# TRAM Briefing Meeting AGENDA

Date: 22 December 2011

Time: 8.00 am

Venue: Dunedin Room, City Chambers

#### **Expected Attendees:**

Sue Bruce (Chair) The City of Edinburgh Council Sue.bruce@edinburgh.gov.uk

Lucy Adamson Transport Scotland Lucy.adamson@transportscotland.gsi.gov.uk

Dave Anderson The City of Edinburgh Council <u>Dave.anderson@edinburgh.gov.uk</u>

(SRO)

Alan Coyle The City of Edinburgh Council Alan.coyle@edinburgh.gov.uk

Vic Emery The City of Edinburgh Council vicemery

Gavin King The City of Edinburgh Council <u>Gavin.king@edinburgh.gov.uk</u>

Alastair Maclean The City of Edinburgh Council Alastair.maclean@edinburgh.gov.uk

Bob McCafferty The City of Edinburgh Council Bob.McCafferty@edinburgh.gov.uk

Ainslie McLaughlin Transport Scotland <u>ainslie.mclaughlin@transportscotland.gsi.gov.uk</u>

Kelly Murphy

The City of Edinburgh Council kelly.murphy@edinburgh.gov.uk

Colin Smith The City of Edinburgh Council csmith@hg-group.co.uk

Julian Weatherley Turner and Townsend <u>Julian.Weatherley@turntown.co.uk</u>

- 1 Previous Minute and Actions from Meeting 8 December 2011 (circulated)
- 2 Turner & Townsend Dashboard Report (circulated)
- 3 Communication Issues Kelly Murphy to speak to the report
- 4 AOCB
- 5 Date of Next Meeting

Client Meeting - 5 January 2011 at 8am in the Board Room

Turner and Townsend Meeting – 19 January 2012 at 8am in the Dunedin Room, City Chambers

## **Tram Briefing**

### Edinburgh, 8 December 2011

#### Attendees:

Vic Emery (Chair)

The City of Edinburgh Council

Alastair Maclean

The City of Edinburgh Council

Eleanor Walker

The City of Edinburgh Council

Couling Council

The City of Edinburgh Council

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The City of Edinburgh Council

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Colin Smith The City of Edinburgh Council csmith@hg-group.co.uk

Bob McCafferty The City of Edinburgh Council Bob.McCafferty@edinburgh.gov.uk

Alan Coyle

Kelly Murphy

The City of Edinburgh Council

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Gavin King

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scott.noble@transportscotland.gsi.gov.uk Scott Noble **Transport Scotland Graham Porteous** graham.porteous@transportscotland.gsi.gov.uk Transport Scotland Lucy.adamson@transportscotland.gsi.gov.uk Lucy Adamson Transport Scotland Turner and Townsend Gary.easton@turntown.co.uk Gary Easton Julian Weatherley Turner and Townsend Julian.Weatherley@turntown.co.uk Turner and Townsend Andy Scott andy.scott@turntown.co.uk

Rob Leach Turner and Townsend Rob.leach@turntown.co.uk

David Christie McGrigors David.christie@mcgrigors.com

### **ACTION NOTE**

ITEM ACTION DEADLINE OWNER

#### 1 PREVIOUS MINUTE

#### Decision

To approve the minute of 24 November 2011 as a correct record.

## 2 TURNER AND TOWNSEND PROGRESS REPORT 9.11.11- 08.12.11

Julian Weatherley submitted a dashboard and gave a presentation summarising the Project's progress up to 8 December 2011.

The following main issues were detailed by Turner and Townsend:

- There had been no reportable incidents and the minor incidents were set out in appendix 2 of the report. BBS was very pro-active in investigating those incidents that had occurred.
- Following investigation into the health and safety processes of a number of sub-contractors the

project on call and incident escalation procedure had been updated.

- There was an ongoing process of health and safety tours and auditing from BBS and Turner and Townsend.
- The number of NCRs was at 347 to date and the trend showed that they were decreasing with the number of closed NCRs increasing.
- The known activities of the programme had been completed but did not yet contain risk or opportunities.
- Key milestones were being used to judge progress, with off street and on street progress behind schedule. However, off-street progress was expected to improve quickly as the improved co-operation on the Network Rail documentation took effect.
- There were 864 known conflicts with 100 resolved. There were also 428 potential conflicts that may affect construction.
- The delay at Haymarket had stopped construction works for three weeks. A claim was expected and would have to be investigated to ensure that it was for the correct number of days.
- There was an intention to complete the Scottish Water pipe works on Princes Street by 17 December 2011 with the five days to 22 December being used as a contingency. However, the works may not be completed in their entirety before Christmas and there was a potential requirement to temporarily re-fill the area by 17 December with the area being reopened in January.
- The delay on the Scottish Water pipe works on Princes Street was down to the complexity of the works and supply problems.
- The situation at Haymarket Yards was a contractor issue to resolve and they had given a

date of 10 February 2012 for completion of the works there.

