Transport for London

SCOPE

APPENDIX K2

Exchange Information Requirements

Exchange Information Requirements (EIR)

Project * Programme *	Name of Project or Programme

Reference	Recognised reference code (e.g. profit centre, UIP, etc.)

Stage	Pathway Stage

Responsible	Project Engineer	Name
	Signature	Date

Accountable	Service Manager	Name
	Signature	Date

Product History	**Version**	**Date**	**Summary of changes**
	0.1	dd/mm/yy	First draft

This document must be filed in accordance with the **document filing structure**

* Delete as appropriate (the Accountable person should always be at least one management level higher than the Responsible person).

Product Context

Purpose	The Exchange Information Requirements (EIR) provides details relating to the data and information about the physical and functional characteristics of the Client asset and how these shall be captured, produced and managed by the Contractor. The EIR sets out standards to be used and identifies key decisions that will need to be made during the project to ensure the engineered solution developed meets project objectives, desired outcomes and benefits.

Applicability	The Exchange Information Requirements (EIR) is required for asset development or renewal projects and programmes.

Consult	**Role**	**Detail**
	Commercial Manager	Needs to understand the requirements and know that an EIR is in place to agree / recommend progression of procurement and contract award.
	Service Manager / Task Manager	Needs to ensure the requirements are aligned to the programme and / or project and know that an EIR is in place in order to approve progression through stage gates.
	Project Engineer	Needs to ensure the requirements are aligned to the programme and / or project and know that an EIR is in place in order to agree / recommend progression through stage gates.
	Programme BIM Manager	Will work with the Project Engineer to ensure that the EIR is understood and meets the needs of the project.
	Information Manager	Needs to understand the requirements and ensure information deliverables meet the requirements.

Inform	HSE Advisor	Needs to know content and that an EIR has been signed off and is in place for the project.
	Sponsor	Needs to know content and that an EIR has been signed off and is in place for the project.
	Document Controller / Document Manager	Needs to know content and that an EIR has been signed off and is in place for the project.
	CAD Manager / CAD Designer	Needs to know content and that an EIR has been signed off and is in place for the project.

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BIM Visions and Objectives

1.1. Purpose

1.1.1. This Exchange Information Requirements (EIR) describes how data and information about the physical and functional characteristics of the Client assets and infrastructure are to be captured, produced, generated, utilised and managed by its suppliers.

1.1.2. This EIR prescribes which standards are to be used and identifies key decisions to be made during the project to ensure the engineered solution developed meets Service/Task objectives, desired outcomes and benefits for BIM.

1.2. BIM Objectives

1.2.1. BS EN ISO 19650 1&2 2018 defines BIM as 'the use of a shared digital representation of a built asset to facilitate design, construction, and operation processes to form a reliable basis for decisions'.

1.2.2. BIM is a process involving the collaborative production, use and management of digital representations of the physical and functional characteristics of a facility / asset. The resulting information models, when fully coordinated, provide a shared knowledge resource to support decision-making about a facility or asset throughout its lifecycle from earliest conceptual stages, through design and construction, operation and maintenance and eventually decommissioning and demolition.

1.2.3. Transport for London has a strategic approach for the consistent adoption of BIM. The strategy includes an approach to describing information requirements across all aspects of the asset lifecycle.

1.3. Client BIM Objectives

1.3.1. The Client's objectives are to drive efficiencies in the production, modification, operation and decommissioning of its engineered assets through data-driven information, improving decision making and delivering best value to its stakeholders.

1.3.2. The Client's key objective is to procure , produce, manage and maintain data and information about its engineered assets that is complete, consistent and can be trusted and re-used for operational purposes and business intelligence.

