact							Ability - C	Risk	Impact - C	Current	Impact			
									Probability Score	Cost Impact Score	Time Impact Score	Reputation Impact	Probability Score							Cost Impact Score	Time Impact Score	Reputation Impact					
ED043	Environmental	Insufficient environmental surveys or failure to implement/maintain agreed measures for wildlife or ecological protection	Accidental damage to unbreasted wildlife habitat, or failure to prevent damage to known habitat (Otter, Badger, bats, water voles, amphibians).	Additional mitigation costs, breaches to licence conditions, prosecution, fines and stoppage or delays to works	BB/S	Shirley Mushet	Active	Project - Off Street	2	2	3	4	8	AMBER	Ensure licence conditions within method statements. Training for site team (toolbox talks)	Check Ecologist who is the licensee for conditions - ensure wildlife survey data is complete and available to site team.			1	2	3	4	4	GREEN			
ED055	Contract	Service commencement period	Sub suppliers warranties expire during the maintenance period and Scotsons may have legitimate claim due to delays	additional costs	BB/S	Shirley Mushet	Active	Project - Off Street	3	2	2	1	6	AMBER					2	2	2	1	4	GREEN	Maintenance period is Section D plus 10 years		
ED057	Network Rail	Insufficient time, technical information, processes or failure in Audit	Applications for Network Rail site access are refused or delayed	Delays to works	BB/S	Ian Muir	Active	Project - Off Street	2	2	2	1	4	GREEN	T&T carrying out through audits				2	2	2	1	4	GREEN			
ED095	CAF	Tram system issues	Failure of key Tram testing during commissioning	Delay to tram availability to test on track	CAF	Alastair Richards	Active	CAF	3	1	2	2	8	AMBER					2	1	2	2	4	GREEN			
NEWS	Project Management	May elections	Change of local authority leadership	change political priorities	CEC	Bob McCafferty	Active	Strategic	2	2	2	4	8	AMBER		Ensure communication strategy internally within council	Alan Coyle		1	1	1	4	4	GREEN	Currently cross party support for the project		
ED094	Utilities	Unknown condition of utilities	Failure of Utility assets which impacts on infraco works. (i.e. power supply, burst pipes etc)	Delay to infraco works	CEC	Julian Westhorley	Active	Project	2	2	3	4	8	AMBER	Monitor infraco works to identify utilities to be used				1	3	3	2	3	GREEN			
ED060	Construction	Lack of QA control of construction information	Failure to implement rigorous QA control of information for construction	Errors, rework, delay and/or cost	BB/S	Marilyn Ayres	Active	Project	1	3	3	3	3	GREEN	Establish robust document register (drawings and other documents). Establish robust procedure for release of information for construction.				1	3	3	3	3	GREEN			
ED080	Programme	Other CEC projects	Delivery of the project suffers due to external priorities of CEC (both ports)	Delays	CEC	Julian Westhorley	Active	Programme	2	3	3	3	6	AMBER					1	3	3	3	3	GREEN			
ED061	Project Management	Strikes in site labour force or suppliers affect works progress or delivery	Industrial Action	Lost time due to strikes or delivery delays	CEC	Julian Westhorley	Active	Project	1	2	2	1	2	GREEN	Effective workforce communication/consultation, using existing safety/welfare consulting process. Use of reputable sub-contractors and				1	2	2	1	2	GREEN			
ED089	Design	Depot relocation away from airport site	Exclusion of high cost abnormals within current depot scope	reduction in costs and reduced construction periods	CEC	Rob Leach	Opportunity	Project - Off Street	1	1	1	1	1	GREEN					1	1	1	1	1	GREEN			

