PLAYZONE FRAMEWORK – APPLICANT GUIDE

2023 - 2027

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1. Introduction

The purpose of this guide is to introduce the Football Foundation Framework for delivering PlayZones. This document explains what the Framework is and the process of using it.

The Football Foundation has developed the Framework as a 'turnkey' package that ensures best value for the level of quality required of grant funded projects.
The Foundation has procured three roles, to support the national delivery of PlayZones between 2023 - 2027:

- PlayZone Framework Management Consultant (PFMC) services.
- Specialist Testing Consultant (STC); and
- PlayZone Provider (PZP) for the supply & Installation of facilities.

PLAYZONE CONCEPT (FOR ILLUSTRATION PURPOSES ONLY)

Each lot of the Framework Alliance was procured through a fully compliant open-procurement process through the United Kingdom's Find a Tender procurement rules.

The Framework Alliance will provide end-to-end services for the Applicant which includes the management, design, manufacture, supply and installation of the PlayZone as well as other site-wide construction works in connection with the provision of the facility. It will also provide contract administration, cost management, Health & Safety compliance and independent testing to meet the framework quality standards.

Each PlayZone will be allocated into a regional Lot. The FMC and STC will be provided by the same company across each region. However, there is a different contractor for each of the three regional lots. The regions are as follows:

- Northwest and Midlands
- Northeast and Yorkshire
- East of England, London, and South

This is the first iteration of this Framework but has adopted many of the lessons learned from our AGP Framework which is in its third iteration, having first been established in 2011. The Framework adopts Early Contractor Involvement (ECI) to

provide you with the best solution, through first class customer support and innovative design. It is a provider-led framework, with one point of responsibility placed with the provider for the delivery of your PlayZone, including associated items such as, floodlights, fencing and sports and maintenance equipment.

Applicants will also benefit from a robust warranty for the completed PlayZone from the PlayZone Providers.

2. THE FRAMEWORK PROCESS

Stage 1 - Project Brief

The Football Foundation's Delivery Manager or PlayZone Officer will undertake an initial meeting(s) to discuss the project brief which will then form the basis of the Project Information Form (PIF) and determine if your project is suitable to progress to the next step in the application process. They will also discuss with you:

- The principal terms and conditions of any funding arrangements.
- The full scope of your requirements and the requirements of a Framework project.
- Potential site constraints.
- The terms of reference for the Framework Managing Consultant (FMC) and the Specialist Testing Consultant (STC) including duties and form of appointment.
- The standard contractual arrangements and processes to be followed.
- An understanding of what makes up the total project costs.
- The high-level programme / likely delivery timescales.

In addition to the above you will also be provided with access to a suite of information about the Framework as well as the opportunity if required to discuss in more detail via an online meeting with our Framework Manager (FM) to allow you to make an informed decision that the process is right for you.

The information you can access will include a copy of the Framework Alliance Contract (FAC-1). The FAC-1 is a contract based on collaboration and all parties sign up to it as Alliance Members. It is important to note that within the contract the Football Foundation is referred to as "The Client" and you will join the contract for the duration of the project as an "Additional Client". You will do this by signing a "Joining Agreement (JA)" which will enable you to award a contract to the PZP.

The JA will be issued by the TPE for your execution at the same time the TPE will undertake a review of your security of tenure for the site and also instruct the Specialist Survey Company (SC) to carry out a desktop review and utility search of the site. Once you have signed the JA and entered the Framework the project can then move to Stage 2.

Stage 2 – Feasibility

On completion of Stage 1 and provided no concerns site issues/constraint have been identified on the completion of the desktop review and utility search of the site. The TPE will then be in a position to instruct the SC to undertake an initial set of standard site surveys based on rates pre-agreed with the Foundation. The cost of these as well as the desktop review and utility search of the site will be covered by the Football Foundation. These will typically include:

- Intrusive Ground Investigation (such as trial pitting or driven tube sampling)
- Drainage capacity survey
- Laboratory testing
- Topographical survey
- Electrical capacity survey
- For refurbishment projects a specialist survey that determines the make-up of the existing pitch and its base construction.

