

Transport Edinburgh
Trams for Edinburgh
Lothian Buses

MUDFA Sub-committee
March Report
Papers for Meeting
12th March 2007

Distribution:-

Willie Gallagher (SC Chair)
Matthew Crosse
Susan Clark
Graeme Barclay
Ray Dent
Bill Campbell
Andy Malkin
Suzanne Waugh
Tom Condie

Tom Condie
Lorna Davis
Steven Bell
Stuart McGarrity
Steve Hudson
Duncan Fraser
Tom Clark
Alan Dolan



Agenda

MUDFA Sub-committee Meeting

to be held at Macadam Room, Citypoint

on Monday 12 March 2007 at 10am

1. Actions from previous minutes.
2. Project Report
3. Design Process
4. Trial Site
5. Work Site Tracker
6. AOB



MUDFA Sub-Committee Meeting

AGENDA ITEM NO 1

Actions from Previous Minutes



**tie Limited
Edinburgh Tram Network**

Minutes

MUDFA Sub Committee Board Meeting

12 February 2007

10am

tie offices - Macadam Room, Citypoint

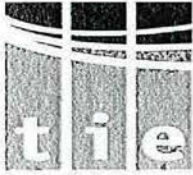
In Attendance:

Willie Gallagher (SCB Chair)	WG
Matthew Crosse	MC
Susan Clark	SC
Bill Campbell	BC
Andy Malkin	AM
Suzanne Waugh	SW
Tom Condie	TC
Steven Bell	TC
Stuart McGarrity	SM
Steve Hudson	SH
Duncan Fraser	DF
Tom Clark	TC
Lorna Davis	LD

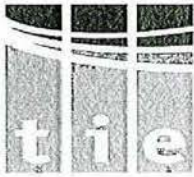
	KEY TASKS AND ACTIONS	ACTION BY	DATE DUE
1.0	Design		
1.1	<p>First sections deadlines were not met by SDS, however 1B & 1C were delivered last week. Approval of the trial site by SUs is still an issue. AD stated that he expected Scottish Power (SP) to respond by 9th February, SP then stated they would respond by 13th February. Also Scottish Water have not responded. This is currently one week behind schedule. It is critical that this is dealt with. It was confirmed by AD that although the utilities have a duty to supply the information requested they do not have a duty to supply this within a set timescale.</p> <p>The overall problem appears to be resources. AD to speak to utilities and ascertain exactly what resources they have and what they will actually need. They have five packs at the moment but will have up to eleven packs to deal with. They need to be aware of volume of workload.</p>	AD	13.02.07 Complete



	AD to prepare a one page summary of issues with Scottish Water and also a one page summary of issue with BT. It was decided that AD would keep chasing utilities and contact today in order to agree a formal date with them for approval of designs. WG to arrange meeting with the Utility Directors to support this from the top.	AD AD WG	13.02.07 Complete 13.02.07 Complete 16.02.07 Complete
1.2	MC expressed concern that all focus is on the trial site when we need to look at the whole project. AD confirmed that he is not just working on trial site and that he is covering all sections. SUs have five design packs for approval	SC	For Info
1.3	AD to prepare a progress report for each design section for future meetings. It was asked that we keep in mind that any changes to packs have potential impacts on traffic management.	AD	Paper in March agenda
1.4	AM stated that we should reconfigure teams and be more internal in order that tie, SDS and AMIS work more closely together and this can be achieved by meetings and discussions. SC stated that we need clarity on meetings and exactly what we are trying to achieve at each meeting.		
1.5	WG asked if Section 1A actually applies to Phase 1A as this is not clear. AD to ensure that drawings reflect that they apply to design section 1A and not Phase 1A.	AD	16.02.07 Complete
2.0	AMIS		
2.1	Progressing well. Traffic advanced information is going through. Communications plan is issued and agreed in principle working closely with SW. Stakeholder packs ready to go to print but will not go out until after Minister's decision is made. The packs will not include any dates, these will be added to the letter to go out with the packs.		
2.2	There are activities which would need to happen in advance of ministerial decision if the date of 19 March 2007 were to be achieved. These include release of communication packs and road opening notices. It was agreed that we will possibly need to revise the trial date due to the delay in the Minister's decision in as a result of this. We have to also take into consideration the Edinburgh half marathon on 1 st April 2007. A revised trial date impacts the whole process so whole programme will need to be looked at. SC will communicate any change to the trial date. WG stated that he did not feel there would be any public repercussions arising from a change of trial date. There are currently 34 days to go to our trial date of 19 th March 2007.	SC SC	14.02.07 Complete Complete
3.0	Trial Areas		
3.1	WG stated we need to review impact of moving trial date for each section		
3.2	The design programme needs to be integrated with the AMIS programme and John McAloon is working on this.	SC	26.02.07 Ongoing
3.3	WG stated that for each site we need to detail the following points: Milestones SDS Design Process SUs approval of design		



