

The Richard Stephens Partnership Ltd M&E Consultancy Services

COMPANY BROCHURE



HEAD OFFICE Edenbridge, Kent



THE CONSULTANCY



Established

Richard Stephens and David Hammond are the original founders of The Richard Stephens Partnership.

Limited Company

- Established presence in Healthcare sector.
- Andrew Paterson & Peter Smiles joined the board of Directors.

Internal MBO

- 29 years of sustained growth
- Internal Management Buy Out.
- Stephen Cowlin & Gerry Connor join Andrew and Peter on the Board.

SERVICES PROVIDED

The Richard Stephens Partnership Limited can offer a consultancy service in the professional engineering of the mechanical and electrical services in relation to the following work elements:

- Acoustical and Vibration Control applied to the Engineering Services
- > Air Compressors and Compressed Air Services
- Air Conditioning and Mechanical Ventilation
- Boiler Plant and Auxiliaries
- Calorifier Plant
- Central Clock Installations
- Cold Water Services
- Combined Heat and Power (CHP) Installations
- Conveyor Installations and Equipment
- Cooling Water Services
- Distribution Mains for any Services
- Electric Lighting and Power Installations
- Electric Generation Plant and Systems
- Electric Sub-stations and Switchgear
- Electrical Transmission Services
- Energy Management Systems
- Exhaust Gas Treatment and Flues
- Fire Detection and Alarm Systems
- Fire Protection Services
- Fuel Gas Distribution Systems
- Fume Cupboard/Safety Cabinet Installations

- Heating Systems
- Hot Water Services
- Incineration Plant
- Information Technology (IT) Systems
- Intruder Detection and Alarm Systems
- Kitchen Installations
- Laboratory Services
- Laundry Equipment and Services
- Lifts, Hoists, Escalators and Travelators
- Medical Gas and Vacuum Services
- Pneumatic Tube Conveyor Systems
- > Public Address, Personnel Location and Call Services
- Public Health and Plumbing Services
- Radio and Television Installations
- Refrigeration Installations and Cold Stores
- Security and Access Control Systems
- Steam and Condensate Return Services
- Sterilising Equipment
- Telephone Installations
- Thermal Insulations to Engineering Services
- Water Filtration and Treatment Systems

RSP Healthcare Clients



NHS Trust

OFFICE FACILITY, TRAINING & DEVELOPMENT STRATEGY

Office Facility

The company is based in Edenbridge, Kent, and in London, located a short walk from London Bridge station.

Presently the RSP have 20 permanent and contract staff, both facilities give the flexibility to expand to meet the resourcing demands of an increasing and diversifying workload.

Training & Development Strategy

The Directors understand that succession planning and management is an essential factor in achieving, and maintaining, a successful long-term business, that continues to provide a quality service to all of its Clients.

Coupled with this is the need to continually develop the knowledge and skills base of all of the staff, ensuring that they have the training and tools necessary to deliver a first-class service.

The company has been, and remains, keen to employ young engineers during their college studies and early on in their careers, and to support, educate and develop them to a stage where they become fully competent design engineers. A number of engineers have also been sponsored on a day-release basis to gain further academic qualifications, something that the company is keen to continue.

RSP fully supports Continuing Professional Development (CPD), which is actively encouraged by CIBSE and IET, of which the company are members. All staff are encouraged to attend lectures and seminars, both internally and externally, to enable them to comply with their respective Institutions CPD requirements.

As well as training and developing its existing staff-base, RSP also sees that further successful growth, diversification and development, can only be achieved by selective and strategic recruitment, at more senior levels, from within the Industry. In this respect, the practice has recruited a number of key individuals with a vast array of experience, gained not only from working on prestigious projects within the various work-sectors, but also from working with certain Clients on key projects, where a number of the Lean Construction methods were developed and tested, leading the way in a new working concept.

Membership of Professional Bodies















consultancy engineering business environment

Our Team



IT FACILITIES

Information Technology (IT)

RSP have made significant investments in CAD and IT, the result of which is a fully networked, high-tech, office facility that successfully supports our staff and the wider team.

Infrastructure

RSP's offices are fully networked, utilising a Microsoft Windows 2008 Server and Windows XP and Windows 7 operating systems running on HP Workstations, with remote email access. This technology provides the potential for RSP to make best use of existing and new IT technology, together with the ability to connect to wide area networks, should this become necessary in the future.

Engineering Design Software

RSP utilises a number of software packages for building services engineering design, including Bentley TAS dynamic Thermal Simulation Software, Bentley Hevacomp Amtech and Dialux, which all engineering staff are fully conversant with. RSP regularly reviews the software available in the market place, in conjunction with its developing projects portfolio, and will procure additional software, and implement the necessary training, as necessary in order to deliver a first class service.