1.4. Project BIM Objectives

1.4.1. The BIM objectives for the [Service/Task] are to:

a) achieve target capital delivery cost

b) deliver best value through innovation

c) obtain digital assurance and evidence, through the use of Production Information, verifying the integrity and completeness of the design of the engineered solution at each stage of the [Service/ Task] as defined in Pathway. [1]

d) obtain digital assurance and evidence, through the use of Production Information, validating the buildability of the engineered solution[1]

e) obtain digital assurance and evidence, through the use of Production Information, verifying that (and how) the asset(s) can be efficiently constructed / installed/ maintained

f) obtain digital assurance and evidence, through the use of Production Information and Handover Information that health and safety and CDM requirements have been identified and met

g) obtain digital assurance and evidence, validating the integrity and completeness of the Handover Information

h) obtain structured data to populate its Asset Management Information Systems

i) achieve a more progressive handover and post occupancy assessment in line with a Government Soft Landings (GSL) approach.

[1] Applicable to Project Task orders only

2. Information Utilisation Planning

2.1. Primary use of data / information

2.1.1. The Client primary use of the Production Information and Handover Information, throughout the lifecycle of the asset(s), is as detailed in but not limited to Table-1-Primary Uses

Reference	Description
PU01	**Assurance** Verify that assurance requirements, as set out in the Client Assurance Standard which is defined in the Scope, are achieved and Project Information Requirements (PIR) satisfied.
PU02	**Programme Coordination** Verify coordination and integration with interfacing projects and adjacent works.
PU03	**Business Case and Whole Life Cost** Validate the business case and whole life cost forecasts, ensuring they are robust and outcomes and benefits can be / will be achieved.
PU04	**Operations and Maintenance** Validate that the models and assets meet the operational and maintenance requirements as set out in the Model Production and Delivery Table (MPDT).
PU05	**Asset Registration** Facilitate the asset registration process and populate the Asset Management Information Systems.
PU06	**Benefits Management** Verify that the identified benefits have been achieved.

Table 1 – Primary uses

2.2. Project stage gate decisions and digital assurance[1]

Production Information and / or Handover Information are to be delivered, using the Common Data Environment (CDE), at each Project Stage and as notified by the Client, in order to:

Provide the requisite level of assurances as set out in the Scope

a. Inform stage gate decisions, to enable gateway sign-off
b) Facilitate the primary uses as set out in Table 1 - Primary uses
c) Deliver the required types of information as part of the Handover Information, as identified and defined in the MIDP.

[1]Applicable to Project Task orders only

2.3. Technical / Design Reviews[1]

2.3.1. The [Contractor/Consultant] identifies (and captures within the MIDP) the Production Information and / or Handover Information they will share in order to support and inform the technical / design review questions as notified by the Client.

[1]Applicable to Project Task orders only

2.4. Level of Information need [1]

2.4.1. The Client specifies, in the MPDT, details of the varying Levels of Information need to be used for all Production Information and Handover Information at each stage of the [works/project/this contract].

2.4.2. The Level of Information need of the Production Information and Handover Information must:

a) continually inform and support decision making throughout the project lifecycle

b) enable acceptance criteria and requisite levels of assurance to be achieved.

2.4.3. Level of Information need comprise the following:

[1]Applicable to Project Task orders only

a) **Granularity of geometrical information** – the detail to which the physical characteristics, of the asset(s), are represented (as geometrical data) within model files, at each stage of the project; and

b) **Granularity of alphanumerical information** – the type and amount of information (about the assets functional characteristics) which may be included as attributes within model files, at each stage of the project.

2.4.4. Table 2- Level of Information need provides an overview of the minimum Levels of Information need required.

Geometrical information	Alphanumerical information	Level Of Information need
Overall massing of construction entities; indicative of area, height, volume, location and orientation.	Project requirements (form, function, cost and schedule).	1
Discipline specific model files. Discipline task team allocated volumes. Architectural form and layout (including that reserved for MEP). Outline structural / civil spatial arrangements. Generic systems, assets or assemblies with approx. size, shape, location and orientation.	General performance criteria (based on assumed asset). System types. Forecast cost data +/- 15%. **Note:** associated to the applicable modelled elements.	2
Discipline team specific model files. Primary structural / civil elements developed and frozen. Specific systems, assets or assemblies in terms of quantity, size, shape, location and orientation.	Specific performance criteria. Forecast cost data +/- 10%. **Note:** associated to the applicable modelled elements.	3
Discipline team specific model files Graphically represented as a specific system, asset or assembly in terms of quantity, size, shape, location and orientation.	Actual performance criteria. Actual cost data. **Note:** associated to the applicable modelled elements.	4
Discipline team specific model files. Graphically represented as actual built / constructed / installed system, asset or assembly in terms of quantity, size, shape, location and orientation.		5

Table 2 –Level of information need

2.5. Information Execution Plan (IEP) [1]

2.5.1. In response to this EIR the Contractor creates an IEP. The IEP will capture how the Contractor intends to meet the Client requirements set out in this EIR.

