



# Executive Summary of the Monthly Progress Report

**Edinburgh Tram Network Project**

**Reporting Period: 1 – 30 June 2006**

<b>Prepared by:</b> Willie Fraser, Head Of Project Controls	<b>Approved by:</b> Andie Harper, Project Director
<b>Date:</b>	<b>Date:</b>
<b>Signature:</b> 	<b>Signature:</b> 

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084-ER	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	1 of 5



# Monthly Progress Report – June '06

## 1. Highlights

The Tramco ItN was issued on Friday 7<sup>th</sup> July 2006.

Progress has been made on the procurement of MUDFA, culminating in a recommendation of the two preferred bidders.

The Preliminary Design package was delivered by SDS on 30 June, as per the programme.

Following approval from the TEL Board, SDS has been incorporating the 'integration' changes into the design. SDS has committed to have included these changes into the design by 31 August 2006, so that they will inform the Draft Final Business Case.

Significant progress has been made on the project programme. Specifically, the integration of the design, the procurement process, modelling, and the Business Case is now well defined, and also, necessary engagements with stakeholders.

## 2. Funding and Costs

The budget covering the period from 1 April 06 to 31 December 06 totals £32.7m (including specified contingency) as reflected in the Outline Business Case (OBC) approved by CEC and TEL and submitted to Transport Scotland in mid March 2006. This budget is predicated on the procurement programme progressing as reflected in the OBC whereby physical utility diversions and land acquisitions will commence in early 2007 following approval of the Draft Final Business Case for Tram. A detailed tabulation of costs to date, anticipated commitments, and the latest forecast outturn for April to Dec 06 is attached.

The current project outturn for the funding period April to Dec 2006 have been re-estimated at £22.7m (previously £20.5m), the increase of £2.2m resulting from a joint review of the SDS Spend Profile. SDS' previous profile had been based on the wrong project milestone. The correct milestone is triggered earlier, and therefore, the spend profile has been re-adjusted to reflect this position. This exercise is now complete, and any future variations will be attributable to normal project developments.

Following the submission of Preliminary Design, SDS are now carrying out a 'Bill of Quantities' based estimate, This will be completed, and then validated by TSS, by 21<sup>st</sup> August to further refine estimating accuracy. In addition, Cyril Sweet, via Transport Scotland, has been engaged to conduct an independent bottoms-up estimate. Interim results will be known at the end of August, and the exercise will be completed one month later.

## 3. Programme

Significant progress has been made on the project programme. Specifically, the integration of the design, the procurement process, modelling, and the Business Case is now well defined. The following issues have been identified, and tie is working to resolve them:

- The release date for InfraCo is shown to be 3 November 2006, but a review is being undertaken to attempt to bring this date back closer to the previously stated release of 1 September 2006. As yet, this exercise has not been completed, and the 3 November date is being held.
- The completion of Preliminary Design 2 on 31 August 2006 follows a 4-week period during which modelling analysis is required to understand and mitigate the impact of

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084-ER	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	2 of 5



# Monthly Progress Report – June '06

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General Note: Micro development of the construction programme will commence soon and will be completed to inform the Business Case.

## 4. Procurement

The tram project procurement sub-committee has concluded its initial remit of reviewing / assessing the project Procurement Strategy, which remains substantially unaltered. However flexibility is to be introduced, subject to restrictions imposed by the OJEU's, to enable the bidders' views on novation to be fully understood and to allow the maintenance elements of the Tramco & Infraco contracts to be re-configured either at the project outset or during the operational phase.

### MUDFA

The MUDFA tenders were opened on the 6<sup>th</sup> June.

Initial assessment has been undertaken and structured interviews have been held with all candidates. The two candidates to be taken through to CARP/BAFO have been identified.

### Advance Works

Definition of the scope of these works and the associated procurement approach is underway. It is noted that it is unlikely that we can commit to the original scope of these works unless we can demonstrate to Transport Scotland some benefit out-with the tram project.

### Tramco

The Tramco ItN was released to the bidders on Friday 7<sup>th</sup> July. Bids are due back on 5<sup>th</sup> October.

### Infraco

Prequalification resubmissions have been made by the following groupings of companies:

- Amec Spie
- M-Pact (Laing O'Rourke/Grant Rail) – Bombardier
- Bilfinger & Berger – Siemens – Morgan Est

Assessment of the companies' submissions is underway and is scheduled to be completed during the first half of July. The Board is requested to ratify the three pre-qualified bidders (separate papers to be presented).

The development of the ItN is ongoing, although there remains substantial work to be undertaken in this regard. A reconfiguration of the document set, taking into account the findings of the procurement sub-committee has been initiated.

The ItN release date is under review. Its current logical and durations in the programme target an issue date of 3 November. The preferred date is 1 September 2006.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084-ER	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	3 of 5



# Monthly Progress Report – June '06

## 5. Land Assembly

A number of draft protocols were developed during April and initial discussions were held with CEC Property in early May. However, the process of getting CEC approval was delayed by some weeks awaiting an internal CEC meeting to discuss them. Regular meetings have now been established with CEC Property and Legal. These should facilitate the closing out of the protocols and help to address emerging issues in the future. The protocols relate to processes and responsibilities for activities associated with land acquisition including asset management, notification, title transfer and compensation.

## 6. Issues that have affected / will affect Cost or Progress

The release date for InfraCo is shown to be 3 November 2006, but a review is being undertaken to attempt to bring this date back closer to the previously stated release of 1 September 2006. As yet, this exercise has not been completed, and the 3 November date is being held. If this remains unchanged, it will impact on the overall Infraco programme, and consequently, the prospect of an updated DFBC (to be delivered in late 2006 / early 2007) reflecting pricing information from InfraCo tenderers is under review.

The completion of Preliminary Design 2 on 31 August 2006 follows a 4-week period during which modelling analysis is required to understand and mitigate the impact of the tram on general traffic. The amount of modelling, and the number of iterations cannot be infinite, and tie is progressing discussion to manage expectations.

CEC is sponsoring 6 no. Change Notices which incorporate the output of the tram / public realm 'charette'. The inclusion of these 'changes' into preliminary design, and ultimately, into the DFBC would delay the completion of both these milestones. An alternative solution would be to progress this change in parallel and integrate it into the project during Detailed Design. Guidance is sought from the board in Section 1.6 (Appendix 1).

Lack of definition of the amount, area, and specification of off-network traffic flows and implementation work (ranging from the reconstruction of traffic junctions to minor signalling adjustments) requires to be resolved to ensure that a definitive position is reflected in the project programme and CapEx estimates. Tie will engage with CEC & Transport Scotland to achieve a mutual understanding of the position regarding funding for these works.

The tie tram team resources are under review. This will result in a revised team structure, redefined roles and responsibilities, conversion of TSS contract to a lump sum service provision contract, and appropriate sizing of the team. This may ultimately result in an increase in the costs for the tie PM team commensurate to that shown in the budget. The intention would be to draw the required additional funds for this funding period from the project contingency. The project have also recently engaged a team to review process and procedures to reinforce our Project Management approach.

The budget for provision of resources to CEC for this financial year (1 April 2006 – 31 March 2007) is £640k. The intention has been to utilise the TSS contract to engage the resources on behalf of CEC. To date, some staff have been secured, and they commenced work on behalf of CEC. There is an incompatibility of the type of resource required by CEC and the specialist resource available under the TSS contract. Moreover, CEC's resource profile is based, not on the rates in the TSS contract, but on rates from a call-off contract that exists between CEC and another party. Applying the TSS rates to CEC resource profile produces an annual estimate in excess of £2M. This excludes two resources which are not covered by the TSS contract. Section 1.7 (Appendix 1) refers to possible courses of action for the Board to consider, prior to instructing tie & CEC.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084-ER	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	4 of 5



## Monthly Progress Report – June '06

The SDS Project Manager identified a scope gap between the SDS and JRC contract. SDS was instructed to carry out the additional work to maintain progress. The costs of this additional workscope will be identified soon, but are estimated to be in the region of £400k.

### 7. **Decisions / Assistance required from the TEL Project Board this Period**

To ratify the decision to select the two preferred bidders for the MUDFA contract.

To ratify the three pre-qualified bidders for the Infracore contract.

To assess the CEC-sponsored 'charette' change notice, and advise if it is to be included in Preliminary Design and the Business Plan, or to be progressed in parallel and integrated into the project during Detailed Design.

The board is asked to consider the options proposed by tie (below) for addressing the funding gap between the budget and cost estimate for the provision of TSS resources to CEC, and provide guidance:

- Progress a change notice to allocate £1.4M funding from the existing budget to the TSS contract.
- Reduce the CEC resource to fit within the available budget of £640k.
- Allocate the existing budget of £640k to CEC to engage the resource directly using its existing call-off contract.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084-ER	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	5 of 5



## Appendix 1

# Monthly Progress Report

Edinburgh Tram Network Project

Reporting Period: 1 – 30 June 2006

<b>Prepared by:</b> Silviu Rosu, Reporting Manager	<b>Approved by:</b> Trudi Craggs, Senior Project Advisor	<b>Approved by:</b> Willie Fraser, Head of Project Controls
<b>Date:</b> <i>21 July 2006</i>	<b>Date:</b>	<b>Date:</b>
<b>Signature:</b> [Redacted]	<b>Signature:</b> <i>PP</i> [Redacted]	<b>Signature:</b> <i>PP</i> [Redacted]

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	1 of 31



<b>1. EXECUTIVE SUMMARY</b>	<b>3</b>
1.1 HIGHLIGHTS	3
1.2 FUNDING AND COSTS	3
1.3 PROGRAMME	3
1.4 PROCUREMENT	4
1.5 LAND ASSEMBLY	5
1.6 ISSUES THAT HAVE AFFECTED / WILL AFFECT COST OR PROGRESS	5
1.7 DECISIONS / ASSISTANCE REQUIRED FROM THE TEL PROJECT BOARD THIS PERIOD	6
<b>2. PUBLIC RELATIONS AND MEDIA</b>	<b>6</b>
2.1 TRAM PRESS	6
2.2 NEWSLETTERS	6
2.3 STRATEGY	6
2.4 STAKEHOLDER STRATEGY	6
2.5 CONSULTATION	7
<b>3. DESIGN</b>	<b>7</b>
3.1 ACTIVITIES COMPLETED THIS MONTH	7
3.2 ACTIVITIES PLANNED FOR NEXT MONTH	7
3.3 KEY ISSUES / REQUIREMENTS	8
<b>4. PROJECT SPEND: ACTUAL VERSUS BUDGET &amp; ANTICIPATED COST – APR TO DEC 06</b>	<b>8</b>
4.1 TRAM IMPLEMENTATION	8
<b>5. PROGRAMME</b>	<b>9</b>
5.1 ACTIVITIES COMPLETED THIS MONTH	10
5.2 ACTIVITIES TO BE COMPLETED NEXT MONTH	10
<b>6. CHANGE CONTROL</b>	<b>11</b>
6.1 CHANGES ISSUED THIS MONTH	11
<b>7. RISK MANAGEMENT</b>	<b>12</b>
<b>8. SAFETY MANAGEMENT AND QUALITY MANAGEMENT</b>	<b>12</b>
8.1 ACTIVITIES COMPLETED LAST MONTH	12
8.2 ACTIVITIES TO BE COMPLETED NEXT MONTH	13
<b>9. DECISIONS REQUIRED</b>	<b>13</b>
<b>10. BUSINESS CASE AND FINANCE</b>	<b>13</b>
10.1 OUTLINE BUSINESS CASE (OBC) AND APRIL 06 – DEC 06 FUNDING	13
10.2 TEL BUSINESS PLAN / DRAFT FINAL BUSINESS CASE (DFBC)	14
<b>11. LAND ASSEMBLY</b>	<b>17</b>
11.1 ACTIVITIES COMPLETED LAST MONTH	17
11.2 ACTIVITIES PLANNED FOR NEXT MONTH	18
11.3 BUDGET	18
<b>12. PROCUREMENT</b>	<b>18</b>
<b>13. APPENDICES</b>	<b>20</b>

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	2 of 31



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DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	3 of 31





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DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	4 of 31



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DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	5 of 31



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## 2. Public Relations and Media

### 2.1 Tram Press

Over the last month press comment was provided on changes to staffing at tie.

### 2.2 Newsletters

20,000 copies of the June edition of the newsletter has been printed and issued.

### 2.3 Strategy

Following Willie Gallagher's appointment as Chair of tie, work has started on a 'Hearts and Minds' campaign for trams. In order to deliver this campaign, tie has engaged Media House to work alongside our existing advisors, Weber Shandwick.

Media House will now work with Weber Shandwick to deliver the campaign. Work packages have been split into Media House owning the Media, Political and Stakeholder work packages and Weber Shandwick owning the Community work package.

A strategy, work-plan, costs and protocols for working together will be developed over the coming fortnight for submission to the Project Director.

### 2.4 Stakeholder Strategy

Tie has identified the key project spokespeople. These are Willie Gallagher, Andie Harper and Barry Cross. They will be complimented by TEL spokespeople David Mackay and Neil Renilson. Additional CEC representatives are currently being identified to assist Cllr Donald Anderson and Cllr Andrew Burns in this area.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	6 of 31



## 2.5 Consultation

15 design sector consultation meetings have now taken place with frontagers around the route. All written comments received during and after meetings are being collated by SDS, who will brief the individual designers on the issues raised.

Plans continue to be drawn up for the next round of consultation meetings, and a separate strategy is being worked up by SDS for consultation with Princes St retailers.

The second meeting of the Disability Access Consultation group was held on 5<sup>th</sup> June.

Plans are being finalised for consultation with taxi drivers.

Work is ongoing to ensure that all relevant stakeholders are informed in advance of survey work in their area, by way of explanatory letters, briefing notes and meetings, and permission from land and property owners is sought where required

Letters and briefing notes are currently being prepared for trial pits, bridge coring and geotechnical surveys.

## 3. Design

### 3.1 Activities Completed this month

The Key focus of work during this period has been on the preliminary design which has now progressed to 90.67% complete (against an April Baseline target of 91.88). SDS submitted their outline design documentation on the 30<sup>th</sup> of June for review by tie and CEC. Ahead of this submission SDS were involved in discussions with a range of staff from the transportation section of CEC. These have covered a wide variety of road and junction layout plans as well as an evaluation of the Draft Approval in Principle details for a wide range of structures.

SDS have made a full presentation of the scheme structures to the Tram Design Working Group which has highlighted differences in views between the technical interests of the transportation section and aesthetic interests of the planning department, World Heritage and Historic Scotland.

Following approval at the previous TEL Board, a number of Change Notices (Bus and Tram interface, CCTV, Real time Passenger Information, Back Office Systems, Conductors, Common Ticketing, Stop Locations and Princes Street / Leith Walk Alignment) are be progressed within the main design programme. SDS will provide an update on the CapEx implication changes, for presentation to the next Board meeting. In addition, tie and SDS participated fully in a design 'Charette' sponsored by the City Design champion, which focused on the public realm related to the tram. This has provided further direction to junction design and the layout of public space for the whole area between Haymarket and the foot of Leith Walk, however it has come too late for inclusion in the preliminary design which has been submitted at the end of June. The six 'charette' change notices are appended and submitted to the board for instruction (section 1.7).