	Progress with Works Orders Traffic Management arrangements AMIS progress with method statements, resources. This will be reviewed each month.		
4.0	Construction Programme		
4.1	SC confirmed as follows: St Andrew Street - stand alone project Roseburn – can be moved if necessary Gogar – going to Tram & EARL Project Board to be carried out in conjunction with EARL works and avoid having to carry out works twice. SC to prepare one page for each section and look at issues for each one.	SC	14.02.07 March Papers
4.2	Works Orders go to AMIS who cost and issue within ten days a Works Order Confirmation which then allows us to go on site. A flowchart is required that shows the procedure from Design to starting construction. SC to have a look at this design.	SC	26.02.07 Update in March Papers
5.0	Traffic Management		
5.1	The TTRO is due to go out mid February but it was agreed to hold this for a couple of weeks until after ministerial decision.		
6.0	Commercial/Risk Opportunities		
6.1	We will report against anticipated final sum. However there is currently not enough detail. SC will have this detail within the next couple of months once the first design sections are approved by AMIS. SC to work with SM on financial report	SC/SM	31.03.07
6.2	SC to renew outputs and report on opportunities at this meeting. tie/AMIS/SDS to get together to discuss drawings which are fed to utilities to inject VE into design process. This may result in tie cutting into 20 day approval period.	SC SC/AD/AM	12.03.07 VE Papers in March Papers 12.03.07 Complete
6.3	SM stated that change control process must be understood. How will SDS handle this if changes are requested? Martin Hutchinson is currently going through change control procedures. SM to produce commercial financial report and discuss change control process with SC.	SM	31.03.07
7.0	Communications		
7.1	Standard packs are approved. 100,000 will be sent out together with detailed letters which are awaiting final approval. The customer interaction cycle for the trial section will be four weeks and for all others sections will be eight weeks		
7.2	The helpline voice will be changed to a more welcoming tone. The number has also been changed		
7.3	In relation to incoming correspondence flow a meeting is being held on 14 th February. TS, CEC and tie to map out flow and test against different options	SW	16.02.07
7.4	Tram Bus – will appear after ministerial announcement. Site Branding – Signs being designed and will go to stakeholders for	SW	16.02.07 Complete



	approval at the end of this week.		
7.5	PPE Kit will include the tram logo. There will be visuals for all vehicles and CEC will be including these on council vehicles also.		
7.6	All Communications procedures going into programme this week. Dates will need to be revised due to delay in ministerial decision.	SW	16.02.07 Complete
7.7	There will be an ongoing communications review through the tram helpers but also a formal four week review.		
7.8	We need to be aware of dates clashing with PURDA. tie cannot be seen to promote any political party. Therefore funding cannot be mentioned. Detailed guidelines are needed.	LD	16.02.07
7.9	Clarity required on roles/responsibilities between tie/AMIS	SW	26.02.07
8.0	Recommendations		
8.1	Changes to be made to trial date. Issues to be updated.	WG/MC/SC	Complete
9.0	AOB		
9.1	MC emphasised the importance of the tram event in bringing everyone together as a team with better integration. Tram event takes place Thursday 15 th January 2007.		
9.2	Next Meeting to take place 12 th March 2007 at 10am.		



MUDFA Sub-Committee Meeting

AGENDA ITEM NO 2

Project Report

Edinburgh TRAM Project

Paper to : **Utility Sub - Committee**
Subject : **Project Director's Report**
Date : **12th March 2007**

Executive Summary

- No safety incidents in the period
- Trial site on target for 2nd April
- Significant progress in agreeing a design process that tie, AMIS and SDS all buy into
- Progress made on defining work order process, format and tracker
- Programme in the process of being re-baselined including logic for design, approvals and traffic management

1.0 Safety

- 1.1 No safety & environmental incidents to report for the month or accumulatively.
- 1.2 AMIS continue to develop control procedures throughout February with a view to completing the AMIS MUDFA Business Management System in Mid-March prior to works commencing on the trial site in April.
- 1.3 SDS have supplied health & safety utility design information, however, this is of a generic nature and does not address the site specific requirements in terms of residual hazards to be provided to AMIS. This is a requirement of the CDM Regulations.
- 1.4 Archaeological management arrangements have been discussed with the CEC Archaeologist. Areas of archaeological interest have been agreed and these will now be used to develop the AMIS Archaeological and Heritage Mitigation Plan.