Appendix 7 – Route Map

Edinburgh Tram Network – Route Map & Key Locations



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Appendix 8 – Acronyms

ACRONYMS

ACCB	Accommodation and Boundary Works
AiP	Approval in Principle
ANC	Advice of Non Compliance
APPP	Prior Approvals – Detail Design
APPR	Approvals
APPT	Technical Approvals – Detail Design
ARCH	Architecture
AUXI	Auxilliary Power
BAA	British Airports Authority
BBS	Bilfinger Berger Siemens
BLDS	Buildings
BRDG	Bridges
BSC	Bilfinger Berger / Siemens / CAF - previous consortium
CAF	Tram Provider - (Construcciones y Auxiliar de Ferrocarriles)
CAR	Corrective Action Request
CAR	Water Environment (Controlled Activities) Regulations 2011
CDM	Construction (Design and Management) Regulations 2007
CEC	City of Edinburgh Council
CECS	CEC Services
CfS	Case for Safety
CHAR	Charette Changes
COCP	Code of Construction Practice
COMM	Commissioning
CVI	Confirmation of Verbal Instruction
DAS	Design Assurance Statement
DASB	Design – As Built
DaST	Deliver a Safe Tram
DDAP	Detailed Design Assurance Plan
DEMO	Demolition
DEPO	Depot
DKE	Dynamic Kinetic Envelope
DoC	Declaration of Conformity
DRAN	Drainage
DtTS	Deliver the Tram Safely
E&M	Electrical & Mechanical
EAL	Edinburgh Airport Limited
EART	Earthworks / Embankments
ELEC	Electricity
EMC	Electromagnetic Compatability
ENVI	Environmental
ER's	Employers Requirements
ESM	Engineering Safety Management
FAT	Factory Acceptance Test
FATs	Factory Acceptance Tests
GASS	Gas
GEOT	Geotechnical
HAZID	Hazard Identification Study
HAZOP	Hazard and Operability Study
HIGH	Highways
HIRA	Hazard Identification and Risk Assessment
HMRI	Railway Inspectorate
HS	Historic Scotland
HSE	Health and Safety Executive
HV	High Voltage
ICCO	Independent Certifiers Change Order
ICP	Independent Competent Person

IDC	Inter Disciplinary Check
IDR	Inter Disciplinary Review
Infraco	Infrastructure contract
ISA	Independent Safety Assessor
ISRP	Infrastructure Safety Review Panel
ITP	Inspection and Test Plan
JNCS	Junctions
KPI	Key Performance Indicator
LAND	Landscaping
LIGH	Lighting
LOLER	Lifting Operations and Lifting Equipment Regulations 1998
MANA	Management
MECH	Mechanical
MILE	Milestones
MISC	Miscellaneous
MODL	Modelling
MUDFA	Multi-Utility Diversions Framework Agreement
MUDFA	Multi Utility Diversions Framework Agreement
MULT	Multi-Discipline
NCR	Non Conformance Report
NR	Network Rail
NWR	Network Rail
O&M	Operation and Maintenance
OCC	Operational Control Centre
OCIP	Owner Controlled Insurance Policy
OCL	Overhead Catenary Line
OLE	Overhead Line Equipment
ORA	Operational Risk Assessment
ORR	Office of Rail Regulation
ORS	Operational Radio System
OTHW	Other Works
PHA	Preliminary Hazard Analysis
PLAT	Platforms
PM	Planned Maintenance
POWR	Power (Traction)
PSCC	Project Safety Certification Committee
QCRA	Quantified Cost Risk Analysis
QRA	Quantified Risk Analysis
QSRA -	Quantative Schedule Risk Analysis
RAIB	Rail Accident Investigation Branch
RAM	Reliability Availability Maintainability
REL	Railway Electrification
RFI	Request for Information
RFO	Request for Opinion
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurences Regulations 1995
ROGS	The Railway and other Guided Transport System (Safety) Regulations 2006
RSA	Road Safety Audit
RSAR	Road Safety Audit Report
S&T	Signalling and Telecoms
SAC	Safety Application Condition
SAT	System Acceptance Test
SATs	Site Acceptance tests
SCADA	Supervisory Control and Data Acquisition
SDS	System Design Services
SEPA	Scottish Environmental Protection Agency
SEWR	Sewerage
SFAIRP	So Far As Is Reasonably Practicable
SGN	Scotland Gas Networks
SI	Site Instruction
SIGN	Signalling
SIT	System Integration Test
SMS	Safety Management System
SNH	Scottish Natural Heritage
SP	Scottish Power
STAK	Stakeholder
STRL	Street Lighting
STRU	Structures / Retaining Structures
SUBM	Submissions
SUBS	Sub-Stations
SURV	Surveys

SW	Scottish Water
T&T	Turner & Townsend
TCO	Tie Change Order
TM	Traffic Management
TNC	Tie Notice of Change
TS	Transport Scotland
TSS	Technical Support Services
UCO	Utilities Change Order
UNC	Utilities Notice of Change

