

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



Meeting: Mobilisation Meeting No. 7  
Date: 15 April 2015  
Time: 10.00 – 13.00  
Venue: Buchanan House

|               |   |             |
|---------------|---|-------------|
| Present:      | CF  | TS          |
|               | TMc   | TS          |
|               | RC  | TS          |
|               | GE  | TS          |
|               | JB  | PAG+        |
|               | DM  | PAG+        |
|               | Mark Arndt (MA)   | Amey        |
|               | BV  | Amey        |
|               | AB  | Amey        |
|               | DS  | Amey        |
|               | John Russell (JR)                                       | FETA        |
|               | Barry Colford (BC),                                     | FETA        |
| Apologies:    | Cameron Gair (CG), Wayne Hindshaw (WH), Scott Lees (SL) |             |
| Distribution: | As above, plus:   |             |
|               | JM  | TS DH PAG+  |
|               | GM  | TS AR TS    |
|               | GP  | TS BM TS    |
|               | HG  | TS SB TS    |
|               | SL  | TS GMc TS   |
|               | DB  | PAG+ KMc TS |
|               | xxx   |             |
|               | xxx   |             |

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| <b>1.0</b> | <b>Introductions</b>   |               |
| 1.0.1      | TMc was introduced at the start of the meeting.  |               |
| <b>1.1</b> | <b>Any issues from previous minutes</b>  |               |
| 1.1.1      | Updated by Amey following comments from CG.  |               |
| <b>2.0</b> | <b>Mobilisation Procedures</b>   |               |
| 2.0.1      | No further discussions.  |               |
| <b>3.0</b> | <b>Communication protocols</b>   |               |
| 3.03       | Next meeting scheduled for Wed 29th April at 10am at FRB office.   |               |
|            | <b>PART A – INCLUDING OUTGOING ORGANISATIONS</b>   |               |
|            |  | <b>Action</b> |
| <b>4.0</b> | <b>FETA &amp; SEU Handover Issues</b>  |               |
| <b>4.1</b> | <b>Arrangements for TUPE Staff</b>   |               |
| 4.1.1      | All 1 to 1 meetings have been completed.   |               |
| 4.1.2      | Meetings with unions have been arranged, the next one will be held tomorrow (16 <sup>th</sup> April).  |               |
| 4.1.3      | A draft Organisation Structure has been developed and will be presented at this meeting. Following this, staff will be met on a 1 to 1 basis and additional 'mop-up' roadshows will be held. |               |
| <b>4.2</b> | <b>Handover of Paper Records</b>   |               |
| 4.2.1      | PAG continue a review of the existing hard copy records held within FETA offices – this  | PAG+          |