- Work was due to re-start at Haymarket, Shandwick Place, Princes Street, St Andrew Square and York Place on 3 January 2012.
- There were 15-20 key documents requiring approval from Network Rail that had the potential to delay the Project and the intention was to clear all documents by Christmas. There were still some underlying issues in regard to cooperation but it was vastly improved from two weeks previously.
- Graham Porteous confirmed that a decision would be made by the end of next week on whether the Edinburgh Gateway works would be de-coupled from the Tram Project with Network Rail completing the works. This was the preferred option of Transport Scotland at the current time.
- The Sectional Completion Certificate for the depot would be completed by 16 December 2011.
- The 5 trams on site had been taken through the tram wash with a first test run of the tram under its own power on 9 December 2011 and dynamic testing beginning on 12 December 2011.
- There was £0.75m of approved change because of design work.
- Turner and Townsend were working with the Council on how the budget was affected by the omission of works at Lindsay Road. They were also looking at what could be added to the Value Engineering list.

#### Decision

 To note that there was an open standing invitation from Turner and Townsend to the Council to attend health and safety audits which

## Tram Briefing Meeting 8 December 2011

	ITEM	ACTION OWNER	DEADLINE
	were being ran by BBS and Turner and Townsend.		
2)	To note that Turner and Townsend would provide a programme, after the completion of QSRA, by 16 December 2011. The finalised programme, including mitigation, would follow in the New Year.	Julian Weatherley	16.12.11
3)	To write to Cosla explaining the situation at Haymarket Yards.	Kelly Murphy	
4)	To remove reference of tie in future images and drawings.		
5)	To agree that a meeting should be arranged which analysed, defined and discussed the financial impact of the Project risks.	Alan Coyle/Julian Weatherley	

### 3 FINANCIAL REPORT

Alan Coyle outlined the financial report for period 9 2011-12. It detailed assumed savings of £2.44m on the on street works and £8.6m on the off street works with a £3.95m saving in regard to Project Management. The £3.95m saving was forecast to be offset by maintenance mobilisation that had been allocated previously in the Project Management allocation. The revised forecast for the total project was £743.18m which included the approved change of £0.75m out of the risk allowance.

#### Decision

To note the update

### 4 COMMUNICATIONS

Kelly Murphy provided details of a draft programme for the depot visit of 15.12.11, the media handling plan for tram testing and a draft press statement on the tram testing.

### Decision

To ensure that adequate numbers of Personal Protective Equipment (PPE) were available for the tram briefing taking place at the depot on 15 December 2011.

Bob McCafferty/ Kelly Murphy ITEM

ACTION OWNER

**DEADLINE** 

## 5 DATE OF NEXT MEETING

Client Meeting – 13 December 2011 at 8am in the Board Room

Turner and Townsend Meeting – 22 December 2011 at 8am in the Dunedin Room, City Chambers

Produced b	Paul Robinson & Shirley Collin	Issued By	Turner & Townsend Project Management Limited		Employer	City of Edinburgh Council	
Approved b	Julian Weatherley	Address	91	ochside Avenue, Edinburgh I	Park	Address	Waverley Court, Edinburgh, EH8 8BG
Status	FINAL	Issue Date	18/12/2011	Infraco Period	4-10(to 16 Dec 11)	Project:	Edinburgh Tram Network

