

Edinburgh Tram Project

Requirements For Services From TSS

18th December 2006

1.0 Introduction

1.1 This paper sets out the requirements for future services from TSS provider Scott Wilson.

1.2 There are two phases of the project to consider:-
A – Procurement and design phase - to award of Infraco
B – Construction phase – post award of Infraco (MUDFA will straddle these two phases)

1.3 A – Procurement and Design Phase – During this phase the principal activities are:-

- Aligning the main contracts and updating and correcting the Employer's Requirements
- Evaluating and negotiating Tramco and Infraco Bids
- Updating Project Estimate and cost checking of emerging detailed designs
- Development and validation of detailed designs including delivering consents
- Mobilising and MUDFA and delivering utilities diversions

These activities will be delivered by tie resources supplemented by TSS personnel delivering Defined Roles and Defined Activities delivered by TSS. In respect of Defined Roles tie reserve the right to select the optimum candidates from a range of sources to ensure that the resources with the required capability are secured.

Given the state of the project and the inter relationship with other major providers to tie significant flexibility in resourcing is required. Tie will inevitably require resources with specific specialist capability at short notice.

1.4 B – Construction Phase – It is ties intention to move to a position where a greater proportion of delivery resources are secured direct, either as directly employed or as agency personnel. There will however remain a requirement for TSS to provide a proportion of the management and supervision resources. Given that there is currently no funding for this phase of the works we will establish our requirements with you by April 2007.

2.0 Defined Activities (Service Provision)

2.1 The Activities for which service provision is required are as follows:-

	Service	Key Deliverables
1	Planning Supervision (For all construction contracts)	<p>Notify HSE about the project.</p> <p>Ensure that pre-tender health & safety plans are prepared and provided to contractors.</p> <p>Prepare pre construction health & safety plans and advise when adequate to allow site work to start.</p> <p>Advise on competence and resources of other parties, when requested.</p> <p>Review of construction health & safety plans</p> <p>Define structure of and give acceptance of Health & Safety files</p> <p>Co-ordinate work of all designers in respect of health and safety, taking reasonable steps to check that they co-operate and comply with their duties.</p>
2	Competent person as per ROGs regulations	<p>Act as the competent person</p> <p>Input in preparing the verification scheme.</p> <p>Attendance at HMRI meetings and at System Safety Review meetings on an ongoing basis.</p> <p>Review the Safety Management systems for TEL, TransDev and Infracore and make recommendations to tie in the form of a report approving the acceptance of the Safety Management Systems and introduction of the Tram services for passenger service</p>
3	Health, Safety, Environmental and Quality advice and support	<p>Preparation and review of the Safety, Environmental & Quality Plans, systems & procedures on an annual basis and support with the audit of tie and their contractors</p>
4	Design validation services	<p>Validation that the SDS deliverables for detailed design</p>

		are in accordance with the contract between tie and SDS. Such validation service is to be provided to meet the dates set out in the Project Programme and is to be undertaken using process defined by TSS and accepted by tie (such acceptance does not represent agreement that such process is correct).
	Network Rail Third Parties Agreement Representative	To provide technical support to tie in respect of work to finalise Asset Protection Agreements with Network Rail, including attendance at meetings.
	Estimate Validation	Validation of the Project Estimate at key Project milestones. The relevant Project Milestones are:- <ol style="list-style-type: none"> 1. Return of Stage 1 Tenders 2. Return of Stage 2 Tenders 3. Final Recommendation

2.2 All of the above are undertaken by TSS on the basis of delivery of the output deploying the resources required (fluctuating where necessary) to meet the **tie** programme dates, including responding to programme delays such that the delivery date is maintained.

2.3 In respect of the above tie require a detailed proposal setting out how the services are to be delivered, the resources proposed, confirmation that the services can be delivered by the due dates (as stated in the Project Programme) and a costed resources schedule, setting out any assumptions.

3.0 Defined Resources

3.1 It is a requirement, driven by the Tram business plan, that the level of TSS resource is reduced and that the level of **tie** direct employees is increased.

3.2 Appendix A outlines the current resource provision from TSS and the current proposed release dates for each of these roles. These are the currently planned dates for release of personnel where applicable. However, changing circumstances may require earlier or later release. Therefore tie will provide updated forecast release dates and will provide one month's notice of release.

3.3 Retention of personnel beyond March 2007 is contingent on further funding being provided to the Project.

3.4 All other roles we see being filled by tie resources in Feb/March of next year. We would of course like to continue to monitor recruitment progress so that we do not remove particular key people from roles until the Project has someone to replace them and a robust handover process undertaken.

4.0 Management of commission

4.1 Management of the commission will continue to focus around regular monthly meetings attended by the Development And Approvals Director and Commercial Director.

4.2 In advance of each meeting TSS are to provide **tie** with

- A progress report in the agreed format
- A financial statement setting out in respect of each resource providing services hours and costs accrued in the preceding month and forecast costs to the end of the financial year (to March 07)

4.3 The current Project Programme is enclosed as Appendix B.

5.0 Communication

5.1 To improve communication **tie** will provide TSS with improved insight through regular updates on the progress of the Project and the issues and challenges faced.