You will be provided with a copy of all of the standard site surveys and reports for your records which will also be sent to the PFMC by the TPE including an instruction to proceed to Stage 3.

It is important to note that further surveys may be required dependant on the outcome of the initial standard site surveys or at the request of the Local Planning Authority (LPA) and will form part of the PZP's Pre-Contract Services Agreement (PCSA).

Stage 3 – Appointment of PFMC and Instruction of PZP

The appointment of the PlayZone Framework Managing Consultant (FMC) is a very important part of the process as they provide a unique mix of independent services that are consistent, cost effective and removes the need for you to appoint any other consultant.

The fees for the FMC will be paid for directly by the Football Foundation and you will contract with the FMC through a Collateral Warranty. A Collateral Warranty is a contract between the consultant (warrantor) and its client (beneficiary). Essentially, they are a 'workaround' to create a direct contractual link which may not otherwise exist.

Who is the FMC?
The FMC is EDGE - a national construction and property consultant which has a dedicated PlayZones Framework team based across their regional offices. During Stage 3 The FMC will:

- Ensure the brief and feasibility is robust.
- Produce a budget estimate for your project.
- Notify the PZP
- Arrange the 'Kick Off' meeting with the Applicant/AC, PZP and FF
- Produce the Employers Requirements document.
- Gather and review Health & Safety information.
- Compile the 1st Stage tender documents.
- Formalise the appointment of the Supplier based on the PCSA.
- Perform the role of Employer's Agent, Cost manager and CDM Advisor during the Construction phase.

A "Two Stage Design and Build" Direct Award Approach
The PZPs are within a "Multiple Provider" framework with a single provider in each region (lot). The method of awarding works to the PZP will be by the use of the "Direct Award Procedure" this approach was procured through a fully compliant open-procurement process and under the procurement rules of the United Kingdom's Public Procurement using the Find a Tender Service.

As the name suggests there is no competitive process to be undertaken in the award of a contract to the PZP. However, it is a requirement that the appointed PZP demonstrates value for money through competition. This is achieved in two ways:- Original Tendered Rates and Supply Chain Tendering which will all be reviewed by the PFMC to ensure compliance and best value is achieved before agreement of the Contract Sum.

Who are the PlayZone Providers?
The Foundation has procured three specialist sports pitch contractors as part of the PlayZones Framework. These are Contractors who embody the values of the

Foundation and will work as part of an integrated project team to deliver mutual objectives for successful project outcomes. The three contractors are:

- Cleveland Land Services (CLS)
- Support in Sport (SIS Pitches)
- McArdle Sport

Each Provider procured is part and has signed up to the Framework Alliance, as an Alliance Member and are expected to work collaboratively with each other, in achieving several Framework Objectives, those being:

- Environmental Considerations
- Training & Employment
- Local Supply Chain Engagement
- Commitment to Framework Initiatives
- Commitment to Framework Collaboration

As mentioned above the PZPs are within a "Multiple Provider" framework with a single provider in each region (lot) as per the below:

Lot 1 – Cleveland Land Services (CLS) - Northeast and Yorkshire
Lot 2 – Support in Sport (SIS Pitches) - Northwest and Midlands
Lot 3 – McArdle Sport - East of England, London, and South

The relevant PZP will be notified of the project based on its geographical location and provided with all of the project information gathered to date ahead on the "Kick Off" meeting which will be arranged by the PFMC and attended by the Applicant/AC, PZP and Foundation.

Stage 4 – Design Development, Planning and Contract Sum

Pre-Construction Services Agreement (PCSA)
On award of the PCSA contract, the PZP shall then work collaboratively with the Project Team to develop its detailed design proposals and prepare and submit a full planning application to the Local Planning Authority (LPA).

The PZP is entitled to a fee for the PCSA works and as the Additional Client, you will be responsible for the payment of this. This is a fixed fee with slight variance across the PZP's but will no more than £13k exc VAT however, should further surveys be required these would attract additional cost. It should be noted that this is an eligible project cost which can be included as part of your partnership funding towards the project.

