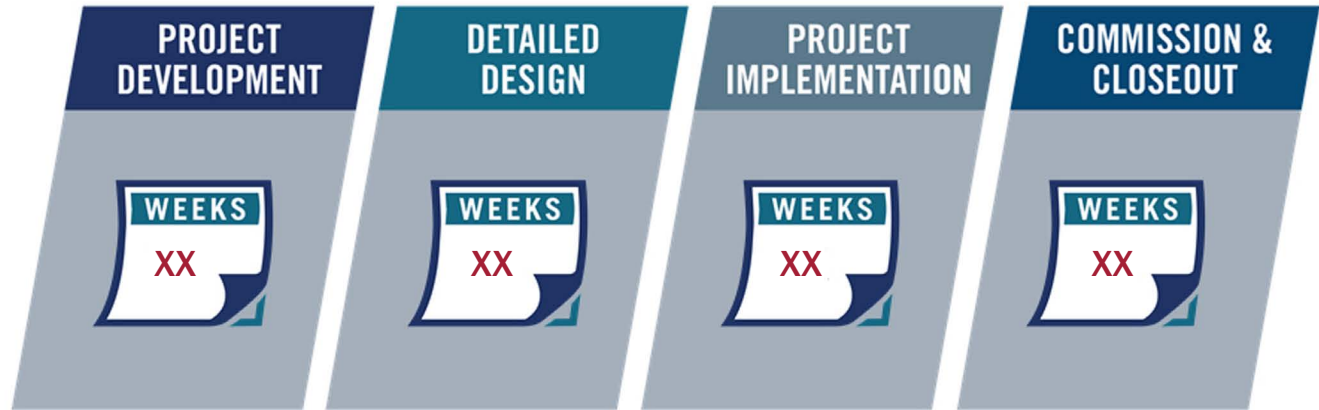




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## Project Approach Plan Summary

To ensure maximum efficiency and accuracy, Stellar employs a systematic and well-documented approach to executing projects. From engineers and architects to project managers and construction teams, we all adhere to the execution plan in order to deliver the assignment on-time and on-budget.

### Phase 1: Project Development

This initial phase is crucial for the success of a project. Our team gathers necessary information to commence with conceptual engineering, preliminary engineering and ultimately establish a project budget estimate and schedule before moving into detailed design.

#### Conceptual Engineering

- Review project scope
- Formalize strategy
- Review owner design standards
- Review existing utilities and site constraints
- Perform preliminary code search

- Research permitting requirements
- Determine flow streams for raw material, finished goods, sanitation, waste
- Develop process design basis

#### Preliminary Engineering

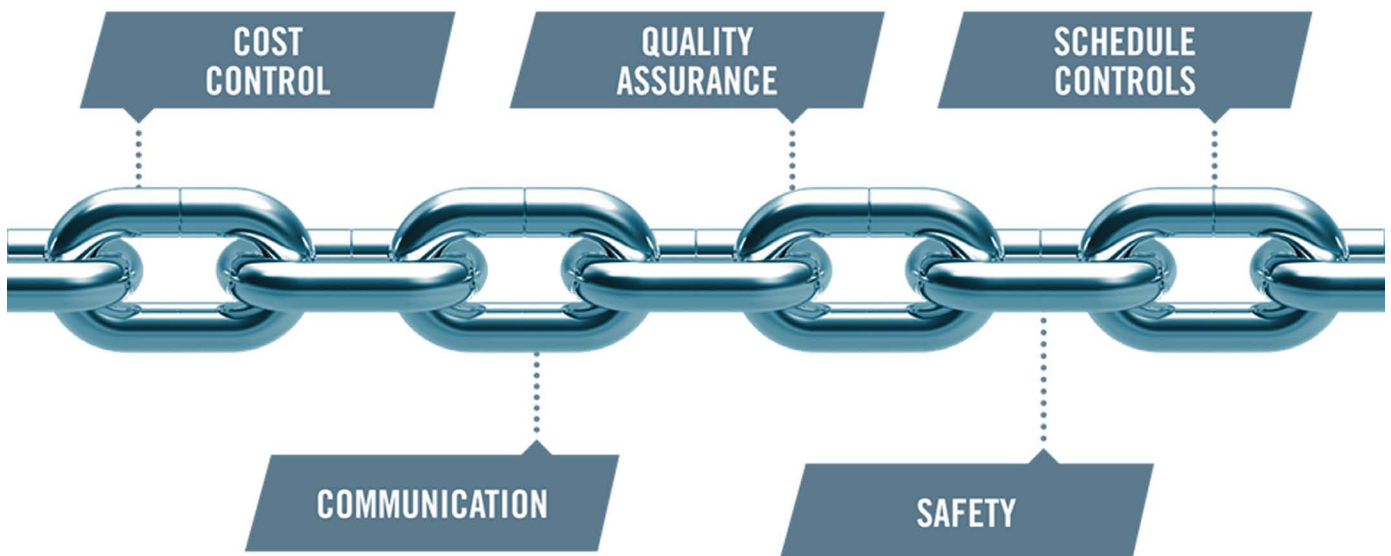
- Establish design criteria document (DCD) and utility matrix
- Develop outline specification for soil, MEP equipment, etc
- Conduct LEED, code and permitting reviews
- Coordinate with OEMs and vendors, including in-person meetings
- Create process equipment flow diagrams and layouts

#### Estimate & Schedule

- Estimate with accuracy and contingency variance
- Provide value engineering and alternates
- Develop preliminary schedule
- Determine project staffing



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## Phase 2: Detailed Design

The detailed design phase is where we use the client input from the project development phase to transform the schematic drawings, outline specifications and project definition into working drawings and specifications.

- Delivery of final outline specification and drawings
- Multiple drawing reviews – 30%, 60%, 90%
- Drawing acceptance by owner
- Development of the guaranteed maximum price
- Collaboration with vendors and OEMs on longer-lead items

## Phase 3: Project Implementation

**Cost control** - we perform thorough planning and bid management during procurement, develop a process for change management and prepare detailed accounting for accurate forecasting and reporting.

**Quality assurance** - our proactive approach to quality control begins during pre-construction and continues through closeout. It includes rigorous review of design and submittal documents, on-site inspections and project observation reports for every critical juncture, monthly and weekly progress reports, independent agency testing, as well as mock-ups & samples and mechanical systems start-up and training.

**Schedule controls** - we keep projects moving through constant collaboration and planning, which includes regular schedule updates, two-week look-aheads and weekly subcontractor coordination meetings.

**Communication** - all client communication is handled through our documentation control center, Contract Manager software. Our project manager oversees all communication, acting as a single point of contact for design, submittals and shop drawing control, requests for information (RFIs), drawing management procedures and design changes.

**Safety** - the safety of our employees, clients and contractors is top priority, so we create project-specific safety plans, perform safety audits, create emergency protocols, implement a Process Safety Management (PSM) plan and adhere to all OSHA requirement.

## Phase 4: Commissioning & Closing

- Mechanical systems start-up and training
- Final field inspections
- Punch list
- Record drawings & Owners Manual
- Owner's manuals