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**EDINBURGH TRAM PROJECT
 CONSOLIDATION OF RED FLAG ITEMS - GOVERNANCE CONTROL MEETINGS
 POSITION AS AT 31ST JANUARY 2012**
**DESIGN, CONSENTS & COMMERCIAL FORUM – 27TH JANUARY 2012
 NB. ITEMS FROM THIS FORUM ARE IN DRAFT FORMAT**

2.0	GENERAL UPDATE	
2.2	Traffic Management	
	BMcC confirmed that letters/notices are ready for issue. KRu advised that BBS had not seen or approved the final letters/notices and requested that both he and ABr are given an opportunity to review these documents prior to issue. KRu/ABr to review documents immediately following this meeting to allow CEC to issue today.	CEC/ BBS
3.0	NETWORK RAIL (NWR) ISSUES	
3.1	SMu raised concern regarding the ongoing delays at Murrayfield (Ground Improvement Works) and requested that NWR make this a priority. RSh confirmed that he had received BBS proposals and he had forwarded them to David Grant, Geotechnical Engineer. Mr Grant has confirmed he is satisfied with the proposals. RSh confirmed he has discussed this with JDo. Ongoing.	NWR/ BBS
4.0	DESIGN & CONSENTS ISSUES	
4.1	Design & Consents General	
	<p>Setts – ACo confirmed that all drawings have been approved and confirmed that different designs will be used in different areas. Samples of setts have by approved by CEC Planning.</p> <p>Csm requested that ACo collate all information relating to setts and arrange a final review of this information with RLe, SNe and Csm to ensure all is in place prior to ordering material. Discussion to take place no later than 31st January 2012.</p> <p>DGo advised that some setts are required for Princes Street. CEC to confirm requirements to BBS following discussion noted above.</p>	ACo CEC/BBS
	RLe advised that the Consents Submissions Tracker is being finalised. Discussions are ongoing with all parties. Csm requested this Tracker is closed out by 31 ST January 2012.	RLe
4.3	St Andrew Square - Construction Estimate regarding Public Realm Works – further discussions to take place at “setts” meeting being organised by ACo. (Point 4.1 refers).	CEC
4.5	Cathedral Lane Substation Design – A Sim confirmed he is waiting for Henderson Global to provide dates for a meeting. A Sim advised that following discussions with Siemens, clarification is required on the routing of cables. This could have an impact on traffic management so timing of when cable routing works could be critical.	A Sim
4.7	Edinburgh Gateway	
	<p>“Do Minimum Gateway Works to Protect the Rev 4 Programme” Alignment Review – a meeting was held to discuss the report. Meeting highlighted issues with future proofing of design works, potential increase in maintenance costs due to tighter curves, increases in run times.</p> <p>T&T requested that BBS provide a programme detailing the timelines of the different options available to ensure achievable with Rev 4 Programme dates.</p>	SNe

**EDINBURGH TRAM PROJECT
 CONSOLIDATION OF RED FLAG ITEMS - GOVERNANCE CONTROL MEETINGS
 POSITION AS AT 31ST JANUARY 2012**

DESIGN, CONSENTS & COMMERCIAL FORUM CONT'D

4.7	Edinburgh Gateway cont'd	
	CSm requested SMu provide a "headline" paper detailing the issues to be addressed and the impact on design and potential costs which may impact on the Project overall. SNe to provide input from BBS. Briefing paper to be completed by 31 st January 2012 to allow further discussion at CEC meeting on 2 nd February 2012.	SMu/SNe
4.9	Scottish Water Approvals Issues & OLE Base/Scottish Water/OLE	
	<p>RLe advised that a monthly steering group has been set up with SW. The first meeting was held yesterday and was reasonably productive.</p> <p>SNe asked if the revised connection detail regarding the Depot had been discussed during this meeting. RLe advised that the purpose of the first steering group was to establish an improved working relationship with SW.</p> <p>SNe again raised concerns that SW is continually changing the requirements regarding approvals/agreements. SW has now started to reject Asset Transfer Certificates (ATCs) by stating that the as-built drawings detail a different revision number to the SW approved drawings.</p>	

