

**Bilfinger Berger – Siemens – CAF Consortium : Edinburgh Tram Network
Meeting Notes**

Subject	General Issues	Location	Project Office
Date	6/4/09	Time	
Attendees	Representing	Attendees	Representing
Frank McFadden Colin Neill	tie tie	Martin Foerder Colin Brady	BSC BSC
Distribution	Attendees Alfred Brandenburger Kevin Russell	Roland Brueckmann	

	Weekly review of open issues, Tie-BSC	Action by	Date due	Open/ Closed
010	Design Programme – BSC will issue a programme at the end of April	MFo	end April	Open
013	Guided Busway Draft programme tabled, copy attached. BSC target is to have consolidated price agreed by 9/4/09	MFo/RBr	9/4/09	Open
028	Carricknowe Structure. Meeting to be held with Tie on 8/4/09. Review also Gogarburn Bridge.	MFo	8/4/09	Open
029	Extended Construction Support Staff requirements and allocation to be agreed internally and then resolved with SDS	CBr	ongoing	Open
031	Princes Street programme – Meeting to review on 7/4/09	JDo/ FMcF	7/4/09	Open
032	Vibration Mitigation Draft report tabled, input on vibration at S&C awaited from SDS	CBr	tba	Open
034	Office Space for Tie Current provision confirmed – Tie have use of 24m2 more than ER's, after taking provision of Leith walk to BSC into account. Tie to review and advise.	FMcF	ongoing	Open
035	Revised Contract programme – Tie have sent a further letter confirming acceptance in accordance with cl 60.4.	FMcF	6/4/09	Closed

	Weekly review of open issues, Tie-BSC	Action by	Date due	Open/ Closed
038	Fuel Tank at NCR site – Tie instruction not received by BSC. Advise programme to C Neill	FMcF CBr / JDo	asap asap	Open Open
041	Stray Current Survey Surevey completed, results will be issued to BSC	FmcF	ongoing	Open
045	TM and Archaeological Works in Constitution Street Tie confirmed that works have been subcontracted to others.	Note		Closed
046	SRU Accommodation Works BSC confirmed they had no objection to the design works being procured, by Tie, from a designer other than SDS. BSc confirmed they had no objection to Tie procuring the construction from another contractor. Tie to review options and instruct accordingly.	FMcF	ongoing	Open
047	Logistics and Support Further meeting to review held on 2/4/09. BSC will respond with proposals.	MFo	ongoing	Open
050	Reduction in Repetitive Correspondence – review how to reduce unproductive correspondence. Separate meeting to be held with commercial staff.	All	ongoing	Open
051	OLE design – productive meeting held on 3/4/09. BSc to revise report and reissue. Tie to instruct when SDS revised estimate available.	CBr FMcF	9/4/09 tba	Open Open
052	University Visits Napier University (Ian Smith) are sponsoring visit by 200 civil engineering students to Edinburgh infrastructure projects on 13 and 14/5/09 (4 groups of 50 no). BSC to assist Tie.	MFo/CBr	ongoing	Open
053	SDS Meeting required by Tie, to discuss :- <ul style="list-style-type: none"> • Design estimates – excessive costs estimated (eg South Gyle Access Bridge @ £285k. Tie have obtained an external quote for £85k • Delays in production of instructed design works – SRU accommodation works, roads design palette etc 			

.../2

	Weekly review of open issues, Tie-BSC	Action by	Date due	Open/ Closed
	<ul style="list-style-type: none"> • Design Assurance Packages – failure to provide in accordance with programme • MUDFA as-built drawings <p>Meeting proposed for 20/4/09, to be confirmed Tie will produce more detailed agenda BSC to identify delayed design packages</p>	<p>FMcF FMcF CBr</p>	<p>asap asap asap</p>	<p>Open Open Open</p>
053	Russell Road BDDI-IFC Change evaluation Follow up meeting required after Easter	MFo/ FMcF	after 15/4	Open
054	Co-location of SDS in Project Office Tie agree in principle – to be discussed in conjunction with item 034	MFo/ FMcF	ongoing	Open
055	Integrated Risk Register Tie concerned about lack of BB input into Risk Register. BB to address issue with Siemens.	CBr/RBr	ongoing	Open
056	Section 7 topographical survey – confirm status and advise any impact on design	JDo	asap	Open
057	Scottish Water Consents Confirm status on issue of consents	CBr	next mtg	Open
058	Easter Holiday arrangements to be advised to Tie.	MFo	asap	Open
	Next meeting on 20/4/09, at normal time of 13:00			