- Executive Summary: There were no reportable accidents during the period to 16 December 2011. Four incidents have occurred (See Health 7 Safety
- 2. Section completion of Section A (Gogar Depot) has been achieve Section Completion dates for Sections (B, C and D) remain on programme.
- A OSRA evercise has been undertaken on the Master Schedule 5. A USKA exercise has been undertaken on the Master Schedule.
  This has been reviewed with CEC officers but will be updated with VE and opportunities when their viability has been confirmed. At this point the consolidated effect of risk and opportunity will be reported
- 4. A second Value Engineering workshop has been held to develop a number of potential cost and programme opportunities. This included an Infraco proposal to rationalise Traffic Management within St Andrew Street/York place and Haymarket/Shandwick Place giving a potential programme saving of up to 180 days. A working group has been set up to take these opportunities forward to conclusion by 23
- 5. Work to the 500mm dia. Water main and BT cable duct installations in Princes Street remains on programme for completion by 22 December.
- 6. The establishment of a co-located team to produce, review and approve Network Rail construction documentation has yielded some improvements with eight documents being signed off for construction within the two week period.
- 7. A meeting was held with McGrigors to resolve interpretation of what scope was agreed within the Settlement Agreement: Princes St road/rail works, Infraco discovery of Utilities vs prior knowledge and items such as the Roseburn delta junction. Further meetings are

- Progress: The following construction activities are ongoing:
- Construction of trackslab along section 2A
- Complete piling at Russell Road Bridge and pile cap construction commencing.
- Sheet piling along Murrayfield corridor, Russell Road Retaining Wall Construction of Tensar walls at Murrayfield Tramstop
- South Gyle Access bridge construction
- Formation along the Edinburgh Park Corridor
- A8 underpass progressing well
- Sheet piling adjacent to the Gogar Burn within the airport
- 2. Detailed planning of enabling works in Shandwick Place and St Andrews Square is underway and due to be completed in the period.
- Repairs to the 500mm dia. water main in Princes Street and the re routing of a bank of BT ducts are progressing with completion targeted for 22 December 2011. It is anticipated that the all works will be complete
- 4. The St Andrews Square public realm design has commenced and the eliminary planning design is due to be issued to CEC in mid January.
- 5. Five trams have now been delivered to the depot and static commissioning continues. CAF have proposed the early delivery of the next five trams.
- 6. Construction of Gogar Depot has been completed and Section A completion achieved on programme (16 December 1011).
- 7. Briefings by the ICP have been held with Lothian Busses in respect of the operational inputs to Safety Validation.
- 8. CEC have confirmed that OCIP Insurance cover has now been extended

1. A total of 13 Pricing Assumption Variation: have been received to period end 12 December, mainly relating to impacts of Utility diversions or protection. The principles have been agreed in 12 of them, BBS Princes St works associated with the Scottish Water Main and power cables to Bus Trackers are

Key Issues :

2. A number of concerns were raised by SW at meeting with T&T on 16 Decen concerns were wide ranging and relate largely to historical tie issues. A number of actions have been agreed to bring about improvements. Final handover from departing tie staff to T&T will happen this week

currently being resolved.

- 3. Scottish Water have identified that construction of the Haymarket sub station has commenced without the necessary "build over consents" in place
- Network Rail have raised concerns over Contractor's Responsible Engineer and Third Party Rep not fulfilling their duties as a result are being put in place for a response to NwR by 20 December 2011.
- 5. Ingliston Park and Ride Substation: EAL/SP wayleave. Resolution expected 23-12-2012.

### City of Edinburgh Council – Actions

- the location of St John's Church OLE supports.
- 2. Obtaining "build over licence" at

Haymarket substation

- 3. Decision to go ahead with minimum scope solution at Edinburgh Park.
- 4. Decision of whether NwR COW / Site upervisor is a duel role or two
- individuals 5. Decision, following issue of briefing
- paper from T&T, on procurement route for SW remedial north of York Place.

#### Deliver The Tram Safely

There were no reportable accidents during the period. The rolling 13 Period AFR

Health & Safety

There were no reportation accidents during the period. The rolling 15 Period AFR remains at 0.00, better than the benchmark RPI of 0.24 for the project. Three other incident were reported during the period (two near misses, one service strike (damage to the crowns of a Scottish Water sewers.)

Excavation themed site monitoring audits have been carried out with BBS. The results are now under review.

The new site monitoring process has now been rolled out within T&T and will now be

#### Deliver a Safe Tram

A date of the 25<sup>th</sup> January 2012 has been set for a meeting with David Crawley to

close out the recommendations from the safety verification review.

Depot hand over is progressing to achieve the 16<sup>th</sup> December handover date, final

Presentation held with Lothian Buses in readiness for the depot transition in the New year. Transition Plan now to be agreed.

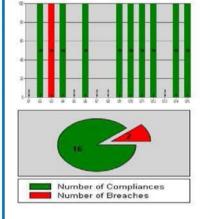
Depot Hazard review held to support the Case for Safety for Section A completion. Final version now agreed.