TRAM INTEGRATION & COMMISSIONING FORUM – 23RD JANUARY 2012

1.1	DEPOT & MINI TEST TRACK	
	Depot Snagging	
	<p>I No. joint snagging list has been agreed. BBS currently progressing snagging items. CLe advised that a meeting is being held w/c 23rd January 11 with Alastair Scott to review progress of snagging items to date.</p> <p>A monitoring process for snagging items that cannot be closed out at this time to be discussed and agreed between BBS & T&T. CLe to provide update at next meeting.</p>	T&T/BBS
1.2	Mini Test Track	
	ARi advised that a draft Sub-Licence in respect of the Mini Test Track had been issued to CAF prior to Christmas. DSt advised that a meeting has been arranged for 31 st January 12 between CAF & CEC – the Sub-Licence will be formally signed then.	CEC/CAF
1.3	Depot Building – Building Warrant	
	CLe advised that following a discussion with Simon Nesbitt – all construction issues have been addressed and 2-3 minor design issues are currently being closed out. Drawings will be issued to CEC by end of Jan 12. CSm requested that CLe ensure temporary Building Warrant does not expire prior to issue of Building Warrant.	BBS CLE
1.7	Documentation	
	CAF has signed integrated DAS in relation to Section A only – all others remain outstanding. MWi and DSt to discuss further outwith meeting	DSt/ MWi

**EDINBURGH TRAM PROJECT
CONSOLIDATION OF RED FLAG ITEMS - GOVERNANCE CONTROL MEETINGS
POSITION AS AT 31ST JANUARY 2012**

TRAM INTEGRATION & COMMISSIONING FORUM CONT'D

<p>I.10</p>	<p>Matters Affecting Lothian Buses</p>	
	<p>Csm referred to ongoing CAF Monthly Progress meetings and in particular to action points noted on Minutes dated 6th December 11. CSm requested updates on the following action points:</p> <ul style="list-style-type: none"> • CAF Interface Manager – DSt confirmed that Mikel Irizar had started with the Project and is permanently based in Edinburgh. • Bogie Turntable – ARi confirmed it has been tested, commissioned and is working. • Structure Gauge Clearance – PPa advised that Siemens is preparing report but is waiting on some information being sent by Jorge Piqueras, CAF – information expected by w/e 27th January 12. PPa to provide update at next meeting. • OLE Height and Stagers – BBS advised that survey results had been forwarded to T&T – MAy to check. • Water Ingress – Wheel Lathe – CLe advised that BBS has carried out snagging (item noted on agreed joint snagging list) and waiting to see if repair has been successful. Ongoing. • Livery on Trams – Discussions still ongoing. Lothian Buses opinion to be sought. • Dynamic Test Plan – agreed. Item closed. • Co-ordination of Tram Movements at Depot – agreed. Item closed. • Bus Tracker – DSt advised that CAF will proceed with modification at no cost. T&T to issue Instruction to CAF. • Re-railing Equipment – delivered. Item closed. • T3 Ride Quality Test – process agreed. Item closed. • DKE – PPa requested information regarding 10kph from Jorge Piquera, CAF. DSt advised that he had not been copied into any email correspondence regarding this matter. DSt requested that he is copied in to email correspondence going forward. • Method Statement for Track 1 (safety concern regarding Overhead Line) – DLo advised that works are not being carried out for around 6 months so Method Statement is not critical. CAF will ensure their Vehicle Maintenance Information (VMI) is updated accordingly. • Wheel Lathe Area – ARi advised that one side of the hazard has been addressed successfully – the other side still requires resolution. JDo advised that any resolution must be suitable for CAF. • Drainage to Pit – no resolution to date. 	<p style="text-align: right;">PPa</p> <p style="text-align: right;">MAy</p> <p style="text-align: right;">T&T/BBS</p> <p style="text-align: right;">ONGOING</p> <p style="text-align: right;">CAF/ T&T</p> <p style="text-align: right;">PPa</p> <p style="text-align: right;">CAF</p> <p style="text-align: right;">BBS/CAF</p> <p style="text-align: right;">ONGOING</p>
<p>I.13</p>	<p>Any Other Business</p>	
	<p>MAY requested clarification of the formal transfer of the Depot to Lothian Buses from CEC on 25th January 12. CSm advised that discussions with Lothian Buses are ongoing regarding this. Alan Coyle and Alastair McLean, CEC, are currently drafting a formal handover letter.</p>	<p style="text-align: right;">ONGOING</p>