2.5.2. The content of the IEP consists of everything requested within this EIR and meet the information requirements set out within BS EN ISO 19650 2 2018.

2.5.3. The Contractor provides details of information exchanges within their IEP.

2.5.4. If required by the Contractor the Client's IEP Template can be provided.

2.5.5. The Contractor submits their IEP for acceptance to the Client within [***No.] weeks of Contract award.

2.5.6. The Contractor keeps their IEP up-to-date with changes managed following the agreed project change control process.

2.5.7. The Contractor resubmits their IEP to the Client for acceptance if:

a) Changes are made to the IEP.

b) Instructed by the Client.

2.5.8. While not exhaustive, potential reasons the Client would not accept the IEP include:

a) It does not meet the requirements set out in this EIR

b) It does not meet the requirements set out in the standards listed in section 2.

2.5.9. The Contractor implements the accepted IEP.

2.5.10. The Contractor ensures their IEP aligns with the accepted project schedules and plans.

[1] Applicable to Project Task orders only

HSE & CDM

2.5.11. The Contractor provides details of how the Production Information and Handover Information will be utilised to support their health and safety and CDM obligations; identifying, eliminating and reducing hazards and risks and providing better safety management.

2.5.12. Where the Contractor is contracted to carry out detailed design, they provide details of their process for integrating the construction plan with other components of the Production Information. Details include how safety measurements will be validated and how compliance with safety regulations will be checked.

2.6. Asset Information

2.6.1. Table 3 provides details of the Client corporate solutions for the management of Asset Information and the vehicle for delivery of the required information.

Asset Information		
System	**Data / Information**	**Delivery Vehicle**
Document Management System	Unstructured information containers (Documentation)	TBC at contract award
Asset Management Information System	Structured information containers (Non-Graphical Data)	TBC at contract award
Asset Management Information System	Structured information containers (Graphical Data)	TBC at contract award

Table -3 – Asset Information

2.6.2. The Contractor provides details of how the required data / information will be extracted from the Production Information and Handover Information into the appropriate delivery vehicle and provides assurance that it is complete and current.

2.6.3. Work to define Handover Information for subsequent stages of the [Service/Task] begins by the end of Stage 2. The Contractor provides the Asset Information as defined and required by the Client .

2.7. Training Arrangements

2.7.1. The Contractor is responsible for ensuring their staff (and that of their Sub-contractors of any tier) is sufficiently trained to undertake the BIM aspects of the project.

2.7.2. The Contractor provides details of how they will ensure (and manage and maintain) their staff (and those of any Sub-contractors) have the capability and competency to

provide verified and coordinated Production Information and Handover Information in accordance with this EIR.

2.7.3. The Client trains a nominated champion within the Contractor organisation, in the use of (and associated processes and requirements of) the Client CDE if deployed. It is the responsibility of the nominated champion to subsequently train the Contractor and their Sub-contractors and Sub-Consultants of any tier.

3. Standard Method and Procedure

3.1. Standards

3.1.1. All Production Information and Handover Information, is produced and managed in accordance with the specified standards, and Table 4- Standards:

Standard Ref	Title	Revision
Pan TfL Standards		
S1037	Computer Aided Design (CAD) Data	To be provided
SMT/GN/ 02/14	Requirements for the development and acceptance of proposals for Structures and Tunnels Capital	As Scope
S1760	SMP and CDE	To be provided
Industry Standards (include but not limited to), can be used as guidance		
BS EN ISO 19650 1 2018	Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling - Part 1: Concepts and principles	N/A
BS EN ISO 19650 2 2018	Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling - Part 2: Delivery phase of the assets	N/A
PAS 1192-3:2014	Specification for Information Management for the operational phase of assets using building information modelling	N/A
BS 1192-4:2014	Collaborative production of information – Part 4: Fulfilling Client's information exchange requirements using COBie – Code of practice	N/A
PAS 1192-5:2015	Specification for security-minded building information modelling, digital built environments and smart asset management	N/A
PAS 1192-6:2018	Specification for collaborative sharing and use of	N/A

	structured health and safety using BIM.	
BS 8210:2012	Guide to facilities maintenance management	N/A
BS 8541-1:2012	Identification and classification –Code of practice	N/A
BS 8541-2:2011	Library objects for AEC.	N/A
BS 8541-3:2012	Shape and measurement – Code of practice	N/A
BS 8541-4:2012	Attributes for specification and assessment – Code of practice	N/A
BS 8541-5:2015	Assemblies – Code of practice	N/A
BS7000-4:2013	Design management systems. Guide to managing design in construction	N/A
BSRIA BG 6/2014	A Design Framework for Building Services	4
BS 8536-1:2015	Code of practice for facilities management (Buildings infrastructure)	N/A
BS 8536-2:2016	Code of practice for asset management (Linear and geographical infrastructure)	N/A
Project Standards		

Table 4 - Standards

3.2. Security

3.2.1. The Contractor assists the Client in defining the correct security classification for the project in alignment with PAS 1192-5:2015 and accordance with the Client's Cyber Security Schedule.

3.2.2. The Contractor assists the Client in the creation of a Built Asset Security Management Plan, a Built Asset Security Strategy, a Security Breach/Incident Management Plan and the Built Asset Security information requirements in alignment with PAS 1192-5:2015 and accordance with the Client's Cyber Security Schedule.

3.2.3. The Contractor assigns the appropriate security classification in accordance with the Client Information Security Classification Standard, to all Production Information and Handover Information within the CDE.

3.2.4. The Contractor provides details within the IEP of how compliance with the Client Information Security Classification Standard will be monitored and managed.

3.3. Roles and Responsibilities

3.3.1. The Contractor appoints the role of Information Manager in alignment with PAS 1192-2:2013.

3.3.2. The responsibilities of the role "Information Manager" may be fulfilled by more than one person.

3.3.3. The responsibilities of the Information Manager include:

3.3.4. ensuring standard S1760 (referenced in Table 4- Standards) and IEP have been completed and / or have been agreed with the Client and are briefed to the Contractor, Sub-contractors or supplier of the Contractor, the Service Manager, the Supervisor and Others (as applicable) and are updated during the works through the project change control procedures

3.3.5. ensuring processes and collaborative behaviours are fully complied with across the project

3.3.6. providing the focal point for all Production Information and Handover Information management issues on the project

3.3.7. ensuring that all Production Information and Handover Information is compliant with the requirements of this contract and all applicable standards

3.3.8. ensuring that all Production Information and Handover Information is managed through the CDE and that all mandatory meta-data has been captured

a) ensuring the Contractor, Sub-contractors or supplier of the Contractor, the Service Manager, the Supervisor and Others (as applicable) have continued and appropriate access to the Project Data Environment

b) providing clear instructions including on the following areas:

- what Production Information and Handover Information is required, by whom and for what purpose;
- who will generate the Production Information and Handover Information and maintain it;
- how it will be sorted and distributed;
- how frequently it is shared; and
- what actions should be taken on receipt of the Production Information and Handover Information.

3.3.9. Details of the required Roles and Responsibilities relating to the production, use and management of the Production Information and Handover Information can be found in Appendix A. They are in addition to any roles and responsibilities set out elsewhere in this contract.

3.3.10. The Contractor ensures responsibilities (as listed in Appendix A) have been allocated and maintains a list of contact information of those assigned, providing their Curriculum Vitae (CV) as notified by the Client.