There has been ongoing technical consultation with a wide range of stakeholders including Network Rail, BAA, and a range of landowners.

### 3.2 Activities planned for next month

The key activities planned for the coming period reflect the need for SDS to obtain approval of their outline design from tie and CEC. In order to facilitate this, tie have instigated a

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	7 of 31



Design Approval Panel consisting of CEC transport and planning, TEL, Transdev and the tie design team. This panel is to be chaired by tie with any contentious issues elevated to the Board for decision.

SDS has identified concerns regarding the location and cost of the proposed depot and whilst alternative ideas have to date been inconclusive this is the subject of a Value Engineering workshop. This is one of a range of workshops to ensure that the project returns value for money to enable the design to embrace those options which offer additional benefits over the earlier work.

SDS has expressed their intention to continue their design process, moving directly into detailed design. It is recognised that such work would be completed at their own risk of the outline design not being approved.

### 3.3 Key issues / requirements

Key issues which will require careful attention and potential input from CEC and TEL include:

- Signoff of the preliminary Design recognising the variety of roles held by CEC as promoter, roads authority and planning authority.
- Further development of the Stop location / Interchange requirements
- Approval of St Andrew Sq details once prepared by SDS
- Instruction from the TEL Board to commence work on the 'Charette' changes.

## 4. Project Spend: Actual Versus Budget & Anticipated Cost – Apr to Dec 06

*Note: June 06 month end costs are, where necessary, based on estimates and these will be confirmed upon receipt of invoices.*

A tabulation of the costs, commitments and forecasts for Implementation activities is included at Appendix A.

### 4.1 Tram Implementation

Forecast expenditure for the period Apr to Dec 2006 has been re-appraised at £22.7m (May £20.5m) including a specified contingency of £1.4m.

Details of the individual sub elements of the forecast to Dec 06 that present a significant variance with the sub elements of the forecast presented at the end of May are as follows:

- Legals – (Bud Ref 3) - an increase of £103k in expenditure to the end of Dec 2006. This reflects the requirement for legal advice corresponding with the extension to the procurement programme and additional requirements in land referencing and building fixings. Change Notices for land referencing and building fixings to follow.
- SDS Design (Bud Ref 4) – an increase of £2,148k in expenditure to the end of Dec 2006. The increase of has resulted that the previous SDS Spend Profile had been based on the wrong project milestone. The correct milestone is triggered earlier, and therefore, the spend profile has been re-adjusted to reflect this position. This

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	8 of 31

exercise is now complete, and any future variations will be attributable to normal project developments.

- JRC Modelling (Bud Ref 5) – an increase of £141k in expenditure to the end of Dec 2006. This includes a new change, for the completion of the updated STAG 2 Report, This increase can be accommodated within the current budget. Section 6.1 entitled *Changes Issued this Month* refers.
- Service Integration (Bud Ref 14) - a decrease of £162k in expenditure to the end of Dec 2006. All PwC work on the project management of the TEL Business Plan has stopped with the exception of a provision for QC work in October subject to definition of scope. Support resource is also required for procurement.

Appendix B has a graphical representation of actual spend against the forecast.

## 5. Programme

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General Note: Micro development of the construction programme will commence soon and will be completed to inform the Business Case.

The status of main project milestones is presented below:

Key Activities / Deliverables	Original Completion Date	Actual Completion Date	Projected Completion Date	Status
TL1: Achievement of Royal Assent	31 Dec 2005	22 Mar 2006		Royal Assent granted on 8 <sup>th</sup> May 2006
TL2: Achievement of Royal Assent	31 Dec 2005	29 Mar 2006		Royal Assent granted on 27 <sup>th</sup> April 2006
Design Requirements Definition	31 Dec 2005	21 Apr 2006		Completed
Submission of Outline Business Case	28 <sup>th</sup> February 2006	8 Mar 2006		Submitted 8 <sup>th</sup> March
Completion of Preliminary	31 Mar 2006		28 July 2006	Submitted to tie. Now under review.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	9 of 31

Key Activities / Deliverables	Original Completion Date	Actual Completion Date	Projected Completion Date	Status
Design 1				
Completion of Preliminary Design 2	N/A		31 August 2006	On target.
Completion of Detailed Design	28 Feb 2007		30 Jun 2007 (all)	Substantial completion February 2007 Co-ordinates strategy with Infraco preferred bidder(s) selection
MUDFA Award	28 Apr 2006		2 Oct 2006	Rescheduled following integrated programme review.
Infraco Award	29 Jun 2007		14 Dec 2007	Rescheduled following integrated programme review.
Tramco Award	29 Jun 2007		30 April 2007	Subject to change due to election Purdah period.

### 5.1 Activities completed this month

Further detailed review of both Business Case and Procurement schedule processes.

MUDFA tenders submitted and evaluation process completed.

TRAMCO P.T.I.R. (Preliminary Technical Information Release) returned.

Land Assembly draft protocols submitted to CEC for approval.

JRC – am peak wide area model completed

Preliminary Design indicated in SDS schedule completed in the following 7 sub-sectors

- 02 – Depot Stop to Airport
- 06 – Edinburgh Park to Gyle
- 15 – Shandwick Place to Princes St. West
- 16 – Princes St. West to St.Andrews Square Stop
- 18 – Picardy Place to MacDonald Road
- 31 – West Granton Avenue to Caroline Park
- 33 – Granton Waterfront to Granton Square

### 5.2 Activities to be completed next month

The next key milestones relate to:

- SDS Bottom-up estimate due 31<sup>st</sup> July

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	10 of 31



- MUDFA bidders to be reduced from 4 to 2
- MUDFA sign-off Carp methodology
- INFRACO complete pre-qualification
- TRAMCO ItN to be issued
- Land Assembly – tie to issue informal letters to Landowners
- TRO design info becoming available
- JRC Draft LMVR (Base model only) available
- JRC tie/CEC/MRSG approval of DM/DS networks
- JRC Revenue & risk model presented to MRSG
- JRC Prelim Forecasting Results for Option 1A
- JRC – Base model to be calibrated and validated
- JRC – Future year model to be established.

## 6. Change Control

The Change Log indicating all changes initiated from the implementation of this new process is presented in Appendix C and the Change Order Register indicating all approved Change Orders is presented in Appendix D.

TEL Board Changes Approved last Month are now being progressed by SDS as follows:

- CNB001 Interchange design and cost / benefit
- CNB002 CCTV arrangements
- CNB003 Passenger Information systems
- CNB004 Back-office systems
- CNB005 Impact of conductors
- CNB006 Common ticketing
- CNB007 Stop locations
- CNB008 Princes Street / Leith Walk
- CNB010 St Andrew Sq.

### 6.1 Changes Issued This Month

#### JRC Contract

A new change has been requested from JRC to be detailed for cost and programme. This is change CNJ004 and is for the completion of an updated STAG 2 report to compliment the TEE tables and business case submission to Transport Scotland. This change is expected to be instructed by week ending 14/07/06, with completion anticipated in line with business case submissions.

#### SDS Contract

The previously noted Change Requests are to be reviewed and resolved / closed out

- CNS001
- CNS003

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	11 of 31





- CNS005
- CNS006
- CNS007
- CNS008

Following the Council Public Realm Design Charette the following Change Notices have been promoted by CEC for Board Approval

CNB010A St Andrew Square – this is a revision to the TEL board Change approved at the last meeting, introducing additional Council transport issues.

CNB011 Shandwick Place Stop – a change of location of the stop from between Coates and Athol Crescents to the foot of Lothian Road or Shandwick Place

CNB012 – a confirmation of the alignment requirements on Princes St and a shift of the stop eastward.

CNB013 – redefinition of the road layout and public realm space in Picardy Place

CNB014 - a confirmation of the alignment requirements on Leith Walk to include short term parking and servicing spaces.

CNB015 – Relocation of the stop at the foot of Leith Walk into Constitution Street.

Design of road junctions as shown a gap in scope which has been accepted by SDS. This includes detailed junction analysis and basic modelling prior to input to the JRC modelling suite and we await costs.

## 7. Risk Management

A standalone Risk Management Report has been prepared and is available on request.

## 8. Safety Management and Quality Management

### 8.1 Activities completed last month

The following points provide a summary of the main items being undertaken:

- Induction process for Tram Project is continuing with the induction of SDS.
- The weekly 28 day look ahead programme for work activities have been implemented by SDS and has been issued to tie.
- The following method statements have been submitted for review:
  - Inspection and Condition Survey at Leith Walk Railway Bridge.
  - Noise survey.
- The following risk assessments have been submitted for review:
  - Invasive Species Survey + Phase 1 Habitat Survey.
- The following risk assessments have been submitted for information:

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	12 of 31



- Topographical Survey Validation.
- The use of Access Permits is being implemented on the works being carried out by SDS with regard to the survey works.
- No non-conformances have been issued this month.
- Risk workshop regarding Network Rail works has been undertaken.
- Amendments have been made to the document entitled “Technical Requirements for Contractors” to integrate it into the Employers Requirements for the Infraco contract.
- Input has been made to the MUDFA tender evaluation process regarding health and safety issues.
- The Corporate Safety Management System is being developed for the specific sections relating to **tie** activities.

Item	No	kpis
Method statements submitted.	1	2 accepted.
Risk assessments submitted	1	1 accepted.
Inductions undertaken.	8	100% pass.

## 8.2 Activities to be completed next month

The following points provide a summary of the main points to be undertaken:

- The completion of the **tie** Corporate Safety Management System.
- Development of the roll out programme for the tie Corporate Safety Management System.
- Development of Safety & Quality Interface Document for issue to contractors.

## 9. Decisions Required

See section 1.7 in Executive Summary.

## 10. Business Case and Finance

### 10.1 Outline Business Case (OBC) and April 06 – Dec 06 funding

The Board of Transport Scotland considered the OBC and the April 06 to Dec 06 funding requirements on 16th May. We understand that our funding requirements were endorsed subject to compliance with the terms and conditions of the grant award letter. The content of the draft grant letter has been review with Transport Scotland by tie but we have not had sight of the signed letter.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	13 of 31



**10.2 TEL Business Plan / Draft Final Business Case (DFBC)**

**10.2.1 Focus on Draft Final Business Case (DFBC) Delivery**

The programme for delivery of the DFBC is predicated on the Council considering the first version of the document at the full CEC meeting on **21 December 2006**. CEC officers have instructed us that they will need the complete DFBC document to be delivered 6 weeks prior to that date i.e. on **9 November 2006**. Transport Scotland's requirements with regard to the format and content of the DFBC have been fully aligned.

With some 4 months remaining to deliver the DFBC, the work programme, including interim approvals required from TEL, CEC and SE, has now been further developed and a summary of the process and milestones is included below.

Our previous programme of 33 TEL BP workstreams is not invalidated – rather those workstreams have been incorporated into an integrated programme which reflects the interdependencies with the JRC, procurement activities, the ongoing development of capex estimates/delivery programme and, critically, the approvals required from the TEL Board, CEC and Transport Scotland.

The focus on the DFBC does not mean we are not delivering a first cut TEL Business Plan. The most critical element of the programme is the approval of a TEL Business Plan by the TEL Board on 23 October. That document will present financial projections for TEL as a business alongside all the key strategies (e.g. fares and ticketing, service patterns and service integration, interchange proposals) and the key drivers of business delivery as embodied in the Strategic Marketing approach (WS9). Subject to commercial sensitivities it would be reasonable to include that TEL Business Plan as approved by the TEL Board as an appendix to the DFBC. Following approval of the DFBC the focus would switch back to the development of a longer term strategic business plan for TEL.

**10.2.2 Overview of Process and Milestones for DFBC Delivery**

The following is an overview of the process and key milestones leading to delivery of the DFBC to CEC and Transport Scotland by **9 November 2006**:

**July**

- Workstreams for operating, maintenance and replacement costs for both Bus and Tram deliver on first round of projections for defined Business Case scenarios
- Workstreams for advertising and other income and management and admin costs deliver draft projections
- Completion of Preliminary Design and endorsement by CEC (not strictly part of the TEL BP/DFBC programme but vital for progression of JRC)

**August**

- Preliminary design of Interchange facilities and other design elements not incorporated into 31 July
- JRC complete initial patronage/revenue projections and BCR analysis on defined options
- JRC complete draft STAG report excluding BCR analysis and TEE tables

**Week beginning 4 September**

- Focussed workshops and analysis of first round of JRC outputs and modelled TEL operating results/cash flows
- Define updates required to first draft operating, maintenance and replacement costs
- Define scope for second round of JRC tests

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	14 of 31



By 13 October

- JRC complete final patronage/revenue projection and BCR analysis
- Prepare report on final STAG outputs, JRC patronage and revenue projections and TEL operating results/cash flows

**Week beginning 16 October**

- Focussed workshops to validate and present 'final' patronage/revenue projections, BCR and TEL operating results/cash flows to BPIC sub committee

23 October

- TEL Business Plan and Economic Appraisal (incl. BCRs) presented to TEL Board for approval
- Outputs from parallel workstreams on capex estimates, programme and affordability presented to TEL Board for approval

9 November

- DFBC completed and delivered to CEC (and concurrently to Transport Scotland) for review

The prospect of an updated DFBC (to be delivered in early 2007) reflecting pricing information from Infracore tenderers is under review.

### 10.2.3 JRC Progress and Programme

The preparation of Transport Economic Efficiency (TEE) tables from which BCRs are derived is in addition to the scope of the JRC contract and has been instructed.

During May/June, the scope of the broader qualitative STAG analysis was developed and presented to both CEC and Transport Scotland. Proposals for this work were sought from both JRC (Steer Davis Gleeve) and Faber Maunsell. The SDG proposal has been selected on the basis of both price and because the result will be better integrated into the JRC modelling.

On 29 June at a meeting with JRC the contractor confirmed that the programme detailed by tie/TEL was aligned with their own programme. The contractor has committed to delivering a resource profile covering the period up to the end of October which incorporates the qualitative STAG analysis, to be prepared by a dedicated team, and to provide for the full time presence of their key consultants in Edinburgh during August to October to enable the high level of interaction with stakeholders (tie, TEL, CEC and TS) required by the programme during that period. This will be the subject of a commercial agreement with the contractor in the first two weeks of July.

Key risks to the JRC programme which are being actively managed:

- The design delivery and approval process – both preliminary design and updates to reflect Interchange proposals and any further significant design changes
- Integration with SDS, with specific relation to the junction analysis and low level modelling that form part of the High Level model future years development.
- Effective engagement with tie and TEL during the August to October period. The milestone review weeks beginning 4 September and 16 October are now diarised. The programme of engagement outside these weeks continues to be under development but is likely to involve significant time in a workshop style environment.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	15 of 31



- Effective engagement with CEC – in particular defining the criteria to be applied to endorse the JRC modelling of impacts on the wider Edinburgh area traffic network (i.e. how the introduction of Tram will affect traffic flows in places other than on the tram route).

