

The Football Foundation's Guide to Developing Third Generation Football Turf Pitches



— ■ FUNDING PARTNERS ■ —

This Guide provides applicants with advice on procuring a Third Generation Football Turf Pitch (3G FTP) using The Football Association (FA), the Football Foundation (FF), the Rugby Football Union (RFU) National Framework for Football Turf Pitches, and either as a new facility, or as a refurbishment of your existing facility. It endeavours to provide clear guidance on the processes that will need to be followed to deliver a 3G FTP via the Framework.

Please also refer to the Foundation's Guide on Ancillary Works when reading this information.



Project Viability

You should be able to provide a good case that justifies the need for your project and in the first instance you should contact your local County FA who will be able to provide advice on the suitability of an FTP project and assist you in the application process.

Does your site have:

- Good access and sufficient car parking?
- Suitable changing and welfare facilities?
- Enough potential users?

You should endeavour to compile a list of potential users and collect letters of support or commitment to use the facility from local clubs and groups which will help you prove the need for your facility. A Foundation funded pitch is expected to be available for use seven days a week for at least 85 hours and you will be challenged to fill a high percentage of that available time. Applications from schools often have an advantage here as they can fill daytime slots during the week; however a minimum of 35 hours a week must be made available to the local community outside of curricular hours.

- Good access for use by spectators/players with disabilities?

Initial consultations with the Local Planning Authority, are recommended in order to gauge the likelihood of gaining planning permission before any expenses are incurred. Full planning permission for an FTP will be required before your bid is submitted to the Foundation.

Professional Advice

It is expected that you will require professional advice in order to produce the initial elements of work required to obtain tendered prices through The FA/FF/RFU Framework for 3G FTPs. It is recommended that three consultants are approached to discuss the services they provide and their fee structure. Experienced pitch consultants should be aware of the requirements of the Foundation.

See appendices A, B and C for a sample letter to consultants and a works brief which outlines the information which your consultant will be expected to produce.

Remember – it is important you seek advice from your Foundation Technical Advisor or your FA Regional Facilities and Investment Manager before engaging in potentially costly consultant advice.

Compliance

All new and refurbished 3G FTP systems procured through the Framework conform to the performance standards, design, specification and construction principles, as shown in The FA's various guidance documents:

- Third Generation Football Turf Guidance
- The FA Guide to Third Generation Football Turf Design Principles and Layouts.

All of these documents are available on their website **www.TheFA.com**.

In addition, reference needs to be made to the FIFA Quality Concept for Football Turf or equivalent International Artificial Turf Standard (IATS) which is available via **www.fifa.com**.



Why have a Framework?

The FF, FA and RFU collectively took the decision to implement a Framework because of the distinct benefits that it provides in comparison to traditional methods of contracting. These include:

- **Consistency** and **speed** of process
- The **guarantee of quality**, with clear measurement and reporting
- Achieving **value for money** and ensuring **cost certainty**
- **Efficiency** through establishing robust design criteria, and methods of delivery
- **Continual improvement**, by taking lessons learned from one project and applying them to the next.
- By working with select suppliers, an **ethos of teamwork** and **long-term relationships** can be established.

Previously, it was found that should a defect occur; it is very difficult to determine the exact point of responsibility, with the designer blaming the installation contractor; the installation contractor blaming the carpet manufacturer and the carpet manufacturer blaming the designer. The applicant/employer is then faced with a difficult situation of proving fault and getting the situation resolved. It was decided for the purposes of this Framework that we would contract with a single party who will take responsibility for the design, manufacture and installation of the 3G FTP and that the manufacturers of the synthetic carpet would be best placed to do this.

Having a Framework allows a robust warranty for the 3G FTP to be provided by the Framework Suppliers. This will be for a period of eight years, with the performance of the pitch guaranteed for a minimum of the first three. The Framework Suppliers are required to perform an on-going overseeing role for the pitch to ensure that the maintenance and use of the pitch is correct and that the terms of the warranty are not broken.

It is expected that any 3G FTP project funded by the Foundation is procured via this Framework.