What can I expect from the PFMC in this stage?
During this stage the FMC will complete the following tasks:

- Draft the contract documentation incorporating the PCSA
- Agree the project programme
- Work collaboratively with the PZP to ensure the project will deliver Best Value and agree the final Contract Sum
- Check and challenge the detailed design process
- Complete duties under Construction (Design and Management) Regulations 2015

The PCSA includes three key workstreams and an overview of these is as follows:

Planning
The PZP once any additional surveys and the detailed design has been completed will submit a planning application to the Local Planning Authority (LPA) on your behalf. The PZP will be responsible for responding to any queries from the LPA and for discharging any conditions of award. Depending on the approach taken by the LPA, your project will either require:

- No planning application (likely only applicable for some refurbishment projects)
- A minor application
- A full application

If a minor application is required, then it is expected that the application will be decided within 8 weeks of the validation date. However, if the LPA decides that a full application will be required, then the statutory period for determining the application is 13 weeks. Should the approval from the LPA be awarded with any pre-commencement conditions then this will need to be discharged and can potentially add a further ten weeks to the programme this process seeks to avoid this where possible due to the early involvement of the PZP.

On submission of the planning application to the LPA the PZP will raise an invoice for payment by you as the Additional Client for works completed to date under the PCSA.

Tender / Pricing
Once the planning application has been submitted the FMC and PZP will commence the process for agreeing the "Contract Sum". The FMC will collate all project information along with finalising the Employer's Requirements, call-off contracts, warranties and any other information. It is then issued to the PZP for pricing and once returned to the FMC, their role is to ensure that the submission is compliant with the tendered Framework rates and ensure best value this is also referred to as Guaranteed Maximum Price (GMP 1).

At the same time the project will be moving through the planning process where additional surveys maybe be requested by the LPA during the planning consultation period which will be undertaken by the PZP in order to achieve a successful decision. Once planning permission is obtained and the design finalised all project costs are therefore identified resulting in an agreed "Contract Sum" also referred to as Guaranteed Maxim Price (GMP 2) which is then fixed for the duration of the Project. (Subject to any agreed provisional sum allowances or client changes).

On receipt of the planning permission the PZP will raise an invoice for payment by you as the Additional Client for the final balance of the works completed under the PCSA or they may choose to incorporate this within the Contract Sum.

Contract
The conclusion of this process results in an agreed contract that is ready for execution subject to a successful grant award from the Foundation. The PFMC will manage the execution process between the Applicant/AC and the PZP.

During this stage you will submit your grant application to the Football Foundation.

Stage 5 – Grant Award / Construction

Grant Award
Should you receive an offer of a grant from the Football Foundation the project is then in position to move forward, and the construction phase can begin once any conditions of grant award or planning pre-commencement have been discharged.

At the start of this stage the FMC will prepare an" instruction to proceed" based on the previously agreed JCT Design and Build (2016) contract and ensure that all parties have executed the contract, which will enable the mobilisation period of the PZP to commence for the delivery of the PlayZone.

Construction
During this stage the PZP takes responsibility for the successful delivery of your PlayZone. This stage will begin with a pre-start meeting at your site. The meeting will be chaired by the PFMC and you will be invited to attend, along with the Foundation and the PZP. It is an opportunity to:

- Clarify roles, responsibilities and lines of communication.
- Handover outstanding documents and issue outstanding information
- Discuss the programme and agree start and completion dates.
- Agree procedures for dealing with queries and issuing instructions.
- Agree site access procedures and issues.
- Agree meeting schedules, meeting structures and attendees.

Once the project commences on site, the PFMC will undertake regular site visits and will provide updates which cover the following items:

- Health & Safety
- Project progress
- Commercial update
- Risks

The PZP, FMC and STC are all bound by the terms of the Framework agreement which dictates the processes that they must follow and the quality standards that they must meet.

