

# Client Instruction and Control Meeting

Edinburgh, 27 August 2012

## Attendees:

Colin Smith(Chair)	The City of Edinburgh Council	<a href="mailto:Colin.smith@edinburghtrams.com">Colin.smith@edinburghtrams.com</a>
Alan Coyle	The City of Edinburgh Council	<a href="mailto:alan.coyle@edinburgh.gov.uk">alan.coyle@edinburgh.gov.uk</a>
Bob McCafferty	The City of Edinburgh Council	<a href="mailto:Bob.mccafferty@edinburgh.gov.uk">Bob.mccafferty@edinburgh.gov.uk</a>
Ed Foster	The City of Edinburgh Council	<a href="mailto:edward.foster@edinburgh.gov.uk">edward.foster@edinburgh.gov.uk</a>
Clive Arbuckle	The City of Edinburgh Council	<a href="mailto:clive.arbuckle@edinburgh.gov.uk">clive.arbuckle@edinburgh.gov.uk</a>
Gavin King	The City of Edinburgh Council	<a href="mailto:Gavin.king@edinburgh.gov.uk">Gavin.king@edinburgh.gov.uk</a>
Gary Easton	Turner and Townsend	<a href="mailto:Gary.easton@turntown.co.uk">Gary.easton@turntown.co.uk</a>
Rob Leech	Turner and Townsend	<a href="mailto:rob.leech@turntown.co.uk">rob.leech@turntown.co.uk</a>
Shirley Mushet	Turner and Townsend	<a href="mailto:shirley.mushet@turntown.co.uk">shirley.mushet@turntown.co.uk</a>
Scott Noble	Transport Scotland	<a href="mailto:Scott.noble@transportscotland.gsi.gov.uk">Scott.noble@transportscotland.gsi.gov.uk</a>
Dominic Murphy	Transport Scotland	<a href="mailto:Dominic.murphy@transportscotland.gsi.gov.uk">Dominic.murphy@transportscotland.gsi.gov.uk</a>

## 1 Previous Minute 20 August 2012 and Matters Arising

Colin Smith advised that discussions were underway on the issue of retaining the dual pipes in the one trench. The emerging scope of the Leith Walk Project was currently being defined and was expected to be clarified by mid to late October 2012. Clarifying this scope would involve some trial trenching but work would not begin until October 2012. Bob McCafferty added that he was scheduled to attend a meeting with Ian Buchanan on the Leith Walk works. Colin Smith agreed that a representative from Turner and Townsend should attend the meeting with Bob McCafferty for this meeting but in future only one representative from the Project should attend the CEC Leith Improvement Works Project Meeting.

Rob Leech highlighted an email from Ian Buchanan and stated that it was Turner and Townsend's intention to use the Tram Act powers to carry out the utilities work in Leith Walk. They would also be compliant with the COCP. Ian Buchanan had enquired whether they should also follow the COCP for their works. Colin Smith advised that the Tram Act powers should be used and the COCP followed as planned by Turner and Townsend. Bob McCafferty added that he had advised CEC that there was no need for the COCP to be followed on non tram works.

Ian Buchanan's email also indicated that CEC were intending to take the lead on communications and stakeholder engagement for these works. Colin Smith advised that the Tram Project Team would instigate communications for its part of the Project. The communications would be shown to the CEC Project Team and to Scottish Water. Turner and Townsend would take instruction from the Tram Project Team as usual.

Bob McCafferty advised that Ian Buchanan had indicated his wish for the Constitution Street works to be delayed from October 2012 until after Christmas 2012 at the request of local traders. Colin Smith explained that this was possible to accommodate but that it would come at a cost that CEC would have to fund.



It was agreed to hold off on Turner and Townsend organising a meeting with SGN.  
(Not sure why)

Rob Leech advised that he wished a meeting with Colin Smith on the behavioural issues at Scottish Water. Dominic Murphy added that John Flett at Scottish Water had noted that there was no Turner and Townsend or CEC representation at the Network Rail/SW meeting. Dominic Murphy had confirmed that this would be the case for future meetings and Transport Scotland would represent the Project at these meetings.

