

# ARTIFICIAL GRASS PITCH FRAMEWORK END TO END PROCESS

2024 – 2028





## END TO END PROCESS

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## PROJECT VIABILITY

The Football Foundation Delivery Manager (DM) carries out initial project viability checks and provides a link to the AGP Framework Guidance and Documentation for review by the Client.

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### STAGE 1 – PREPARATION & BRIEF

#### Step 1

The Client confirms they have reviewed the guidance documentation and are happy to proceed and provides security of tenure documentation to the DM.

The DM populates their sections of the Project Information Document (PID) and once complete issues to the Technical Project Manager (TPM) including the security of tenure documentation. DM also confirms that the project is viable and that there are no obvious showstoppers.

*Note: The DM is to ensure that the Applicant has access to the available funds to cover the proposed pre-award budget of £35,000 before instructing the TPM to enter the project into the Framework.*

The TPM then reviews the PID and security of tenure documentation once the review is complete the TPM completes the PID.

TPM to instruct review of security of tender documentation to ensure it is suitable for grant security, review to be undertaken by the Football Foundations Solicitors.

The TPM then issues the completed PID along with the Framework Joining Agreement and Framework Fee Undertaking Agreement for execution/signature by the Client.

*Note: The TPM is to upload all of the project documentation on the completion of each stage to the designated folders on the Grant Management System.*

#### Step 2

The TPM visits site to run through the Framework process with the Client and gather further information to develop the PID.

The Client returns the signed Framework Joining Agreement and Framework Fee Undertaking Agreement to the TPM.

**THE PROJECT DOES NOT PROCEED PAST THIS POINT UNTIL THE TPM HAS RECEIVED THE SIGNED AGREEMENTS FROM THE CLIENT.**



### Step 3 (Week 1 - 2) – 2 Weeks

The TPM issues the PID to the Design Consultant (DC) and Framework Managing Consultant (FMC) including instruction to the DC to carry out a Desk Top Review and Utility Search of the site to aid brief/feasibility of the project. A copy of the instruction is also sent to the Technical Project Executive (TPE).

*Note: FMC email address – [AGP@MGAC.com](mailto:AGP@MGAC.com)*

*Note: TPM is to ensure equal instruction of DC's within their region and also instruct the same DC where possible for projects that are being procured around the same time via the Framework.*

The Project (Site Name as per the PID including Grant Reference Number) is added to the Framework Tracker by the FMC and updated by the FMC throughout the Framework Process.

The TPE for the purpose of creating a formal order issues Form of Orders to the DC and FMC based on the standard set fee agreed with the Football Foundation.

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## STAGE 2 – DESKTOP REVIEW, DC SITE VISIT AND TOPOGRAPHICAL SURVEY

### Step 4 (Week 3-4) – 2 Weeks

DC to provide Desktop Review and Utility Search to TPM including assessment on project viability based on findings, DC to provide an indicative fee proposal which is to include potential costs of any site-specific surveys before proceeding to Step 5.

*Note: If the indicative fee proposal for the services of the DC exceeds **£30,891**, TPM to discuss with the Client and obtain written assurance that they happy to pay the extra over costs before instructing the DC.*

Once the project is confirmed viable TPM instructs DC to undertake site visit and carry out the Topographical Survey.

The DC and FMC return the signed Form of Orders.

### Step 5 (Week 5 - 6) – 2 Weeks

The DC arranges a site visit to meet the Client, undertake site assessment and carry out Topographical Survey.

The DC issues Third Party Warranty to Client.

The review of the security of tender documentation is completed by the Football Foundations Solicitors.

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## STAGE 3 – FEASIBILITY

### Step 6 (Week 7 – 9) – 3 Weeks

The DC issues the initial design (General Arrangement, Topo, Drainage, Fencing, Lighting Design, Earthworks modelling etc) including proposed external works, access pathways and hard and soft landscaping, etc to the TPM, FMC and Client.

The DC arranges and Chairs an online Initial Design Review meeting with the TPM, FMC and Client. The meeting should discuss design layout, alternative solutions, construction approaches and cost implications, programme, etc with minutes of the meeting issued by the DC.

DC to provide proposed fee to undertake Feasibility and Design Stage including Standard Site Surveys.

*Note: The Football Foundation will contribute up to a maximum of £35,000 towards the fee proposal, the contribution will be allocated in three parts standard services (£12,500), ground/site investigation works (£12,500) and site-specific surveys (£10,000) any additional cost over and above these values will need to be met in full by the Client.*

*Note: The TPM should review each fee proposal from the Design Consultant, checking/challenging any survey costs that are above the rates submitted (due to site specific) to ensure VFM.*

TPM instructs Feasibility and Standard Site Surveys to completed by the DC.