As previously reported, the modelling work of the JRC has incorporated the establishment of a Modelling and Revenue Stakeholders Group (MRSG) comprising representatives of tie (and its advisors), TEL, Lothian Buses, Transdev, CEC Transport and Transport Scotland. The previous MRSG meeting consisted of a presentation of the model and its development to date. Option definition for testing is now clearer regarding the phasing of the construction, however priority will remain on the Network as a whole and JRC require confirmation from the MRSG of the options to test. Members of the MRSG have attended informal sessions with Colin Buchanan Offices to witness the Calibration and Validation of the modelling suite. Members of CEC, Transport Scotland and TEL/Lothian Buses have attended and this has given good levels of comfort and confidence in the modelling suite.

#### 10.2.4 Affordability assessment and dependency on Infraco Procurement Programme

The DFBC delivered on 9 November will incorporate an appraisal of capex estimates and affordability based upon the information available for presentation to the TEL Board at that time. The cost estimates available will represent a significant evolution of those we have now, reflecting MUFA tender prices, a design based estimate for Infraco and (based on current programme) an initial appraisal of tenders returned for Tramco.

It remains the wish of CEC and Transport Scotland that prior to commencement of physical utility diversions the affordability assessment in the DFBC must be informed by pricing information received from Infraco tenderers. This is entirely dependent upon the procurement programme for Infraco which continues to be under review. In the meantime it is presumed that an update of the DFBC will be represented to CEC/TS, reflecting market pricing, at the end of January 2007 (targeting the scheduled 1 February 2007 CEC full council meeting).

#### 10.2.5 Engagement with CEC and Transport Scotland

Engagement with key stakeholders is achieved using the monthly Modelling & Revenue Steering Group. This forum was established to manage JRC inputs and outputs, and involves representation from CEC and Transport Scotland. In addition, a briefing session now takes place following MRSG to discuss wider TEL BP progress and to present outputs (including papers presented to the BPIC sub-committee) and discuss programme.

At the time of writing the following additional key meetings are scheduled:

6 July – With CEC officers to discuss and agree, inter-alia, the process for engagement and sign off on the wider Edinburgh area traffic impact of tram reflected in the JRC modelling

10 July – With Transport Scotland to discuss the detailed programme for delivery of the DFBC, staged submission and review of sections of the document for their review and engagement of Transport Scotland and their advisors in the development of Infraco documentation.

13 July – Discussion of funding delivery and risk allocation between CEC and Transport Scotland. Attendance and role of tie/TEL at this session to be confirmed.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	16 of 31



10.2.6 tie and TEL Resources for delivery

Following consultation and agreement between all relevant tie and TEL personnel, PwC have been stood down as day to day project managers on the TEL Business Plan workstreams. The PwC contract is still in place and they are available to carry out any particular piece of value adding work we want them to if we determine it will be value to do so. It is intended that they will be engaged in a focussed quality control and review process as the DFBC is drafted.

Project management will be delivered by Stewart McGarrity/Miriam Thorne directly. We have secured an additional resource by internal reallocation of tie resources to replace PwC.

11. Land Assembly

11.1 Activities completed last month

CEC Protocols: A number of draft protocols were developed during April and initial discussions were held with CEC Property in early May. However, the process of getting CEC approval was delayed by some weeks awaiting an internal CEC meeting to discuss them. Regular meetings have now been established with CEC Property and Legal. These should facilitate the closing out of the protocols and help to address emerging issues in the future. The protocols relate to processes and responsibilities for activities associated with land acquisition including asset management, notification, title transfer and compensation.

Otherwise, all other activities are proceeding satisfactorily. Activities completed last month include:

- Programme: the master schedule has been updated with the Land Assembly activities and dependencies;
- Programme: a letter has been drafted and forwarded to CEC to issue to BAA triggering a clause in the Agreement that BAA will provide a warranty of clean title within 6 months. If BAA can not fulfil this, there is a programme impact while a different lease option is developed;
- Budget: the estimates for land and property valuations (developed by the DV and tie) have been forwarded to CEC Property with an offer to meet to discuss them ;
- Budget: an assessment was carried out to identify properties that could potentially be purchased in advance of the FBC approval, as long as certain criteria were met. It transpired that only one property met all the criteria. A paper describing the process and outcome has been drafted and when finalised will be issued to CE and TS;
- Database: the population of the database has been completed and comments fed back re the format and user features;
- Stakeholder management: a draft strategy has been developed by tie's Communications team; internal team meetings continue to address appropriate responses to emerging issues with stakeholders external meetings have been held with Network Rail and National Car Rentals; there has also been further liaison with a potential Blight Notice applicant;

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	17 of 31



- Design interface: regular meetings continue with SDS re extent of land required, building fixings and works outside the LOD, including requirements for wayleaves for utility diversions;
- Design interface: a meeting was held with CEC to highlight the programme implications of design choices where these result in building fixings for OLE support rather than poles;
- Site visit of the final part of the route for the legal team;

**11.2 Activities planned for next month**

- Issue finalised Land Assembly Management Plan for approval;
- Programme: seek confirmation that the proposed programme is acceptable;
- Protocols: chase CEC for approval of protocols;
- Risk Register: collate and review the mitigation plans for the risks identified in last month's workshop;
- Assumptions Register: conclude the legal review of outstanding questions and get final sign-off for key assumptions;
- Design interface: continue meetings with SDS re extent of land take and impact on associated consents and notification requirements;
- Database: finalise format and "usability" features;
- Database: there are considerable benefits to be realised by linking the database to an Geographical Information System (GIS); the team will produce a justification paper and seek approval for the purchase of the appropriate software;
- Meet with CEC Property re DV valuations for sites;
- Continue meetings with key land owners about the process and timing of land

**11.3 Budget**

Workstreams have been identified that were not in D&W's Scope of Service (these relate to Land Referencing and Building Fixings). A Change Request will be processed to adjust the budget accordingly.

**12. Procurement**

The tram Board procurement sub-committee has concluded its initial remit of refining the project Procurement Strategy. The original approach remains substantially unaltered, but flexibility is to gain a better understanding of the tenderers' view of the novation strategy to be understood and to enable the maintenance elements of the Tramco & Infraco contracts to be re-configured either at the project outset or during the operational phase.

**MUDFA**

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	18 of 31



Following the approval of the evaluation process, the MUDFA tenders were opened on the 6<sup>th</sup> June and were circulated among the evaluation teams.

A preliminary review was conducted that enabled the relevant groups to prepare sample questions to be submitted to the tenderers for them to be given the opportunity to pre-prepare answers. In the period 19<sup>th</sup> – 22<sup>nd</sup> June, each tenderer was given a day in which to give a presentation covering corporate structure, technical capabilities, legal and commercial issues followed by a period to present the set answers to the evaluators' questions. There then followed a period of interrogation by the evaluation teams on topics unbeknown to the tenderers.

As a result of this, the evaluation teams issues further tender clarification questions and the answers to these have been received and incorporated into the final evaluation reports. These reports have been compiled into a presentation to enable the evaluation group to reduce from four bidders to two and to enable the CARP process to be commenced on the 17<sup>th</sup> June.

### **Advance Works**

TSS have been asked to develop a proposal for the management of this package of works. An initial proposal has been received

### **Tramco**

Responses to the Preliminary Technical Information Release (PTIR) have been received from all four candidates and are currently being assessed and will be used to inform the SDS detailed design phase.

The Tramco ItN has been finalised following a review of the documentation with the project stakeholders and was released to the bidders on Friday 7<sup>th</sup> July.

### **Infraco**

Prequalification resubmissions have been received from all Infraco candidates, reflecting the conclusion of discussions between the candidates with a view to forming organisations capable of undertaking the entire Infraco scope of works. The following groupings of companies have resubmitted:

- Amec Spie (with no partner)
- M-Pact (Laing O'Rourke/Grant Rail) – Bombardier
- Bilfinger & Berger – Siemens – Morgan Est

Evaluation of the Prequalification submissions is underway and will be completed during July. A recommendation will be presented at the forthcoming Board meeting

The development of the ItN is ongoing, although there remains substantial work to be undertaken in this regard. A reconfiguration of the document set, taking into account the findings of the procurement sub-committee has been initiated.

The ItN release date is under review. Its current logical and durations in the programme target an issue date of 3 November. The preferred date is 1 September 2006.

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	19 of 31

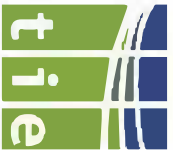




### 13. Appendices

A.	ETN Project Progress Report – Project Spent
B.	Implementation – Actual Versus Budget – April 2006
C.	Change Log
D.	Change Order Register
E.	ETL One and Two Objections – Summary of Progress
F.	Summary Master Project Programme
G.	Procurement Schedule

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	20 of 31



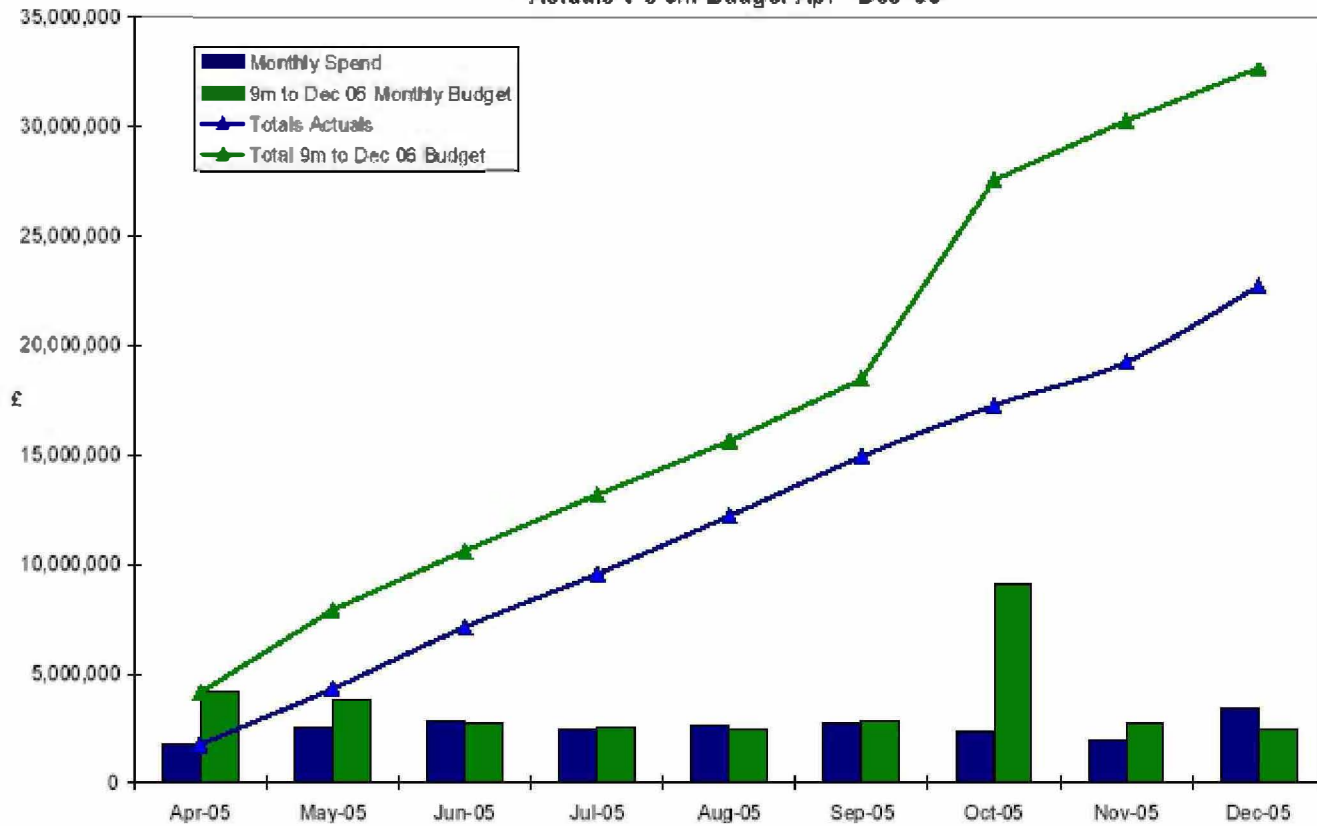
**tie Limited**  
**ETN PROJECT PROGRESS REPORT - PROJECT SPEND - JUNE 2006**

Ref		This Month				Last Month	Budget		Variances		
		Costs Month	Costs to date	Committed not spent	Not Committed	Forecast 9m to 12/06	Forecast 9m to 12/06	Costs to date 9m to 12/06	Budget 9m to 12/06	Forecast this month v. last 9=5-6	Actual costs to date v. budget 10=7-2
		1	2	3	4	5=2+3+4	6	7	8	9=5-6	10=7-2
<b>IMPLEMENTATION</b>											
1	tie RESOURCES	376	1,385	410	1,485	3,280	3,216	864	2,612	64	(521)
2	DPOF	(3)	57	75	225	357	410	180	540	(53)	123
3	LEGALS	151	600	428	995	2,022	1,919	795	2,072	103	195
4	SDS	1,874	3,748	1,170	4,543	9,461	7,313	5,404	11,478	2,148	1,656
5	JRC	25	135	135	264	534	393	409	638	141	275
6	TSS	240	750	567	1,794	3,111	3,112	1,212	3,585	(1)	462
7	UTILITIES										
8	DESIGN SUPPORT										
9	3RD PARTY NEGOT	23	23		187	210	210				(23)
10	LAND & PROPERTY	(1)	6	10	20	36	42	24	72	(6)	18
11	TROs										
12	COMMS / MKTG	34	101	20	343	464	465	118	461	(2)	17
13	TEL	8	138	10	380	528	585	195	585	(57)	57
14	SERVICE INTEGRATION	8	58		30	88	250	90	250	(162)	32
15	PUK	14	26	10	26	62	54	18	54	8	(8)
16	FINANCIAL ADVISORS	18	38	22	58	118	120		60	(2)	(38)
17	INSURANCE	6	9		68	77	65	55	994	12	46
18	CONSTRUCTION	10	10	40	810	860	850	270	6,260	10	260
99	OTHER	27	37	10	20	67	45	15	45	22	(22)
	SPECIFIED CONTINGENCY				1,415	1,415	1,474	965	2,971	(58)	965
	SPECIFIED COSTS	2,809	7,120	2,907	12,664	22,690	20,523	10,615	32,678	2,167	3,495
	SCOPE / PROGRAMME CONTINGENCY				9,988	9,988	12,155			(2,167)	
	<b>FUNDED COSTS</b>	<b>2,809</b>	<b>7,120</b>	<b>2,907</b>	<b>22,652</b>	<b>32,678</b>	<b>32,678</b>	<b>10,615</b>	<b>32,678</b>		<b>3,495</b>