Who is the Specialist Testing Consultant?
Sports Labs are leading international experts in sports surface development and testing. They are fully accredited and certify hundreds of products for FIFA, World Rugby, and Fédération Internationale de Hockey in addition to countless other quality control tests.

During construction the STC will visit your site and complete Key Stage Inspections (KSI) to ensure the construction of your pitch is to a high standard and meets the Framework requirements. The PZP cannot move on to the next stage of construction

until it has successfully passed the KSI. Ultimately the STC will test and certify your pitch to the required standards of PlayZones.

The fees for the STC's services which are under the umbrella of the PFMC will again be paid directly by the Football Foundation and you will be provided with a Collateral Warranty.

Stage 6 - Handover

This is the really exciting stage when your new pitch is handed over to you and play can begin on the PlayZone.

At or just prior to the Handover date the STC will undertake the all-important quality tests and certify that the pitch has been completed in line with the Framework Quality Standards. They will also undertake final checks to ensure that the Floodlight installation meets the required performance standards, and they will do their own initial snagging inspection.

On hand-over day the PFMC will arrange a site meeting which the Project Team will attend. The PFMC and STC will both inspect the PlayZone and list any 'snagging' items that will need to be rectified under the terms of the contract.

During the meeting the Operation and Maintenance Manual and Health & Safety File will be provided to you for future reference on all the construction, product and maintenance details. You will also be shown how to maintain your PlayZone as well at the use of the new maintenance equipment (if applicable) that is provided as part of the Framework.

At the end of the meeting the PFMC will ask you for feedback on the framework process so that any lessons learned can be fed back to the Framework Alliance members for the purposes of continuous improvement of the Framework. You will also be asked to provide a score against various success measures which will form part of the PZP performance management process.

Once all the tests and checks are complete, the PFMC will issue a Practical Completion Certificate which brings the construction phase of the project to an end and possession of the site will pass back into your control and the PlayZone can then be used.

You will then be able to plan your opening event to showcase your fantastic new facility.

Stage 7 - Defects Period

This stage lasts for 12 months following hand-over and is known as the 'Defects Period'. During this time should your new pitch show any defects you should notify the PFMC, who will record each issue and create a defects list. If the issue needs early / urgent attention, the PFMC will arrange for the PZP to attend site and correct said defect, otherwise the list of issues will be addressed at the end of the defects period. You will retain 3% of the Contract Sum for this 12-month period to ensure the PZP returns to remedy any defects promptly. At the end of this stage the PFMC will return to site, carry out a final inspection and issue the final making good of defects completion certificate. At this time the PFMC will also certify that the retention sum should be released, and you will receive a final PZP invoice for this amount.

3. General

The Construction Contract

The overall approach to project delivery is “Two-Stage Design & Build”. The articles of Agreement and Conditions of Contract will be the JCT Minor Works Design and Build Contract (2016) (incorporating Pre-Construction Services).

The main objective of using a two-stage design & build approach to the Framework is to secure the early involvement of the PZP and to establish relationships between you and the team that will be designing and delivering your project.

By coming on board at an early stage and knowing that they will eventually be appointed to build the new or refurbished PlayZone, the PZP will be more willing and able to commit its resources to the project.

Using the PZPs expertise will enable the Project Team to determine the best approach to the individual project in terms of buildability and efficiency to deliver the most optimal technical and economical design solution.

By developing the detailed design and preparing the planning application, the PZP will gain an early and detailed understanding of your project and any opportunities or constraints that need to be addressed. It will also enable a more proactive approach to dealing with any planning conditions as these can be identified and addressed at a much earlier stage.

Mitigation of risks
All forms of procurement have an element of risk but different approaches will place the burden of risk on different parties to the contract. The proposed approach to the Framework through the combination of the Framework Alliance Contract and the two stage D&B contract seeks to share and manage risk within a controlled environment.