2.0 tie Utility Team

- 2.1 The new Construction Director (Utilities) – Graeme Barclay joins tie on 19th March from Scottish Water. Meanwhile, Ray Dent has been brought into the organisation on a short term basis to assist the Delivery director. Ray has experience in other tram systems and utility diversions.
- 2.2 A replacement has been found for the Commercial Manager and a start date of May is anticipated. The current Commercial Manager has agreed to stay to ensure a smooth transition.

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- 2.3 An additional project manager has been appointed from United Utilities and he will assist the team by focusing on gas related diversions. Michael Blake will join the team in June.
- 2.4 The final 2 supervisors have joined the team and one of the Assistant QS's has also started.
- 2.5 Key deliverables during February were as follows:
- preparations to allow the commencement of the trial site on 2nd April
 - preparation of the works order process
 - continued facilitation of meetings between SDS and SU's on design issues and agreement on a new design process going forward
 - finalise communications arrangements including printing of materials, agreement of site branding and trial of telephone number
 - decision made on phasing of 1b diversions
- 2.4 The focus during March is as follows:
- re-baselining of programme to take account of 1b diversions, new design process and inclusion of logic linked to SU approvals, traffic management and communications cycles
 - continuation of contract discussions to ensure clarity of commercial arrangements
 - strategic traffic modelling to allow continued discussions with CEC/TEL about construction programme

3.0 Design

- 3.1 Progress has been made over the past month in terms of the delivery of utility diversion designs by SDS and the delivery of designs due on 7th & 8th February was achieved.
- 3.2 However, SDS now advise that additional time is required for SU approvals of these designs. This additional time is being built into the logic contained within the re-baselining of the MUDFA programme.
- 3.3 The forward delivery programme for detailed design is as follows:

Section	Date Due	Date Due Version 12
1b Foot of the Walk – McDonald Road	07/02/07	07/02/07
1c McDonald Road – Princes St (excluding St Andrew Square & York Place)	08/02/07	08/02/07
1c McDonald Road – Princes St (St Andrew Square & York Place)	08/02/07	17.05.07
3c Caroline Park – Granton Sq	22/02/07	07/03/07***

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5b Balgreen Road – Edinburgh Park	02/03/07	12/03/07
5a Murrayfield - Balgreen	12/03/07	12/03/07
1a Newhaven – Foot of the Walk (Constitution Street)	18/05/07	30/03/07
2a Haymarket - Roseburn	23/03/07	23/03/07
5c Edinburgh Park - Gogar	10/04/07	10/04/07
7a Gogar – Airport	23/07/07	23/04/07
3a Roseburn – Crewe Toll	24/04/07	24/04/07
1d Princes St - Haymarket	17/05/07	17/05/07

*** Agreement to slip this as it is on Phase 1b. allows focus on Phase 1a

3.3 Two areas have subsequently slipped since last month. Design section 1c is believed to a programme error. 5b has slipped by 10 days.

3.4 Productive meetings have been held over the past month between tie, AMIS and SDS to explore and agree a new method of delivering the design. The aim of this is to achieve a design which:

- Gets SU buy-in
- Builds in constructability and value engineering
- Provide “for construction” designs that AMIS can buy into

3.5 As part of the re-baselining exercise the link between roads design being complete before designing utility diversions has been re-connected. This may result in a request to SDS to re-programme these designs.

4.0 AMIS

4.1 AMIS MUDFA are currently finalising all Pre-Construction Services (PCS) deliverables as per the planned requirements. This allows tie Limited a four week review period although a number of deliverables remain as work in progress awaiting further input and clarification by others.

4.2 AMIS MUDFA continues to pursue “Issued for Construction” (IFC) utility design drawings complete with detailed work orders, and within the reporting period the input and co-ordination to AMIS MUDFA has proved unsatisfactory. A management process review is currently underway and streamlined processes are required to support planned delivery through direct access to key decision makers, Risk and Trade Off (RAT) approach to design and clear focus on serving Edinburgh Tram stakeholders.

4.3 AMIS MUDFA is now required to reconsider the baseline programme due to design availability, imposed constraints and currently seeks work-around solutions (Ingliston Car Park and Gogar depot). A new utility diversion construction programme will be developed in direct consultation with the key stakeholders and will concentrate initially on Sections 1A, 5A (Lower), 5B and 5C.