40-92-PRO-000084	DOC:NO
06/06	VERSION
Exec Summary Revised	STATUS:
21 Jul 06	DATE:
Edinburgh Tram Network	PROJECT:
21 of 31	SHEET

Actual v's budget Cum & mon

Implementation  
Actuals V's 9m Budget Apr - Dec '06



DOC NO:	40-92-PRO-000084
VERSION:	06/06
STATUS:	Exec Summary Revised
DATE:	21 Jul 06
PROJECT:	Edinburgh Tram Network
SHEET:	22 of 31



**CHANGE LOG  
 OVERALL PROJECT**

Change Description	Change Request			Change Notice			Change Estimate			Change Order			Remarks
	CRX Number	Issue Date	Status	CNX Number	Issue Date	Status	CEX Number	Issue Date	Status	COX Number	Issue Date	Status	
<b>TEL Board Changes - B</b>													
Interchange Design and Cost / Benefit				CNB001	19-May-06	Issue 1							
CCTV Arrangements				CNB002	06-Jun-06	Issue 1							
PI Arrangements				CNB003	07-Jun-06	Issue 1							
Back-Office Systems				CNB004	07-Jun-06	Issue 1							
Inspectors / Conductors - on board security				CNB005	08-Jun-06	Issue 1							
Common Ticketing				CNB006	08-Jun-06	Issue 1							
Stop Locations (if any changes proposed)				CNB007	19-May-06	Issue 1							
Princes St. & Leith Walk Tramway Alignment				CNB008	09-Jun-06	Issue 1							
				CNB009									Number not used
St.Andrews Square Alignment				CNB010	09-Jun-06	Issue 1							Superceeded by CNB010A - see below
St.Andrews Square Alignment				CNB010A	09-Jun-06	Issue 1							CEC Modified original CNB010. This now superceeds CNB010 (G.Murray 12/7/6)
Shandwick Place Stop Location				CNB011	03-Jul-06	Issue 1							CEC change notice.
Princes St. Alignment Confirmation				CNB012	03-Jul-06	Issue 1							CEC change notice.
Picardy Place Tram / Road Realignment				CNB013	03-Jul-06	Issue 1							CEC change notice.
Leith Walk Alignment Confirmation				CNB014	03-Jul-06	Issue 1							CEC change notice.
Foot of Leith Walk Stop Location				CNB015	03-Jul-06	Issue 1							CEC change notice.
<b>TSS Changes - T</b>													
<b>JRC Changes - J</b>													
Interim Management Costs for January 2006				CNJ001	25-Nov-05	Issue 1	CEJ001	22-Dec-05	Approved	COJ001	11-Jan-06	Approved	
Project Darwin Analysis and Report				CNJ002	10-Feb-06	Issue 1	CEJ002	21-Feb-06	Approved	COJ002	27-Feb-06	Approved	Change Order Issued
Economic Evaluation				CNJ003	22-Feb-06	Issue 1	CEJ003	17-Mar-06	Approved	COJ003	29-Mar-06	Approved	Change Order Issued
STAG 2 Compilation				CNJ004	13-Jun-06	Issue 1							Change estimate expected before 1st July

40-92-PRO-000084	DOC: NO
06/06	VERSION
Exec Summary Revised	STATUS:
21 Jul 06	DATE:
Edinburgh Tram Network	PROJECT:
23 of 31	SHEET



Project: Edinburgh Tram Network  
 Doc. Number: 40-92-REP-000093  
 Version: 4  
 Date: 01-Jun-2006

Monthly Progress Report – June, '06  
 Appendix C



CHANGE LOG  
 OVERALL PROJECT

Change Description	Change Request			Change Notice			Change Estimate			Change Order			Remarks
	CRX Number	Issue Date	Status	CNX Number	Issue Date	Status	CEX Number	Issue Date	Status	COX Number	Issue Date	Status	
<b>SDS Changes - S</b>													
Phasing of the Construction of the Edinburgh Tram Project				CNS001	08-Feb-06 16-Feb-06	Issue 1 Issue 2	CES001	17-Mar-06 17-May-06	Pending				Change Estimate received on 16 Mar, revised estimate received on 17 May - currently under analysis.
Instruction to SDS to set-up Project Office for SDS / tie / TSS				CNS002	16-Feb-06	Issue 1							Change rejected with letter 001845 from 10 March 06 and withdrawn with letter 002017 from 27 Mar
Change in Scope of Services - Traffic Regulation Orders				CNS003	27-Feb-06	Issue 1							PB requested with letter 002077 received on 04Apr06 that CNS003 and CNS004 be withdrawn. tie to formally respond.
Change in Scope of Services -Temporary Traffic Regulation Orders				CNS004	27-Feb-06	Issue 1							PB requested with letter 002077 received on 04Apr06 that CNS003 and CNS004 be withdrawn. tie to formally respond.
Omission of Provisional Additional Work				CNS005	27-Feb-06	Issue 1	CES005	16-Mar-06	Approved				Change Order to be issued by tie
Utilities Diversions - Edinburgh Airport Link (EARL)				CNS006	23-Mar-06	Issue 1	CES006	05-May-06	Pending				Change Estimate was expected before 10 April. tie to formally respond.
Utilities Diversions - Tram / Edinburgh Airport Link (EARL) Interface				CNS007	23-Mar-06	Issue 1	CES007	05-May-06	Pending				Change Estimate was expected before 10 April. tie to formally respond.
SDS Co-location at City Point				CNS008	29-Mar-06	Issue 1	CES008	05-May-06	Pending				Change Estimate was expected before 10 April. tie to formally respond.
<b>MUDFA Changes - M</b>													
<b>INFRACO Changes - I</b>													
<b>DPOF Changes - D</b>													
<b>D&amp;W Changes - L</b>													

DOC: NO	40-92-PRO-000084
VERSION	06/06
STATUS:	Exec Summary Revised
DATE:	21 Jul 06
PROJECT:	Edinburgh Tram Network
SHEET	24 of 31



**CHANGE ORDER REPORT  
 OVERALL PROJECT**

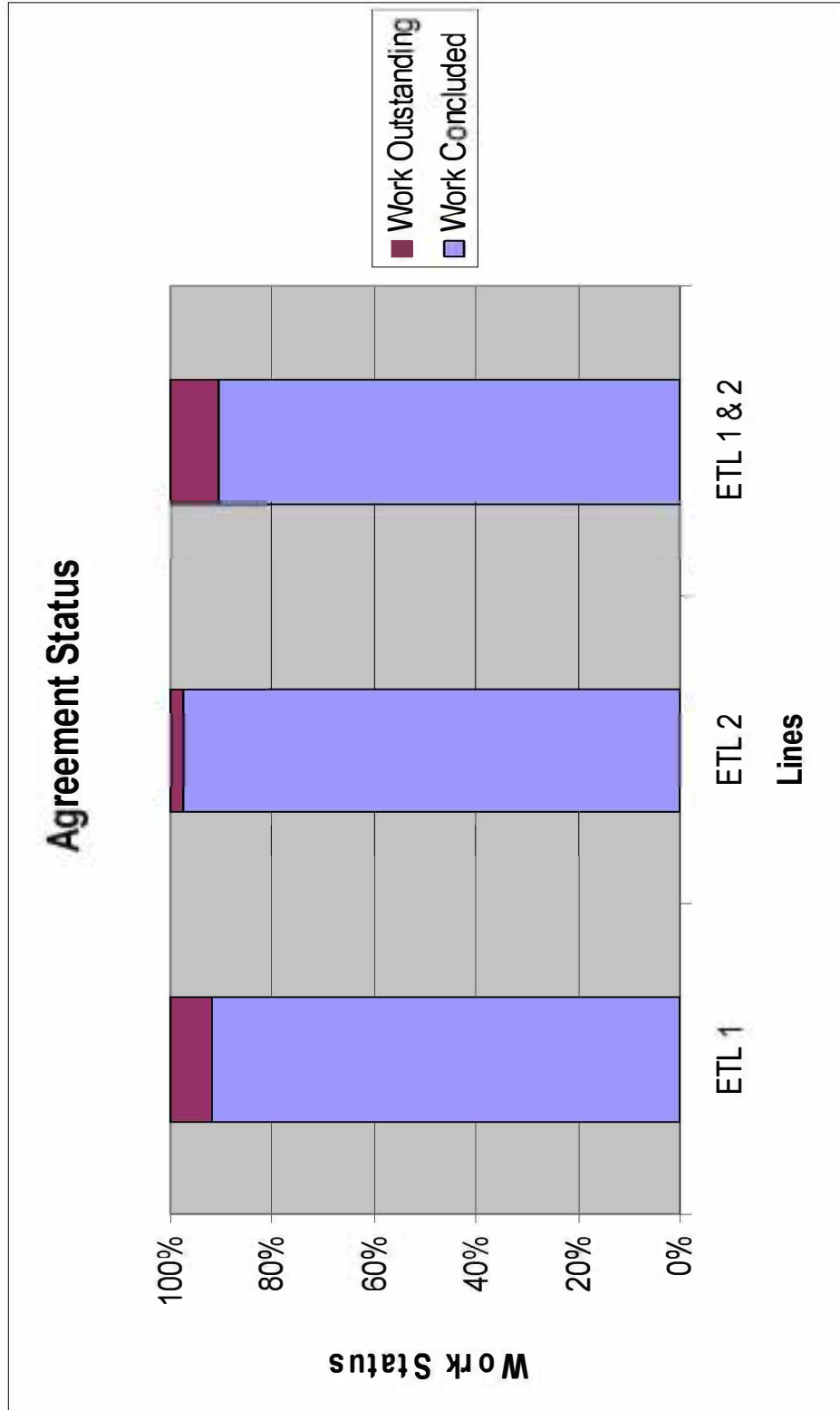
Change Order No	Description	Originator / tie Sponsor	Change Estimate No	Date of Change Estimate	Value of Change Estimate	tie Internal Estimated Value	Date of Change Order	Status	Value of Pending CO's	Value of Approved CO's	Risk Register Item	Comments
COB001												
<b>Total Approved Changes - TEL Board</b>						<b>£0</b>			<b>£0</b>	<b>£0</b>		<b>Total value of committed Change Orders</b>
COT001												
<b>Total Approved Change Orders - TSS Contract</b>						<b>£0</b>			<b>£0</b>	<b>£0</b>		<b>Total value of committed Change Orders</b>
COJ001	Interim Management Costs for January 2006	tie C.Reid	CEJ001	22-Dec-06	£15,000	£15,000	11-Jan-06	Approved	£0	£15,000	NA	CE issued by JRC as JRC_Let_019 CO Issued previously as CR085
COJ002	Project Darwin Analysis and Report	tie C.Reid	CEJ002	21-Feb-06	£17,788	£20,000	27-Feb-06	Approved	£17,788	£0	NA	CO issued, JRC endorsment expected
COJ003	Economic Evaluation	tie C.Reid	CEJ003	17-Mar06	£30,625	£30,000	23-Mar06	Approved	£0	£30,625	NA	CO issued, JRC endorsment received
<b>Total Approved Change Orders - JRC Contract</b>					<b>£63,413</b>	<b>£65,000</b>			<b>£17,788</b>	<b>£45,625</b>		<b>£63,413 Total value of committed Change Orders</b>
<i>COS001</i>	Phasing of the Construction of the Edinburgh Tram Project	tie W. Fraser			-£635,665	-£1,000,000			£0	£0		Estimate received. Value being negotiated.
<i>COS003</i>	Change in Scope of Services - Traffic Regulation Orders	tie W. Fraser			£0	-£100,000			£0	£0		Disputed
<i>COS004</i>	Change in Scope of Services - Temporary Traffic Regulation Orders	tie W. Fraser			£0	-£100,000			£0	£0		Disputed
<i>COS005</i>	Omission of Provisional Additional Work	tie W. Fraser			-£1,665,000	-£1,665,000			£0	£0		Change Order to be issued
<i>COS006</i>	Utilities Diversions - Edinburgh Airport Link (EARL)	tie W. Fraser			£293,721	£0			£0	£0		
<i>COS007</i>	Utilities Diversions - Tram / Edinburgh Airport Link (EARL)	tie W. Fraser			-£30,785	£0			£0	£0		
<i>COS008</i>	SDS Co-location at City Point	tie W. Fraser			-£111,345	-£175,000			£0	£0		
<b>Total Approved Change Orders - SDS Contract</b>					<b>-£2,149,074</b>	<b>-£3,040,000</b>			<b>£0</b>	<b>£0</b>		<b>£0 Total value of committed Change Orders</b>
COM001												
<b>Total Approved Change Orders - MUDFA Contract</b>					<b>£0</b>	<b>£0</b>			<b>£0</b>	<b>£0</b>		<b>£0 Total value of committed Change Orders</b>
COI001												
<b>Total Approved Change Orders - INFRACO Contract</b>					<b>£0</b>	<b>£0</b>			<b>£0</b>	<b>£0</b>		<b>£0 Total value of committed Change Orders</b>
COD001												
<b>Total Approved Change Orders - DPOF Contract</b>					<b>£0</b>	<b>£0</b>			<b>£0</b>	<b>£0</b>		<b>£0 Total value of committed Change Orders</b>
COL001												
<b>Total Approved Change Orders - D&amp;W Contract</b>					<b>£0</b>	<b>£0</b>			<b>£0</b>	<b>£0</b>		<b>£0 Total value of committed Change Orders</b>
<b>Total Approved Change Orders - Overall Project</b>					<b>-£2,085,661</b>	<b>-£2,975,000</b>			<b>£17,788</b>	<b>£45,625</b>		<b>£63,413 Total value of committed Change Orders</b>

Note: Change Order numbers in italics: expected to be approved, currently either in the stage of Change Notice or of Change Estimate

40-92-PRO-000084	DOC NO
06/06	VERSION
Exec Summary Revised	STATUS
21 Jul 06	DATE
Edinburgh Tram Network	PROJECT
25 of 31	SHEET