Rob Leech had previously advised that he had asked Andy Conway to investigate the road sinking on the corner of South St David Street onto Princes Street and an update would follow.

Rob Leech explained that a 'sond' test had been carried out to identify the manhole connection in Princes Street Gardens and this issue could be monitored at control meetings.

Alan Coyle advised that the metal parapet at Tower Place Bridge/Lindsay Road was largely complete but there were elements of traffic management in place which should be removed. Colin Smith added that the Tower Place Bridge and Lindsay Road sites should be cleared by the end of August 2012. Rob Leech agreed to follow that up.

Colin Smith had enquired over the progress with the proposed arrangement for Dublin Street Steps which had been passed to Legal Services and would provide an update at a future meeting.

Rob Leech advised that there continued to be problems with the works in Shandwick Place. It had become apparent that McNicholas did not perform adequately on the weekend of 18-19 August 2012. The area had now been handed over to Infracore but a meeting would be held with McNicholas on the issue. McNicholas had also taken the supervisor in charge on that weekend off the Project.

Gary Easton advised that he wished to speak to Martyn Ayres on assurance before he distributed the outline note on the final account process. This would be ready by the end of the week. Colin Smith asked that all detail be provided to Alan Coyle.

Rob Leech had agreed to draft an appropriate letter regarding cellar surveys in York Place. He was unsure he had all the letters that had been sent to owners and it was suggested he speak to Norman Fisher at Graham and Sibbald.

### **Decision**

- 1) To approve the minute of 20 August 2012 as a correct record.
- 2) That the Tram Project Team would instigate communications for its part of the Leith Walk Project.



- 3) That Turner and Townsend would hold on arranging a meeting with SGN to discuss the Leith Walk Works.
- 4) That Andy Conway was set to investigate the depression on the corner of South St David Street onto Princes Street.
- 5) That Rob Leech would follow up on the Tower Place Bridge/Lindsay Road works to ensure completion by the end of the month.
- 6) That Colin Smith would investigate the progress with the proposed arrangement for Dublin Street Steps which had been passed to Legal Services.
- 7) That Rob Leech would draft an appropriate letter regarding owner refusal for cellar surveys in York Place following a discussion with Graham and Sibbald.

## **2 Health and Safety**

Have we got a decision on the peer reviewer yet? If not I'll insert the old decision back in.

### **Decision**

## **3 Presentation and Request of Change Control Sign Off**

### **3.1 TCO 572 Rev B – Edinburgh Gateway Works - Construction**

Cost was £3,416,010.40 and included design costs and project management costs of £138K. Dominic Murphy confirmed that Transport Scotland were content with the cost. Alan Coyle stated that any changes or additional sums would follow the usual change process.

APPROVED and Signed

### **3.2 TNC 689 – Edinburgh Tram Network – On Street Road Sign Bases, Street Light Columns, Traffic Signal Poles, Ducting and Chambers - Design**

To provide a CAD resource, working under Matt Fell, to revise drawings.

APPROVED and Signed

### **3.3 TNC 584 Rev C – On Street Works, Carriageway Reconstruction**

APPROVED and Signed



**3.4 TCO 672 – Edinburgh Tram network, On Street Drainage - Design**

To provide a CAD resource, working under Matt Fell, to revise drawings.

APPROVED and Signed

**3.5 TCO 591 – Gogar Castle Access Road, Works Following Road Safety Audit**

APPROVED and Signed

**3.6 TNC 687 – On Street, Appendix 11/1: Kerbs- Construction**

APPROVED and Signed

**3.7 TNC 688 – De-scope footway on Atholl and Coates Crescent**

APPROVED and Signed

**3.8 TCO 606 – Remedial Works to West Shunt Line – Haymarket Depot**

Gary Easton stated that clarification was needed on who was liable for this work. Colin Smith advised that before discussing with BBS that there was complete certainty that the contract backed any case for BBS being liable.

