

Reference: **10384/00/003**

Topic: **Project Update**

Meeting Date **24th September 2015**

Date of issue: 29th September 2015

Those present: Sean Newton – IOWC
John Waters – BCTQ
Dave Williams – BCTQ

Minutes issued to:
Attendees
Tim Light
Hayley Holden

Agenda

1. Outstanding actions from last meeting
2. Feedback from meeting held with floating bridge operators
3. Feedback from Outline Design Specification
4. Project Summary
5. Programme and ITT package
6. AOB
7. Date for next Telephone Conference

1 Outstanding actions from last meeting

SN advised that a Civil Engineering company was currently in the process of putting a bid together for the proposed works, the bid would need to be reviewed before a decision could be made on awarding the contract. SN will advise on this progress.

SN to request suppliers of proposed ticketing system email JW information to review for incorporation into new ferry design.

2 Feedback from meeting held with floating bridge operators

JW discussed the meeting held with the ferry operators to review the 3D model made based on the new design of the ferry. It was an opportunity for the operators to get a better understanding of the design from an operation point of view. The general feedback was that the concept design was good and was felt that it would work well for the operation intended. All points raised from this meeting was documented and sent to SN for review in a separate email.

3 Feedback from Outline Design Specification

SN had previously submitted a number of questions relating to various points in the Outline Design Specification. JW gave answers to each point raised. These comments can be found in a separate document attached to these minutes.

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4 Project Summary

JW discussed the current progress of the project in relation to the schedule. BCTQ are currently working on the Technical Specification which will be attached to the ITT document to be sent out to the prospective yards. This is all currently on schedule.

JW explained that no further communications had been received from Ince & Co. LLP since the last email was sent containing all requesting information by them. JW raised the question of if the IOWC would be requiring them to produce a Conditions of Contract document prior to the issue of the ITT. SN advised to contact Ince & Co. for an update on their progress.

[REDACTED]

JW discussed the communications with the MCA regarding their proposed site visit schedules and proposed costs for plan approval and visits.

[REDACTED]

JW also asked if any further visits should be planned for any of the Stakeholders. SN advised that he would look into this on his return from leave and advise accordingly.

5. Programme and ITT Package

[REDACTED]

SN advised that as he would be on leave during the period of the ITT being prepared and sent out to the prospective builders, to contact his colleague Hayley Holden who would be responsible for the ITT preparation.

SN discussed schedule 7 of the proposed ITT plan – Pricing Detail. SN wondered as to what level detail was necessary for this part of the process. DAW explained that usual practise at this stage is not to have too much detail on the breakdown of the pricing.

JW requested that section 4 – Specification, references the Technical Specification, which will be produced by BCTQ, as a separate document rather than trying to incorporate it into the ITT document. SN agreed this could be done.

[REDACTED]

[REDACTED]

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6. AOB

JW discussed the additional drawing work required for using the existing chain wheel and chain guide wheels in the new ferry. It was identified that drawings of these components would need to be supplied to the chosen build yard so they could ensure that the surrounding support structure for these items match these components. Currently there are no sufficient drawings for this so BCTQ has offered their services to produce these drawings. As this work would be outside the original contract an additional cost would need to be charged for this work. SN has agreed to this work in principle and has requested a formal quotation for this work.

[REDACTED]

DAW discussed the option of using the Information screens to feed live TV. SN had originally not planned to use these screens for this use, however could see there may be some potential in having this facility further down the line. It was agreed that the provision for this facility be included in the Technical Specification.

[REDACTED]

7. Date of Next Meeting/Telecom – w/c 26^h October (meeting suggested either 26th or 27th October).

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