

**EDINBURGH TRAM
NOTES OF MEETING WITH TIE
TIE OFFICE 19 JANUARY 2006**

**Present: Ian Kendall tie
Willie Fraser tie
Mike Jenkins PB
David Hutchison PB**

- 1. Requirements Definition to be closed out by mid February.**
- 2. Programme to be completed and agreed with tie and to be fit for monitoring purposes in 3 weeks time. Carla Jones to be made available for a period of a month to assist with this.**
- 3. IK still does not believe our expenditure profile. This to be looked at again and confirmed.**
- 4. IK requires a report on progress of surveys.**
- 5. Infraco/Tramco tenders to be ready by end of April. The strategy to achieve this and agreement on SDS deliverables to be completed by end of next week. Mark Gardiner will be tie's Procurement lead on Infraco and David Powell will be tie's lead on Tramco. MJ stated that he will try to get Tony Mustard involved next week. Possibly with Kim Dorrington. IK wants an exemplar design with Specs and BOQs to be produced such that tenderers can submit a marginally upper bound price. This will be refined in the second round in Oct with 2 preferred bidders but he wants to be coming down in price rather than going up.**
- 6. IK stated that Quality Management Plan as submitted covered only Requirements Definition and needs to be for whole project, similar comments were made for Safety Management Plan. PB to look at.**
- 7. IK stated that a report will be submitted to CEC on 26 Jan for the Council to make a decision on their contribution of £45M. Thereafter on 7 February 2006 the Minister will go to Committee to get support for indexation of the Scottish Executive's funding of £375M.**
- 8. Based on the above funding there will be prioritisation of development phasing with Leith to the Airport being highest priority and Thereafter to Granton if affordable. Newbridge will be dropped. This will be confirmed to us after the tie Board meeting on Monday.**
- 9. IK wants to future proof he design of the Newtwork by allowing for Line 3 and for the sections which will be dropped so for insatance the Site Investigations should be for the complete project and the Prelim design will be for the complete project.**
- 10. The Seawall is probably a 'bridge too far'. We will know on Tuesday.**
- 11. On office relocation tie want us in Verity House but after discussion it was agreed that only part of the team would be relocated ahead of the move into Citypoint offices. PB to decide the number and let IK know. Only 16/17 spaces available maybe even 3 less than that.**
- 12. IK requested a new organisation chart and details of Scott Ney.**

13. It was suggested that we get Keith Crow up to assist with the programme for a couple of days. PB agreed to look at this.