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|            | is currently ongoing. A high level list should be available in the next couple of weeks.  |               |
| <b>4.3</b> | <b>DCP, FOI and 3<sup>rd</sup> party information</b>  |               |
| 4.3.1      | JR agreed to pass DCP, 3rd Party Claims and FOI Records to PAG. JB confirmed PAG have records up to June 2013. JR/JB to meet to discuss handover of recent records.   | FETA          |
| 4.3.2      | It appears some of the DCP may lie within the City of Edinburgh Council extents. Amey to write to PAG/TS to clarify.  | Amey          |
| <b>4.4</b> | <b>Handover details of SM Property (Feta Offices, Workshop, Stores &amp; Depot)</b>   |               |
| 4.4.1      | FETA's annual 'Stock Take' took place on 26 <sup>th</sup> March and data has been collated. Data will be passed onto TM.<br>This is essentially an internal audit held by FETA at end of the financial year to check the record management of equipment levels and consumable items in the Store.   | FETA          |
| 4.4.2      | FETA, Amey and PAGplus undertook a stock take of the Store on 26 March and information to be passed from FETA to FETA Treasurer.  | FETA          |
| 4.4.3      | FETA's final 'Stock Take' will be carried out over 4 Sundays in May prior to 31 <sup>st</sup> May. Amey to confirm with FETA what is to be retained/disposed of. JB stated that what remains becomes Scottish Minister's property. FETA will dispose of some surplus plant, equipment, materials and spares where practical prior to Commencement of Service Date 1.  | FETA/Amey/PAG |
| 4.4.4      | FETA stock take should include all furniture and office equipment which will be Scottish Minister's Equipment if retained by Amey.  | FETA/Amey     |
| 4.4.5      | JB has circulated and uploaded to sharepoint, a report on FETA plant and equipment to Amey and FETA separating items into the following categories: <ul style="list-style-type: none"> <li>Part of the unit (covered by the contract)</li> <li>Scottish Minister's equipment (for use of OC under contract)</li> <li>Part of the premises (covered by the lease agreement)</li> <li>Disposed of by auction (to be arranged by TS)</li> <li>Materials and spares held by OC (under the contract)</li> </ul> TS may instruct Amey to organise auction of equipment. | TS            |
| <b>4.5</b> | <b>Works contracts live at handover (FETA &amp; TRBO)</b>   |               |
| 4.5.1      | The following contracts were previously noted. <ul style="list-style-type: none"> <li>Suspended Spans Underdeck Gantry Improvements</li> <li>Truss End Links</li> <li>Acoustic monitoring contract</li> <li>Pier Defences Cathodic Protection</li> </ul> FETA to supply TS with Contract Reference No. and Title, Name and Address of Contractor and Contact Details, and TS to write to Contractors to novate contracts to Scottish Ministers  | FETA/TS       |
| <b>4.6</b> | <b>Other works on unit (FETA &amp; TRBO)</b>  |               |
| 4.6.1      | Amey are working for FETA on the submission of the planning approval for the South Anchorage regeneration / storage area until end May 2015. One of Amey's Architectural Technicians will support the team working on this.   |               |
| 4.6.2      | Amey bid through SE IRIS for (Amey Employee) to continue secondment on Forth Road Bridge will be de-bid, and should be submitted by email to TS (CF/ CG) and PAG (JB) for approval and thereafter for inclusion in the monthly FBOC Contract invoice.   | Amey          |
| 4.6.3      | Amey bids for the FBOC sign review and Investigation into Marine Licence requirements for structural schemes programmed for financial year 2015/16 have been approved by TS. Amey should submit monthly invoices 14 days after the end of the month to cover the month previous. This should include the justification for the invoice detailing the staff and number of hours. This investigation work is to commence during mobilisation period as previously agreed with TS.   | Amey          |
| 4.6.4      | Amey continue to progress with development of annual programme.   |               |
| 4.6.5      | FETA has prepared a list of suppliers' accounts up to end of May 2015 and letters of termination have been sent to existing contractors. FETA's account will close on 29 <sup>th</sup> May. TS have sent a grant letter to FETA treasury team at City of Edinburgh Council regarding the payment of expenses after 31 <sup>st</sup> May. Invoices in June will be paid by Amey out of the Forth Bridges Unit budget and reimbursed.   |               |
| <b>4.7</b> | <b>Provide Winter service plan</b>  |               |

