

BBS - BILFINGER BERGER SIEMENS CONSORTIUM	
CONSORTIUM MEETING	
Date:	Thursday 5 th June 2008
Time:	09:00 – 13:00
Location:	Lochside House, Edinburgh
Meeting Organiser:	Scott McFadzen

Participants		
Company	Name	Initial
BBS	Scott McFadzen	SMF
BBS	Alfred Brandenburger	AB
BBS	Roland Brückmann	RB
BBUK	Richard Walker	RW
BBUK	Gary Dalton	GD
BBUK	Tom Murray	TM
BBUK	Steve Sharp	SS
BBUK	David Taylor	DT
BB MPS	Axel Metzger	AM
BB MPS	Jan Isele	JI
BB MPS	Bernd Kasueschke	BK
Siemens	Nigel Baskerville	NB
Siemens	Tony Wright	TW
Siemens	Garry Bromley	GB
Siemens	Bernhard Brauns	BB
Siemens	Nick Conboy	NC
Siemens	Klaus Dieker	KD
Siemens	Michael Flynn	MF
Siemens	Robert Kraemer	RK
Siemens	Wolfgang Pekruhn	WP
Siemens	Steffen Roehner	SR
Siemens	Michaela Wagner	MW
Siemens	Goeran Wendt	GW
Siemens	Frank Wenzel	FW
Siemens	Norbert Wunder	NW
CAF	Alejandro Urriza	AU

Apologies:	
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No.	Item	Action	Date
1	Contract Value <ul style="list-style-type: none"> – Contract Value (Construction Works Price) is 238 Million GBP for BBS without CAF. The value of the Tram Supply Contract is 55,8 Million GBP. – The split between Siemens and BB shall be confirmed next week with Herbert Fettig. 	SMF	13.06.

2	<p>Programme</p> <p>2.1 Start Works commenced already under the Advance Works Contract signed on 20th December 2007.</p> <p>2.2 Scope The awarded Phase 1A comprises 18,9 km dual track of which 7.2 km are within the inner city (Haymarket to Newhaven) and 11,7 km are off-street (airport to Haymarket), 22 tramstops, 8 substations and tram depot (including 3,5 km track).</p> <p>The client's decision on the optional Phase 1B (6km from Roseburn to Granton) is expected in October 2008.</p> <p>2.3 Constraints The programme for the on-street section is determined by the ongoing Mudfa works whereas the off-street section is mainly depending on the progress of the design.</p> <p>Further constraints to the programme are:</p> <ul style="list-style-type: none"> - resources (originally the works have been programmed for the CDM track system but now BAM has been selected and intends to provide only 3 track gangs although 5 gangs would be required to maintain the original scheduled progress), - interfaces with network rail - links between depot excavation and earthfill sections - special events (Edinburgh Festivals, Murrayfield Stadium) - Code of Construction Practice <p>2.4 Sectional Completions (A, B, C, D) and Key Dates Original Programme has been based on Design Programme Version 26. Now Version 31 has been implemented moving the sectional completion dates as follows:</p> <p>14th May 2008 Effective Date (Contract Signature) 22nd May 2008 Conditions Precedent satisfied</p> <p>Intermediate sectional Key Completion Dates</p> <p>Section A - 26th Mar 2010(V26) now June 2010 Completion of Depot and 1st Tram delivered</p> <p>Section B - 23rd Apr 2010 now 16th June 2010 Completion Test Track Depot to Airport</p> <p>Section C - 17th Jan 2011 Now 27th March 2011 Completion of Construction Phase 1A to Newhaven</p> <p>Section D – 16th Jul 2011 – Now 18th Sep. 2011 Full service commencement</p> <p>The last 9mths are mainly for commissioning of the tram system.</p>		
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	<p>2.5 Updates The Programme has been updated incorporating Version 31 of the Design Programme, causing a 2 mths slippage. A claim for extension of time and related additional cost is being prepared.</p> <p>Programme Assumptions include list of completion dates for works of Mudfa in various locations. The actual progress of Mudfa is in delay.</p> <p>Current dummy activities (for. expl. due to missing information for works at Piccardy Place where design for new roundabout is pending) will be updated on availability of further information.</p> <p>2.6 Short Term Programmes Tie requires regular submission of: - 3mths look ahead programme - 4weekly programme - Time-chainage programme (THILOS) Tie expects programmes to be fully recourced but due to incomplete design information it is expected to agree with tie to submit at this stage only limited programme information.</p>	TM	
3	Description of the Works - incl. above 2.2 ff.		
4	<p>Client Organisation Tie has employed large amount of staff for appointing principle contractor (70 people, whereof 30 are in charge for Mudfa and 40 for Infraco). Tie staff is outnumbering Infraco in planners. Tie's Project Director is Steven Bell who acts as key contact and Executive Chairman is Willie Gallagher. Organization Chart shall be obtained from tie after submission of BBS chart.</p> <p>Next Monthly report due on 13th of June – input from all departments required (procurement, mobilization, progress of the works...).</p>	SMF ALL	20.06. 11.06.
5	<p>Designer Organisation SDS Contract (Parsons Brinckerhoff supported by Halcrow) has been novated to BBS. Design is being done by several different offices. Civil Design is done by PB. BB will do only temporary works Design. Substantial parts of the System Design are done by Siemens. BBS to chase issue of SDS track geometry which is required for Siemens track and OHLE design. Designers Project Manager and Deputy is based in tie's office. PM and Dep PM - base in ties site. Designer's Organisation chart shall be circulated.</p>	DT SMF	12.06.