FAQs

Before being awarded a grant what is my risk?
The Foundation requires a good level of certainty that a project can be delivered before it commits to awarding a grant. Each project requires cost certainty and planning approval and there are obviously costs involved in getting to this stage. To share the risk of this the Foundation has committed to covering the costs of the base surveys and the consultancy services. Your share of the risk is the cost of the PZP's Pre-Construction Services (PCSA). The Foundation has negotiated a fixed fee for this work which incorporates the development of the design and the planning application stage. However, this stage may require further surveys at the request of the LPA, for example these could include Traffic Impact Assessments, Ecology or Noise Impact surveys and are very much site dependent. The cost for such surveys does not form part of the fixed fee and would be an additional cost to you.

What happens if I decide not to continue with the project pre-contract?
If, through circumstances within your control, you decide not to continue with the project prior to the construction contract having been signed, the Foundation reserves the right to seek payment for any costs it has incurred. Should it be for circumstances beyond your control the Foundation will not seek recompense.

How do we guarantee Best Value?
In order to provide you with a facility that represents high quality for the best value, the Framework has been procured via a fully compliant open-procurement process and under the procurement rules of the United Kingdom's Public Procurement using the Find a Tender Service. This means:

- The PFMC and STC are single provider Lots that were procured based on an "all market" compliant tender process and the resulting fee levels are fixed at very competitive levels which are far lower than would be the case if procuring individual consultants for each project.
- The PZP Lot was also procured via an "all market" competitive tender process and this has fixed the PZPs preliminary costs, at rates that are lower than they would be if each site was procured individually.
- During the tender/pricing stage the PFMC will work closely with the preferred supplier to identify value for money within supply chain quotations and ensure they inline with the "Framework Rates".

What if there is a disagreement with the PZP?
In the spirit and ethos of the Framework any contractual matters such as delays, variations or claims will be dealt with via discussion and agreement between the parties and a formal contractual approach will only be taken in the unlikely event that a formal dispute arises.

Glossary of Terms

Design & Build (D&B) – This form of procurement works on the basis that the main contractor is responsible for undertaking both the design and construction work on a project, for an agreed lump-sum price.

Early Contractor Environment (ECI) - ECI allows the PZP to be appointed under a two-stage contract before details of what is to be constructed have been fully developed. This enables the PZP to take part in the design development and construction planning stage of a project. This approach supports improved team working, innovation and planning.

Employer's Agent - In construction the term 'employer's agent' is used to describe an agent acting on behalf of the client as the contract administrator for design and build contracts.

Framework - A general phrase for agreements with providers that set out terms and conditions under which agreements for specific purchases (known as call-off contracts) can be made throughout the term of the agreement - in particular regarding price, quality and the quantity envisaged.

PlayZone Framework Management Consultant (PFMC) - Acts in the role of Employer's Agent and cost consultant as part of an integrated team with the appointed PZP to deliver the pitch to standards set-out in the Framework.

Find a Tender Service - The United Kingdom's public procurement rules which apply to any public purchases above the defined thresholds.

Guaranteed Maximum Price (GMP) - A guaranteed maximum price contract sets a limit, or maximum price, that the Additional Client will have to pay their PZP, regardless of the actual costs incurred. In its simplest form, a guaranteed maximum price contract simply puts a cap on the contract price that can't be exceeded.

Pre-Contract Services Agreement (PCSA) - A method for appointing a PZP to carry out pre-construction services under a two-stage tender process. A PCSA enables the contractor to collaborate with the client or their team of consultants to develop detailed designs and buildability as well as preparing for the construction phase, such as the programme.

PlayZone - A safe, inclusive, and accessible outdoor facility that bring communities together through recreational forms of football and a range of other sports.

PlayZone Provider – A specialist sports pitch/facility contractor that will carry out the detailed and technical designs, obtains statutory consents and supplies and installs the PlayZone including any associated works and services.

Project Brief - A high- level document that clearly sets out the overarching goals and requirements for the project and any special requirements or constraints that may impact on the design and management of the facility.

Project Team - You, the Foundation, FMC, STC and the PZP make up the Project Team.

Specialist Testing Consultant (STC) - Independent organisation that tests the construction of the PlayZone at key stages throughout the project.

For more information, please email:
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