On Hold to allow Turner and Townsend to investigate the contract

**3.9 TCO 605 – Cathedral Lane, Tram Substation – On Street Construction – Revised Design**

APPROVED and Signed

Alan Coyle requested and Gary Easton agreed, in future, to provide Turner and Townsend estimates of the costs of a change order.

**Decision**

That Gary Easton would, in future, provide Turner and Townsend estimates of the costs of a change order.

**4 Review of T&T Sub Project Meetings and Request for Instruction or Client Decision**

Rob Leech advised that a meeting had been arranged with Land Engineering on the wall in Shandwick Place. Bob McCafferty enquired whether CEC had also identified issues with constructing the tree pits. Rob Leech believed it was only the works on the wall that CEC could not carry out but he would check.



## **Decision**

That Rob Leech would check whether it was only the works on the wall that CEC could not carry out in Shandwick Place.

## **5 Review of CEC Control Meetings and Request for Instruction or Client Decision**

Colin Smith enquired on the progress with support for Andy Scott. Rob Leech confirmed that Steven Jackson would be moved from his commercial role to a project manager role to support Andy Scott. A new project manager/engineer with Scottish Water experience had also been identified to support Andy Scott.

## **6 Utilities Management**

No issues to be reported.

## **7 York Place**

Colin Smith confirmed that the meeting with the bus station operators was very positive and they supported the bus station staying open.

Colin Smith advised that the black hoarding would be used in the appropriate areas in York Place. Rob Leech gave details of those areas and that Heras fencing and Rhino fencing which would be painted black and would you be used in some areas.

Colin Smith advised that Jim Davidson had requested a form of words for the extension to the hours in York Place. It would be articulated that the contractor would work within these hours but did not necessarily mean they would be on site for the entire period.

## **8 AOB**

Colin Smith had previously emphasised that the 22 week time bank and Rev 3A to 4 values in time and money needed to be kept separate and then netted off to ensure there was no double counting. It was essential that a landing point was reached on the 22 week scenario to avoid it causing issues with other works such as York Place. Gary Easton tabled a paper showing a CEC view and a BBS view in regard to the prelims saving model for cost engineering. This showed a disparity in the savings when the time bank was reduced and that CEC would have to pay £6.45m if the time bank was reduced to 0 weeks. Alan Coyle added that he did not feel the CEC view of the prelims saving model was a true reflection of CEC's view. Colin Smith stated that 11 weeks of the time bank had been used and this was likely to increase at the next certification. If the cost engineering exercise had not



taken place then there would have been 11 weeks delay and BBS would have issued a disruption claim. It was also important to note that the float in the programme was BBS's float, not the project's float. Colin Smith advised that the change order should be issued and using the worked examples, a discussion could be had with BBS. Gary Easton agreed to send out invites to the workshop but advised that he could not issue the change order without an instruction from the client.

Patrick Scully had previously requested clarification re. the last point of reference on the design liability of works, York Place to Newhaven handover state. Kevin Russell would now ask Patrick Scully for a letter outlining his request.

Colin Smith explained that Alasdair Sim would be taking over the interface with the airport and Turner and Townsend should reduce their involvement accordingly and handover to Alasdair Sim. Turner and Townsend would retain their interface with the contractor at the airport.

Bob McCafferty advised that he had met with the Events Team in CEC on Hogmanay the previous week and had confirmed that they could not use the east side of Princes Street and that there were restrictions on where they could place their stages.

It had previously been highlighted that consideration had to be given to the number of staff who would no longer be needed as the Project progressed. Discussions had begun with CEC on members of the CEC Project Team who would be a loss to the Council if they were not utilised following their time on the Project. Turner and Townsend had been asked to consider the staff that would be necessary as the Project moved forward and Gary Easton confirmed that they would discuss this matter with the CEC Tram Project Team.

Rob Leech advised that he had invited the unsuccessful tenderer who had requested feedback to discuss why they were not successful.

Rob Leech had previously advised that Siemens had indicated that if there were changes in regard to safety verification due to best practice then this would be additional. It was Turner and Townsend's view that safety verification was Infracore's responsibility. Rob Leech agreed to produce a short paper on the issue.