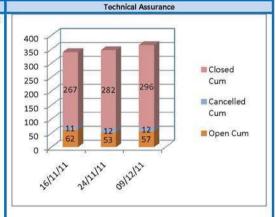
ETL depot procedures were briefed to depot operations and maintenance teams on

TSS to strengthen tram/integration interface assurance to monitor management of system integration

#### **Environment and COCP**

CoCP compliance for Period 9 was recorded at 89%. Issues relating to provision of public information on notices at sites are being reporting system.



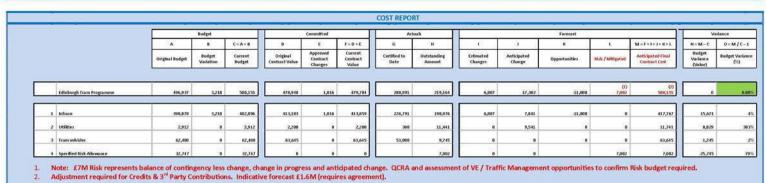


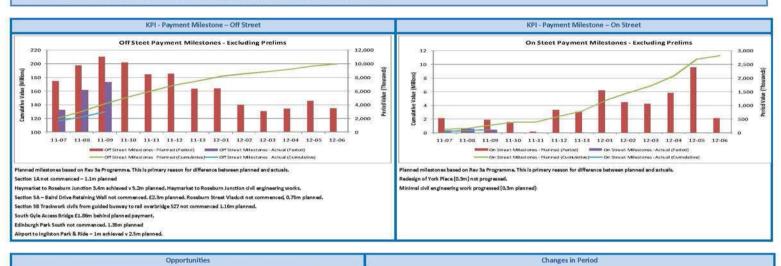
18 NCRs were raised during the period and 14 NCRs were closed out during the period.

13 no open NCRs are greater than 6 months old.

		l l	ey Project Milesto	nes*			
		A	В	C	C-A=D		
m/s	Description	Rev 4 Schedule Date	Master Schedule Planned Date	Forecast/ Actual Date	Var. (d's)	Crit. Path	Comments
Section Compl	letions						
1	Section A; Depot complete	16-Dec-11	16-Dec-11	16-Dec-11 (A)	0	Υ	Completed on programme
2	Section B; Test Track complete	08-Mar-13	08-Mar-13	08-Mar-13	0	Υ	
3	Section C; All construction complete	09-Apr-14	02-Jul-14	09-Apr-14	0	Y	Later date is related to 'On-street' in master programme
1	Section D; open for revenue	08-Jul-14	30-Sep14	08-Jul-14	0	Y	Later date is related to 'On-street' in master programme
Key Milestone	es (sorted by master schedule finish date)		100				
16	Haymarket 1 – Completion of Utility moves in advance of Infraco Works	28-Oct-11	18-Nov-11	18-Nov-11	+21	N	Full assessment of delay under review by T&T, to be reviewed within master programme
9	Mini test track available	02-Dec-11	14-Dec-11	09-Dec-11 (A)	+7	Y	
14	Shandwick; traffic man't, in	07-Mar-12	07-Mar-12	14-Jan-12	0	Υ	Brought forward to facilitate utilities works
	St Andrew St traffic management			7 Jan 12			Brought forward to facilitate utilities works
19	Ground improve't, SRU	N/A	08-May-12	25-Jan-12	0	N	Activity not within Rev 4 programme, timescales being revised with regards to approvals
20	S22A; Balgreen Rd Bridge; complete	05-Oct-12	05-Oct-12	05-Oct-12	0	N	
В	Test track, AIR-Depot, available	15-Nov-12	14-Nov-12	15-Nov-12	0	Y	
17	W4, 19-29; Russell Rd. Retaining wall	20-Nov-12	20-Nov-12	20-Nov-12	0	Y	
18	S21A, S505; Roseburn St.	22-Nov-12	08-Nov-12	22-Nov-12	0	Y	
7	Trams 1-5; commission	14-Feb-13	14-Feb-13	14-Feb-13	0	N	
15	Shandwick; const'n, complete	02-Aug-13	30-Oct-13	02-Aug-13	0	Y	Date used from master programme is completion of area SP7
6	T2 Performance Tests	09-Apr-14	03-Apr-14	09-Apr-14	0	N	T2 Test must be complete before Shadow Running / T3 Test
13	St Andrews; road & track works	13- Feb-14	12-May-14	13.Feb-14	0	Y	The activity in the master programme is linked to the completion of York Place commissioning
5	T3 Tests; complete	08-Jul-14	19-Jun-14	08-Jul-14	0	N	T3 Test undertaken during Shadow running, 10-04-2014 / 08-07

