

**Project plan**

To ensure right-first-time delivery with facilities open for use, we will implement a comprehensive Programme of Works (PoW). To ensure we operate to a high degree of quality and efficiency against the PoW, we will deploy our **ISO 9001-accredited** Quality Management System (QMS).

Ensuring minimally disruptive/efficiently managed works, we will assign Andy Davies, Projects Manager, to oversee PoW delivery, supported by our established **3-strong** Contract Management Team (CMT). Supporting Andy will be Mal Holt, Head of Sales, and Tom Clifford, Site Manager.

Integrating your requirements into mobilisation, our CMT will leverage their combined **60 years of experience** delivering high-quality service, focused on:

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| **Project phase** | **Commencement date** | **Duration** | **Who oversees** | **Key milestones** |
| **Design** | Once our initial meeting is held to ascertain full specification requirements, we can then determine the design commencement date | 3 days | Andy and Mal | * Develop architectural plans in consultation with Progressive Modular Buildings (PMB), our Design Partner * Secure client approval of the final design |
| **Construction** |  | 10 weeks | Andy | * Coordinate with PMB to deliver and install modular units * Conduct final inspections and testing * Commission and hand over the completed facility |

* Immediate rollout on day 1, mitigating handover disruptions
* Provision of experienced and well-trained Operatives
* Flexibility to accommodate your requirements and objectives

Providing consistent communication and keeping you informed through every stage of the project, Andy will be your first Point of Contact (PoC). For contingency, Tom will be your second PoC. Providing transparency, lines of communication will include phone, email and instant messaging.

For a comprehensive breakdown of weekly activities, please see the comprehensive project plan attached. Ensuring clarity, accountability and adherence to project goals/deadlines, we outline an overview of the demolition, design and construction phases in the table below:

**Proposed methodology**

To ensure timely project delivery, before we begin work Andy will develop a thorough contract mobilisation plan. Ensuring that key milestones are met, the plan will be used to set out clear communication pathways including methods/frequency of updates and escalation procedures. For continuous collaboration, to report on progress, Andy will arrange and attend performance review meetings with you. Our mobilisation process will be completed before the project starts.

*Design*

Andy will liaise with the Council Project Team and PMB to adjust our design against your specifications.

* Incorporate traditional materials such as brick, stone and timber to ensure that new developments blend seamlessly with the character of existing structures
* Be sustainable and consider the natural environment
* Offer unisex, self-contained toilet facilities integrated with accessibility features such as wide doorways, grab rails and accessible cubicles
* Incorporate a pay-to-use entry system, designed to ensure ease of use for all visitors, including those with disabilities, and baby-changing facilities
* Have durable fixtures and fittings that are vandal-resistant and easy to clean

Ensuring we meet users’ needs, we will work with PMB to ensure the finalised design complies with the following standards and legislation:

* UK building regulations, including Part M (Access to and Use of
* Buildings)
* British Standard 8300
* Equality Act 2010

*Construction*

Maximising efficiency and minimising on-site disruption, we will construct the facilities through PMB at their factory located in Knighton, Powys. Throughout the construction phase, we will prioritise:

* Precise planning, including the implementation of a Traffic Management Plan, reducing disruption to residents/businesses
* Coordination with local authorities for traffic and site access management

To deliver within our 8 week timescale, we will implement a robust contingency plan, which includes:

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| * Ensuring a continual supply of equipment by fully vetting our supply chain * Arranging alternate suppliers for each item to provide a backup option * Effectively forecasting and communicating anticipated demand to our supply chain | * Undertaking procurement schedules/planning * Stockpiling materials that are in short supply in advance of construction commencing * Maintaining a surplus of common materials and equipment |

We will maximise operational efficiency by using HIAB loader cranes to transport units to the site. Ensuring safe access for the HIAB lorry deliveries and segregating the lifting zones from the public, we will set up the day before delivery.

Providing a comprehensive end-to-end service beyond installation as per your specifications, upon installation on site, our Delivery Team will connect the building to prepared utilities. To reduce disruption, we will communicate with utility providers and schedule works outside of peak hours.

Following installation, Andy will commission and test services/components, identifying and addressing issues promptly/proactively. Supporting Andy, our NICEIC-certified Operatives will inspect electrical systems in line with our **ISO 45001** accreditation/Institution of Electrical Engineer regulations.

For auditability, we will provide signed confirmation of all testing and inspection procedures, as well as a sign-off sheet to be signed by you. Promoting transparency and collaboration, we will also invite your team to complete your own checks. In the unlikely event of identifying defects post-handover, we will address the issues immediately. If the resolution requires new parts, we will deliver and install these within **2** weeks.

Evidencing our ability to adapt the aesthetics of our designs to match the natural environment, we consider the surroundings in **100%** of our projects. For example, on a recent contract in the Peak District, we used the surrounding environment to inform the external finish of a toilet facility. We ensured the design blended seamlessly with its surroundings by incorporating locally sourced stone and timber cladding that mirrored the natural tones/textures of nearby structures/landscapes.