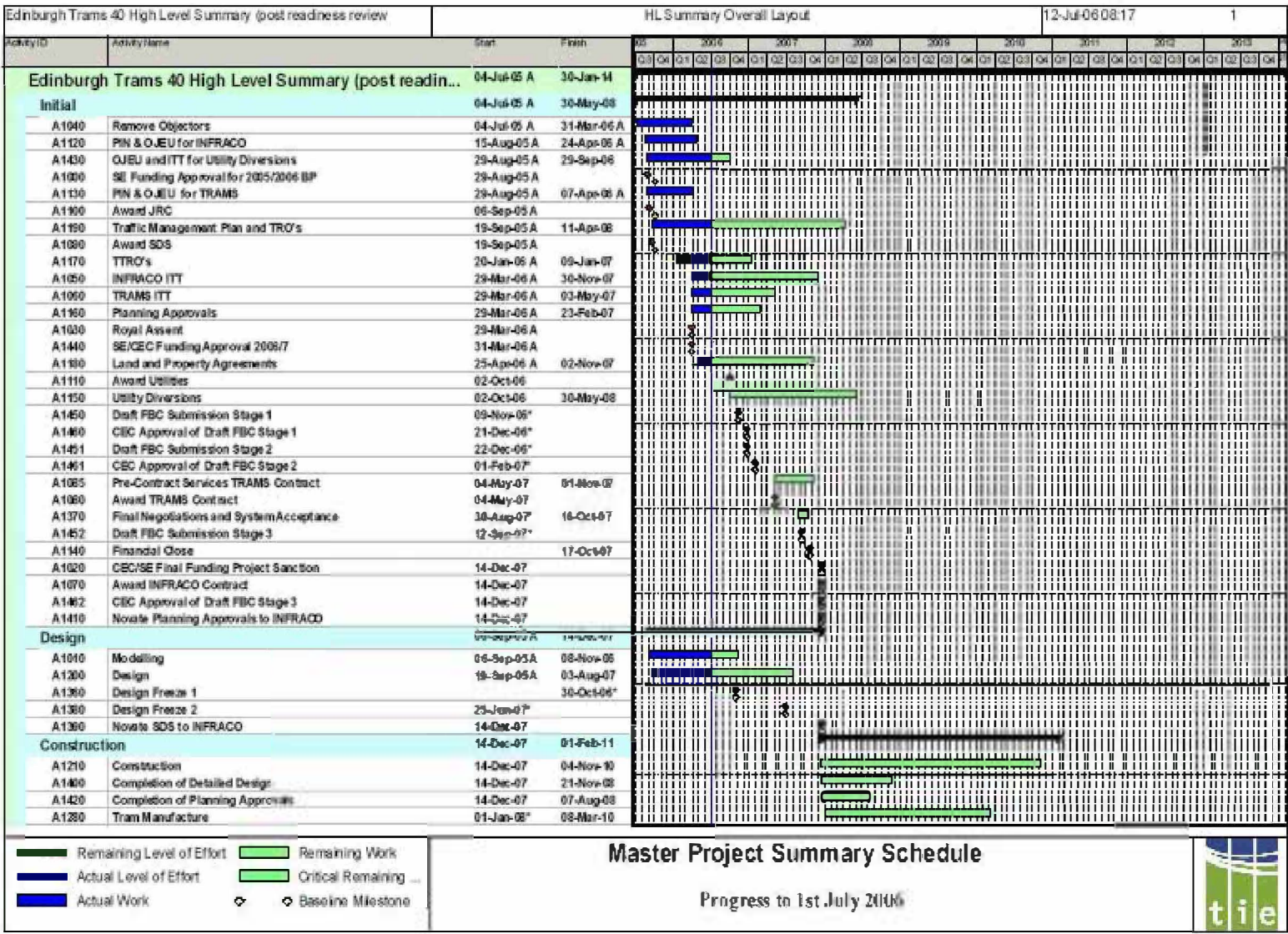
Monthly Progress Report – June '06  
Appendix E



DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	26 of 31



Monthly Progress Report – June '06  
Appendix F



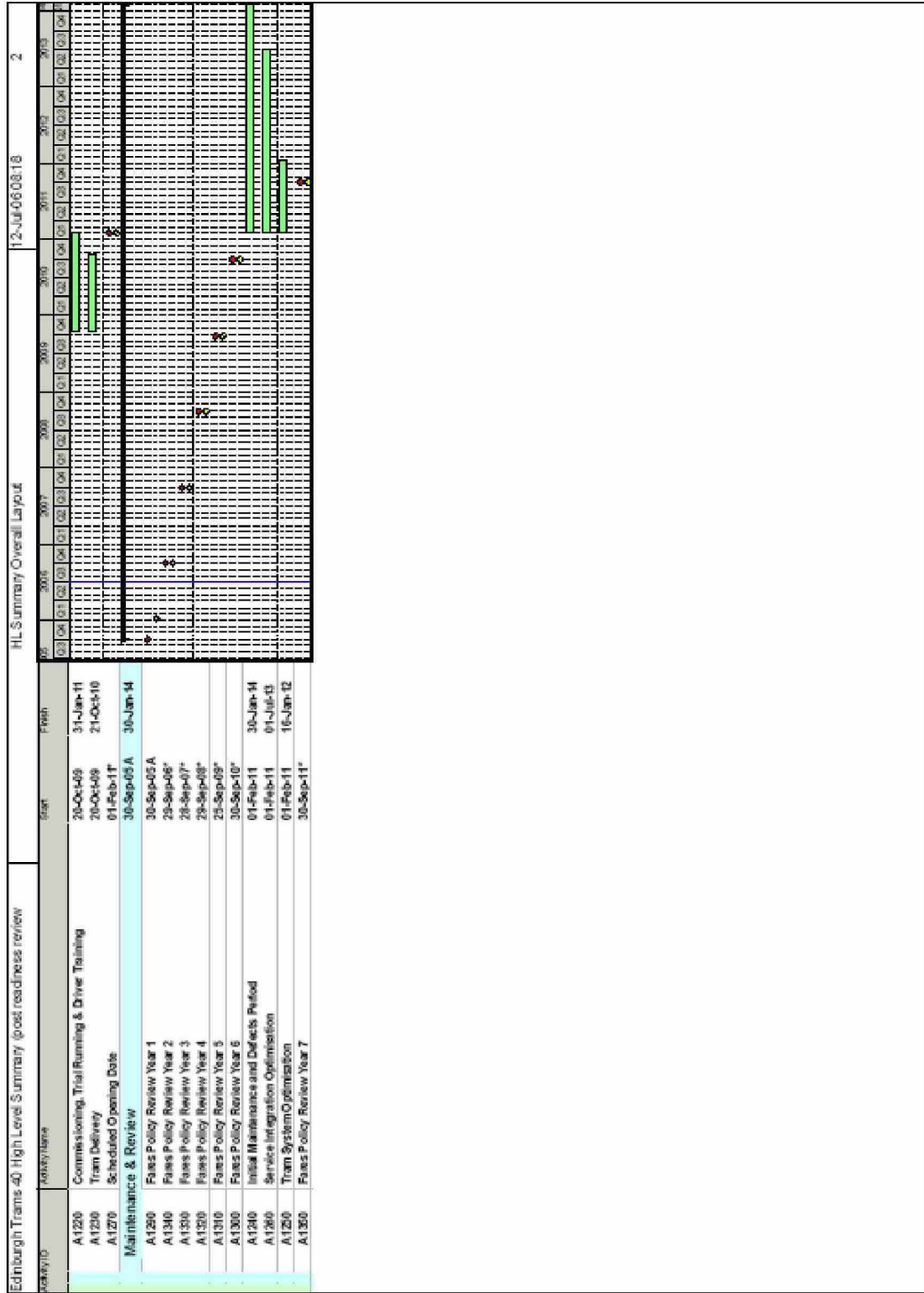
DOC NO <b>40-92-PRO-000084</b>	VERSION <b>06/06</b>	STATUS: <b>Exec Summary Revised</b>
DATE: <b>21 Jul 06</b>	PROJECT: <b>Edinburgh Tram Network</b>	
SHEET <b>27 of 31</b>		





# Monthly Progress Report – June '06

## Appendix F

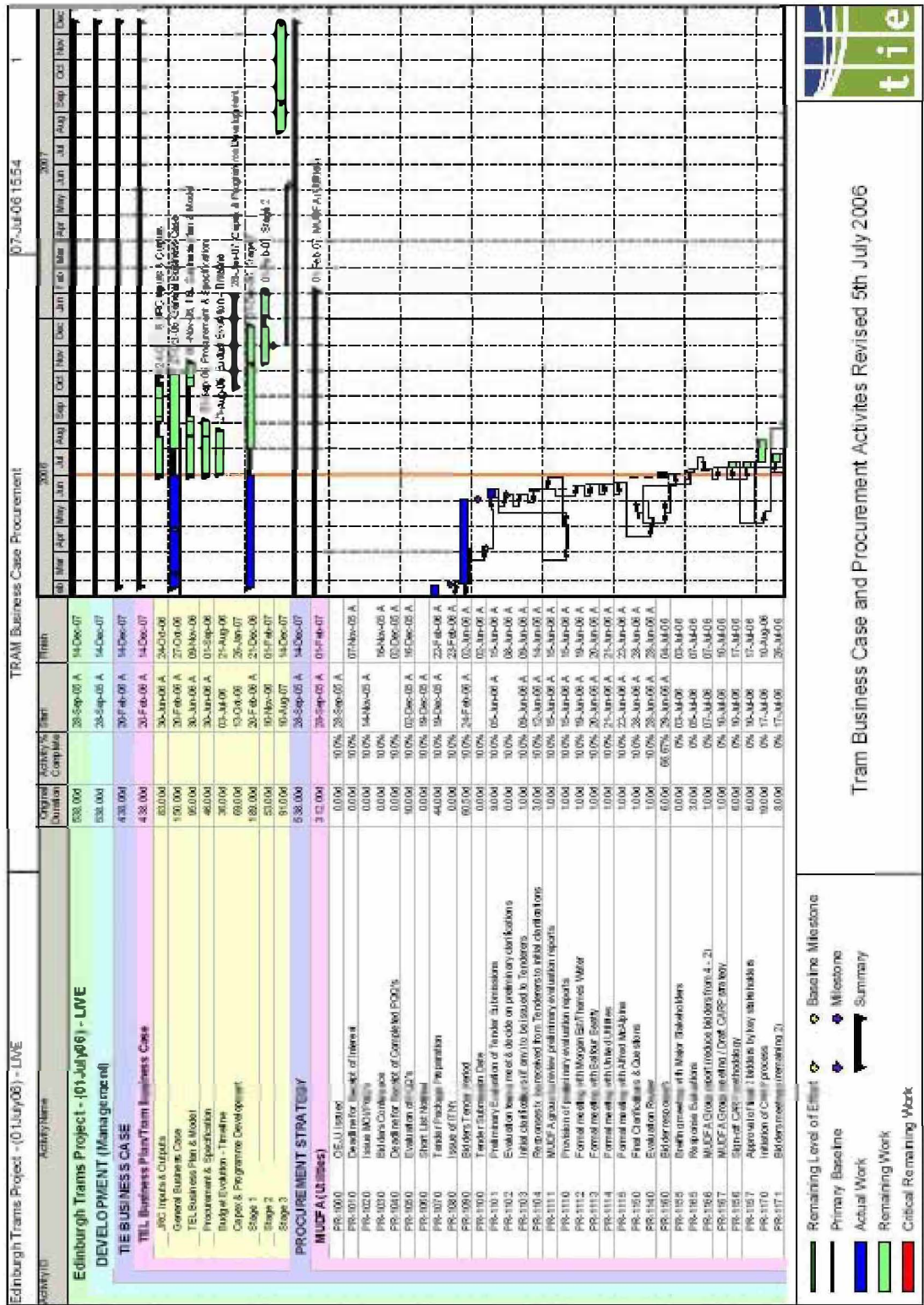


DOC NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	28 of 31



# Monthly Progress Report – June '06

## Appendix G

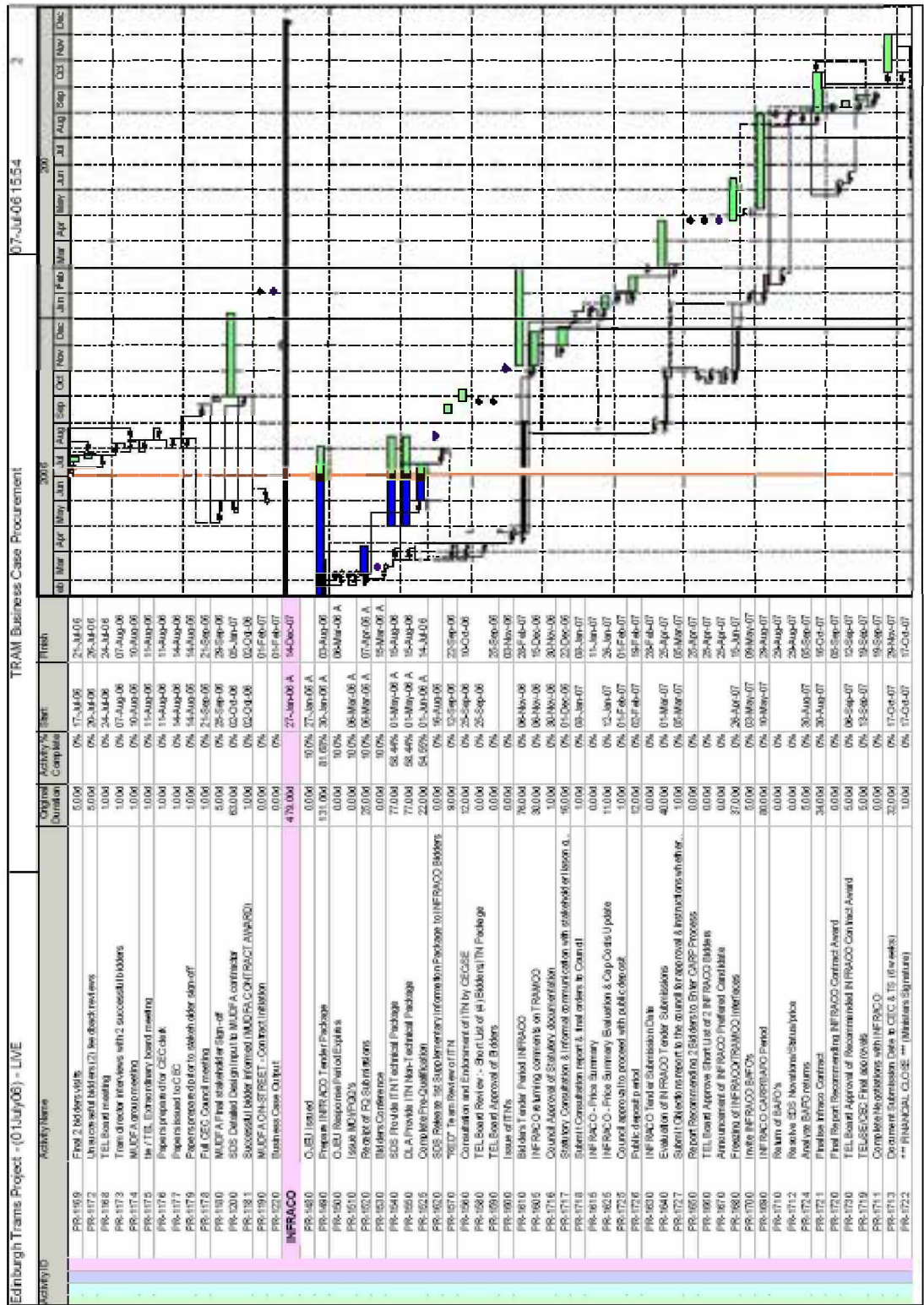


DOC NO.	VERSION	STATUS	DATE	PROJECT	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	29 of 31



