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**From:** Geoff Gilbert  
**Sent:** 30 October 2006 10:19  
**To:** John Pantony - TSS; David Carnegie; Stewart McGarrity; Susan Clark; Trudi Craggs; Geoff Duke; Jeff Lloyd; Ailsa McGregor; Nina Cuckow - TSS; Suzanne Waugh; Steven Bell  
**Cc:** Andie Harper; Graeme Bissett  
**Subject:** Fridays Project Estimate Meeting - Notes and Actions

We had a useful session on Friday and we are making significant inroads to achieving the target saving. We do need to find opportunities with a value greater than £50m as there will be a number that we can't pull off and there could be further items to add back out of Trudi's scope gap review.

Below is a precis of the notes I took at the meeting together with the actions that need to be delivered by cob tomorrow.

1. Property
  1. DVs most likely assumption used to value plots on the basis of the current planning position.
  2. DV value of CEC land to be identified and compared with budget contribution to identify any disparity - **Geoff Duke**
  3. £6.5m Part 1 claim reduced to £3.3m which is to be allocated to risk with a 50% probability of occurrence - **John Pantony/Nina Cuckow**
2. Network Rail Immunisation works - Debated whether Network Rail are doing this work anyway as part of their works as advised by SDS. This is to be investigated further to determine whether and extent this is correct - **Jeff Lloyd/Susan Clark**
3. 6/12 Trams per hour - Concluded that this relates more to an issue of purchase timing as trams for 8/16 service pattern will be required in 2015. Options for funding to be considered - **Graeme Bissett**. cost of deferred purchase to be considered - **Stewart McGarrity**
4. Review of risks has resulted in a reduction of approximately £10m. This is to be firmed up and adjusted for the further risks identified out of the meeting - **Nina Cuckow**
5. RTPI - Inegration costs of £500k to be added back into estimate - **John Pantony**
6. OCT - Newhaven take out price - Price for adding back at a later date to be assessed - **John Pantony**
7. PM, TSS, DPOFA, TEL etc costs - Stewart McGarrity presented proposal for costing resulting in a £10m reduction in allowance. This is to be review by **Geoff Gilbert, Susan Clark and David Carnegie**
8. SDS - Costs adusted in estimate figure for the removal of contingencies and provisional allowances. 1b take out cost to be prepared - **Ailsa McGregor**
9. Land Assembly
  1. Scope for further savings suggested. To be firmed up prioritising largest potential savings with a view to concluding cob next Tuesday - **Geoff Duke**
  2. RBS have agreed to fund cost of the stop outside their premises, including construction, land and maintenance. Cost to be assessed and added to available funding figure - John Pantony
  3. Opportunities to market other stops for similar consideration to be persued - Graeme Bissett
10. Legal costs - D&W.
  1. Assessment of requirements and details of workstreams for the £5.5m to be advised today (Friday) - **Geoff Duke**
  2. Can protocols be agreed with CEC in respect of TRO/TTRO costs to minimise legal costs - **Trudi Craggs**
11. Comms
  1. City Centre Marketing cost 'Open for Business Campaign' cost estimated at £240k. To add to funding uncertain list - **John Pantony**
  2. First year of operation marketing £600k split equally between Opex and Capex
  3. Review combined TEL and Tram Project marketing costs - **Stewart McGarrity**
  4. Delivering a greater proportion of marketing activities internally will give a saving of around £300k - **David Carnegie** to factor into estimates
  5. Reduce the extent of the marketing campaign to achieve a £450k saving - **David Carnegie** to factor into estimates.

6. Brand Guidelines for Tram vehicle and Tram system graphics - £150k cost. Can this be done more cost effectively in house? - **Suzanne Waugh**
7. Tramco replica tram cost is £500k. Consider whether this is really necessary or a nice to have - **Susan Clark/Geoff Gilbert**

## 12. Utilities

1. Adjust estimate for utilities work procured direct for 7.5% discount. represents £650k saving on £11.5m - **John Pantony**
2. Can the 7.5% discount be recovered through the MUDFA contract for works procured from utilities companies under that contract - **Susan Clark/Gary Easton**
3. Review MUDFA VE proposals to determine if savings can be achieved - **Alisdair Slessor**
4. Are there reductions in cost that can be clawed back from Utilities in respect of betterment of their systems - **Alisdair Slessor**
5. Tabulate monitoring and survey responsibilities across SDS, Infraco and MUDFA to determine if any duplication of responsibility and hence cost - **John Pantony**
6. Check risk allowances for MUDFA works to determine if reasonable taking account of provisional sums in MUDFA contract for additional utilities diversion work - **John Pantony/David Carnegy**
7. What is the item in MUDFA labelled general items for? - **John Pantony/David Carnegy**
8. Is there a further discount to be negotiated for cash neutral payment arrangement for MUDFA? - **Geoff Gilbert**
9. Get outline engineering proposal for work to Murrayfield and refine estimate - **Susan Clark**

## 13. Infraco

1. Review depot facilities - car parking, sidings, other facilities to ensure are fit for purpose and identify savings - **John Pantony, Phil Douglas, Alistair Richards**
2. Track excavation depth questioned as being excessive. Check depth on drawings and allowed in estimate and pursue further if more than 600mm - **John Pantony**
3. Roseburn Corridor - Can we narrow the width of cycleways and walkways to reduce embankment, cutting and structures work - **Phil Douglas**
4. Feature Bridges cost allowance to be allocated to funding source uncertain category - **John Pantony**
14. Ticket Vending Machines - Allowance to be reduced to £500k? **Alisdair Richards, John Pantony, Transdev** to resolve
15. Driver training and trial running - This includes on board inspectors. Scope is for 160 people for 6 months for both recruitment and training and trial running. Cost estimate to be amended - **John Pantony, Alistair Richards**
16. Confirmed that the Roseburn Delta is included in both the estimates and preliminary design, approx value circa £500k
17. Inflation is included at 5%, this being considered the appropriate allowance following analysis of the BCIS tender price indices. A further 1% is included in risk.
18. Review indexation of budget - **Geoff Gilbert/Stewart McGarrity**

Actions to be concluded by cob Tuesday. Responsibilities for actions noted in bold above. Meet again Wednesday morning.

I am not in today but call me on my mobile if you have any queries or wish to discuss any of the above.

Regards

Geoff Gilbert

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