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| 4.7.1       | Winter service plan has been submitted before 02/04/15.   |      |
| <b>4.8</b>  | <b>Road sensor data, historical thermal maps and weather stations</b>   |      |
| 4.8.1       | Historical thermal maps have been uploaded to sharepoint by FETA, Road sensor data to follow this week.   | FETA |
| 4.8.2       | FETA currently has 2 Findlay Irvine weather stations. One of these is at the mid-span (west side) and the other one is used for de-humidification. There is a contractual requirement to provide weather information within the Contract which it was previously concluded could not be achieved with the existing equipment.   |      |
| 4.8.3       | A previous Visala topographical survey for wind highlighted the 2 positions of the existing stations as the most pertinent spots.   |      |
| 4.8.4       | MT (TS) has instructed the purchase of a weather station through the South East Unit which will be installed on the bridge post June.   |      |
| 4.8.5       | It was previously noted that the Findlay Irvine weather station is around 20 years old and owned by Findlay Irvine and that it may not be in Amey's interest to purchase this. DS noted that from 1 June, the current anemometer would remain as this feeds to the website.   |      |
| 4.8.6       | Amey procurement team has been in contact with Findlay Irvine.  |      |
| <b>4.9</b>  | <b>Wind management and bye-laws</b>   |      |
| 4.9.1       | Amey will submit a new Wind Management Plan in line with the format of Skye and Kessock plans and the Clackmannanshire Bridge draft plan.   | Amey |
| 4.9.2       | BV asked if and how FETA actively manage restrictions during high winds – JR replied that most vehicles don't pull into the laybys. Advisory signs are put up but these are not mandatory and not all routes are signed. If a high sided vehicle blows over, they can be prosecuted.  |      |
| 4.9.3       | In the case of a full closure, FETA use traffic lights at the south end of the bridge and FETA 'cone off' the slip roads at Admiralty (M90 Junction 1) and FerryToll junction at the North of the bridge. The police remove the southbound traffic from the A90/M90 at Admiralty and the northbound traffic from the A90 at Echline junction.   |      |
| 4.9.4       | SL confirmed that there will be no bye-laws after CSD 1. Following a meeting between TS, Traffic Scotland and Police Scotland, TS require Amey to seek approval of Police Scotland Control Room at Bilston to implement road/vehicle restrictions or closures. TS to set up procedure for this.   | TS   |
| 4.9.5       | For vehicle restrictions due to high wind, Amey should seek approval at each threshold. Full traffic management would be required if the police are not present to close the road. TS to set this out in writing to Amey.   | TS   |
| 4.9.6       | DS noted that in the event of a breakdown, FETA implements a crash cushion and 'Red X'. Amey would need to implement a full lane closure in line with Chapter 8 of the Traffic Signs Manual. The implementation of the TM is likely to take longer than the recovery of the vehicle. SL and WH are to consider if the minute of agreement could be changed under the Road Scotland Act to allow Amey to operate as FETA did previously. Amey to set out in writing to TS the limitations described above. | Amey |
| 4.9.7       | Following further discussion it was agreed that a meeting between all parties including FETA be convened to agree and set out in writing the workaround for road and vehicle restrictions, traffic management etc. TS will arrange.   | TS   |
| <b>4.10</b> | <b>AOB</b>  |      |
|             | <u>Fuel Tanks</u>   |      |
| 4.10.1      | Amey previously raised the issue with the existing fuel tanks which had been identified within the lease as being decommissioned by the landlord. TS 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. Amey have since ordered new, above ground, fuel tanks. FETA to upload report on Sharepoint to share with Amey, TS and PAG+.   | FETA |
| 4.10.2      | Subject to an order Amey may be asked to remove fuel tanks and also undertake repairs to existing interceptor trap.   |      |



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|            | condition of the premises. Amey have previously stated that Rushton International may be used as their surveyor.  |              |
| 5.2.2      | Amey propose to use the existing SE depot at Burghmuir as a temporary depot in May, during which time it is unlikely any significant facilities will be required. The existing FETA depot in Rosyth would be available from June to August for this purpose. After this, it is proposed a large permanent depot in Inverkeithing will be used and the Rosyth depot would no longer be required.<br>Proposals are detailed in the submission for obligation A8.  |              |
| <b>5.3</b> | <b>Programmes and involvement in meetings re. new Unit Operations</b>   |              |
| 5.3.1      | <u>FRC Liaison</u><br>Forth Replacement Crossing / Queensferry Crossing visits to be organised to allow familiarisation for mobilisation and other Amey staff. CG confirmed that BM (TS) had confirmed that this is to continue with FETA & Amey staff. This is to start w/c 23 <sup>rd</sup> March. It is suggested that visits would be quarterly after CSD 1. BM to offer dates.   | TS           |
| 5.3.2      | Amey previously stated that SK already attended FRC TM Liaison meeting as part of SE and this would likely continue to cover FBOC.  |              |
| <b>5.4</b> | <b>IT</b>   |              |
| 5.4.1      | JB previously mentioned the Advitam Scanprint database as an 'off the shelf' product to be considered for the Queensferry Crossing database. Having visited the 'Bridges Conference', WH mentioned AMX (Asset Management Systems) and also 'Bridge Station' which is a competitor of WDM. All parties to consider moving forward.   | Amey/TS/PAG+ |
| 5.4.2      | 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.   |              |
| 5.4.3      | PAG confirmed that regular RMMF user group meetings take place and Amey may wish to attend prior to CSD 1.  |              |
| 5.4.4      | CG stated that IRIS would not be ready for FBOC pre CSD1 to allow Amey to submit bids/orders and that paper invoices should be issued instead. TS also stated that if the mobile tablet devices are operational on the SE network then they will work on the FB Unit.   |              |
| 5.4.5      | MA stated that IF, Amey's IT Project Manager had prepared a document detailing Amey's proposals for network connectivity. This involves adding a new cable to the existing link between the Traffic Scotland Control Centre and FETA office. MA passed this document to SL and is to provide an electronic copy and contact details for IF.   |              |
| 5.4.6      | It was previously proposed that FETA's server is left in place as risk mitigation and to allow for a formal set of records to PAG. Amey agreed that retention of the FETA server and supporting hardware should remain in place post CSD1 to mitigate operational risks.  | Amey         |
| <b>5.5</b> | <b>Inspection Schedule</b>  |              |
| 5.5.1      | BV raised the FETA inspection schedule in which each of the 7500 elements is inspected within a calendar year at either 6 or 12 month intervals. He noted that 900 items were inspected in one day and so these inspections must not be full principal inspections and instead are only quick, visual inspections. IS, NMc and JB to discuss and report back.   | PAG+         |
| 5.5.2      | The current FETA inspection regime appears to not follow those described in the Forth Road Bridge Engineering Manual and as required under the contract. It will therefore be difficult to switch to the required contract inspection frequencies and categories overnight. Amey will consider and propose a practicable transition period to allow it to be achieved in operation and to achieve the contract requirements without confusing the transferred FETA inspection staff. Amey to describe how transition will work. | Amey         |
| 5.5.3      | These comments refer to Obligation A134 due on 2/5/2015.  |              |
| <b>5.6</b> | <b>Communications</b>   |              |
| 5.6.1      | <u>OC Proposals and meetings with Traffic Scotland</u><br>CG requested notes from Comms meeting on 19 <sup>th</sup> March to be provided by FR (Amey).  | Amey         |
| 5.6.2      | Comms meetings are now held every Monday with CW (FETA), FR (Amey), MD and DC to track communications progress.   |              |