6	<p>Consortium Organisation</p> <ul style="list-style-type: none"> - CAF has been included in consortium. BBUK, Siemens and CAF have signed an amendment to the consortium agreement, including now CAF in the consortium. - Consortium staff consists of 11 people as indicated on distributed org.chart. from May 2007. - Payments will be made from tie directly to each partner's account. CAF will bill tie directly. - Monthly Board Meetings are foreseen with participation of Michael Flynn, Herbert Fettig (Siemens) and Richard Walker, Gary Dalton (BBUK) and representatives from CAF. 	RW, MF	
7	<p>Consortium Agreement</p> <ul style="list-style-type: none"> - Consortium Office An area within Edinburgh Park has been selected in the vicinity of the current office. Site installation is being delayed because utility works in the originally foreseen area at the depot are frustrated by Mudfa. Additional rental for current office and storage of ordered office containers will be claimed. Site Office will be available in August. Further 5 hotdesks are available at tie's premises with an option for 5 more free of charge. - Consortium Share / Approval Will be discussed with H. Fettig. 	TM SMF	20.06
8	<p>Conditions of Contract</p> <p>Lumpsum but 'soft' because price is based on Design Information from 25th Nov. 2007 and later changes in the IFC (Issued For Construction) Design is regulated in Schedule Part 4. Everyone to read 1st part of Schedule 4 to understand BBS strategy towards Design Changes.</p> <p>The difference in the Design Programme Version 26 and the in Schedule Part 4 already mentioned Version 31 has been already notified to tie. SDS will issue every 4 weeks an update of the Design Programme. Currently Version 32 has been issued with reasons for movements listed. Delays due to client's approvals, consents, third parties imposed changes will become tie changes.</p> <ul style="list-style-type: none"> - Changes and Claims A dedicated Change Team is being built under management of Tom Murray. Up to now 24 Changes have been notified. Pinsent and Masons hold a teaching session about the contractual Change Mechanism to be followed by BBS. The Change Team relies on information from Design Team and others. Weekly Change meetings to be hold. Siemens to advise their counterpart for handling of Changes. Staff to be indicated in organisation chart, which is currently under development. 	TM TM RB	20.06