Establishment of Framework

The establishment of the Framework was undertaken in two phases. Firstly, it was necessary to appoint a firm of consultants to act as Framework Administrators, for which Robinson Low Francis (RLF) were appointed. Using their help and expertise, a robust, competitive process to appoint Framework Suppliers was undertaken. This resulted in six suppliers being selected. Both processes followed the requirements of the Official Journal of the European Union (OJEU). This is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation, must be published. Full details can be provided upon request.

It should be noted that the Framework only acts as a procurement mechanism, with the contract for the actual works being between the applicant and the Framework Supplier under the terms of the NEC3 Short Form Contract.



Roles and Responsibilities

Various organisations and individuals have specific roles with direct regard to the Framework Process, and these are outlined below.

Applicant:

- Provide all necessary 'pre-framework' information
- Act as contractual employer
- Attend pre-start and subsequent progress meetings
- Ensure payment of the Framework Supplier
- Use and maintain the pitch in the manner intended under the terms and conditions of the Framework Supplier's warranty.

FA Regional Facilities and Investment Manager (FA RFIM):

- Oversee pre-application process and ensure The FA interests are protected
- Determination that the project is a priority for funding
- Agreement to scope of proposals and outline design.

Football Foundation Technical Advisor (FF TA):

- Oversee process and ensure FF interests are protected
- Agreement to scope of proposals and outline design
- Assist with collation of 'pre-framework' information and agree the contents
- Incorporate details of tender returns into panel report
- Discharge pre-construction conditions of grant award
- Agree to detailed design of 3G FTP
- Attend pre-start and subsequent progress meetings
- Attend completion inspection/hand-over meeting and agree works are complete.

Sports Pitch Consultant:

- Undertake feasibility study to determine ultimate position of the pitch
- Produce outline designs of the 3G FTP
- Apply for planning permission on behalf of the applicant
- Provide all site specific information to allow the detailed design of the 3G FTP
- Provide a pre-tender estimate of the costs for the 3G FTP.

Robinson Low Francis (RLF):

- Lead the mini-tender process
- Analysis of tender returns and preparation of mini-tender report
- Recommend appointment of appropriate Framework Supplier
- Attend and chair pre-start and subsequent progress meetings
- Carry out interim progress valuations and issue payment certificates
- Agree costs for any changes or variations and agree a final account
- Prepare and issue regular cost reports on project finances
- Carry out snagging inspection on completion of the 3G FTP
- Ensure that any defects are rectified to a satisfactory standard
- Issue Practical Completion Certificate
- Undertake an 'End of Defects Liability' inspection 12 months post completion
- Act as CDM-Coordinator throughout the project.

Framework Supplier:

- Provide a tender for the works, based upon tender documents
- Following successful appointment, take responsibility for the detailed design, manufacture and installation of the 3G FTP
- Provide a warranty upon completion and ensure use and maintenance of the pitch is in accordance with the warranty
- Provide training to the applicant as to the correct maintenance procedures required for the pitch and oversee maintenance of the pitch through the life of the warranty.



Framework Suppliers:

The following is a list of the Framework Suppliers. Each supplier has different arrangements for the design and installation of the pitch, and may well employ sub-contractors for this purpose.

Greenfields
(Sports Surfaces) UK Ltd



Support in Sport (UK) Ltd



Limonta Smith JV Ltd



TigerTurf Ltd



Lano UK Ltd



FieldTurf Tarkett SAS



Framework Administrator:

Robinson Low Francis
7th Floor, 54 Hagley Road
Edgbaston, Birmingham
B16 8PE
Tel: 0121 4561474



Framework Process Map

STAGE 1

Analysis of need & confirming project is a priority for funding

The first stage of any project is to establish that it is a priority for funding within your county. Your County FA Development Manager and FA RFIM will be able to determine this and will look at factors such as need within your location, availability of partnership funding and practical viability. You should not look to progress with any aspect of your 3G FTP project if you require FF funding until this has been confirmed.

STAGE 2

Appointment of Consultant to undertake 'pre-framework' work

Before your project can be fed into the Framework, it is necessary to provide specific information to form the basis of a design and tender information. You will require a suitable consultant to complete this work, and we advise that you seek a minimum of three quotations for their appointment.

The 'Consultants Brief' and sample Covering Letter included in Appendix A and B should be used to seek quotations. Please ensure that your FFTA is involved with this process. Likely costs would be in the region of £5-6,000 for a full size 3G FTP. The nature of the information required for an existing facility is likely to vary – please see the alternative brief in Appendix C.

