

Alan Robertson & Steve Hudson



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Ref : AMIS/tie/letter/AM/Projects/010

31<sup>st</sup> October 2006

**Mr. Alasdair Slessor**  
Tie MUDFA Utilities Project Manager  
Tie Limited.  
Verity House,  
19 Haymarket Yards,  
Edinburgh.  
EH12 5BH

Dear Alasdair,

**Subject : MUDFA Alfred McAlpine Infrastructure Services (AMIS) – Contract A150**  
**MUDFA AMIS Project Progress Report – Contract Requirement 2.46**

I refer to the above referenced contract requirement and have pleasure in presenting a copy of the AMIS Project Progress Report covering the October 2006 contract mobilisation and reporting period for your review and information.

Please do not hesitate to contact me should you have any queries in advance of the Progress Meeting schedule for Thursday 2<sup>nd</sup> November 2006 at 10.00 hrs in the COSLA Conference Centre.

Yours sincerely,  
For and on behalf of **Alfred McAlpine Infrastructure Services Ltd**



**Andrew Malkin**  
**MUDFA AMIS Project Director**



Alfred McAlpine Infrastructure Services Limited. Registered in England No. 00728599  
Registered Office: Kinnaird House, 1 Pall Mall East, London SW1Y 5AZ

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Ref : AMIS/tie/letter/AM/Projects/010, Page 2

**Copies :**

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Susan Clark  
Alasdair Slessor  
Allan Hill (Chair)  
John Low  
James Bruce  
Tom Hickman  
Tom Condie  
Anthony Lang

**MUDFA Project Team**

Keith Gourlay  
Graeme Strachan  
Mike Beirne  
Stephen Clemenson  
Gerry Bannon  
Stephen Crosbie  
Roddy Aves  
Christine Turpie  
George Cunningham

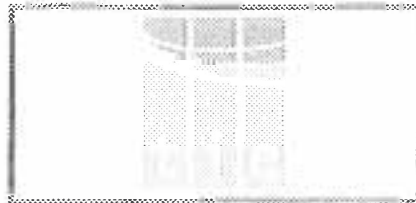
**AMIS Management**

Alan Roberson / Steve Hudson



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**MULTI-UTILITY DIVERSION FRAMEWORK  
 AGREEMENT (MUDFA)**  
 Relating to the  
**Edinburgh Tram Network**  
**Contract No. A150**

**ALFRED McALPINE  
 INFRASTRUCTURE SERVICES (AMIS)**  
**DOCUMENT No. A150/PM/PRJ-REP/001**  
**DOCUMENT TITLE :**  
**PROJECT MONTHLY REPORT**  
**OCTOBER 2006**

**VERSION No : 01**

**PAGE : 1 of 8**

**DOCUMENT OWNER : ANDREW MALKIN**

Andrew Malkin	27.10.06		27.10.06		30.10.06		
Author	Date	Checked	Date	Approved	Issue Date	Approved	Date
MUDFA AMIS PROJECT TEAM						Tie / Client	



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## MULTI-UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA)

### Project Monthly Report – October 2006

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#### **Appendices :**

1. Pre-Construction Services : Progress "S" Curve (Next Period)
2. Pre-Construction Services : Deliverables & Progress Matrix

#### **Distribution :**

Susan Clark

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Allan Hill (Chair)

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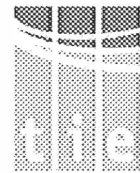
Tom Condie

Anthony Lang

AMIS Board – Alan Robertson



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## MULTI-UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA)

### 1. Executive Summary

Alfred McAlpine Infrastructure Services (AMIS) commenced working on the Multi-Utility Diversion Framework Agreement (MUDFA) on 3<sup>rd</sup> October 2006 (Effective Date). In the reporting period AMIS has established offices at Edinburgh Park and mobilised several specialist resources to perform the Pre-Construction Services (PCS) with specific focus on SDS design liaison, utility work scope definition and planning development. The AMIS team has been actively involved in two weeks of communication and interface meetings with Transport Initiative Edinburgh (Tie) Utility Project Management and System Design Services (SDS) specialists and have received the first issue of preliminary design drawings on 13<sup>th</sup> October 2006.

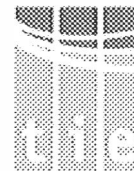
During the course of the month there have been several System Design Services (SDS) interface meetings and AMIS takes this opportunity to highlight within the "Project Monthly Report" concerns in relation to the current status of detailed design (Preliminary). AMIS has conducted a number of initial "Buildability Reviews" of the proposed SDS diversion designs and further detailed design development and specification work is required to support construction (De-scoping, routing optimisation, etc) and capture essential cost-value design considerations (De-scoping, cost reduction and timescale reduction). AMIS intends to be instrumental in resolving the current design situation in terms of assisting with the utility diversion design outputs, project cost and timescale.