BIM / Revit

RSP has in-house Revit capabilities and successfully undertaken many BIM projects.

CAD

RSP has an in-house CAD bureau that meets the demands of the practice's workload. It operates AutoCAD LT, which is always updated to the latest release.

Specification

RSP have developed their own building services standard specification which is held on a database and, to complement this, we also subscribe to the National Engineering Specification (NES).

Technical Library

To complement our extensive technical and products library, RSP also subscribes to the IHS (TI) web based technical library resource and are members of the BSRIA, allowing access to one of Britain's largest building services technical libraries and direct access to BSRIA staff.



The Richard Stephens Partnership Limited



The RSP Directors









Andrew Miles Paterson BEng (Hons) AMIMechE

Director

Date of Birth: 2nd February 1965

Andrew has over 39 years industry experience, having worked in most business sectors for clients such as AMC cinemas, BAA, BAA Lynton, Body Shop, British Airways, Cadogan Estates, COLT Telecom, Fidelity Investments, Pinnacle and Prudential Portfolio Managers, together with his early and recent healthcare experience.

Having commenced his career with the South East Thames Regional Health Authority in 1981, and after obtaining a BEng(Hons) in Environmental Engineering, Andrew joined WSP in 1988 as a Graduate Engineer. In 1999 he attained the position of Technical Director and was responsible for the managing a team of over 30 staff, within their Holborn office.

Andrew has particular strengths in the fields of environmental issues and sustainable design, for which he was responsible for championing at WSP. Additionally, he has been instrumental in testing and implementing lean construction techniques, performance measurement, utilising KPI's, and working within partnering arrangements, all gained during his time with BAA. Andrew has found this experience invaluable and has implemented this learning on many subsequent projects.

Having achieved his ambitions at WSP, Andrew joined RSP in February 2002 and has been instrumental in the Company's further development, and is the Director responsible for the University College London and St George's University of London Frameworks. At RSP Andrew has managed major projects at Kidderminster Hospital DTC, Watford Health Campus, LIH Ravenscourt Park Hospital, St Mary's Hospital, Padding new Surgical Innovations Centre and the UCL Division of Medicine Refurbishment at the Royal Free & University College Medical School.

Peter Alan Smiles

Director Date of Birth: 25th December 1962

Peter began his career in 1979 at WS Atkins. He attended college and obtained a HNC in Electrical Building Services and went on to work on projects such as a faculty of medicine in Saudi Arabia, a casino in London and a training school in Gosport.

In 1985 Peter joined the Williams Sale Partnership (later WSP). He was promoted in 1989 to Senior Engineer with overall responsibility for schemes such as a prestigious London office redevelopment, a business park in Luton, Friends Provident Life Offices in Dorking, Surrey and Cheltenham & Gloucester College of Higher Education. Peter then spent two years in Mauritius, overseeing the construction of the State Bank's head office. In 1995 he was promoted to Associate, with responsibility for a team of engineers and financial control of projects such as a textile mill in Nottingham, a private island development on Guernsey and a shopping centre redevelopment in Guildford.

In 1997, Peter spent four years in Dubai as Manager of WSP's Middle East office, procuring work and promoting the growth of the company in the region. His projects included the 220 bedroom Royal Mirage Hotel and infrastructure services for the Dubai Marina project. In 2001 he returned to the UK as an Associate Director, undertaking client liaison and the procurement of new work as well as managing a team and projects.

In 2002 Peter joined RSP, and has been involved in projects at Kidderminster, Ravenscourt Park, Charing Cross Hospital and St George's Hospitals





Stephen Cowlin BEng (Hons) MSc CEng MCIBSE Director (Mechanical)

Date of Birth: 5th September 1980

Stephen gained a BEng (Hons) qualification in Mechanical Engineering and then joined the Royal Marsden NHS Foundation Trust in 2002, where he was involved with the maintenance of the building and engineering services, including central steam plant, management of water systems and asbestos registers and was an Authorised Person for the medical gas pipeline systems. His other duties included advising through the feasibility, design and construction stages of capital schemes in relation to the mechanical and electrical building services. Subsequently he became involved with energy and environmental issues, such as identifying, monitoring and targeting areas where energy consumption could be minimised and working on and helping to implement Trust policies for waste, water and energy use.