**EDINBURGH TRAM PROJECT
CONSOLIDATION OF RED FLAG ITEMS - GOVERNANCE CONTROL MEETINGS
POSITION AS AT 31ST JANUARY 2012**

PROGRAMME, RISK & OPPORTUNITY FORUM – 24TH JANUARY 2012

2.0	GENERAL UPDATE	
2.2	<p>Post Meeting Note: CSm advised on some of the issues raised following a site visit to Shandwick Place:</p> <ul style="list-style-type: none"> • Barrier Types • Position and Orientation of Footings on Heras Fencing. • Position of footings to provide maximum width to pedestrians on the pavements. • Signage – Generally • Marketing 	
3.0	PROGRAMME	
3.2	CSm to organise a Planning/Programming meeting w/c 30 th January 12 to discuss Cost Engineering – implications/impact/processes etc. All parties to attend to share views. CSm to issue meeting invitations to BBS, TS, T&T, CEC and Graham Robertson. CSm to issue proposed agenda.	CSm/ All Parties
3.3	JCo advised that BBS mobilise Sub-Contractors/Package Contractors two – four weeks in advance of planned construction commencement dates therefore BBS must be advised at the earliest possible point of any revisions to construction access dates due to ongoing utility works.	T&T/BBS
5.0	RISK - GENERAL	
5.1	CSm raised concern that T&T and BBS are still running separate Risk Registers. CSm stated that BBS Risk Register should be included within the T&T Risk Register so that visibility of all Project risks can be seen and no risk items are overlooked.	T&T/BBS
5.2	RISK REGISTER	
	<p>KRu advised of a potential risk to the Traffic Management around Morrison Street as a third party may be constructing a deep sewer in the area. (Further details required).</p> <p>CSm requested that BMcC discuss this with EICC and Marshall Poulton re potential impact to Traffic Management.</p> <p>CSm asked if CEC can “control” Consents issued to third parties for other / secondary works taking place around the city and he reminded all parties that Project delivery takes priority over any third party works ongoing.</p>	<p>ONGOING</p> <p>BMcC</p> <p>CEC</p>

**EDINBURGH TRAM PROJECT
CONSOLIDATION OF RED FLAG ITEMS - GOVERNANCE CONTROL MEETINGS
POSITION AS AT 31ST JANUARY 2012**

UTILITIES, PRINCES STREET & CONSTRUCTION FORUM – 24TH JANUARY 2012

2.0	UTILITIES UPDATE	
2.7	Section 7 – SGN works - SMu advised that SGN design team requested more time to complete the design. JDo reiterated that the design had been made easier by switching to open cut option and therefore additional time should not be an issue for them.	SMu
2.8	SMu advised that Wayleave between SP and Edinburgh Airport is not in place. SP has raised concerns that the wrong plans have been issued – currently being checked by their Legal teams. CSm requested SMu to provide him with further information on this matter.	SMu
4.0	CONSTRUCTION UPDATE	
4.1	Construction General	
	SNe confirmed that BBS will submit the Planning Application to CEC to cover all OLE changes on Princes Street ahead of getting the legal agreement in place for the building fixings at Hanover Street. Roads Reconstruction Procedures: RLe advised that the principles have now been agreed but the wording of the TNC is still to be agreed. JDo confirmed that BBS should issue a response on TNC wording to T&T – PM today. RLe stated that the matter is now becoming urgent.	SNE T&T/ BBS
4.4	Quality / NCRs	
	RLe advised that T&T has queried the tolerances of the concrete surrounds at the track with SDS – awaiting a response. T&T has not raised an NCR at this time however a letter will be sent to BBS noting concerns. SMu raised concern regarding the colouring of the concrete at Haymarket Yards. JDo confirmed the concrete being used was approved by CEC. JDo/JWe to inspect during site visit – 25th January 11.	RLe JDo/JWe
4.5	Construction Blockers	
	JDo confirmed that NWR have been given full visibility of the overall tracker which confirms dates to be achieved by NWR. He further advised that NWR is now given 5No priorities on a weekly basis. JWe commented that this system does not seem to be working either as NWR are failing to forward plan to suit the needs of the Project.	