



tie Limited

Minutes of Meeting: Preferred Bidder Weekly Progress Meeting

Date: 6th November 2007

Venue: CityPoint

In attendance: Matthew Crosse
 Susan Clark
 Bob Dawson
 Geoff Gilbert
 Scott McFadzen
 Tom Murray

Item	Comment	Action
1.0	Notes of previous meeting	
	Preferred bidder letter – complete	
	BBS to provide a list of people requiring access to workstations in Citypoint – outstanding	
	Protocols for IT access – complete	
	Meeting with WG, BBS & SDS – complete	BBS
	BBS to get themselves comfortable with Designs – technical meetings set up	
	Organograms for tie/SDS – tie PB phase and SDS organograms provided – complete	
	tie delivery organogram to be provided - outstanding	BBS
	BBS delivery organogram to be provided - outstanding due 16/11	
	Contract meetings – will focus on agreeing the core issues of principle – complete	tie
	Schedule of meetings provided – complete	BBS
	tie to look at fast tracking of technical approvals process – outstanding	
	tie to set up pricing meeting – outstanding due 7/11	
	Weekly meetings to be re-scheduled to a Tuesday - complete	tie
2.0	Issues arising from previous meeting	
	Co-location : BBS have assumed co-location but based in portacabins near Gogar.	BBS
	Consideration to be given to more economic options including co-location in CityPoint. This to be considered by December.	
3.0	Meeting Schedules	
	<u>Contract</u> – agreed that the legal meeting would be held on Wednesday at 2pm using Friday if required.	
	<u>Technical</u> – BBS agreed to provide a list of questions in advance of each meeting.	BBS
	BBS to confirm Siemens attendance at the meetings next week.	BBS
	SDS to provide CAD drawings to assist with pricing. In particular, earthwork drawings are required.	tie

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	BBS indicated that information available via the data room is not current. tie undertook to look at access to Hummingbird for BBS. tie to confirm the design for London Road. Utility diversion matrix – tie to pass over the matrix outlining work to be undertaken by Infraco	tie tie tie
4.0	Issue for completion by end November	
	Geoff presented a list of issues that require to be complete by end November. This includes: <ul style="list-style-type: none"> Run-time : BBS to confirm in writing that they are happy with design run-time Quality : BBS to confirm in writing that they are content with quality of designs and design process 	BBS BBS
5.0	Mobilisation Scope & Deliverables	
	2 deliverables required as follows: <ul style="list-style-type: none"> BBS to provide programme for mobilisation including deliverables and cost. This to be provided by 9/11. Milestone payment proposal – BBS to provide detailed breakdown of tangible deliverables associated with this payment. Geoff to set up a meeting next week to agree.	BBS tie
6.0	Document Standards & Systems	
	tie handed over a document outlining requirements. BBS to respond by 13/11 Dedicated e.mail address set up by tie to be used from now on.	BBS BBS/ tie
7.0	Emerging Issues	
	tie to outline to BBS how it deals with betterment under NRSWA for all utility diversions undertaken. Tie outlined that the benefit of this would come to tie . Information from BBS on additional GI o be provided to tie tomorrow (7/11) tie outlined the work about to start at Ingliston Park & Ride to excavate material. BBS to look at if this material could be suitable for the surcharging at Gogar landfill site. CAF – BBS to look at possibility of agreement of CAF being brought into the consortia being reached by end November	tie BBS BBS BBS
8.0	Next meeting 13th Nov.	

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