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- 4.4 AMIS MUDFA is currently concentrating on the Trial Site at Casino Square with specific focus on communications, work ordering, purchasing, resources, safety compliance, etc and a state of readiness review is being planned for Wednesday 21st March 2007.
- 4.5 AMIS MUDFA main concern relates to the commercial framework for construction services and believes a more construction-led and integrated approach will lead to a more productive and cost effective delivery.

5.0 Statutory Undertakers

- 5.1 A tracker has now been developed by tie outlining status on design for all SU's including those not covered by MUDFA.
- 5.2 Additional time for SU approvals of design has been built into the programme logic being used to re-baseline the programme.
- 5.3 Scottish Power had been slow to respond to requests for information up until Christmas but have now added additional resources to the project. They are due to give approval this week for the design of sections 3b, 6 and the trial area of 1a, and they have completed their detailed design inputs on sections 1b, 1c (north), 3b, 3c, 5a, 5b, 5c, 6, 7a, leaving only 1c (south), 1d, 2a and 3a, for which completion is expected this month. This detailed design is incorporated into the overall spatial design by SDS
- 5.4 In line with company policy, BT are providing their own designs for diversions. Due to the complexities of the design work they are to carry out, in the busiest sections of the route they will be unable to deliver these designs by the date shown for "return of comments" in SDS' original programme (that date was not discussed with BT). A meeting was held with them on Friday to discuss resourcing and prioritisation of the programme to ensure delivery. They have submitted dates by when they expect to be able to issue designs of the sections they have to date. BT have also proposed splitting their duct design (needed for MUDFA) from their cable design (needed for their work) which will allow the duct design to be issued sooner, albeit with a risk that some of it may have to be revisited in the light of the cable design. There will be a potential impact on Infracore due to the cabling time requirements for BT once the MUDFA work is completed. BT are presently estimating the time they will need for this.
- 5.5 SGN in general are performing well. However, they have recently indicated that the diversion of the high pressure gas main at the depot site has slipped by 3 months to March 2008. This has a knock on impact on the advance works at the depot and so we will meet with them to try and put in place a recovery plan.
- 5.6 Scottish Water has provided records but unfortunately these have been of poor quality and inaccurate. Scottish Water have indicated that they require to see detail of proposed fittings (valves, thrust blocks, etc) on

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the designs before being able to accept them – those submitted at present only show the diversion routes. SW have attended regular meetings with SDS to provide feedback on the designs issued.

- 5.7 Virgin Media (formerly NTL Telewest), similarly to BT, are carrying out their own diversion design work. They generally are expecting to be able to meet the latest design programme, however recent road and track design changes in section 1B have considerably increased the number of conflicts and they will be unable to meet the requested date for that section.
- 5.8 Other MUDFA utilities have a smaller impact than the five above. They are at present expecting to meet the last programme dates for design acceptance, or are expecting to co-ordinate their site works appropriately with MUDFA as appropriate.

6.0 Trial Areas

- 6.1 Work is progressing well on the trial site and a separate paper is attached on this.

7.0 Construction Programme

- 7.1 Since the last meeting, tie has spent a considerable amount of time revisiting the programme logic sitting behind the design and approvals process for utility diversions.
- 7.2 This has resulted in a revised set of early start dates which have been given to AMIS to review and carry out a re-baselining of the programme. We expect this to be complete and agreed by all Stakeholders by end March.

8.0 Traffic Management

- 8.1 The Traffic Management, TM, Method Statement and associated Risk Assessments for the Casino Square Trial, Section 1A, have been approved by tie. Roddy Aves, AMIS, has indicated that the TM proposals for the remainder of Section 1A will be issued to tie on 02nd March.
- 8.2 A Traffic Management Review Panel, TMRP, has been established comprising AMIS, CEC, tie, TEL, Lothian Buses and the Police. SDS have been invited but are yet to attend the TMRP. The TM Method Statements will be reviewed on a regular basis as they come forward to the standing meetings of the panel for sign off.
- 8.3 It has emerged that that no provision has been made in the contract between tie and AMIS for the placement of Wider Area signage to inform road users entering the city and approaching the locations on the ground of the MUDFA works sections. It is considered that there is a requirement to provide such signage to keep the public informed of

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the ongoing works and to advise on diversionary routes. As a result a scoping for these works is under preparation. The initial scoping will be ready for consideration by tie / TSS on the 7th of March.