# Monthly Progress Report – June '06

## Appendix G

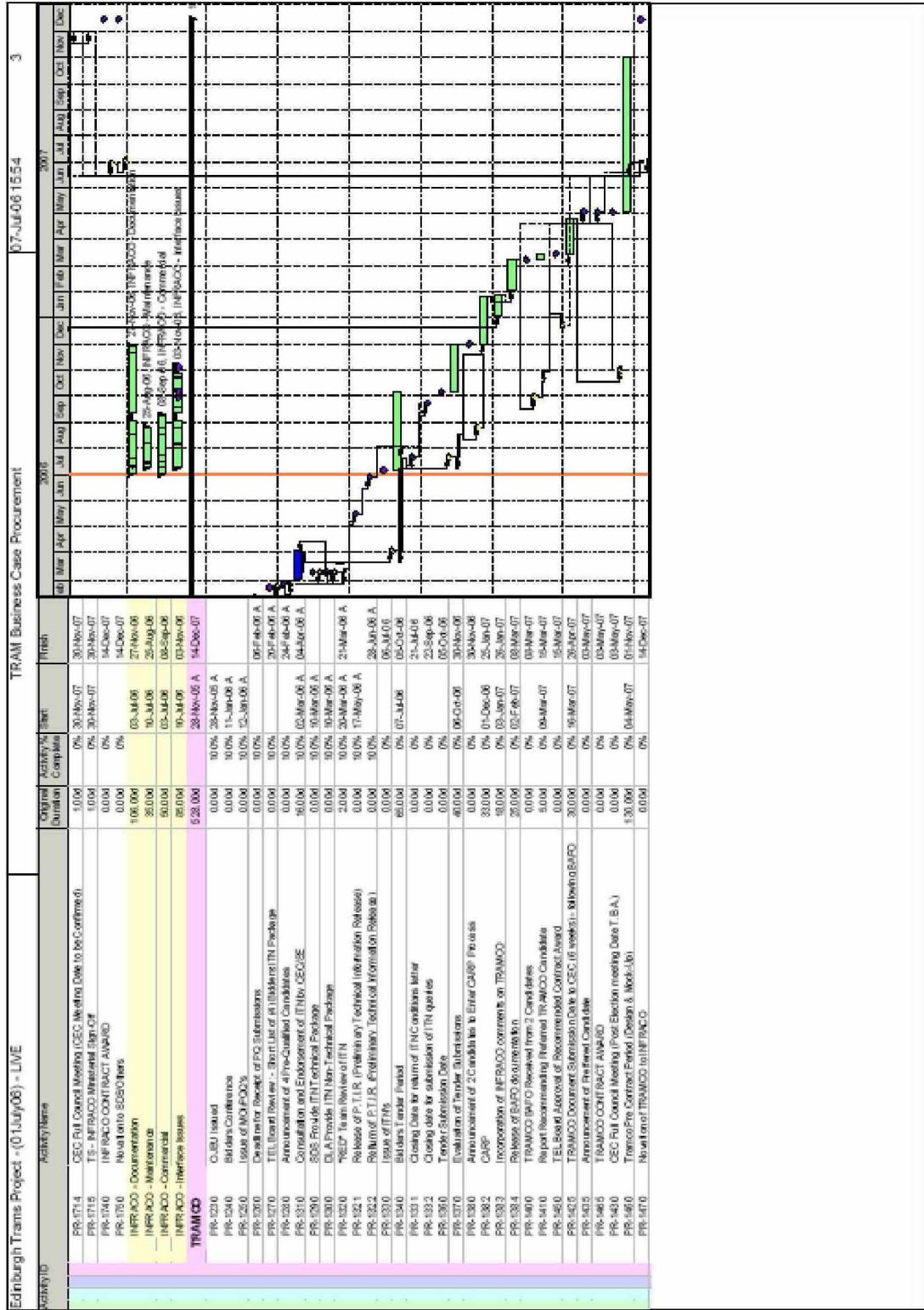


DOC NO.	VERSION	STATUS	DATE	PROJECT	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	30 of 31



# Monthly Progress Report – June '06

## Appendix G



DOC NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Exec Summary Revised	21 Jul. 06	Edinburgh Tram Network	31 of 31



## Appendix 2

# Monthly Progress Report

Edinburgh Tram Network Project

Reporting Period: 1 – 30 June 2006

<b>Prepared by:</b> Silviu Rosu, Reporting Manager	<b>Approved by:</b> Trudi Craggs, Senior Project Advisor	<b>Approved by:</b> Willie Fraser, Head of Project Controls
<b>Date:</b> 17 JUL 2006	<b>Date:</b> 17/7/06	<b>Date:</b> 17/7/06
<b>Signature:</b> [Redacted]	<b>Signature:</b> [Redacted]	<b>Signature:</b> [Redacted]

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	1 of 15



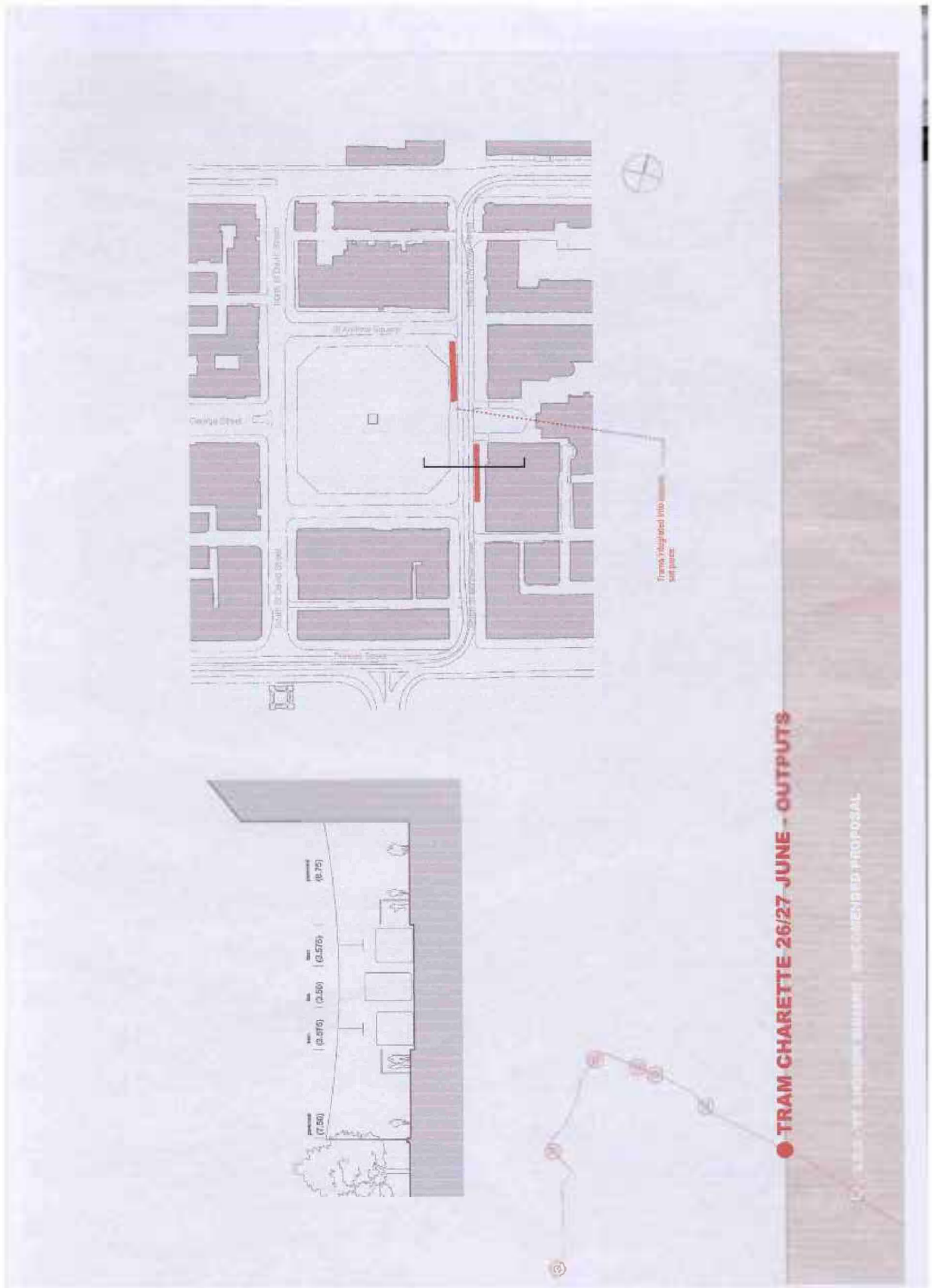
# Monthly Progress Report – June '06

## CHANGE NOTICE TEL BOARD



<b>Project:</b>	Edinburgh Tram Network		
<b>Date:</b>	9 June 2006	<b>Issue:</b>	2
<b>Change Notice Number:</b>	CNB010		
<b>Change Notice Title:</b>	St Andrew Sq Alignment		
<b>Originator</b>	<del>TEL Board</del> CEC		
<b>Change Type:</b>			
1. Scope Change:	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>	Transfer: <input type="checkbox"/>
2. Identified Risk:	<input type="checkbox"/>		
3. Unforeseen Event:	<input type="checkbox"/>		
4. Efficiency Change:	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>	
<b>Change Notice Description:</b>			
<p>1) SDS to complete their current engineering assessment of the revised alignment for twin track running along the east side of St Andrew Square and report findings.</p> <p>2) If approved SDS to explore acceptable solution taking into account all relevant factors to implement 3.2.3. Particular attention to the traffic management requirements with specific focus on bus movements/interchange and servicing to shops and other premises.</p>			
<b>Basis for the Change Notice:</b>			
<p>SDS presentation to Tram Design Working Group (Plan Attached?)</p> <p>Bus and Tram Interchange facilities (TEL WS5 BPWG No 5 – K Finlay 24/04/06)</p> <p>Capital Streets project</p> <p>Minutes of Closed Door Stakeholder Workshop (to be attached once issued by CEC)</p>			
<b>Expected Project Impact</b>	<b>Schedule:</b>		
	<b>Cost:</b>		
	<b>Other:</b>		
<b>TEL Authorisation</b> (print name and function below)		<b>Date:</b>	7.7.06.
ANDREW HOLMIST DIRECTOR CITY DEVELOPMENT		<b>Signature:</b>	[Redacted]
<b>ETN Project Receipt</b> (print name and function below)		<b>Date:</b>	
		<b>Signature:</b>	

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	2 of 15



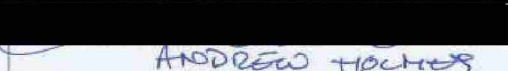
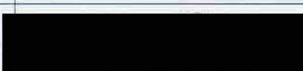
DOC NO.	VERSION	STATUS	DATE	PROJECT	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	3 of 15



**CHANGE NOTICE**  
**TEL BOARD**



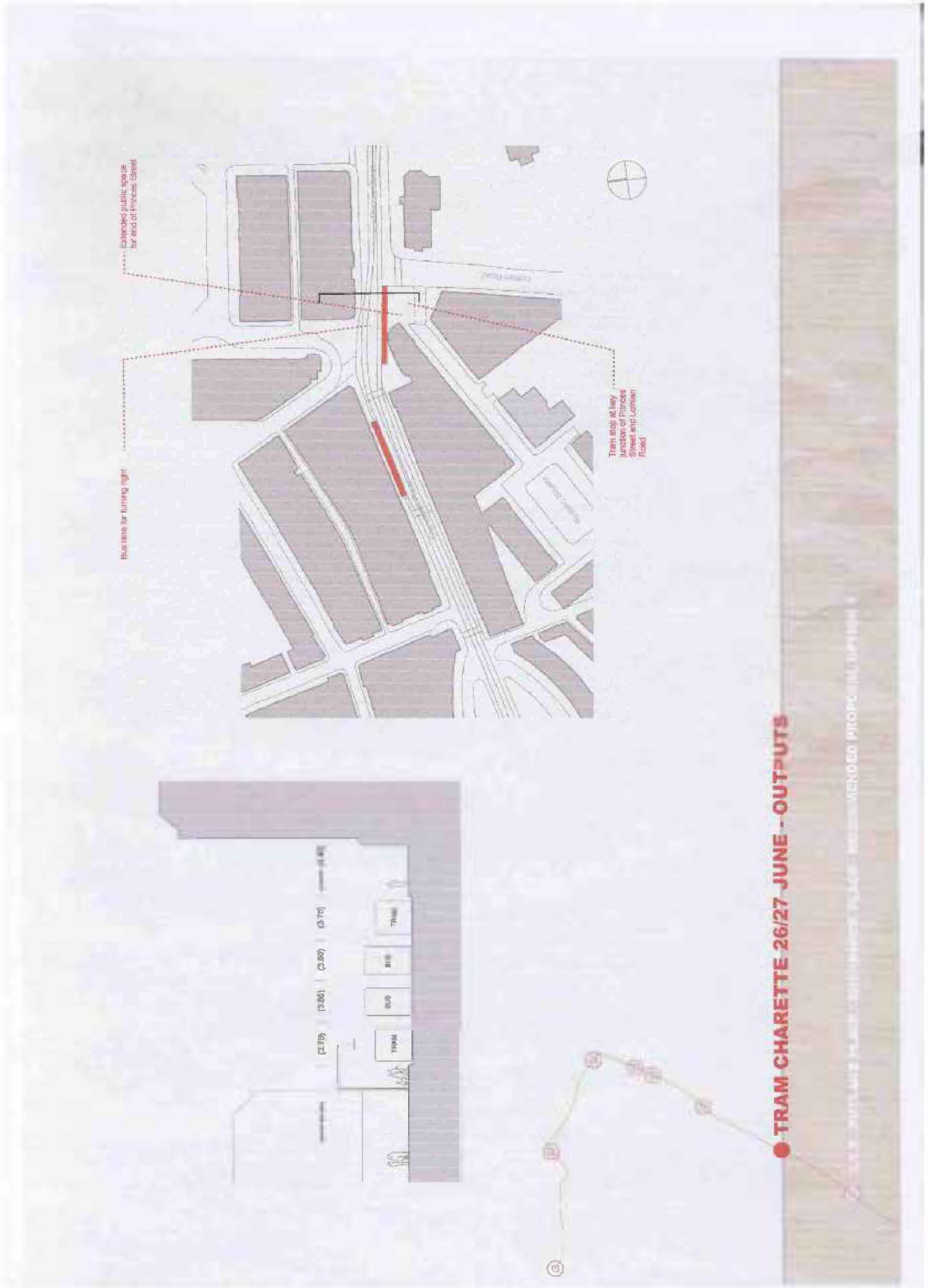
<b>Project:</b>	Edinburgh Tram Network		
<b>Date:</b>	3 July 2006	<b>Issue:</b>	1
<b>Change Notice Number:</b>	CNB011 (CEC)		
<b>Change Notice Title:</b>	Shandwick Place Stop location		
<b>Originator</b>	CEC		
<b>Change Type:</b>			
1. Scope Change:	Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>	Transfer: <input type="checkbox"/>
2. Identified Risk:	<input type="checkbox"/>		
3. Unforeseen Event:	<input type="checkbox"/>		
4. Efficiency Change:	Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>	
<b>Change Notice Description:</b>			
Further to the charette tie are to instruct sds to:			
1 Explore an acceptable solution taking into account all relevant factors to locate tram stops at Rutland Place/Shandwick PI (sketch 3.1.3)			
2 Explore an acceptable solution taking into account all relevant factors to locate tram stops in Shandwick PI (sketch 3.1.4) particular attention to be made to the loading and servicing requirements of frontagers.			
<b>Basis for the Change Notice:</b>			
As noted above this change is based on work undertaken by the Public Realm Tram Charette held on the 26/27 June 2006. The tram alignment was taken as set from the Council workshop held on 13 May however stop location was still open for confirmation.			
The starting position for tram stop location was the STAG plan (Mott MacDonald) 203011\EDIN 0554 (Charette figure 3.1.2)			
June 26/27 Design Charette Notes and Outputs			
<b>Expected Project Impact</b>	<b>Schedule:</b>		
	<b>Cost:</b>		
	<b>Other:</b>		