3.3.11. The Contractor maintains within the IEP a list of persons assigned to the roles and responsibilities.

3.4. Naming Conventions

3.4.1. A single Unique File Identification (File ID) convention is used for all graphical and non-graphical data uploaded onto the CDE. File ID details are found in S1760 (referenced in Table 4- Standards)

3.5. Classification

3.5.1. The Contractor structures all Production Information and Handover Information; categorising the functional and physical characteristics of the assets such that they can be efficiently identified, grouped and utilised for different purposes. All Production Information and Handover Information must be assigned with the appropriate classification(s), in accordance with Table 4- Standards.

4. Information Management

4.1. System Performance and Constraints

4.1.1. Details of the limitations / restrictions (and security issues) of the Client IT systems can be found in the Client completed IT Assessment Form

4.1.2. The Contractor provides in the completed Supplier IT Assessment Form details of any limitations / restrictions of all parties IT systems; this should as a minimum determine limitations on files size and restrictions on use of versions of software.

4.1.3. The Contractor is responsible for procuring, testing and implementing any required IT infrastructure, hardware and software during the mobilisation period as notified by the Service Manager.

4.2. Federation Strategy

4.2.1. The Contractor provides a Federation Strategy.

4.2.2. The Federation Strategy must explain how the information model is intended to be divided into one or more sets of information containers. Different arrangements of information containers should be defined for different purposes, including but not limited to spatial coordination geometrical interfaces and Security. The Information Containers shall be developed into Information Container structures with details how they relate to each other. Information Containers examples:

- **Simultaneous working** - define the spatial boundaries within which each task team should locate the systems, components or construction elements it is responsible for.
- **Information Security** – define the information security that separates containers or spatial sections of the asset according to the permissions for accessing information.
- **Information Transmission** - to assist with transmission of information containers within a delivery team or to and from an appointing party should consider the maximum file size that is practicable for upload and download with the specified IT infrastructure.

4.2.3. The Contractor provides details of their processes for utilising the Federation Strategy, in accordance with BS EN ISO 19650 1&2 2018, to:

- federated models
- provide assurances and evidence of coordination of [discipline / task teams] design within each information container
- provide assurances and evidence of the coordination and integration between the information containers.

[1]Applicable to Project Task orders only

Compliance Plan

4.2.4. The Contractor provides a Compliance Plan.

4.2.5. The Compliance Plan will detail how the Contractor will ensure and provide evidence that all Production Information and Handover Information, delivered through the CDE at each Pathway Stage and as notified by the Client, is:

a) verified against this EIR

b) compliant with the standards set out in Table 4- Standards

c) progressed to the agreed Level of Information need as set out in the MPDT and IEP

d) spatially coordinated in relation to the asset's physical space, operational space and maintenance space as set out in Section 4.6 of this EIR coordinated in relation to temporal planning, programming and spatial boundaries

e) useable by the software platforms identified in Table 6- Software Platforms

4.2.6. in the formats identified in Table 7- Client Data Exchange formats and as set out in any reference information provided by / available from Client's is detailed in the MIDP.

4.2.7. Reference information is provided via the Client's system pre contract award and via the Project Data Environment post contract award.

4.3. Common Data Environment (CDE)

4.3.1. All Production Information and Handover Information is produced, used and managed through the CDE Details relating to the CDE and associated processes are found in S1760 (referenced in Table 4- Standards)

4.3.2. The Client provides, manages and maintains the Project Data Environment of the CDE.

4.3.3. The Contractor and his Subcontractors generate all Production and Handover Information within their Task Team Data environment, as defined in S1760, configured managed and maintained in accordance with BS EN ISO 19650 1&2 2018.The "Work in Progress" environment will be provided by the Contractor.

4.3.4. In the event that Project Document files pass through an environment that cannot track meta-data (MS Windows, CD, email etc.) then the mandatory file meta-data is delivered with the associated Project Document files, in an editable format.

4.3.5. The following systems are used for the CDE:

Information Type	System
Structured information containers-Graphical	tbc at award
Structured information containers-Non-Graphical	tbc at award
Unstructured information containers-Documentation	tbc at award

Table 5 - CDE Systems

4.4. Collaboration Process

4.4.1. All Production Information and Handover Information is checked, approved and verified as it passes through the CDE.

4.4.2. The level and types of checks and approvals are determined by the purpose for which the Production Information and Handover Information is being shared (refer to Section 6 of standard S1760 (referenced in Table 4- Standards for further details).