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1 2 4 5	Relaxation of traffic managemen embargoes			large)	Opportunity (Agree/Reject/ or ?)
5	embargoes	t and			?
5	OLE Foundations				R*
7	Track Slab omission				?
_	Non-use of Setts		.7		?
6	Public Realm Works				A**
7	Third Party Relationships				5
7a	Forth Ports				A
7b	Tram klosk at airport				3
8	Tram stop at York Place				?
9	Sale of surplus trams			A***	
10	Cost Transfers				A
11	Historic Wall - Shandwick Place			3	
13	Omit works at Tower Place/ Victor Bridge			A	
15	Use of recovery vehicle in city ce	entre			?
16	Road Reconstruction		i i		A
18	Challenge Design – alternative o Stop design YOP-NEW etc etc	ff-street track,			?
19	Storage of Materials				2
20	Freight Tram	201			?
Small =	= < £100k or < 1 week	* But assess	programme benefit	of Piling	
Междици	n = < £1M or < 1 month = > £1M or > 1 month		's Sq portion agree purchasers still to		]

Description	Design / Contract  Exclusions	On Street PAVs	Other Change	Total
Approved Changes to last reporting period	745	0	0	74.5
T&T Approved changes this period	30	0	7	37
CEC Approved changes this period	234	0	0	234
Sub total - approved change	1,009	0	7	1,016
Changes in progress	5,700	1,038	69	6,807
Anticipated future changes	7,582	9,799	0	17,38
Total Change	14,291	10,837	76	25,204

514	Utility Mapping	85
533	Princes Street - 500mm Water Main Diversion	40
543	Haymarket H1 - Utilities affecting the construction of OHLE foundations	148
545	Site Wide - Power to bus trackers affecting the ability to remove site clearance items	200
547	Haymarket H1 - Third Party (McNicholas) affecting ability to progress the works	30
548	Haymarket H1 - BT Fibre Optic Service requires diverting	150
551	Princes Street - 2011 Christmas Embargo - Temporary Surfacing of Track Infills	300
552	Princes Street - BT diversion @ junction of Princes Street and South St. David Street	40

Top Ten Risks						
Risk	Level	Owner	Comments			
Risk that utilities fail to be verified and mitigated through design in advance of contractor works (Schedule Impact Risk)	1860	Stephen Lewcock	Conflicts Schedule Deployment of McNicholas as utilities and enabling works contractors Joint working group ongoing Continued engagement of utility companies			
Risk that contract is moved to cost reimbursable	000	Julian Weatherley	Monitor, Continue project management effort to avoid			
Risk that additional scope/work is required that is not currently scheduled or costed	200	Julian Weatherley	Continuous liaison with CEC & TS regarding additional scope to identify at earliest stage			
OLE bases conflict with existing unknown and known utilities		Stephen Lewcock	Pfied solution with enabling works contractor installing pileguides or alternative design			
Discovery of additional Track construction conflicts (Live)	1860	Stephen Lewcock	URITy owners providing live and dead drawings: Building float into the programme to enable slit trenching in advance of remedial works by early implementation of traffic management plan and utilizing week soft start.  Behridiging track form. Localised deaving of track.			
Tram [CAF] / Infrastructure (Infraco) integration risk. Risk that Infrastructure and Tram meet the employers requirements but are incompatible such that system is inoperable.	400	Alastair Richards	Interface manager Section teating orgoing Programmed teating of complete track prior to project completion			
Risk of delay due to or failure to obtain NR approval to build as a result of clause 16.2 (NwR corridor)		Shirley Mushet	3rd party rep approved by NR.  Meetings ongoing with NR.  Assisting contractor in production of a detailed plan for the submission and approval of NR approval documentation.  Co-located team now onsite			
Late 3rd party claims for utility/property damages from works	400	Rob Leech	Utility provider presence on site			
Design approvals milestones are not met inline with rev4 programme.	965	Rob Leech	Fortnightly design team meeting attended by all stakeholders Tracking SOS Design Programme Traffic light monitoring system			
Additional land required to allow construction	1000	Rob Leech	Identifying key areas and put in to action the process for land registry identification etc via CEC			