Stephen joined RSP in 2008, as a Mechanical Engineer and was promoted to a Senior Engineer in 2012 and then subsequently Associate in 2014 and Director in 2016. During this time he has also gained an MSc qualification in Energy and Environmental Technology & Economics and achieved Chartered Engineer status. Following this, Stephen has taken a keen interest in sustainable design and has taken this on board during his time at RSP, in particular with his involvement in infrastructure projects including a variable volume MTHW district heating system, chilled and condenser water infrastructure including replacement of 2no absorption chillers and large scale air handling plant (up to 42 m³/s) refurbishments including introduction of heat recovery. Other project experience includes containment level laboratories and specialist healthcare facilities such as ITUs, MRIs, CT scanners, and linear accelerators as well as general ward refurbishments.

Gerry Connor BEng MSc CEng MCIBSE

Director (Electrical) Date of Birth: 8th October 1983

Gerry initially qualified as an approved electrician and in this capacity gained experience working in domestic, commercial, industrial and petro-chemical installations. In 2008, prior to joining RSP, Gerry gained a BEng degree in Electrical Services Design.

Gerry joined RSP in 2008, as an Electrical Engineer and was promoted to a Senior Engineer in 2012 and Associate in 2014. During his time with RSP, Gerry has worked on a number of projects such as:

- A 54 bed Acute Admissions Assessment ward at St Mary's Hospital, Paddington
- A new three story children's cancer unit at the Royal Marsden Hospital, Sutton.
- A 16 bed Intensive care unit at St Mary's Hospital, Paddington, which included new IPS/UPS systems
- 2 operating theatres with associated 16 bed recovery at St Mary's Hospital, Paddington
- 2 integrated operating theatres at the Royal Free Hospital
- Partial School refurbishments
- Radiopharmacy department at the Royal Free Hospital
- New Front Entrance to East Surrey Hospital
- Central chiller and AHU replacement at the Royal Free Hospital, including selecting and designing harmonic mitigation solutions
- New Endoscopy department at St Mary's Hospital, Paddington under a P21+ contract

During this time he has also gained an MSc qualification in Building Services with Sustainable Engineering at Brunel University, and subsequently achieved Chartered Engineer status.





Trevor Robert Ford

Associate (Electrical)

Date of Birth: 19th September 1953

Trevor has over 40 years experience, working in a multitude of business sectors. His initial apprenticeship, with J Stinton Jones and Partners, was followed by a 17year period with Kenneth Fowler Partnership. Projects undertaken during these periods included healthcare and educational developments, together with a number of commercial office developments.

Trevor has since been involved in a range of different project types, for several consultancies, including various telecommunication switch-sites, for AT&T and MFS, the fit-out of Walt Disney's UK headquarters' and the design concept/brief for the refurbishment of the Brunswick Centre, an award winning retail "Street". He has also had direct contractual experience, in the position of Design Manager, for a major "blue chip" building services contractor, on the construction of a 300 bed luxury apartment, hotel and leisure complex, attached to the Canary Wharf development.

Trevor joined RSP in 2003 being promoted to the position of Electrical Associate in 2007. He has been involved in various high technology projects, for both the healthcare and education sectors, including the design of facilities for linear accelerators, magnetic resonance imaging (MRI) equipment and electron microscopes. Other notable projects include a high impact front entrance remodelling programme for a major London hospital and upgrade of a 360 seat, multi-function lecture / stage theatre.

Trevor's extensive healthcare experience has involved designing the electrical services for various projects at the Royal Marsden, Charing Cross, Hammersmith and the Royal Free Hospitals. He is presently involved in the £35million 5-star+ private hospital refurbishment/upgrade of the 1920's award winning Grade 2 listed Ravenscourt Park Hospital which is to included a new build 4-suite Radiotherapy basement complex.



RSP HEALTH & SAFETY POLICY STATEMENT

The following is a statement of the company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of The Richard Stephens Partnership Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company or other persons who may be affected by our undertakings.

The Richard Stephens Partnership Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of The Richard Stephens Partnership Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Signature

Position: Director

Date: January 2020

Review Date: January 2022



RSP ENVIRONMENTAL STATEMENT

The Richard Stephens Partnership Limited recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will: -

- · Establish sound environmental management by: -
 - Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
 - Developing objectives that target environmental improvements and monitor performance by regular review.
 - · Considering any environmental issues in the decision-making process.
 - Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
 - Educating staff so that they carry out their activities in an environmentally responsible manner.
- · Provide for the effective use of resources by: -
 - Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
 - Promoting the efficient use of resources, energy and fuel throughout the company's operations.