- 8.4 The umbrella Temporary Traffic Regulation Order, (TTRO), was advertised in the press on the 1st of March 2007. The order contained two schedules; the first indicated the roads that are likely to be affected by the MUDFA works and/or associated TM measures. The second gave the measures that could be applied during the TM provision. The order will become operational from the 19th of March and this will leave two weeks, the timescale requested by the City of Edinburgh Council, to raise the statutory notices for the Casino Square Trial Section on the ground.
- 8.5 A review is urgently being made of the arrangements to validate our update frontager information and to ensure that this is captured within the TM arrangements and the communications strategy for each works section.'

9.0 Cost Control/Commercial/Risk & Opportunities

- 9.1 Stewart McGarrity has been in discussion with Geoff Gilbert and Martin Hutchinson and will discuss progress on cost reporting at the meeting.
- 9.2 There are currently 4 high and 5 medium risks associated with utilities contained within ARM. These are:

ID	Risk	Significance	Rating March	Rating Feb	Treatment Plan?
139	Uncertainty of locations and consequent additional diversions required		25	25	Yes
164	Unknown/abandoned assets affect scope and requires redesign		23	23	Yes
21	Diversion outwith LOD		16	16	Yes
864	Asbestos found in excavation		15	15	Yes
209	Cellars & basements intrude into works area		14	14	Yes
183	Adverse weather affects construction		12	12	Yes
310	Congestion to City		9	9	Yes
169	Interface with other projects		9	9	Yes
174	Estimate too low		9	9	Yes

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- 9.3 Treatment plans have been put in place for each of these risks within ARM
- 9.4 VE workshops have been held. A matrix identifying the actions from these has been produced and is attached as Appendix 1 for information.

10.0 Communications

10.1 Communication Strategy

An updated AMIS Communication Strategy was received on 2 February. It has been updated and now includes a lot of the work developed in the last month. Changes are being fed back and we expect it to be finalised in the next couple of weeks. Contact and meetings continue to be frequent between AMIS, tie Comms and Stakeholder and CEC. Planning for the MUDFA Communication work continues to be at an advanced stage and is now looking at detail under the following headings:

10.2 Resource

Steve Gorry has agreed to come and work with tie to deliver the Customer interfaces, kpi's, protocol and journeys for tie and our partners. Steve starts work imminently. Additional resource is being recruited by Mike Connelly to support the stakeholder team who will be the response unit in tie for calls and correspondence.

10.3 Customer Interaction Cycle

The four week stakeholder packs including letters, documentation and language panels will start to be delivered to AMIS by the printers on 7 March. It is important to note that no business or resident packs can be issued to the trial site and surrounding areas without a Ministerial decision and approval from TS.

We await the proof of the 8 week newsletter which will be issued for comment and approval.

An addition to the CIC has been made to add in briefings of local Councillors and MSPs at the 5 week stage, prior to local letters being issued to residents and businesses. At that stage a scenario planning session will also be held with Communications Teams in CEC and the CEC Call Centre to ensure that all site specific issues are understood well in advance and that customer facing staff in each area are aware of the most up to date information.

10.4 Helpline number

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The tram helpline number is 0131 623 8726. The system has been designed and built, the voice has been changed and we are testing the system. A look has been added to option number 4 whereby if a customer wants to talk to someone at tie about the roadworks they can choose that option. Options are:

- 1 An emergency option that will direct the call to the correct organisation dependent on emergency type
- 2 A special needs option that will direct the call straight to the AMIS customer care team
- 3 A general question option that will direct the call straight to the tie customer care team managed by Mike Connelly
- 4 A road works information option that will feed up to date information to the caller, if the call is not about tram road works there will be an option to divert to the CEC Clarence helpline.

We await costs from the CEC Call Centre on the possibility of being able to transfer calls direct to the Tram Helpline and also what they will charge us per call should multi topic calls be taken at the centre. These costs are due to be received by 9 March.

10.5 Correspondence flow:

The group session between AMIS, tie and CEC was held on mid February to develop and agree the communication protocols and flow in order to ensure that all communication is channelled and responded to by the appropriate organisation. This approach is needed to ensure no duplication happens for multiple requests. The meeting provided more questions than answers and a paper has been issued to our partner organisations for comment and decision on the approach preferred by each organisation. Response is due by 9 March.

10.6 Mobile Information Centre

The Tram/Bus is waiting in the wings ready to be launched, if appropriate, following a Ministerial announcement.

