

# 1. Executive Summary

WSP|PB have great pleasure in presenting this proposal for asbestos consultancy and analytical services as an integral part of the Darlington: Mowden Hall Asbestos Analyst Consultancy Services Brief 2016 – Asbestos Consultancy & Analytical Services project.

WSP|PB is a people based business; we work in a collaborative manner and will strive to build strong relationships with all whom we work as well as users and stakeholders affected by work we undertake on behalf of the client.

WSP|PB Risk Management Services (WSP RMS) is the specialist team within WSP UK Ltd that offers asbestos consultancy in the UK. Working from across eight regional UK offices, WSP RMS has a specialist team of approximately 45 professional consultants that focus on the strategic and operational risk management of hazardous materials. With a strong track record in asbestos risk management this team holds full UKAS accreditation to International Standards 17020 & 17025 for undertaking asbestos surveys and carrying out on-site asbestos analytical air monitoring and asbestos removal clearance verification. All of our UK asbestos consultancy services are covered by our accredited quality management system (ISO 9001:2008), with a highly trained and competent workforce and comprehensive professional indemnity insurance.

We have a strong team, with a proven track record. Accordingly we propose to utilise the knowledge and enthusiasm of our Principal Consultant / Project Manager, Kathryn Metcalfe. We believe her work, knowledge and passion for asbestos survey & consultancy work, coupled with her extensive project experience will provide the right balance in delivering pragmatic solutions to enable the successful and timely delivery of this project. In addition we propose utilising the spectrum of project experience and asbestos knowledge offered by our project director and regional director (Peter Hill) to support Kathryn in providing pragmatic best practice regulatory guidance and support.

Please refer to Section 3 Fee Proposal for our full fee proposal. We confirm our fees are inclusive of all reasonable expenses but exclusive of VAT.

## 2. Understanding of the Brief/Scope of Work

### **Project Delivery – Asbestos Removal Technical Support**

We envisage that our key roles during this stage of the project to be:

- Review and confirm appropriateness of asbestos method/risk assessment submitted by contractor; and
- Sign-off documentation as fit for purpose and confirm to project team.

### **Project Delivery – Demolition Auditing and Monitoring**

We envisage our key deliverables during this element of the project to be:

- Attend site meeting with Contractor and appropriate members of project team immediately prior to commencement of asbestos removal works on site and confirm to project team, all relevant controls are in place in accordance with the agreed method statement/risk assessment.
- Monitoring and assessment of the contractor's systems of work to ensure that the contractor is working in accordance with the agreed and designated Method Statements, Plans of Work, Risk Assessments, CAR 2012 and supporting ACOP's and guidance;
- Provision of UKAS IEC/ISO 17025 accredited analytical coverage at representative times for the duration of the relevant parts of the demolition and asbestos removal project. This would include the full spectrum of air monitoring (background, occupational, leak, reassurance) and 4 stage clearance procedures;
- Liaise with Ben Smith of AECOM to provide an on-going review of the asbestos abatement project timescales, cost effectiveness and execution;
- Assist with the safe delivery of the project via liaison with HCA's Asbestos Policy & Procedures, AECOM as Principal Designer and Project Manager and where applicable with relevant third parties;
- Investigate and report any asbestos related statutory complaints;
- Review asbestos abatement works against the project KPIs and the agreed asbestos removal specification and report variations to the project plan;
- Attend update meetings as requested,
- Provide a brief formal daily/weekly progress report at relevant project progress meetings;
- Make the client fully aware of any disputes, accidents, incidents or other relevant information which may harm the reputation of the Agency or delay the project;
- Work with the contractor to provide relevant due diligence documentation for handover to HCA on completion of the Demolition Works detailing, works completed, works still outstanding and of those remaining with greatest priority. This information will also be required to feed into the Health and Safety File;
- Input into Health and Safety File as necessary; and
- Provide an Analytical Report inclusive of site paperwork, project summary executive summary of results.