9	<p>Risk</p> <p>Tie requested BBS last week to develop a Risk Management Plan In line with section 12.11 of the Employers Requirements and to submit 4weekly a risk register and have quarterly risk review meetings with tie.</p> <p>Further a 3rd Parties Claims register and a Claims Mangement Plan shall be set up for Insurances.</p>	AB	20.06.
10	<p>Contract Documents</p> <p>An interactive, searchable Contract DVD (so called "bible") from DLA Piper should have arrived yesterday. BK to follow up.</p> <p>Schedules are all listed in Main Infraco Contract.</p> <p>Mr. R. Krämer claims that the version of Employers Requirements is not indicating correct page numbers and section numbering. BB to clarify which version has been signed and correctly formatted version to be obtained.</p> <p>SDS to provide drawings in DWG and DWF format.</p>	BK SMF DT	6.06. 13.06.
11	<p>Design Status SDS</p> <p>SDS is initiating large amount of changes due to the approval process with CEC and other authorities.</p> <p>Track geometry could not be issued as IFC because there were still Interdisciplinary Design Checks pending. BBS to obtain approval from tie for procurement based on current design information.</p> <p>For legal clarity tie's acknowledgement of base case assumptions and expected changes of these has been embedded into Schedule Part 4. However, normal design development remains BBS risk.</p>	DT	13.06.

12	<p>Correspondence / Templates</p> <ul style="list-style-type: none"> - BBS with tie Communication protocol has been agreed with tie on kick-off meeting on 21st May 2008. agreed with tie. Contractual correspondence to be send by letter and in advance by e-mail, Project Director to Project Director and copies to partners. Purely technical issues can be send directly via e-mail to relevant staff but shall be copied to Roland Brückmann and Scott McFadzen. All correspondence must be copied to document control. Form for notification/approval of Changes has been set up and shall be agreed with tie. - BBS with Parsons Brinckerhoff All TQs (tender queries) shall be send to Parsons Brinckerhoff. RFIs (Request for Information) to tie. TQs and RFIs can be sent directly from each partner but registries to be kept by Document Control. - between Consortium Partners in general by e-mail but copies as above mentioned. In case of internal conflicts Richard Walker or Herbert Fettig should be addressed instead of writing against each other. The intention is to solve problems at the round table before coming to transpositions. Overall target is to act jointly in the interest of both parties. 	ALL	
13	<p>Document Control</p> <ul style="list-style-type: none"> - BIW - joined extranet system is being setup and shall be available in August 2008. - Client's dataroom Notify client that BBS will not use dataroom in the future but will establish own DMS to obtain and manage future design information from SDS. - Designer's extranet Currently design information is available from SDS's Hummingbird collaborator. BBS to arrange with SDS that information is available for review by BBS before issue to tie. 	GD (M.Hicks)	Mid Aug.
14	<p>Client Progress Meetings</p> <ul style="list-style-type: none"> - Dates Determined by contractual period end dates, which establish cycle of progress reports and related progress meetings. Next report is due on 13th of June, following one on 11th of July. - Reports Tie's requirements for reports are onerous – BBS intends to submit in first report only what is needed in our opinion by tie. Report is currently compiled by Alison Young but responsibility has to be reviewed in the future. 	SMF/RB BK/RB	13.06. 11.07.
		SMF	

15	<p>Consortium Meetings</p> <ul style="list-style-type: none"> - Internal Meeting Schedule Weekly cycle will be set up. Keep groups small! - Project Overall schedule of regular meetings will be developed. - Board Board meetings shall be hold monthly 	DT, RK	13.06.
16	<p>Meetings with Designer</p> <ul style="list-style-type: none"> - Dates to be integrated in overall meeting schedule - Reports and Minutes to be prepared for all meetings with SDS or other Designers 	DT, RK	
17	<ul style="list-style-type: none"> - Sub-contractors - Procurement Tie to be notified about foreseen Subcontractors (procurement schedule) <p>BBS is setting up Induction system for subcontractors and own employees and will establish site passes for all personnel requiring access to site.</p>	SMF/RB SMF	20.06. 20.06.
18	<ul style="list-style-type: none"> - Labour Labour will not be employed by Consortium but each partner is employing his own labour force. 	SMF/RB	
19	<ul style="list-style-type: none"> - Plant Plant will be either hired by Siemens or BB and own plant insurances will be provided only. 		
20	<p>Materials</p> <ul style="list-style-type: none"> - Procurement List of Materials for Procurement to be prepared Material storage will be possible as soon as security is set up. Areas to be agreed next week. Optional area at docks is being negotiated with Forth Ports (free of charge but requires fencing). 	SMF/RB	
21	<p>Temporary Works</p> <p>Generally every partner has to plan and execute all temporary works on its own.</p> <p>Traffic management for track construction will be provided by BB effectively together with TM for civil works but for Traffic Management for other works of each partner the executing party is responsible.</p>		
22	<p>Insurances, Bonds & Guarantees (Infraco Contract)</p> <p>All required insurances are in place</p>	AB	

