

**ALSTOM Transport Canada Inc.**

**ALSTOM**

1050, Beaver Hall, 18<sup>th</sup> Floor  
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**www.alstom.com**

August 29, 2018

Mr. Claude Jacob  
General Manager  
Rideau Transit Maintenance General Partnership  
666 Kirkwood Avenue, Suite 304  
Ottawa, ON K1Z 5X9

Letter No.: **ALSMNT-RTM-0083**  
In reply to: None  
Action: RTM  
Letter Ref.: None

Subject: Train Hostlers for Ottawa

Subcontract: Ottawa Light Rail Transit Project, Maintenance Subcontract dated February 12, 2013, between Rideau Transit Maintenance General Partnership (“RTMGP”) and ALSTOM Power & Transport Canada Inc.

Dear Claude Jacob:

It is Alstom understanding that the Yard will not have UTO available for Revenue Service Readiness and may not have UTO available for a year or more.

Consequently, Alstom considers that train hostlers will be required to move vehicles in the Yard. In addition special processes will be need it manage switches and ensure safety of operations in the Yard, requiring spotters and yard assists.

As a result of this RTM requested Alstom to provide personnel and to manage this activity in preparation for Trial Running, currently scheduled for October 14<sup>th</sup>, 2018. Alstom has reviewed with RTM and determined that the following personnel is required (see table below). These people will be charged at a monthly rate per person.

Alstom and RTM can review from time to time the number of people needed and, if both parties agree, adjust the number of people accordingly as need it.

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	Drivers	Yard Assists	Spotters
Crew 1	4	1	1
Crew 2	2	1	1
Crew 3	2	1	1
Crew 4	1		1
Crew 5	2		1
<b>Total</b>	<b>11</b>	<b>3</b>	<b>5</b>

<b>Total</b>	<b>19</b>
<b>Supervisors</b>	<b>2</b>

The proposed personnel will cover shifts to perform the entry into and out of service of Trains, but they do not cover Yard movements 24 hours a day, 7 days a week. The following hours are not covered:

- Sunday 8:30 -11:00 AM
- Thursday 7:00 -7:30 PM
- Friday 7:00-9:00 AM and 7:00- 8:00 PM
- Saturday 7:00- 9:30 AM and 9:00- 10:00 PM

Alstom is proposing to have an on call policy cover this time and any hours needed during this period will be charged at the hourly rate listed below.

During the period when UTO is not operational and track 39 is not available, Alstom will seek to use the wash bay/sand bay track to support introduction of LRVS into service for morning peak and this will have priority over Alstom RS activities for this track.

These times are 4-7:30am Monday to Friday; 4:45 – 6:45 on Saturday and 6:45 – 8:15 on Sunday. For clarity, these people will be dedicated to move vehicles in the yard only and not used for other driving operation such as dynamic testing and acceptance test activities. Their interaction would be with RTM's Yard Control Centre not OLRTC.

The following assumptions have been made in pricing this activity and estimating the number of people.

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1. Each employee works 4 days x 10 hour shifts = 40 hours per week.
2. Each employee receives at least one weekend day off
3. All employees will be crossed trained to perform all position's/duties.
4. Yard Assists would help with driving for Saturday and Sunday morning launches
5. Launch and reduction times are as stated in the Initial Train Service Plan RTM-17-0-0000-MPL- 0004
6. Launch and reduction times are for yard hand over locations.
7. The PPE and training are included in our proposal
8. Training may take place in October – however this has to be confirmed by Alstom trainers

The cost of for this activity is as follows:

- PPE charge of \$1,000 per person x 20 people = \$20,000, Payable October 1.
- Training by Alstom personnel = \$41,483, payable October 31,
- Monthly rate per employee of \$13,861 CAD base on October 2018 (adjustable annually), payable from when employees are on boarded.
- Hourly rate \$92.68 CAD base October 2018, including any night or weekend premium for on call support

As the period of time to hire the employees needed is very short; Alstom needs RTM's formal agreement with this proposal no later than 31 August 2018. In case Alstom has not fully hired the additional resources by October 14<sup>th</sup>, Alstom may use personnel from other parts of its organization. RTM will be charged for the time spent by these people.

Please feel free to contact the undersigned with any questions.

Sincerely,



Jaime Carreno  
Contract Manager

Attachment(s): None

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cc: Alex Turner, RTM  
Alban Houssin, Alstom  
Justin Bulpitt, Alstom