RGS Environmental Geotechnical Specialists

COMPREHENSIVE GEOTECHNICAL & ENVIRONMENTAL ENGINEERING SERVICES
DELIVERED USING OUR OWN DRILLING RIGS / CREWS / SOILS LAB / ENGINEERS

OUR PEOPLE YOUR SITE INVESTIGATION: **HOW IT WORKS**

The **Project** Team

Steve Letch
Business Development Manager

Tom Farnell
BD Exec. & Marketing Manager

Amber Allsopp
Project & Eng. Support Assistant

Nick Wilding
PA to the MD

Ian Warrington
Systems & Data Support

Lewis Scarboro
Project Manager

The RGS Project Team handles all enquiries, tenders and job set-up, and gives every potential project the full care and attention it needs right from the very start.

Decades of experience have shown us that a thorough and detailed tender is essential for an effective site investigation which can save you huge expense and inconvenience later in the construction process.

Here's how that **all-important tender** happens.

You'll also **meet the people** who oversee each step of the process.

1. THE TENDER

Steve Letch
Business Development Manager

Tom Farnell
BD Exec. & Marketing Manager

A The initial enquiry

Initial enquiries via call or email often arise from recommendations. We'll get a broad understanding of the project and explain what documents we need to create an accurate tender.

These might include site plans, topographical surveys and planning conditions/requirements, etc. You'll always find us friendly and helpful and of course, we'll answer any initial questions clearly and offer the advice and guidance you need.

B Create a tender file

Your enquiry is assigned a numbered tender file in which every detail about the job is stored. Crucially, your tender is also overseen by an appropriate RGS engineer who will advise at this early stage on any specialist features of the task.

C Collate all relevant tender information

Every site features a range of hazards, risks and other considerations that must be identified, measured and accounted for before a site is made safe and viable for development.

D The tender

With all checks and surveys completed, a tender document is created. It scopes the work in detail, **identifying what you will need for an effective site investigation**. It specifies the most efficient rig(s) and processes for the job in hand, along with the price.

E Support and advice

Many site owners are **unfamiliar** with site investigation work and we're always pleased to **answer any questions** or concerns.

STAGE 1 CONTINUES OVERLEAF

1. THE TENDER CONTINUED

Tom and Steve oversee the collation of all this information, which may involve the following common challenges:

We use the **BRITISH GEOLOGICAL SOCIETY VIEWER** to identify superficial deposits and bedrock geology.

The BGS Viewer also contains borehole records which may reveal more about your site's anticipated underlying geology and its implications. Similarly, the **COAL AUTHORITY VIEWER** may give us an indication about any mining legacies on the site. **UNEXPLODED ORDNANCE** [UXO] is a common and crucially important consideration.

Most common in major cities such as London, Birmingham, Manchester and Liverpool, hidden UXO can occur anywhere and of course, its consequences could be devastating.

However our highly skilled UXO specialists can alert a site owner to the likelihood of explosive material at the earliest stage and either rule out its presence or resolve it safely - a huge benefit which **can save you a fortune** further down the line.

STAGE 1 COMPLETE > GO TO **STAGE 2**

2. PREPARATION

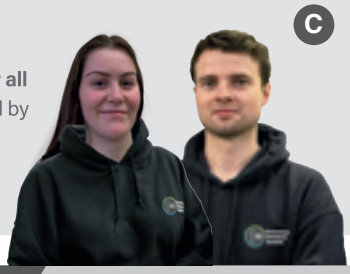
Nick Wilding
PA to the MD

A Obtain coal licenses

These can take some time to arrive (often four weeks), so we apply for them as early as possible to **avoid any delays.**

B Create project workflow

The project workflow **pulls together all the steps and information required** by all the necessary people, and helps ensure a smooth site investigation.



It will cover elements such as sampling, in situ testing, machinery, equipment, laboratory testing and ensuring that reports are all in place at the right time.

C Financial and security checks

It's vital to check that all necessary insurance for the site investigation is in place, as well as carrying out **credit checks.**

A 50% engineering fee invoice is also raised at this point on new accounts.

STAGE 2 COMPLETE > GO TO **STAGE 3**

3. PROJECT SET-UP

Amber Allsopp
Project & Eng. Support

Lewis Scarboro
Project Manager

A Planning the work

We prepare and check files for the engineering team and plan a clear work schedule. Dates are requested from the **Fieldworks Team** for site mobilisation. We then assign your investigation to one of our engineers and send them a draft work instruction for confirmation. In turn, this is forwarded to the **Fieldworks Team.**

We want to ensure effective communication with you throughout the process: **Katie** and **Ian** liaise closely with you to ensure that everything is organised efficiently.

B Proactive management

At RGS we're focused on giving every client the greatest possible ROI, and an efficient, thorough and **high quality site investigation** is the key to achieving this. We'll therefore always **go the extra mile** to anticipate and prevent any potential problems and delays.

For example, at this stage we contact the relevant utilities companies to make sure they are aware of the planned works. We send you a detailed email to check on key information such as site access and other project-critical details. We order data for the engineers ahead of time, and ensure that all relevant site and project records are up-to-date and accurate.

C Risk Assessments and Method Statements [RAMS]

We supply clear method statements about each rig used and risk assessments for their use.

Our drillers are highly skilled in operating rigs, but a strong health and safety culture across our entire team means we never, ever take any hazard for granted.

We also prepare site-specific RAMS which **address any local risks** posed by schools, shops, hospitals and other facilities.

STAGE 3 COMPLETE

THE WORK OF THE PROJECT TEAM IS NOW COMPLETE

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