AMIS held the first MUDFA Board meeting in Manchester on Tuesday 17<sup>th</sup> October 2006 chaired by Mr. Alan Robertson. The Board discussed key resources, ongoing support requirements and best methods to assist the MUDFA project going forwards.

### 2. Health and Safety, CDM and Environmental

In the reporting period Tie and AMIS QUENSH specialists held a health and safety meeting on Wednesday 25<sup>th</sup> October 2006 to review contract specific requirements and to agree the way ahead for development of project specific plans and documents. AMIS arranged a Tie / QUENSH presentation at AMIS Blantyre Offices in order to demonstrate the working methods utilised on current projects.

AMIS has commenced collating project hours expended for the purposes of Accident Frequency Rate (AFR) analysis and future reporting, and all members of the AMIS MUDFA team have successfully completed the Tie Project Safety Induction course.



## MULTI-UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA)

### 3. SDS Design Interface and Buildability Analysis

#### 3.1 Overview

Tie, SDS and AMIS Utility specialists commenced communicating through regular design interface meetings and several design specific project reviews have been held in order to address the detailed design outputs and construction requirements.

As stated within the "Executive Summary" AMIS have major concerns in relation to the current status of the detailed design (Considered preliminary design with work in progress) which is required to be at "Approved for Construction (AFC)" status by 22<sup>nd</sup> December 2006 for all sections of the project to support the AMIS construction services contract. The SDS detailed design drawings and outputs reviewed to date during the AMIS initial "Buildability Reviews" are considered technically insufficient to perform cost-effective construction to meet and align with project expectations.

#### 3.2 Design Issues Resolution

AMIS are required under the contract to highlight any concerns (Reference; AMIS/tie/letter/AM/Projects/007) in relation to project cost and timescale elements, and wish to emphasise to the Tie Utility Project Management team that AMIS wish to be instrumental and actively involved in the development of any proposed "Step-Change" and "Left-Shift" initiatives. This particular subject matter requires further consideration and action planning.

### 4. Operation Management

#### 4.1 Overview

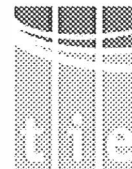
AMIS Operations has commenced reviewing the SDS drawings as part of the "Buildability" analysis and are currently identifying specific issues in relation to long-lead items, temporary works design, Non-MUDFA interventions, etc. AMIS has assigned specialists to cover Power, Telecommunications, Gas and Water utilities and the same team will assist and support the SDS team as part of the "Partnering Room" concept discussed within the reporting period and require a detailed schedule of proposed meetings.

#### 4.2 Traffic Management

Tie and AMIS has held a Traffic Management kick-off meeting within the reporting period and given the sensitivities surround this issue AMIS intends to assign a dedicated traffic management specialist during the Pre-Construction Services



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## MULTI-UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA)

contract to be intrinsically involved throughout the detailed construction planning process.

### 5. Communications and Stakeholders

#### 5.1 Overview

Within the reporting period AMIS has secured the services of Mr. George Cunningham as the AMIS Media Advisor and several discussions have been held in relation to MUDFA communications and customer care. Also within the reporting period Tie management representatives have visited the AMIS Communications Centre at Bothwell in order to gain a more in depth appreciation of customer care focused communications.

A Tie and AMIS communications meeting has been arranged for Thursday 2<sup>nd</sup> November 2006 in order to review and agree a multi-level framework for the development of an integrated communications plan.

### 6. Project Controls

#### 6.1 Overview

AMIS has completed a preliminary review of the SDS Drawings and established the 1<sup>st</sup> pass of the Work Breakdown Structure (WBS) for the utility diversion works (Lines 1 and 2). The first-cut has produced an AMIS WBS for the utility direct works comprising 11 Work Sectors, 47 Work Sections, 107 Work Sites and 25 Work Packs for specific and critical operations. This proposal will be progressively refined and developed during the next reporting period and agreed with the Tie Utility Project Management team as one of the Pre-Construction Services Schedule 1 Deliverables.