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| 5.6.3       | Amey cannot host existing FETA website due to how it has been built but will develop a similar website hosted from Amey's corporate web platform. Website to be completed by mid-May to view and will go live on 28 <sup>th</sup> May. FETA website will lead to new Amey website from this date.   | Amey |
| 5.6.4       | CW has given Amey permission to use his photographs for use on the website, leaflet etc. Amey photography team will visit the forth road bridge and capture images from dawn to dusk of the bridges and surrounding area so Amey has a collection of its own photographs to use.  |      |
| 5.6.5       | <u>Logo</u><br>FBOC logo from pre-qualification documents should be considered for use after CSD 2. Existing FRB logo to be used from CSD 1.  |      |
| 5.6.6       | <u>Media and visits to the FRB</u><br>It was noted that the General Election is on the 7 <sup>th</sup> May and that this will take much of the media attention. We are already in the purdah period where no official Ministerial announcements can be made.<br>The Ministerial visit planned for 2 <sup>nd</sup> June is likely to be rescheduled and is expected to be held in the 2 weeks following this date.<br>KB MSP will visit the bridge on w/c 18 <sup>th</sup> May during apprentice week. |      |
| <b>5.8</b>  | <b>Transport Scotland Deliverables</b>  |      |
| 5.8.1       | No further discussions.   |      |
| <b>5.9</b>  | <b>Review and Update of FBOC Obligations Register and Action Tracker</b>  |      |
| 5.9.1       | Amey to update and grey out obligations/actions that have been completed and make text more visible. Also need to highlight in green, those that have been submitted and await response from TS. The Action Tracker should be increase in size to make its details more easily read.  | Amey |
| <b>5.10</b> | <b>OC planned activities for next two week period</b>   |      |
| 5.10.1      | Amey will continue to progress with work on obligations and internal requirements.  | Amey |
| 5.10.2      | To arrange final three 1 to 1 meetings and meet with TUPE reps and Unions (UNITE and UCATT) on 16 <sup>th</sup> April.  |      |
| 5.10.3      | Negotiate final terms and conditions for new Inverkeithing depot.   | Amey |
| <b>5.11</b> | <b>AOB</b>  |      |
| 5.12.1      | <u>Lease for premises</u><br>RC and DCr, Amey's Commercial Manager to discuss – buildings become Scottish Minister's property. <ul style="list-style-type: none"> <li>3 Bridges Café – offer to let to be extended to 31<sup>st</sup> August 2016 with a 3 months notice period</li> <li>Toilets</li> </ul> TS to write to Amey with take over arrangements and requirements for the building containing the café and toilets.  | TS   |