A decision was taken in February not to provide an information point at the Lothian Buses Shandwick Place shop along with advertising at their other locations. This was based on resource levels however, an offer has been made to brief and provide information to staff so that they can talk knowledgeably about the project if required, as well as providing contact details for tie should they be needed.

10.7 Tram Helpers

AMIS has recruited their first tram helper; who has started work in the AMIS office and is out and about meeting customers in the trial area. Uniforms are currently being produced with the helper in a fetching high viz orange and the works Tram Helper on both back and front.

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This will differentiate the helper from other workers who will wear high viz yellow. All workers will be branded with the Trams for Edinburgh logo and phone number on ppe kit.

10.8 Site information

We have agreed with AMIS that debris netting will be used around all sites and will be branded with the trams for Edinburgh logo, phone number and web address.

10.9 Wider area communications

Thought needs to be given to the approach to informing residents who live or do business in areas who will be impacted by traffic re-routing and the possible loss of traffic calming as a result of Tram works. This is an action the team are now considering.

11.0 Recommendations

DPD is requested to :

- Note the contents of this paper
- Note the challenges and workload involved in ensuring delivery of the first sites and the actions being taken to mitigate delays

Proposed	Susan Clark Tram Delivery Director	Date 07/03/07
Recommended	Matthew Crosse Project Director	Date 07/03/07



MUDFA Sub-Committee Meeting

AGENDA ITEM NO 3

Design Process

Utility Value Engineering Workshop Actions

APPENDIX 1

WHAT	ACCEPTED	WHO	WHEN	STATUS
Overall ownership of total project programme	YES	Graeme Barclay	Mar-07	
Programme risk analysis - showing risk to project end date and cost	YES	John McAloon	May-07	
Resolve Technical Queries	YES	Allan Hill	Mar-07	Built into new design process where TQ's are addressed during design
Technical Queries Resolved Face to Face	YES	Allan Hill	Apr-07	Built into new design process where TQ's are addressed during design
Review lessons from other tram cities	YES	Graeme Barclay	Jun-07	Already done to a certain extent
Develop strategy to handle expectations of SUCs	YES	John Low	Apr-07	Additional time built into design approval process
SUCS to buy into RAT process	YES	John Low	Apr-07	
Determine minimum clearance for Infraco to excavate for track slab including clearance and trench side slopes	YES	David Crawley	Apr-07	
RAT Heads of Agreements between tie and Utilities	YES	John Low	Apr-07	Duplicate of 10
Leave detailed drawings information on what has been done - interfaces/couplings/terminations	YES	Jim Johnstone	end of design	Principles agreed as a result of new design process
Check street lighting/road diversions omitted from MUDFA been including in Infraco Scope of Works	YES	Allan Hill	Apr-07	
Accelerate design and accuracy of output.	PART	Jim Johnstone	Apr-07	Agree with accuracy of output, however, programme being re-baselined and may allow additional time for design and more links to road alignment reducing risk and cost
Integrate design team.	NO	Susan Clark		Would disrupt team - aim to have more interaction through design process instead
Co-locate design team leaders	NO	Design & Construction		Would disrupt team - aim to have more interaction through design process instead
Integrate/co-locate the Infraco	NO	Susan Clark		Programme are separate
Involve end users of each stage (MUDFA/Infraco) early in design.	PART	Jim Johnstone		We are involving AMIS now. No Infraco appointed and so cannot involve then yet
Anticipate Infraco Works for Power & Services. MUDFA install ducting in advance to avoid a second dig. Site by site decision.	YES	Allan Hill	Ongoing from now	Will be part of design process and demarcation

Design Process and Progress

Ray Dent

Utility Diversion Design Process

- SDS must own all designs and are contracted to deliver SU approved designs Issued For Construction (IFC)
- Such designs will be worked up in consultation with the SUs and issued in composite form with all necessary detail
- AMIS will develop buildability alongside the maturing design

Utility Diversion Design Process

- SDS will take account of buildability and value engineer designs before issuing SU approved (IFC) designs to be accepted by tie before instructing work via the Work Order (WO) process
- tie will approve a WO and seek proposals (WOP) from AMIS within 10days
- AMIS will submit proposals to tie for approval via a change notification (WOCN)

Utility Diversion Design Process

- There has been a gap in expectations as to the adequacy/completeness/quality of IFC designs
- tie support the use of competent and experienced resources within AMIS to assist SDS in reaching a maturity of design acceptable to AMIS for planning and execution, consistent with achieving SU approval of SDS designs

