PLAYZONE FRAMEWORK DELIVERY PROCESS

PlayZones team complete community engagement and add individual sites to Grant Management System (GMS)- including details on priority sports.

NB Delivery Manager (DM) should do this for single site projects.

Stage 1 - Project Information Form (PIF) is completed by PlayZones team in conjunction with Applicant and submitted to DM and Technical Project Executive (TPE).

NB DM should do this for single site projects

TPE issues Joining Agreement (JA) to Applicant as the Additional Client (AC) from the Football Foundation (FF as the Client).

TPE checks Security of Tenure.

TPE instructs survey company to carry out desk top review and utility search.

TPE checks Desk Top Review for site constraints and finalises PIF.

Applicant/AC returns signed JA to TPE.

Stage 2 - TPE instructs approved survey company to undertake standard site surveys (agreed survey rates).

TPE issues PIF and Survey data to PlayZone Framework Managing Consultant (PFMC). TPE issues Form of Order to PFMC. PFMC fee for all projects will be based on Band 3 then adjusted on completion of Stage 4.

Stage 3 - PFMC arranges 'Kick Off' meeting with Applicant/AC, PlayZone Provider (PZP) and FF. Supplier issues Programme. PFMC adds project to tracker/reporting system.

PFMC returns Signed Form of Order to TPE.

PFMC issues Third Party Warranty / PCSA to Applicant/AC.

On receipt of signed warranty PFMC instructs PZP to undertake design and planning stage.

PZP carries out any further surveys required.

Stage 4 - PZP undertakes design and submits Planning Application following review by PFMC and approval of Applicant and FF.

Supplier provides first Guaranteed Maximum Price (GMP 1).

PZP issues invoice to Applicant/AC for works completed to date for Design Development Work.

PZP carries out any further surveys required by the Local Planning Authority (LPA).

Application approved by LPA.

PZP provides GMP 2 incorporating cost/risk of discharging planning conditions.

PFMC reviews GMP checking and challenging to ensure value for money (VFM).

Grant Application is submitted to FF and assessed by DM & TPE. PZP begins process of discharging any pre commencement planning conditions.

PZP issues invoices to Applicant/AC for final balance owed for design/planning stage.

PFMC to agree fees with TPE based on project value band and Key Stage Inspections (KSI's). TPE to issue Form of Order for KSI's.

PFMC to return signed Form of Order.

Stage 5 – Grant offer made and accepted and conditions of award discharged. PFMC prepares JCT Design & Build contract and pre-start meeting takes place with applicant, PFMC and PZP in attendance.

PZP undertakes construction. PFMC carries out KSI's and testing during the construction phase.

PFMC Administrates Contract

and processes interim valuations.

PZP raises invoice for completed works and Applicant/AC submits an online claim to the FF to draw down grant.

TPE checks claim and approves for payment.

Stage 6 - At completion PFMC carries out BS/EN testing & undertakes handover inspection, checks O&M manuals and warranty and issues copies to applicant. TPE to obtain completion documents and ensure all grant conditions are discharged before releasing final payment to Applicant/AC.

TPE issues Feedback Forms.

Stage 7 - PFMC monitors any defects during the 12 months defects period and ensures they are remedied. PFMC issues the necessary paperwork to close out the project.