23	<p>Health & Safety</p> <ul style="list-style-type: none"> – Construction Phase H&S Plan In place for advance works but needs to be upgraded now for INFRACO Contract. Every party to contribute. Siemens to nominate responsible staff. Siemens are working on traffic lights under Mudfa as principal subcontractor in regard to H&S stipulations. Contractually these works are a Change for Siemens. – ROGS Design must comply with requirements of Railway and other guided transport systems. – PSCC BBS has nominated Mr. R. Krämer as member of the Hazard Committee. For monthly progress report on 13th June H&S statistics are required. Accident Frequency indicator (lost time divided by total man hours) must be below 0.25, otherwise financial penalties. BBS should record all man hours (too from staff, subcontractors, suppliers) Templates to be prepared for standard tie induction, specific site inductions and scheme to be integrate into overall H&S plan. Client has H&S professionals in his team which allocates responsibility and therewith exposes him to risks. Personnel Protection Equipment – procurement to be set up by consortium. 	<p>GB RB</p> <p>RK/DT</p> <p>RK</p> <p>ALL</p> <p>GB</p> <p>SMF/RB</p>	<p>tba 20.06.</p> <p>13.06. ongoing</p>
24	<p>QA</p> <p>Current Quality Assurance Plan is embedded in Project Management Plan and establishes framework.</p> <p>Detailed procedures to be developed for civil works by BBUK, for system/E&M by Siemens, for Tram by CAF and for Design by SDS.</p>	GB / RB	
25	<p>Environment</p> <p>First draft of Environmental Management Plan shall be issued tomorrow (prepared by Yvonne Raus under guidance of Gerard Budge)</p> <p>Badgers on site foreseen to be moved,</p> <p>Tie is managing environmental issues with certified Environmental Engineers. Scottish Environmental Protection Agency is especially sensitive about pollution of watercourses. Major issue for BBS is expected to be spills from fuelling of machines.</p> <p>Requirements for Noise Mitigation need to be checked.</p>	<p>GB</p> <p>GB</p>	<p>7.06.</p> <p>20.06.</p>

26	<p>Other Items</p> <ul style="list-style-type: none"> - Requirements Management Siemens proposes to use DOORS for Employers Requirements which tracing is addressed in the Employers Requirements. SDS is using DOORS. BB expects that Requirements Management for civil part is entirely within SDS scope. However interfaces (too with CAF) need to be clarified and shall be discussed between BB and Siemens. <p>Progress of Works</p> <ul style="list-style-type: none"> - Caledonian Alehouse demolition has been frustrated by asbestos survey and scaffolding permit – should start in one week. - Decontamination at dept is ongoing (tie) - Instruction to proceed with Russel Road Bridge has been received. - Only little can be done in permanent works due to 2mths slippage in issue of IFC drawings. - Trackworks behind tie's office (section 2A) and from Edinburgh Station to Gyle are obstructed by delayed Mudfa Works. BBS is obliged to mitigate impact from obstruction in schedule so far reasonable. <p>Delays from Scottish Power (HV and LV supply) have become tie's risk because provisional sum for these works have been removed. BBS places order but cost to be borne by tie.</p> <p>Drawings from dataroom issued after design freeze may be used only after informing tie about notification to tie and receiving instruction to go ahead with these.</p>	SMF/RB	SMF/SS
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