Utility Diversion Design Process

- IFC designs will include drawings, schedules, sketches and demarcation sufficient to define the work required and to secure SU approval, an SDS responsibility
- IFC designs will be issued under SDS authority and responsibility as tie's designers

Utility Diversion Design Process

- tie will reflect the whole design process in the overall programme including SDS's negotiated and advised SU approval timescales
- SDS will be measured against that programme
- tie will determine the sequence of design outputs to support the planned construction programme which has to be managed around stakeholder constraints
- tie will liaise with the SUs to identify and manage conflicts and priorities and generally try to secure cooperation from the SUs

Utility Diversion Design Progress

- tie has brokered an arrangement whereby SDS and AMIS work together to achieve a design acceptable to both parties and awaiting acceptance
- tie will determine roles and responsibilities shortly
- tie has requested SDS to re-prioritise the delivery of SU approved designs to reflect a change in construction sequence

Utility Diversion Design Progress

- An SU approved design for the Trial Site (Casino) was due 2nd March 07 to trigger Opening Notices and Traffic Orders needed for start of work on 4th April 07
- SU agreement to a design has been received from SGN and BT conditional upon some changes to the design
- tie's overall programme now reflects more realistic SU approval timescales



MUDFA Sub-Committee Meeting

AGENDA ITEM NO 4

Trial Site



Trams for Edinburgh

..connecting our Capital

Casino Square – 2nd April 2007

Key Issues and Actions – Planning for Success

Winning

Passion

Collaboration

Enjoyment

Honesty



AMIS MUDFA Actions in Hand

Materials Ordered at Risk – Currently Being Expedited
Traffic Management Set Up – Ordered from Gov. Services
AMIS Labour Planned & Called Off from Business
Tie / AMIS Branded PPE Being Ordered – To Expedite
AMIS MUDFA Plant & Vehicles Ordered from Business
SUC Utility Permits Drafted
Method Statement Drafted – Submit 08/03/07
Risk Assessments Drafted – Submit 08/03/07
Inspection & Test Plan – Being Drafted Due 08/03/07
SDS Design – AMIS Detail Submitted 28/02/07

Remember Marathon on 1st April 2007



Joint Actions Not Totally in Control

Opening Notice – Lodged 02/03/07 (Authorisation Required)

SUC Approvals - Provided

Performance Bond – Due 16/03/07

OCIP Insurance - confirmation of arrangements prior to award

Business / Residency Letter Notifications & Tram Helper – Started 02/03/06 (07/03/07 Print)

Easter Call Out / Coverage / Emergency Response Plan

Casino designated Laydown / Storage Area



Key Points Requiring Clarification / Expediting

TTRO Submission by tie limited – Status

Casino Owner Approval

Confirmed Courtesy Boards (0.7 x 0.45 Mtrs)

Advance Warning Signage

SDS “IFC” Drawing (SUC/tie Approved)

Work Order Re-Issue & Approval

Site Setting-Out Points (3 Point Fix)



Programme & Follow On Works

Edinburgh 1/2 Marathon – 1st April 2007

Commence Trial Site – 2nd April 2007

Forth Ports – Easter Closed Period *

Complete Trial Site - 4th May 2007

Main Concerns – Public Safety, Company Brand & Image, Adverse Media Interest, etc