<b>TEL Authorisation</b> (print name and function below)	<b>Date:</b>	7. 7. 06.
 ANDREW HOCHER	<b>Signature:</b>	

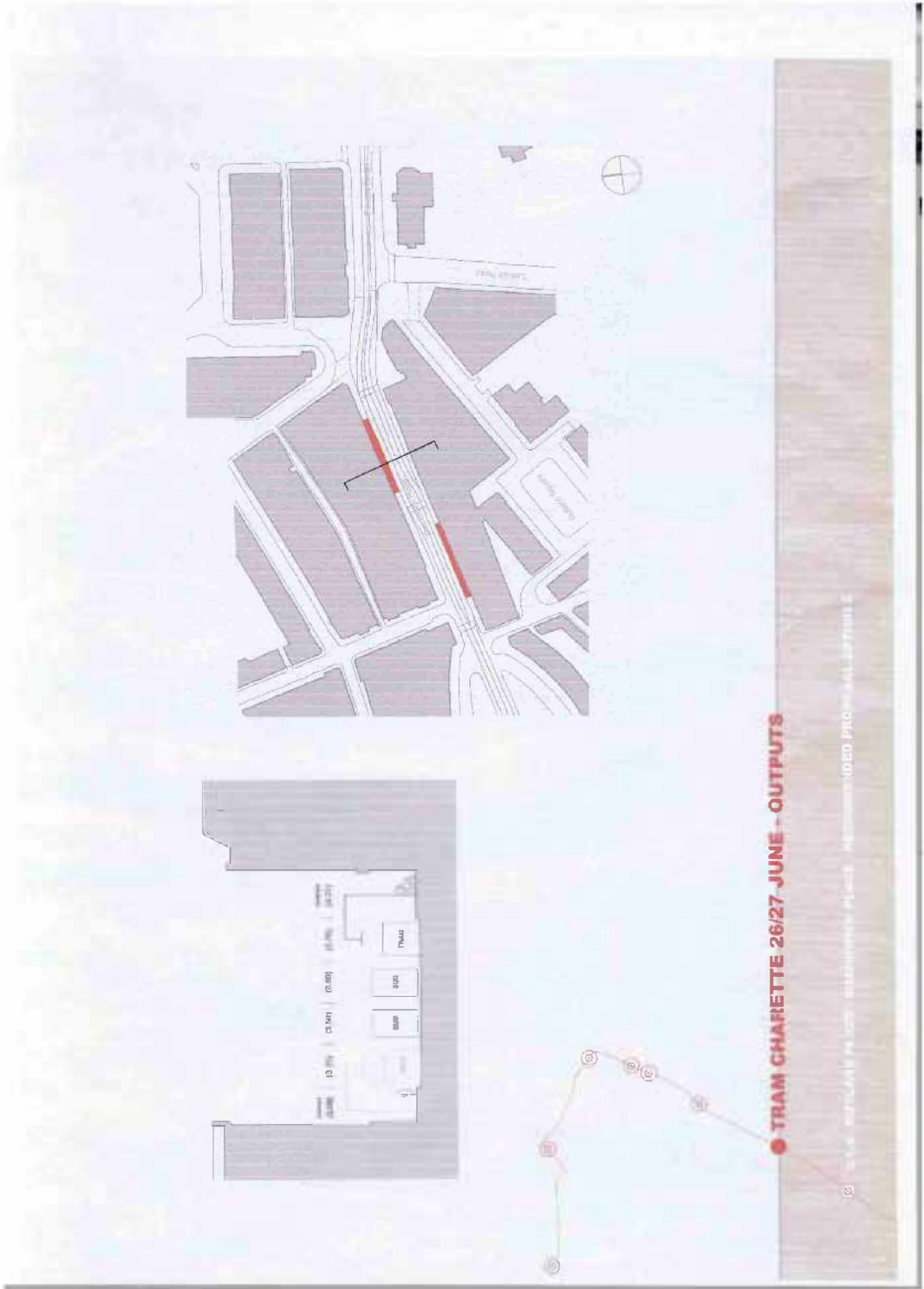
<b>ETN Project Receipt</b> (print name and function below)	<b>Date:</b>	
	<b>Signature:</b>	

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	4 of 15



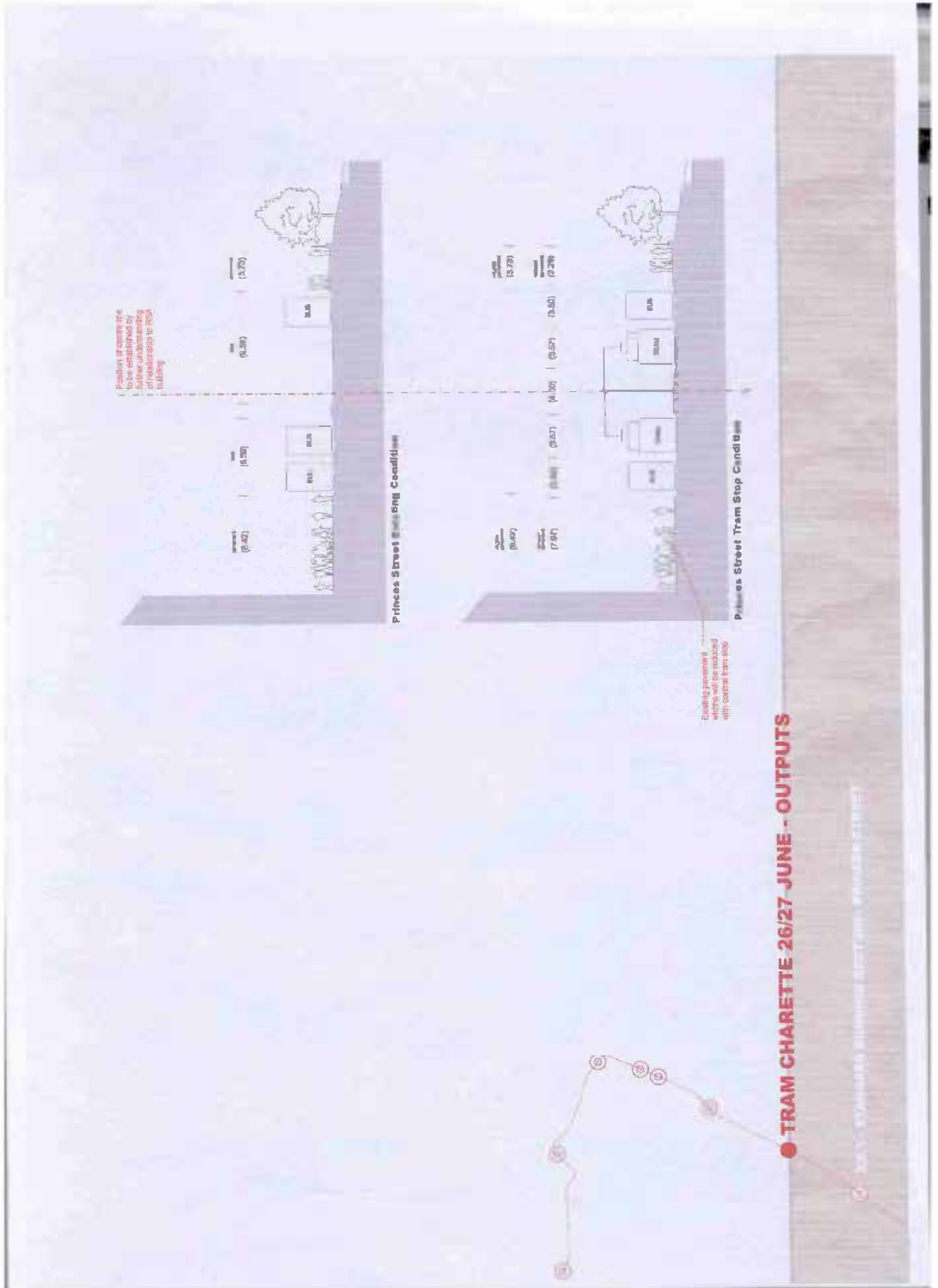


DOC.NO.	VERSION	STATUS	DATE	PROJECT	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	5 of 15



DOC NO.	VERSION	STATUS	DATE	PROJECT	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	6 of 15





DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	8 of 15



**CHANGE NOTICE**  
TEL BOARD

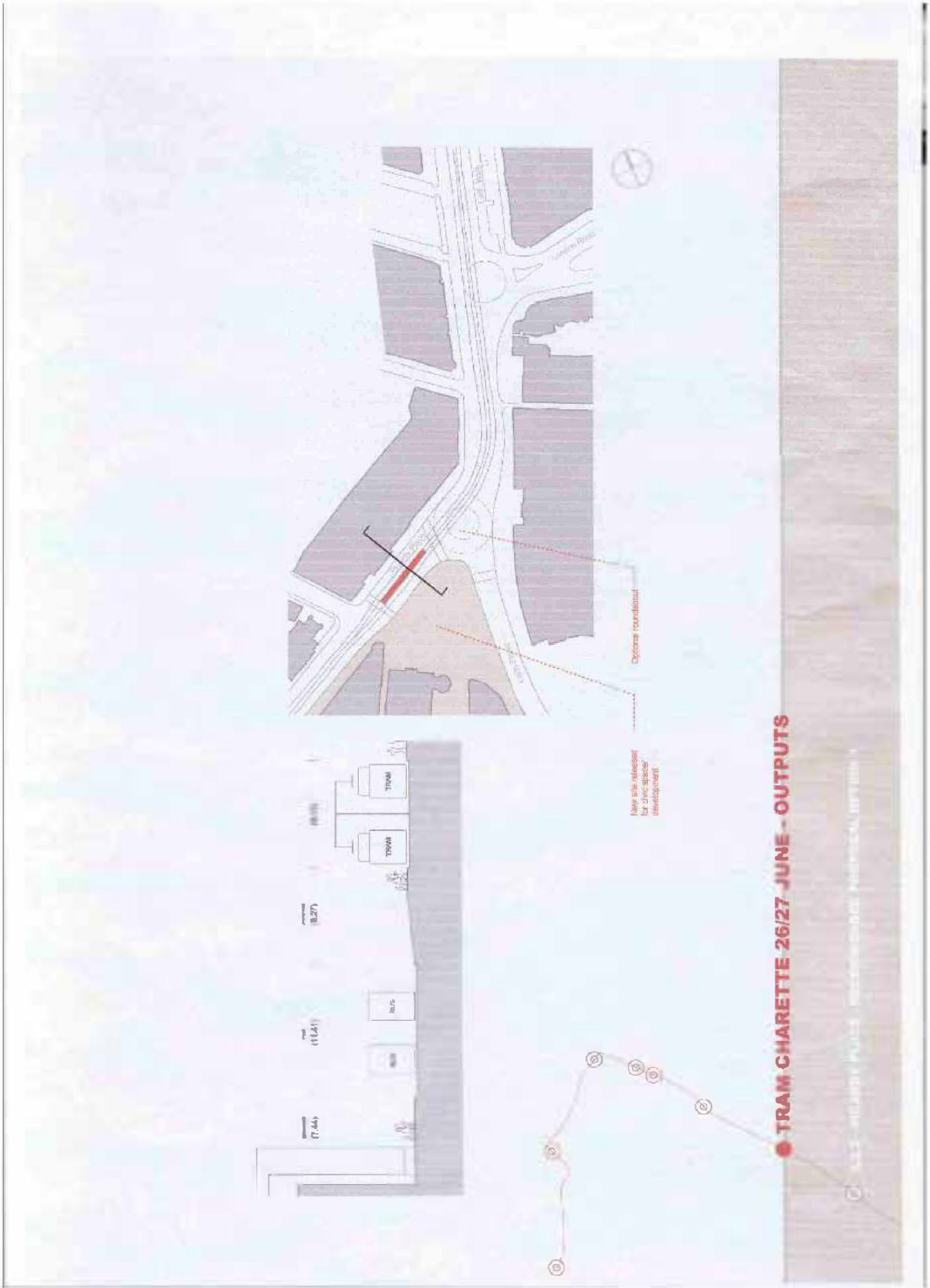


<b>Project:</b>	Edinburgh Tram Network		
<b>Date:</b>	3 July 2006	<b>Issue:</b>	1
<b>Change Notice Number:</b>	CNB013 (CEC)		
<b>Change Notice Title:</b>	Picardy Place Tram / Road Realignment		
<b>Originator</b>	CEC		
<b>Change Type:</b>			
1. Scope Change:	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>	Transfer: <input type="checkbox"/>
2. Identified Risk:	<input type="checkbox"/>		
3. Unforeseen Event:	<input type="checkbox"/>		
4. Efficiency Change:	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>	
<p>Explore an acceptable solution taking into account all relevant factors to implement arrangement 3.3.3 particular attention should be paid to pedestrian linkages with a view to minimising the number of crossings and improving public realm. The design should seek to sustain present traffic movements.</p>			
<b>Basis for the Change Notice:</b>			
June 26/27 Design Charette Notes and Outputs			
<b>Expected Project Impact</b>	<b>Schedule:</b>		
	<b>Cost:</b>		
	<b>Other:</b>		

<i>CEC</i> <b>TEL Authorisation</b> (print name and function below)	<b>Date:</b>	7.7.06
ANDREW HOLMES DIRECTOR OF CITY DEVELOPMENT	<b>Signature:</b>	

<b>ETN Project Receipt</b> (print name and function below)	<b>Date:</b>	
	<b>Signature:</b>	

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	9 of 15



DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	10 of 15



## CHANGE NOTICE TEL BOARD



<b>Project:</b>	Edinburgh Tram Network		
<b>Date:</b>	3 July 2006	<b>Issue:</b>	1
<b>Change Notice Number:</b>	CNB014 (CEC)		
<b>Change Notice Title:</b>	Leith Walk Alignment confirmation		
<b>Originator</b>	CEC		

**Change Type:**

- |                       |                                    |                                    |                                    |
|-----------------------|------------------------------------|------------------------------------|------------------------------------|
| 1. Scope Change:      | Increase: <input type="checkbox"/> | Decrease: <input type="checkbox"/> | Transfer: <input type="checkbox"/> |
| 2. Identified Risk:   | <input type="checkbox"/>           |                                    |                                    |
| 3. Unforeseen Event:  | <input type="checkbox"/>           |                                    |                                    |
| 4. Efficiency Change: | Increase: <input type="checkbox"/> | Decrease: <input type="checkbox"/> |                                    |

**Change Notice Description:**

Explore an acceptable solution taking into account all relevant factors in accordance with 3.5.2. Particular attention should be given to short term parking and loading arrangements for frontagers outside their premises.