· Co-operate with: -

- The communities in which we operate.
- The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Signature:

Position: Director

Date: January 2020

Review Date: January 2021





British Assessment Bureau



British Assessment Bureau

RSP QUALITY ASSURANCE STATEMENT

It is RSP's objective that all services installations that form part of the company's appointment are properly designed, installed, tested and commissioned and that appropriate operating and maintenance documents are produced, in compliance with BS EN ISO 9001:2008, for which we were accredited in May 2015, 2017 and 2017.

Design

The design of all services will be undertaken using standard approved calculation software. The company uses Bently TAS, Bentley Hevacomp M & E design software, Amtech and Dialux for this purpose. Hard copies of all calculated results shall be printed and held on the project calculations file, together with all data stored on the RSP server. Where the type of project is inappropriate for standard calculation software, calculations shall be carried out using RSP's standard calculation forms. All such forms shall be checked and signed by the engineer's immediate superior. All design strategy decisions and supporting calculations will be progressively checked and agreed, by a Director, at each stage of design, prior to reporting to the wider Project Team.

Drawings

The company's policy is for all drawings to be produced on CAD using AutoCAD software. Services shall be multi-layer over the plans produced by the Architect so as to produce multi-service coordinated plans. It is essential that the Architect includes structural information on his CAD layouts to support the overall co-ordination aims of the company. All services layouts are to be developed around the standard engineering blocks, which feature in the company's standard symbols and notation CAD library. All drawings will be checked by the design engineer and the responsible Director and signed before being issued for tender or contract instruction.

Specifications

The company has developed its own mechanical and electrical standard specification, which is held on a database, as well as subscribing to the NES. All project specifications are developed from the standard specification on an individual project basis. The Director responsible for the project, prior to tender issue, checks all specifications.

Contract Administration

Office: All RSP documentation shall be produced on our standard forms and filed in accordance with our agreed filling management system.

Project: The installing contractor is required to produce installation/fabrication drawings. The design engineer, to ensure that there are no deviations from the design intent, and to ensure that the contractor is complying with the company's specification, checks all these. The company will attend site meetings once the M & E services installation has commenced. The design engineer will regularly inspect the installation, as the works proceed, to ensure the requisite quality is achieved. Records of all site visits are recorded on standard forms developed for the purpose. Defects are recorded on standard defects sheets, which are circulated to all concerned. The design engineer, to ensure that the installed systems operate and perform in accordance with the design intent, shall carry out, commissioning checks. The company views this role as key to successful completion and handover.

Handover Documents

The design engineers check all operating and maintenance manuals and record drawings, and any errors are corrected prior to handing the documents to the Client. Practical completion is not achieved until such time as completed O & M documents are achieved to the satisfaction of the designers. Certification will only be given once these documents are received.

CDM

In accordance with the requirements of CDM, the company's aim is to design the services installations such that they are afforded good access for maintenance. The Architect's support in achieving this aim is essential and close liaison shall be undertaken towards meeting this joint obligation. The company does not undertake the Planning Supervisor role but concentrates on the skills of developing safe, practicable, easy to maintain services installations. The company's policy is to work closely with the Planning Supervisor to define the hazards associated with the construction phase of the work and the safe approaches towards maintaining the systems.

The Environment

RSP play an active role in protecting the environment in the way we operate our business and in the production of engineering solutions with the aim reducing the environmental impact. We are ISO 14001:2004 accredited, and actively promote the use of renewable energy technologies and energy recovery systems to reduce energy demand and drain on natural resources and is fully conversant with the design and specification of these systems. The primary aim, however, from the outset of each project is to target the use of passive design solutions, such as natural ventilation, the use of thermal mass and natural day-lighting.

Staff Training & Education

RSP regularly arrange lunchtime CPD seminars for staff and actively support their attendance at external technical seminars, conferences and trade exhibitions. RSP have additionally successfully sponsored a number of Engineers to undertake both Batchelor's and Master's Degree courses.

Sub Consultants

Wherever RSP propose the use of Sub Consultants they shall ensure that they are adequately qualified to undertake the work for which they are to be appointed for and that they are fully conversant with our QA procedures and shall use our standard documentation wherever appropriate.

Healthcare Projects Portfolio











Benenden Hospital



Royal Marsden Sutton, CYPC



- Completion October 2017
- ≻Value £45m
- Biggest ever new hospital for Benenden

 Value - £13m
New build two-storey extension



Hammersmith Hospital- Renal Building



≻ Value - £23m

> New Build scheme on an occupied site

ST MARYS HOSPITAL







- Major A&E area refurbishment
- Completion Over 4 Phases
- Value £2m
- Primary project to Increase Resus from 4 to 6 bays & create paediatricians, clinical diagnostic unit (CDU)

The Richard Stephens Partnership Limited

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