Rob Leech enquired whether Colin Smith wished number on the hats of staff on site. This was to help in any identification following a number of complaints of staff behaviour by the public. Colin Smith confirmed that identification numbers should be inserted on hats including management.

Dominic Murphy advised that a Edinburgh Gateway project wide interface meeting was needed to keep all parties informed. The meeting should include Transport Scotland, CEC, Turner and Townsend, BB and Network Rail. Dominic Murphy advised that he would set up the initial meeting.



Bob McCafferty enquired whether the information for CEC on the retaining wall at Lindsay Road was ready. Rob Leech indicated that there had been some difficulty getting the information but he agreed to follow it up.

Bob McCafferty highlighted that it was not ideal handing over areas to CEC with no CAD drawings. Rob Leech advised that BBS had provided a price of £97 per drawing which would be approximately £250000 in York Place. Alan Coyle enquired whether the issue was resource related and if the Project paid for a resource to check the drawings that would mean the cost was significantly reduced. Colin Smith stated he would speak to SDS on this.

Bob McCafferty advised that a question had been raised on how much of the Haymarket tram stop we wanted public access immediately. There were two areas where work was still ongoing, there was a graffiti risk on the sandstone wall and there was little lighting in that area. Bob McCafferty had recommended and it was agreed that the tram stop stay fenced off except the footway and the crossing.

Bob McCafferty stated that the walkway suggested between Ryries pub and the Haymarket Bar was being resisted by BBS on health and safety grounds. Their concern was of pedestrians walking near a site access point when there was an alternative route.

Scott Noble raised the issue of an invoice for URS carrying out work at the Edinburgh Gateway. Alan Coyle advised that he had not received anything on this and Scott Noble agreed to check.

Rob Leech advised that Infracore had raised a non-conformance in St Andrew Square. This would involve some track being pulled up and re-laid. It would take a week to remedy the issue.

Rob Leech stated that the Crummock's cabins in the north end of St Andrew Square would be removed to enable work to commence in that area. This was set to happen on Sunday 2 September 2012.

Rob Leech enquired who he should contact in CEC over the wayleave in Cathedral Lane. Bob McCafferty advised that they contact Alasdair Sim who would liaise with Legal Services in CEC.

Rob Leech reported that Kevin Russell had stated that following a discussion with Colin Smith, they were no longer going to engage on the long term strategy and that Turner and Townsend did not need to stay involved in the issue. Colin Smith stated that this was not the case and Rob Leech agreed to check.

Rob Leech stated that clarification was needed on the remit and role of CEC staff working under Turner and Townsend's control. Bob McCafferty agreed to discuss this issue with him.



## Decision

- 1) That Gary Easton would arrange a workshop with BBS in attendance and a pre meeting between CEC Project Team and Turner and Townsend to go through worked examples.
- 2) That Colin Smith would discuss internally the instruction for the issuing of a TCO for value engineering.
- 3) That Alasdair Sim would take over the interface with the Airport.
- 4) That Turner and Townsend would consider the staff that would be necessary as the Project moved forward and that a meeting would take place on this subject within the next two weeks. The cost effect of the demobilisation over the next 18 months should be reported to Alan Coyle
- 5) That identification numbers would be added to the hats of all staff, including management staff on site.
- 6) That Dominic Murphy would arrange an initial Edinburgh Gateway interface meeting.
- 7) That Rob Leech would investigate the information on Lindsay Road for CEC, and report back on an expected timescale to Bob McCafferty.
- 8) That Colin Smith would discuss the cost of CAD drawings with SDS.
- 8) That fencing would be retained at the Haymarket tram stop except for the footway and the pedestrian crossings.
- 10) That Scott Noble would investigate where the invoice was for the additional URS work at the Edinburgh Gateway.
- 11) That Rob Leech should contact Alasdair Sim over the wayleave at Cathedral Lane.
- 12) That Rob Leech would discuss the role and remit of CEC staff working under Turner and Townsend with Bob McCafferty.
- 13) That Rob Leech would report on safety verification.