*Note: In the event that the proposed ground/site investigations are less than £12,500, it is proposed the remaining budget if required can be added to the budget for the site-specific surveys.*

### Step 7 (Week 10 – 19) – 10 Weeks

The DC issues the completed Feasibility including report, surveys, interpretation of surveys, site/layout plan(s) options appraisal, design/development considerations and development of specification for the facility to the TPM, FMC & Client.

FMC to undertake Principal Designer Risk Review.

TPM and Client to review feasibility, design proposals and updated fee proposal, once agreed TPM instructs DC to proceed with the Detailed Design and Planning Application including Site Specific Surveys.

*Note: The site-specific surveys will be categorised into required and recommended by the Design Consultant; the recommended surveys will only be undertaken following further review/consideration based on the site/local knowledge of the TPM.*



*Note: In a scenario whereby, an Applicant is unwilling to contribute or more likely wanting to submit the planning application within the budget, the Football Foundation would require written agreement that any additional surveys requested by the Local Planning Authority are picked up by the Applicant or by the Football Foundation if deemed appropriate by Football Foundation Senior Grant Leadership.*

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## **STAGE 4 – DESIGN DEVELOPMENT & PLANNING**

### **Step 8 (Week 20 – 22) – 3 Weeks**

The DC completes the Detailed Design and prepares the Planning Application including Site Specific Surveys.

FMC to undertake site visit to undertake Principal Designer PCSI.

#### **(Additional Weeks)**

The DC advises on impact of Site-Specific Surveys to the standard delivery programme and provides an updated programme to the TPM, FMC and Client.

*Note: The DC is to provide a draft planning application in line with the standard delivery programme irrespective of the impact of Site-Specific Surveys.*

### **Step 9 (Week 23 – 38) – 16 Weeks**

The DC submits the Planning Application and responds to any planning queries /requests for further information/surveys from the Local Planning Authority (LPA).

*Note: It is the responsibility of the Applicant to pay the planning application fee which in most cases will be circa £2,605*

FMC is to issue PID to AGP Providers to provide project notification and the opportunity to undertake site visits ahead of the issue of the tender at Stage 4.

The DC is to advise on submission of the planning application and provide updates on progress to the TPM, FMC and Client.

#### **(Additional Weeks)**

In the event further surveys are requested by the LPA, the DC is to advise of the associated cost for approval/instruction by the TPM/Client.

### **Step 10**

#### **(Additional Weeks)**

Once planning permission is granted the DC begins the process of discharging any pre-commencement conditions excluding those that can only be discharged by the AGP Provider such as the Construction Phase Plan.



FMC to begin drafting the tender documentation ahead of the instruction of the tender exercise in Step 11.

### **Step 11 (Week 39) – 1 Week**

The DC is to notify the TPM, FMC and Client once all pre-commencement conditions are discharged, providing all relevant project feasibility, survey, design and planning documents to FMC.

The TPM issues project feedback form to Client to be completed within 15 working days, including project feedback form completed by TPM.

*Note: The project feedback forms will be issued via Microsoft Forms.*

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## **STAGE 5 – TENDER**

### **Step 12 (Week 40 - 42) – 2 Weeks**

The FMC issues Third Party Warranty to Client.

On receipt of signed warranty FMC completes tender documentation and issues single stage tender via the tender portal to the AGP Providers.

### **Step 13 (Week 43 – 48) – 6 Weeks**

AGP Providers submit tender return with Guaranteed Maximum Price (GMP).

GMP is based on receiving the contract award no later than 60 days post Proposed Panel Date.

FMC completes tender evaluation based on Most Economically Advantageous Tender (MEAT) criteria and issues tender report and recommendation for approval by Client and TPM.

*Note: Tender exercise is to be completed prior to application submission to the Football Foundation, this will result in tender prices being held for a maximum of 6 months.*

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## STAGE 6 – GRANT APPLICATION / VALUE ENGINEERING

### Step 14 (Week 49 – 64) – 16 Weeks

The FMC notifies the preferred AGP Provider within 30 days of tender submission of the proposed contract award subject to grant approval by the Football Foundation.

Grant Application is submitted to the Football Foundation and is assessed before presentation to The Football Foundation Grants Panel (Assessment & Decision Period 10-14 weeks).