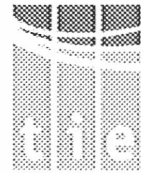
### 7. Contract and Commercial

#### 5.1 General

Tie and AMIS held the first Commercial Meeting on Monday 30<sup>th</sup> October 2006 in order to review and agree the various commercial processes and approvals required for the utility diversion element of the project. The AMIS team has carried out a Work Breakdown Structure (WBS) analysis for all proposed utility diversion works currently known and this exercise has been extended to capture the work scope content within each worksite element to assist with the development of the 1<sup>st</sup> pass Anticipated Final Account (AFA) exercise.



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## MULTI-UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA)

### 5.2 Application for Payment

AMIS has completed and formally submitted the 1<sup>st</sup> Application for Payment to cover contract mobilisation and early pre-construction services works (Reference; AMIS/tie/letter/AM/Projects/004) and await Tie approval.

### 5.3 Risk Management

AMIS within the reporting period has prepared a draft "Risk Management and Mitigation Plan" for review by the Tie Utility Project Management team and the outline plan was tabled at the Commercial Meeting for subsequent review and comment. It is envisaged that the top ten risks identified within the AMIS Risk and Mitigation Plan will be incorporated into the overall Tie Risk Register for ongoing mitigation.

### 5.4 Commercial Change Control

There has been no contract changes registered within the reporting period and the format and approval for future changes was discussed at the Commercial Meeting. AMIS understand Tie wish AMIS to conduct CCTV surveys (Non structural) of designated sewers and have been requested to consider additional design liaison expertise to support the SDS design initiatives.

## 8. MUDFA Tie and AMIS Office Relocation

AMIS has now identified and secured a site office and lay down area within the Forth Ports area at Chancelot Mills. An activity plan has been developed to complete the site establishment by end of December 2006 with a view to the Tie Utility project Management team being integrated and fully operational by 8<sup>th</sup> January 2007.

## 9. Pre-Construction Services : Schedule 1 Contract Deliverables

AMIS has submitted to Tie Utility Project Management team (Reference AMIS/tie/letter/AM/003) for review and approval a revised Pre-Construction Services programme capturing the final contract negotiations and agreements. In the next period a Progress "S" Curve will be produced and included within the monthly progress report to track and monitor the ongoing development of the various Schedule 1 deliverables.

### Appendices :

1. Pre-Construction Services : Progress "S" Curve (Next Period)
2. Pre-Construction Services : Deliverables & Progress Matrix

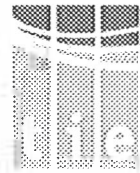




**MULTI-UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA)**

**Appendix 2 : Pre-Construction Services Deliverables & Progress Matrix**

<b>Description of PCS Schedule 1 Document/Plan Deliverables</b>	<b>Index Drafted</b>	<b>Document Drafted</b>	<b>Tie Reviewed</b>	<b>Tie Approved</b>
2.2 Work Breakdown Structure	Yes	Started		
2.3 Pre-Construction Programme	Yes	Yes	Ongoing	
2.7 Construction Programme	Not Started			
2.11 Initial Buildability Report	Yes			
2.14 Unidentified Apparatus Procedure	Not Started			
2.18 Waste Management Plan	Requested			
2.19 Construction Site Drainage Plan	Requested			
2.20 Landscape and Habitat Management Plan	Requested			
2.21 Archaeological and Heritage Mitigation Plan	Requested			
2.22 Method of Working Around Protected Species	Requested			
2.23 Strategy for Controlling Invasive and Alien Species	Requested			
2.24 Condition and Defects Survey	Meeting Held			
2.25 Management Systems (Quality, Health & Safety and Environment)	Drafted			
2.26.1 Traffic Management and Work Site Staging Plan	Not Started			
2.26.2 TTRO Obligations and Traffic Management Procedures	Not Started			
2.32 Temporary Works, Security and Fencing Arrangements Plan	Not Started			
2.33 Final Buildability Report	Yes			
2.34 Anticipated Final Account (AFA)	Yes			
2.37 Benchmarking, Risk Management and value Engineering Estimates Report	Yes			



MULTI-UTILITY DIVERSION FRAMEWORK AGREEMENT (MUDFA)

Description of PCS Schedule 1 Document/Plan Deliverables	Index Drafted	Document Drafted	Tie Reviewed	Tie Approved
2.38 Construction Stage Cost Reporting System	Not Started			
2.39 Access Control Permit Procedures	Not Started			
2.40 Permit to Work and Utility Permits to Work Procedures	Not Started			
2.42 Construction Health and Safety Plan	HAZID Requested			
2.44 Method Statement Procedures	Company Standard			
2.45 Communications Plan	Outline Drafted			
5 Risk Management Plan	Yes			

The above progress report will be accompanied by a marked-up version of the Pre-Construction Services programme for review at the meeting table.