4.4.3. The Contractor provides the following details:

a) processes for checking, approving and verifying Production Information and Handover Information within the CDE;

b) triggers for sharing / exchanging Production Information and Handover Information;

c) purposes of sharing / exchanging Production Information and Handover Information;

d) required exchange formats;

e) frequency and purpose for each design review / coordination workshops.

4.5. Coordination and Clash Detection[I]

4.5.1. The Contractor undertakes coordination and clash checking processes to ensure the design is clash free and provide evidence and assurance that this has been done. This includes

- Buildability
- Physical space
- Construction Tolerances
- Operational Tolerances
- Maintenance Tolerances
- Value Engineering

4.5.2. The Contractor provides chosen method(s) by which they intend to undertake clash checking .

4.5.3. The Contractor invites the review and resolution Client representatives to all co-ordination, clash checking and clash resolution meetings.

[I] Applicable to Project Task orders only

5. Digital Engineering

5.1. Software Platforms

5.1.1. The Client will utilise, for a number of activities, the software platforms identified in Table-6

Use		Platform
Data authoring	Non-Graphical Data	Excel
	Graphical Data	AutoCAD AutoCAD Civil 3D Revit (GIS)
Data capture	Laser Surveys	Recap Pointools
Data visualisation	Documentation Graphical Data	Adobe PDF Navisworks
Data coordination	Graphical Data	Navisworks
Data simulation	Graphical Data Non-Graphical Data	Navisworks

Table 6- Software Platforms

5.1.2. The Contractor provides details of software platforms they (and their Sub-contractors) will use and for what purpose.

5.2. Data Exchange Formats

5.2.1. Graphical Data, Non-Graphical Data and Documentation, to be provided by the Client, is exchanged (through the CDE) in the file format(s) as set out in Table 7- Client Data exchange formats.

[Complete 5-2. Details in blue are examples only, add / remove as required].

Data / Information	Exchange Format
NAMS, Confirm, SFM, Bridge Station, Ellipse, Maximo Asset data (Non-Graphical Data)	XLS
COBie data [only to be included if COBie is to be used]	XLS
Native models (Graphical Data)	Native File Format
Point Cloud Data	IMP PTS POD
Documentation	PDF

Table 7 - Client Data Exchange Formats

5.2.2. The Contractor delivers Production Information and Handover Information (through the CDE), with the Client on the dates contained within the accepted MIDP, in the formats identified in *Table 7- Client Data Exchange Formats*

5.2.3. The Contractor provides details of how they will address interoperability issues.

5.3. Coordinates

5.3.1. The following are exchanged, through the CDE, compliant with the OS Grid:

a) Survey information, including mapping; and

b) Production Information and Handover Information representing the fixed geographical location of an asset(s).

Appendix A – Roles & Responsibilities

Information Manager

- Ensuring the IEP is:
  - completed and agreed with the Client;
  - briefed to all Task Teams and other Parties including the Client;
  - managed through the project change control procedures.
- Ensuring collaborative behaviours are being embraced across the project;
- Providing the focal point for all Production Information and Handover Information management issues on the project;
- Ensuring that all Production Information and Handover Information are compliant with the requirements of the contract and all applicable Standards;
- Ensuring that all Production Information and Handover Information are managed through the CDE including that all mandatory meta-data has been captured;
- Ensuring the Suppliers, the Project Manager, the Supervisor and Others (as applicable) have continued and appropriate access to the Project Data Environment;
- Providing clear instructions to the Task Team including on the following areas:
  - what Production Information and Handover Information is required, by whom and for what purpose;
  - who will generate the Production Information and Handover Information and maintain it;
  - how it will be sorted and distributed;
  - how frequently it is shared;
  - what actions should be taken on receipt of the Production Information and Handover Information.

Asset Information Manager

- Ensuring this standard is available to and being followed by all Task Teams and other Parties;
- Providing assurance to the Client regarding adherence to BIM processes and information exchanges;
- Ensuring collaborative behaviours are being embraced.
- accepting information into the shared area of the CDE and for authorizing it for the published area.