The AGP Provider is to begin/complete the process of discharging any remaining pre-commencement conditions on receipt of a Letter of Intent for the associated cost from the Client which is to be drafted by the FMC.

The AGP Provider also has the opportunity to engineer/amend the design prior to contract award. Any amendments must be approved by the Client and Football Foundation prior to the submission of a non-material planning amendment (NMA) to the LPA.

Alternatively, if design changes are proposed that are suggested not to require the submission of an NMA and are accepted by the Client and Football Foundation this is at the risk of the AGP Provider.

*Note: this work will be required to be undertaken at risk by the AGP Provider.*

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## STAGE 7 – GRANT AWARD / FINALISED DESIGN / CONTRACT AWARD

### Step 15 (Week 65 – 72) – 8 Weeks

A Grant offer is made by the Football Foundation, which is accepted, and conditions of award discharged by the Applicant (Client).

If the NMA is approved or there is a design change from the preferred AGP Provider tender submission that results in a cost saving this is to be shared 50/50 between the AGP Provider and Client/Football Foundation.

The FMC prepares and issues JCT Design & Build contract with agreed start can completion date, FMC then arranges pre-start meeting with Client, TPM and AGP Provider.

*Note: If required to expedite the agreed commencement date, FMC to draft and initial Letter of Intent.*

The AGP Provider discharges any remaining pre-construction planning conditions that may have resulted from the submission of the NMA.



The FMC is to review and approve the Health and Safety Plan.

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## **STAGE 8 – CONSTRUCTION**

### **Step 16 (Week 73 – 92) – 20 Weeks**

The AGP Provider then enters the mobilisation period before the project then commences on site.

*Note: The start on site date should be within eight weeks of the contract award, if the NMA is not approved by this date, project to proceed as per original Planning Permission.*

The Signed JCT Design and Build Contract is issued to the Client.

Specialist Testing Consultant (STC) is notified by the AGP Provider of the project commencement date and provide testing fee to TPE.

TPE issues Form of Order for agreed framework testing fee which is signed and returned by STC.

The STC issues Third Party Warranty, which is signed and returned by the Client.

The STC carries out Key Stage Inspections and testing during the construction phase.

The FMC Administers the Building Contract and undertakes progress meetings, processes monthly interim valuations, H&S audit visits and issue any contract instructions/notices.

The AGP Provider raises an invoice for completed works and the Client submits an online claim to the Football Foundation to draw down the grant award from the Football Foundation.

The AGP Provider, in conjunction with the Client, ensures that all remaining planning conditions are discharged.

*Note: It is the responsibility of the AGP Provider to ensure that all conditions are discharged ready for handover of the project to the Client.*

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## STAGE 9 – HANDOVER

### Step 17 (Week 93)

The AGP Provider notifies the STC and FMC of the proposed handover date of the project so that the Field Test and handover meeting can be arranged by the STC and FMC.

The handover meeting is to be attended by the AGP Provider, FMC, Football Foundation and Client.

The handover meeting will be undertaken in two parts, the snagging inspection and then the handover meeting both of which are to be led by the FMC.

The AGP Provider is to provide the O&M Manuals and signed Framework Warranty for the pitch for review by the FMC. If all is in order copies are to be issued to the Client.

The FMC is to certify Practical Completion.

The STC is to provide a copy of the Field Test Report to the administrator of The FA 3G Pitch Register.

### Step 18 (Week 94 – 96) – 2 Weeks

The TPM issues project feedback forms to Client, AGP Provider, FMC and STC at handover which are to be completed within 15 working days.

*Note: The project feedback forms will be issued via Microsoft Forms.*

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## STAGE 10 – DEFECTS LIABILITY PERIOD

### Step 19 – 12 Months

The FMC is to oversee the remediation of all snagging / defects identified at Practical Completion.

The FMC is to close out any residual extension of time claims and issue all necessary notices and certificates.

FMC to agree Final Account with AGP Provider and issue statement to Client and TPM.

FMC to use any further payment certificates as and when required.

FMC to undertake 12-month defects inspection and STC to undertake Field Test.

FMC to monitor and ensure rectification of all defects FMC to issue end of defects certificate and final valuation.



TPM to collate completion documentation, ensure all grant conditions are discharged and agree project Final Account in relation to the grant award with Client.

Once agreed TPM to prepare and approve final grant Payment to Client, closing the project out on the Grant Management System.

*Note: The TPM maybe in position to close the grant out and make the final grant payment prior to the end of the Defects Liability Period.*

**PROJECT CLOSED**

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