MUDFA Sub-Committee Meeting

AGENDA ITEM NO 5

Work Site Tracker

EDINBURGH TRAM PROJECT
MUDFA
WORKS ORDER PROGRESS

Date: 06/03/2007

Section	MUDFA Works Order No	Extent of Works Order		Date to Complete Works Order	Scope and Description of Works	Design and drawings	Additional Requirements - General	Additional Requirements from the Utilities	Additional Requirements from Third Party Land Owners	Requirements for Stakeholders and Communication	Land consents	Additional Programme Constraints	Additional Construction Constraints/Relaxations	Pre-construction H&S Plan	Requirements for Site Establishment etc.	Requirements for AFA and Pricing	Non-MUDFA Utility Information	Overall Completion	Comments	
		From	To																	
1	1A	1AWSI003/000	Casino Square	Casino Square	02-Mar-07	100	85	100	100	100	100	100	100	100	100	100	100	100	85	Await Final SU Approved Drawings for BT and corrections.
2	1A	1AWSI007/001	North Leith Sands	Anchor Fields																
3	1A	1AWSI007/003	Lindsay Road Junction	Portland Street Junction																
4	1A	1AWSI008/001	Portland Street Junction	Newhaven Roundabout																
5	3B	3BWSI001/001	Crewe Toll Tram Stop	West Pilton Place																
6	3B	3BWSI002/002	Granton Road	Granton Road																
7	6	6WSI001/001/WP 1	Gogarburn Tram Depot	Gogarburn Tram Depot																
8	1A	1AWSI007/002	Anchor Fields	Lindsay Road Junction																
9	3B	3BWSI002/003	Granton Road	Caroline Park Tram Stop																
10	3B	3BWSI001/002/WP 1	West Pilton Place	Wt. Granton Access Tram Stop																
11	1C	1CWSI007/001	Gayfield Street South	Gayfield Street North																
12	1C	1CWSI008/001	Gayfield Street North	Brunswick Street																
13	1B	1BWSI001/001	Croall Place	Croall Place																
14	1C	1CWSI002/003	South St. Andrews Street (Low End)	South St. Andrews St (Top End)																
15	1C	1CWSI002/004	South St. Andrews Street (Closed)	South St. Andrews Street (Closed)																
16	3B	3BWSI001/002/WP 2	West Pilton Place	Wt. Granton Access Tram Stop																
17	1C	1CWSI003/001	South St. Andrews St (Top End)	St. Andrews Square Central																
18	1C	1CWSI003/002	St. Andrews Square Central	St. Andrews Square Central																
19	3B	3BWSI002/001	Wt. Granton Access Tram Stop	Granton Road																
20	1A	1AWSI005/002	Ocean Terminal RHS	Ocean Terminal LHS																
21	1A	1AWSI006/001	Ocean Terminal LHS	Britannia Yacht Road																
22	1A	1AWSI006/002	Britannia Yacht Road	North Leith Sands																
23	1C	1CWSI003/003	St. Andrews Square Central	North St. Andrews Street																
24	1C	1CWSI003/004	North St. Andrews Street	York Place West End																
25	6	6WSI001/001/WP 2	Gogarburn Tram Depot	Gogarburn Tram Depot																
26	1B	1BWSI001/002	Croall Place	Pilrig Place																
27	3C	3CWSI001/001	Caroline Park Tram Stop	Granton Waterfront Tram Stop																
28	1A	1AWSI003/002	Tower Wharf	Tower Place Roundabout																
29	1A	1AWSI004/001	Tower Place Roundabout	Commercial Wharf																
30	2	2WSI001/001	Roseburn Sub-Station	Dairy Terrace																
31	2	2WSI001/002	Dairy Terrace	Easter Dairy Road																
32	1B	1BWSI001/003	Pilrig Place	Iona Street																
33	1B	1BWSI001/004	Iona Street	Balbour Place																
34	3C	3CWSI002/001	Granton Waterfront Tram Stop	Chestnut Street																
35	3C	3CWSI002/002	Chestnut Street	West Harbour Road																
36	1C	1CWSI002/002	South St. Davids Street	South St. Andrews Street (Low End)																
37	3C	3CWSI002/003	West Harbour Road	Granton Square Tram Stop																
38	2	2WSI001/003	Easter Dairy Road	Haymarket Train Station																
39	1C	1CWSI002/001	The Mound	South St. Davids Street																
40	1C	1CWSI001/001	The Mound	The Mound																
41	7B	7BWSI001/002	Edinburgh Airport Terminal	Gogar Bridge Road (North)																
42	7B	7BWSI001/004	Edinburgh Hilton Hotel	Gogar Mains Opening																
43	5	5WSI001/002/Verizon	Gogarburn A8 Roundabout	The Gyle Tram Stop																
44	5	5WSI005/001	Edinburgh Park Tram Stop	Forrester High School (West)																
45	5	5WSI007/002/Verizon	Gogarburn A8 Roundabout	The Gyle Tram Stop																
46	7B	7BWSI001/003	Gogar Bridge Road (North)	Edinburgh Hilton Hotel																
47	5	5WSI001/001	Gogarburn Tram Stop	Gogarburn A8 Roundabout																
48	5	5WSI004/001	Edinburgh Park Train Stop	South Gyle Access Tram Stop																
49	3A	3AWSI001/001	Roseburn Sub-Station	Water of Leith Bridge																
50	5	5WSI008/001/Verizon	The Gyle Tram Stop	Edinburgh Park Tram Stop																
51	1A	1AWSI003/001	Tower Street	Tower Wharf		6	6	6	6	6	6	6	6	6	6	6	6	6		
52	1A	1AWSI004/002	Commercial Wharf	Pennies Isle Bridge RHS		6	6	6	6	6	6	6	6	6	6	6	6	6		