These requirements are in line with previous TEL change request.

**Basis for the Change Notice:**

June 26/27 Design Charette Notes and Outputs

TEL Change Notice CNB008

The basis for this change notice is derived from:

- Previous change requests CR018 and CR019 which instructed SDS to review the merits of a raised segregated tramway along the above two streets.
- Discussions with TEL over the interaction of the number of bus services and tram services along these streets

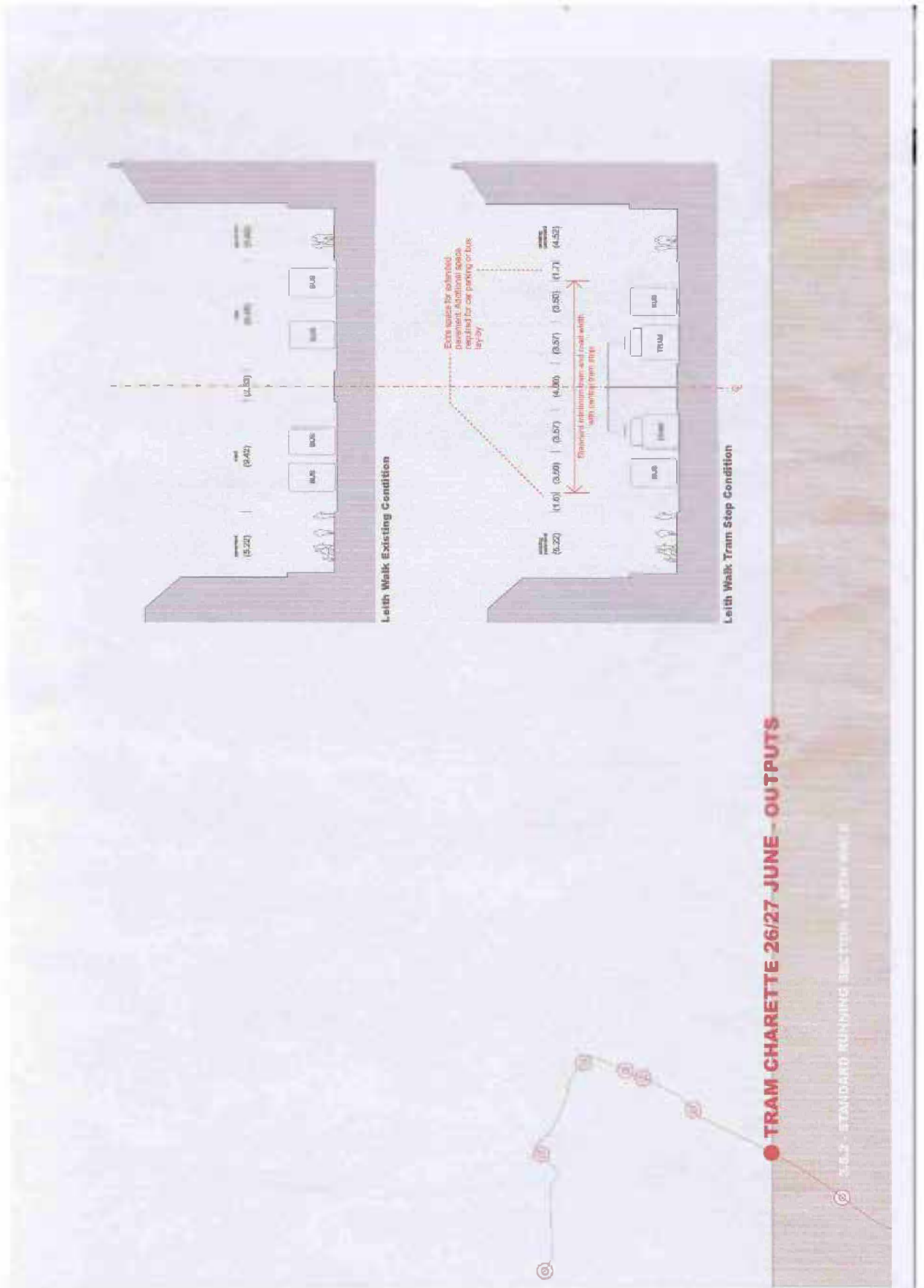
Draft letter from tie to SDS, proposed by SDS (reference – PM/DR/CN dated 17th May 2006)

<b>Expected Project Impact</b>	<b>Schedule:</b>
	<b>Cost:</b>
	<b>Other:</b>

<i>CEC</i> <b>TEL Authorisation</b> (print name and function below)	<b>Date:</b>	27 06
ANDREW THOMSON DIRECTOR CITY DEVELOPMENT	<b>Signature:</b>	

<b>ETN Project Receipt</b> (print name and function below)	<b>Date:</b>	
	<b>Signature:</b>	

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	11 of 15



DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	12 of 15



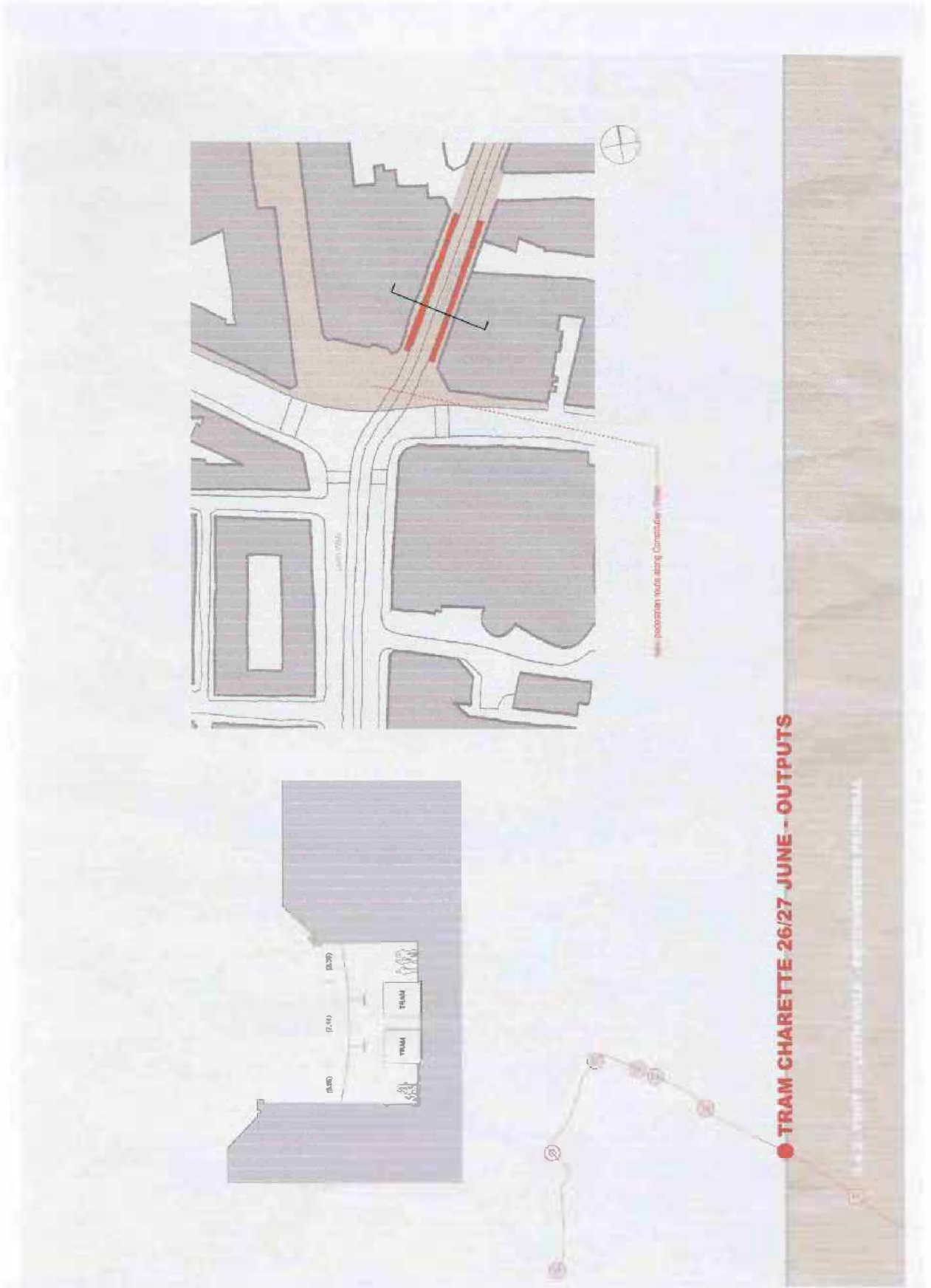


## CHANGE NOTICE TEL BOARD

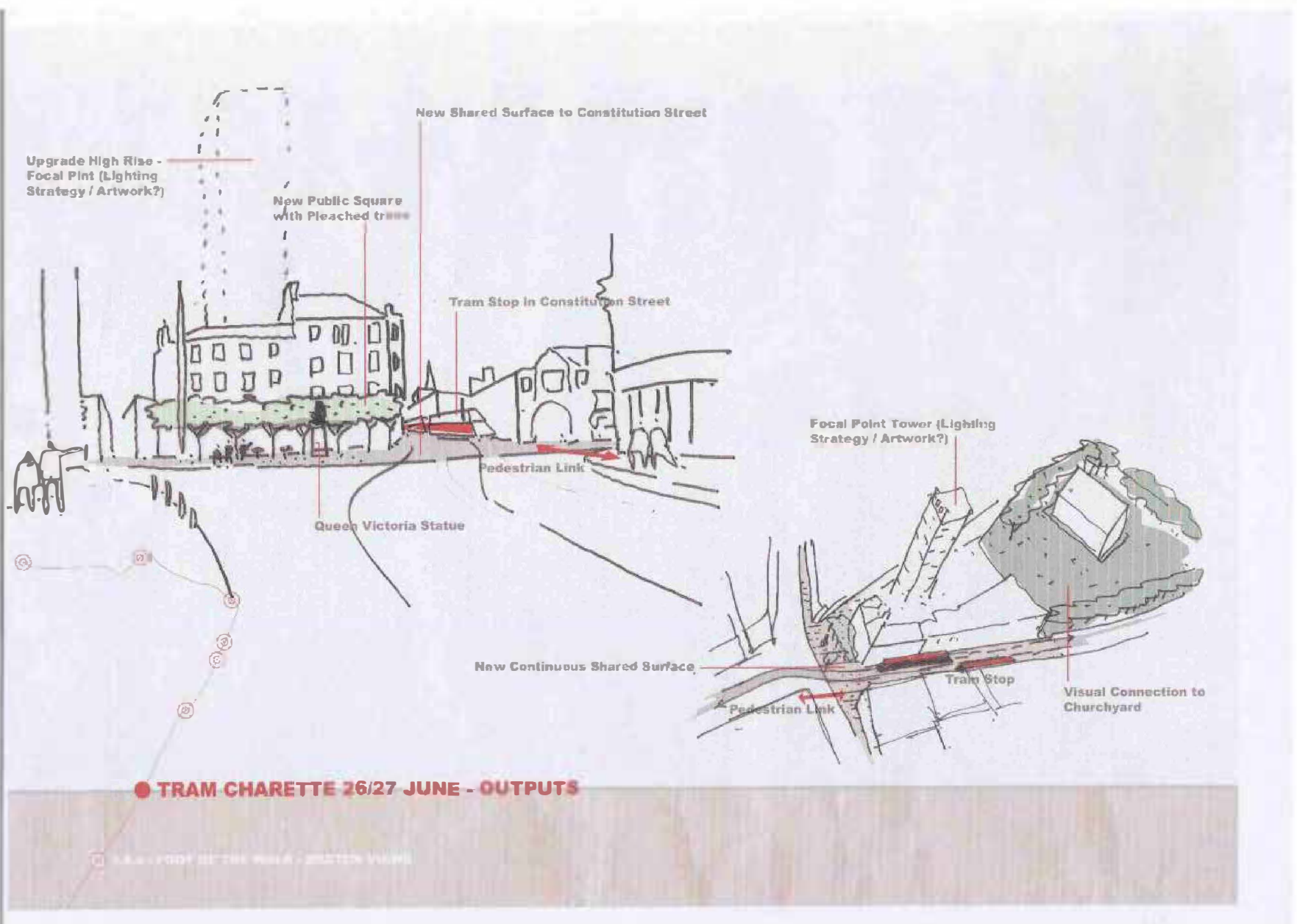


<b>Project:</b>		Edinburgh Tram Network	
<b>Date:</b>		3 July 2006	<b>Issue:</b> 1
<b>Change Notice Number:</b>		CNB015 (CEC)	
<b>Change Notice Title:</b>		Foot of Leith Walk Stop location	
<b>Originator</b>		CEC	
<b>Change Type:</b>			
1. Scope Change:	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>	Transfer: <input type="checkbox"/>
2. Identified Risk:	<input type="checkbox"/>		
3. Unforeseen Event:	<input type="checkbox"/>		
4. Efficiency Change:	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>	
<b>Change Notice Description:</b>			
Explore an acceptable solution taking into account all relevant factors to implement arrangements 3.4.3 and 3.4.4, moving the stop location into Constitution Street. Design should include bus/tram interchange and public realm enhancement and if necessary consequential traffic management arrangements. Contribution for public realm design from CEC Cities growth fund.			
<b>Basis for the Change Notice:</b>			
June 26/27 Design Charette Notes and Outputs TEL Change Request CNB0001			
<b>Expected Project Impact</b>	<b>Schedule:</b>		
	<b>Cost:</b>		
	<b>Other:</b>		
<b>TEL Authorisation</b> (print name and function below)		<b>Date:</b>	7.7.06
ANDREW HOLMES DIRECTOR OF CITY DEVELOPMENT.		<b>Signature:</b>	
<b>ETN Project Receipt</b> (print name and function below)		<b>Date:</b>	
		<b>Signature:</b>	

DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	13 of 15



DOC.NO.	VERSION	STATUS:	DATE:	PROJECT:	SHEET
40-92-PRO-000084	06/06	Approved	14 Jul. 06	Edinburgh Tram Network	14 of 15



40-92-PRO-000084	06/06	Approved	14 Jul 06	Edinburgh Tram Network	15 of 15
DOC NO:	VERSION:	STATUS:	DATE:	PROJECT:	SHEET: