

**TERM CONTRACT FOR MANAGEMENT AND OF THE  
MAINTENANCE SCOTTISH TRUNK ROAD NETWORK  
FORTH BRIDGES UNIT**



Meeting: Mobilisation Meeting No. 3  
Date: 18 February 2015  
Time: 10.00 – 13.00  
Venue: Amey, Precision House, Eurocentral

Present:	Cameron Gair (CG)	TS
	(CF)	TS
	(RC)	TS
	(JB)	PAG+
	(DB)	PAG+
	(DM)	PAG+
	Mark Arndt (MA)	Amey
	(BV)	Amey
	(GS)	Amey
	(DS)	Amey
	Barry Colford (BC)	FETA
	John Russell (JR)	FETA
Apologies:	CG apologised on behalf of Wayne Hindshaw (WH)	
Distribution:	As above, plus:	
		TS
		TS
		TS
		TS
		TS
		TS
		TS
		PAG+

<b>1.0</b>	<b>Introductions</b>	
	Introductions made	
<b>2.0</b>	<b>Mobilisation Procedures</b>	
2.1	FETA requested a copy of obligations register and contract documents to provide some insight into the contract prior to commencement of service date 1. This would help prioritise tasks. FETA has now been issued a copy of obligations register and a copy of the contract documents with commercially sensitive prices and proposals removed.	
2.2	PAG+ has now set up Sharepoint site to allow sharing of documents – Amey discussed issues with access, PAG+ to review.  FETA asked if they required to Sharepoint site – TS has no objections but Amey had reservations over commercially sensitive documentation.	PAG+
<b>3.0</b>	<b>Communication protocols</b>	
	Next meeting scheduled for Wed 4 <sup>th</sup> March at 10am in Buchanan House	
	<b>PART A – INCLUDING OUTGOING ORGANISATIONS</b>	
		<i>Action</i>
<b>4.0</b>	<b>FETA &amp; SEU Handover Issues</b>	
<b>4.1</b>	<b>Arrangements for TUPE Staff</b>	
	Amey met with Union / TUPE reps on 05/02/15. Information on the roadshow presentation content and handover packs were provided during this meeting.	

	<p>Amey received copy of employee data from late on 17/02/2015. Amey explained that this would mean some content of the roadshow presentation would include caveats but would proceed as planned.</p> <ul style="list-style-type: none"> <li>• Roadshows to be held on Thu 19<sup>th</sup> and Thu 26<sup>th</sup> February at FETA offices.</li> <li>• 1 to 1s scheduled for Mon 9<sup>th</sup> to Thu 12<sup>th</sup> March</li> </ul>	
<b>4.2</b>	<b>Handover of Electronic Records, including DCP, communications etc.</b>	
	FETA were content with providing electronic records for 1 June 2015.	
<b>4.3</b>	<b>Handover of Paper Records</b>	
	<p>PAG starting a review of the existing hard copy records held within FETA offices – TS requested a list of documents once completed.</p> <p>FETA stated that construction drawings had been scanned previously.</p>	PAG+
<b>4.4</b>	<b>Agree List of DCP on the network at handover (DCP)</b>	
	Information on outstanding DCP, 3 <sup>rd</sup> party claims and FOI requests to be provided by FETA. One item DCP currently outstanding - PAG to request DCP, 3 <sup>rd</sup> party and FOI information from FETA.	PAG+/FETA
<b>4.5</b>	<b>Handover details of SM Property (Feta Offices, Workshop, Stores &amp; Depot)</b>	
	<p>FETA 'Stock Take' on 26<sup>th</sup> March – Amey invited to attend. This is essentially an internal audit held by FETA at end of the financial year to check the record management of equipment levels and replenishable items in the Store.</p> <p>FETA explained that a Final 'Stock Take' would be carried out before 31<sup>st</sup> May 2015. Amey requested that PAG also be in attendance during 'Stock Take'.</p> <p>MA explained that knowledge of the bridge specific equipment (generally housed at Rosyth / South Queensferry) was of greater importance than the general stores equipment. Amey were anticipating a joint inspection with FETA to establish those articles of plant that would be classified as bridge specific.</p> <p>General discussion on other items currently housed within these facilities eg. Benches and potential contract requirement to set out during summer. FETA explained that this had not been undertaken in recent years.</p> <p>FETA to produce list of existing FETA property Amey and PAG+ to review list</p> <p>Items that will not be part of the Unit, Scottish Ministers' equipment or stores or provided under the Lease agreement will be auctioned. TS will clarify auction procedure.</p> <p>General discussion on the use / handover of equipment on 1 June and practicality of administering such arrangements. BC suggested arrangements could be made for Amey to purchase any equipment before CSD 1 and take over ownership on 31<sup>st</sup> May. Amey welcomed this as a pragmatic approach to handover/transition as it would minimise operational impact on FETA. This would be further discussed following Amey inspection of plant, etc.</p> <p>Amey stated that the majority of vehicles would be replaced. FETA mentioned the bespoke cherry picker that was used for access to lighting columns from the footway is an item that should be considered for retention as the footway is weight limited.</p> <p>PAG noted that any bridge specific equipment would remain at the bridge and become SM property.</p> <p>JB to prepare a report on FETA plant and equipment.</p>	<p>Amey/FETA/PAG+</p> <p>FETA/Amey/PAG+</p> <p>FETA Amey/PAG+</p> <p>TS</p> <p>Amey/FETA</p> <p>PAG+</p>
<b>4.6</b>	<b>Grip Tester</b>	
	<p>Moved from Part B, Item 9.1</p> <p>Sch.9 Part 1 – TS have confirmed that Amey FBOC should share the grip tester with Amey SE and use those staff to complete tests. Amey agreed that this integrated approach was sensible.</p>	
<b>4.7</b>	<b>Works contracts live at handover (FETA &amp; TRBO)</b>	

	<ul style="list-style-type: none"> <li>• Suspended Spans Underdeck Gantry Improvements – contract will be ongoing beyond CSD1</li> <li>• Truss End Links – Strengthening trial on single tower leg being carried out by Millar Callaghan. FETA emphasised importance of completing remaining 3 tower legs, post abolition, if trial successful</li> <li>• Acoustic monitoring contract currently ongoing</li> <li>• Pier Defences Cathodic Protection – FETA hope to complete Settlement Agreement works before abolition. Installation of new Transformer/Rectifiers (TR's) may have to be carried out post abolition.</li> </ul>	
<b>4.8</b>	<b>Other works on unit at handover (temporary traffic management etc.) (FETA &amp; TRBO)</b>	
	<p>FETA expect to spend circa £400k in financial year 2015/16 (April – May)</p> <p>Primary works at various stages of development include:</p> <ul style="list-style-type: none"> <li>• Replacement of bridge joints. All bridge deck joints</li> <li>• Viaduct Painting</li> <li>• Pier defence painting</li> <li>• Underdeck access (estimated cost of £7.5m)</li> </ul> <p>If Amey resources could be made available further advanced preparation on these contracts could commence now subject to mutual agreement between TS and the parties on the contractual arrangement. Furthermore FETA mentioned that Amey resources could assist with the preparation of the planning approval submission for the South Anchorage regeneration / storage area.</p> <p>TS explained that they are happy for FETA to employ Amey to provide resource for preparation of works/planning approval, however, there may be an issue for Amey due to FETA being an entity that will no longer exist beyond 31 May 2015.</p> <p>FETA are to produce a list of final accounts for TS up to 31<sup>st</sup> May 2015. FETA confirmed that they would authorise payment of expenses/OT up to this date. TS to provide letter confirming mechanism for FETA Treasurer to pay authorised expenses/OT after this date</p> <p>TS confirmed budget for 2015/16 would be £10.1m – it was explained at the meeting that this did not include the £400k to cover FETA spend to 31 May 2015.</p> <p>Amey are progressing with development of annual programme for 2015/16. TS explained that the budget is for a full year's spend. TS intimated that they are happy for Amey to proceed with developing work prior to CSD 1 to ensure that budget can be spent within financial year.</p> <p>The south anchorage area / compound was considered by all to be an appropriate area for constructing a new permanent bridge storage facility. Circa £1m had previously been identified by FETA for these works. Business case to be put together by FETA - will need agreement with Amey &amp; TS.</p> <p>BC explained that a new housing development adjacent to FETA office had received planning consent. FETA were opposed to the development proposals, and have not permitted use of the existing Ferrymuir Gait road for access. However some residents of Varney Estate were reportedly unhappy that access would be through the estate and not Ferrymuir Gait. Future issues may need resolved.</p>	<p>TS/Amey/FETA</p> <p>FETA/TS</p> <p>Amey</p> <p>FETA/Amey/TS</p>
<b>4.9</b>	<b>Landscape Management Information (TRBO)</b>	
	Information previously received from FETA and SEU, currently under review by Amey.	Amey
<b>4.10</b>	<b>Provide Winter service plan prepared by FETA &amp; previous SEU OC (TRBO)</b>	
	Amey currently reviewing winter maintenance procedures provided by FETA and SEU.	Amey
<b>4.11</b>	<b>Provide road sensor data and historical thermal maps where available (TRBO)</b>	
	FETA explained that they currently have road sensor data and historical thermal maps. Information to be handed over.	FETA
<b>4.12</b>	<b>Details of existing wind management plans (TRBO)</b>	
	Existing wind management procedures handed over to Amey from FETA. Amey currently producing a new Wind Management Plan in line with format of Skye and Kessock plans and the Clackmannanshire Bridge draft plan.	Amey

4.13	<b>Allow attendance at FETA and SEU meetings where possible</b>	
	Rooms in FETA office set-aside for Amey and PAG use. Amey now issuing pro-forma to FETA on a weekly basis to inform them of planned visits.	
4.14	<b>AOCB</b>	
4.14.1	<u>Fuel Tanks</u>	
	Amey raised with FETA the issue with the existing fuel tanks which had been identified within the lease as being decommissioned by the landlord. FETA confirmed that as of 31/05/15 the fuel tanks will be taken out of use as they do not comply with the current specifications, and need replaced / refurbished. Report on fuel tanks available, FETA to issue report to Amey, TS and PAG+.	FETA
	JB confirmed that the fuel tanks would not be available within the lease; however Amey would need to provide facilitation for SM to put out of use. Subject to an order Amey may be asked to put fuel tanks out of use, remove or upgrade and also undertake repairs to existing interceptor trap. Amey to propose plan going forward.	Amey
4.14.2	<u>Suppliers</u>	
	General discussion held on the transfer of current FETA suppliers to Amey after 1 <sup>st</sup> June 2015. FETA handed over a list of current suppliers at the meeting – electronic copy to be sent out after the meeting. Amey are currently in discussion with list of suppliers, and plan to meet with suppliers in early March. Amey asked if FETA would discuss with Amey’s procurement team after the meeting to provide further details on suppliers – FETA agreed.	FETA Amey
	FETA raised the issue on continuing with current suppliers and if penalties would be incurred if Amey did not take up contract agreements beyond 31 <sup>st</sup> May 2015. BC confirmed that FETA may wish to write to suppliers to inform them that current contracts would cease as of 31 <sup>st</sup> May 2015 if Amey were not going to take them forward.	FETA
	FETA also requested information on who would authorise and pay invoices from suppliers, received after 1 <sup>st</sup> June 2015. TS to confirm process for payment of invoices after this date.	TS
	Service contracts to be in place by 01/06/15. Amey to provide an update on supplier procurement at next progress meeting.	Amey

<b>PART B – Transport Scotland, Amey and PAG+</b>		
		<b>Action</b>
<b>5.0</b>	<b>FBOC Mobilisation Issues</b>	
<b>5.1</b>	<b>Staff/Resources</b>	
	<p>Obligation owners continuing with allocated activities and progress was being reported internally on a weekly basis.</p> <p>MA discussed that Hugh Crawford would be joining the mobilisation team in the coming weeks, dealing primarily with the Quality Management Plan and procedures.</p>	
<b>5.2</b>	<b>OC Management Systems and submission of documents</b>	
5.2.1	<p>Discussion on contract obligations up to the end of March:</p> <ul style="list-style-type: none"> <li>• A136 – Amey submitted proposals. PAG to confirm. As previously discussed if there is a reduction in capacity may require amendment to the existing tool. BV also raised that a similar tool was not available for QC and asked if this would be created by Amey or FRC Designer. TS/PAG to pursue with FRC team.</li> <li>• A125 – Amey intend to adopt existing FETA database at this stage. Amey have submitted proposal.</li> <li>• A77 – Amey currently assessing area within Burghmuir. This would be confirmed in due course</li> <li>• A135 – Ongoing. Annex 8.1(C) now resolved, TS wrote to confirm</li> <li>• A12 – Impractical to provide staff details at this stage. General training requirements being assessed by Amey for submission.</li> <li>• A13 – review ongoing. Meeting with FETA arranged to discuss</li> <li>• A51 – Amey currently developing programme. Meeting arranged with FETA next week to discuss.</li> <li>• A14 – Review of insurance document previously provided by Amey is underway by PAG+. Amey Group policies will be renewed on 28<sup>th</sup> February 2015 and further progress will be made after this</li> </ul> <p>TS mailbox now live, address confirmed;</p> <p>PSR required at a later date</p>	<p>TS/PAG+</p> <p>PAG+</p>
5.2.2	<p><u>Obligation A126 – Software Procurement</u></p> <p>PAG confirmed that the intention of this obligation is for TS to retain ownership of the bridge models upon completion of the contract. TS would not require a license for use of the Forth Road Bridge analysis software.</p>	
<b>5.3</b>	<b>Depots</b>	
5.3.1	<p><u>Insurance</u></p> <p>Amey previously requested a reinstatement value and condition survey of the existing FETA premises for conclusion of the lease agreement and necessary insurances. Amey had previously stated that Rushton International could be instructed to carry this out. TS still to provide reinstatement value.</p>	TS/PAG+
5.3.2	Amey are currently assessing depot options and locations. Options on the North side of the bridge being looked at, short term option to retain existing Rosyth depot.	Amey
<b>5.4</b>	<b>Vehicles</b>	
	Amey are currently undertaking a review of the existing FETA vehicles to confirm which items, if any, would be retained. If any items were to be retained – Amey would purchase from FETA.	Amey
	TS requested information on TRISS vehicle to be used in FBOC network – Amey to provide details.	Amey
<b>5.5</b>	<b>Winter</b>	
	Discussed previously in Part A, Item 4.10	
<b>5.6</b>	<b>Programmes and involvement in meetings re. new Unit Operations</b>	
5.6.1	<p><u>FRC Liaison Issues</u></p> <p>Forth Replacement Crossing / Queensferry Crossing visits to be organised to allow familiarisation for mobilisation staff. CG confirmed that (TS) had confirmed that this is to continue with FETA &amp; Amey staff. Amey to contact directly to</p>	Amey

	<p>arrange familiarisation visits.</p> <p>It is suggested that visits could be bi-monthly after CSD 1.</p> <p>Amey also stated that [redacted] already attended FRC TM Liaison meeting as part of SE and this would likely continue to cover FBOC.</p>	
<b>5.7</b>	<b>IT</b>	
	<p>Amey intend to adopt the FETA database from 01/06/15, proposal has been submitted to TS/PAG in line with contract obligations. Submission also included a request for discussion with TS on developing a new system in line with the requirements for Queensferry Crossing. TS had raised with Amey if they had considered 'off the shelf' products – Amey confirmed this was currently being reviewed and would report on findings.</p> <p>JB mentioned the Advitam Scanprint database as one such 'off the shelf' product.</p> <p>Amey's asset management team have commenced review of similar systems in use within Amey's wider portfolio with Tubelines, Heathrow, Birmingham PFI, etc. This was being developed and in due course a separate discussion would be held with TS to collaboratively develop a system.</p> <p>PAG confirmed that regular RMMf user group meetings take place and Amey may wish to attend prior to CSD 1.</p> <p>MA asked when IRIS would be ready for FBOC to allow Amey to check that mobile tablet devices are operational. PAG to check on availability.</p>	<p>Amey</p> <p>Amey</p> <p>PAG+</p>
<b>5.8</b>	<b>Communications</b>	
5.8.1	<p><u>OC Proposals and meetings with Traffic Scotland</u> No comments</p>	
5.8.2	<p><u>Traffic Customer Care</u> No comments</p>	
5.8.3	<p><u>Information Leaflet</u> Amey currently developing leaflet for FBOC – MA discussed that the leaflet is likely to follow the same format used for the SE unit.</p>	Amey
5.8.4	<p><u>Use of Social Media</u> Amey currently developing proposals for social media</p>	Amey
5.8.5	<p><u>Signs – Logo</u> Additional network customer information signs will be required informing road users that Amey are responsible for maintaining the network. Amey have raised a bid through the SE unit to undertake investigations into the directional signage adequacy within and around the network.</p>	TS
5.8.6	<p><u>Unit Specific Communications Plan</u> Draft communications plan has now been prepared by Amey.</p>	Amey
5.8.7	<p><u>Arrangements for Media Enquiries</u> No comments</p>	
<b>5.9</b>	<b>Transport Scotland Deliverables</b>	
	<p>10, 3 and 1 year programmes to be provided by 28 March 2015.</p>	TS
<b>5.10</b>	<b>Review and Update of FBOC Obligations Register and Action Tracker</b>	
	<p>As discussed previously in item 5.2.</p> <p>TS raised the use of an action tracker. MA asked if this would be required, as this would ultimately be duplication on the meeting minutes and obligations register. TS / PAG said that the use of the action tracker had been successful in the past. Amey to prepare action tracker and include within meeting minutes</p>	Amey
<b>5.11</b>	<b>OC planned activities for next two week period</b>	
	<p>Amey will continue to progress work on obligations and internal requirements. TUPE roadshows to be held on Thu 19<sup>th</sup> and Thu 26<sup>th</sup> February at FETA offices.</p>	

<b>5.12</b>	<b>AOCB</b>	
5.12.1	<p><b>TTRO</b></p> <p>CG had confirmed that FBOC would be covered within an Omnibus Order. This would be similar to SE Unit but with inclusion of Forth Bridge also. DS explained that FETA currently have powers to use a Red 'X' to stop traffic using a lane eg when a breakdown occurs on the bridge. Section 150 of the Local Government Act can allow this going forward, however TS / PAG to check if byelaws under the Forth Road Bridge Act 2013, Section 5, would continue to have effect following dissolution of FETA.</p>	TS/PAG+
5.12.2	<p><u>Traffic Updates</u></p> <p>Traffic updates and operation and management of the cameras on the existing bridge were managed by FETA.</p>	
5.12.3	<p><u>Toll Plaza Footbridge/Sign Gantry</u></p> <p>A discussion took place regarding the fact the footbridge obscures the view of the Queensferry Crossing from the new Control Room. TS suggested that it should be removed but a study would be required to assess relocation of the signs, CCTV camera and Police ANPR camera. TS to consider issue of an Order,</p>	TS
5.12.4	<p><u>Customer Contact Signs</u></p> <p>Amey raised issue of new signs being required as opposed to plating over existing signs. A feasibility study would be required to assess the appropriate location for the new signs as well as the consideration of new signs just before crossing the Forth Road Bridge to make it clear who was managing the bridge. TS to clarify and consider issue of an Order.</p>	TS