STAGE 3

Preparation of 'pre-framework' information & applying for Planning Permission
(Preparation 4 – 6 weeks, Planning 8 weeks minimum)

The first aspect of the 'pre-framework' work to be completed by your consultant will be to generate an outline design of the 3G FTP. Once you have agreement of your proposal from The FA RFIM and FFTA, these details can be used to submit a planning application.

Once planning has been approved, other site specific information can be generated such as an electrical capacity survey, topographical survey, geotechnical survey and utilities search, which will inform the detailed design. This work will also include a pre-tender estimate of the likely costs, which will assist you with establishing a fundraising target.

A checklist of all information required can be found in Appendix D. This information is likely to vary for an existing facility and advice should be sought from your FFTA as to the exact extent of the information required.

STAGE 4

Mini-tender of project to Framework Suppliers by RLF
(6 weeks)

When all information has been prepared, under agreement with the FFTA, this can be forwarded to RLF who will prepare tender documents to be sent to mini-tender with the Framework Suppliers. Ideally, this would be done at the time the funding application is submitted to the FF.

Each Framework Supplier is expected to visit your site to familiarise themselves before submitting their tender. The tender period would generally be four weeks. Tenders are returned directly to RLF.

STAGE 5

Analysis of tenders by RLF
and appointment of
Framework Supplier
(1 – 2 Weeks)

Following receipt of tenders, RLF will undertake an analysis exercise to ensure that all Framework Suppliers have included all aspects of the project, along with a qualitative analysis of the information within the tender that has been returned. This will provide a score against each tender, which is derived from the qualitative and commercial analysis.

A decision will be made by the FF panel as to the preferred Framework Supplier, but this would generally be the supplier with the highest scoring. Following a successful funding decision from the Foundation, all other partnership funding being in place and pre-construction conditions of the grant discharged, the preferred Framework Supplier can then be formally appointed.

STAGE 6

Construction of 3G FTP
(12 – 16 weeks)

Prior to the start of construction of the 3G FTP, a pre-contract meeting will be held with RLF, the preferred Framework Supplier, the FFTA and yourselves to discuss and agree all matters related to the contract and practicalities of the build. The final details of the design will also be discussed and agreed.

Whilst RLF will oversee and administer the works, the appointed Framework Supplier will provide certification that nine key-stage inspections have been completed as designed and to the required quality. These inspections are undertaken by an independent consultant, thus guaranteeing the quality of the installation.

RLF will arrange monthly site meetings to ensure work is progressing as it should and also certify the value of the works completed. They will also provide financial reports to ensure that the project remains on budget and that any variations can be afforded. Acting as CDM-Coordinator to oversee all Health & Safety matters is also within RLF's remit.

STAGE 7

Completion of 3G FTP

When all works have been completed by the appointed Framework Supplier, a snagging inspection will be undertaken. The Framework requires the 3G FTP to be presented with 'Zero Defects' at the point of completion. Provided that all is in order, a Practical Completion Certificate will be issued by RLF. The pitch is also tested by an independent test-house to verify that it meets the appropriate standards.

Training will be given by the Framework Supplier on the maintenance and operation of the pitch and equipment, along with the 'Do's and Don'ts' of its use. It is essential that these are adhered to from day one, to ensure the validity of the warranty.

STAGE 8

Post-completion of 3G FTP

Following Practical Completion of the 3G FTP, it is subject to a 12 month 'defects liability period' which will ensure that any installation faults are attended to by the Framework Supplier. An inspection will take place at this time by RLF, in conjunction with the FFTA, and a further field test will also take place at this time.

As part of the contract, the Framework Supplier will remain responsible for all maintenance of the pitch, aside from the day-to-day brushing and grooming, through the defects liability period.

Finally, to ensure accurate measurement of the framework, and ensure continual improvement of the process, you will be asked to provide feedback ahead of a performance meeting with the contractor.

Testing

To ensure that the pitch meets the contract specification and the required playing standards it will be tested a number of times, and the test programme will be carried out in accordance with the standards of The FA. The exact test will vary depending on the size of the pitch, but will be to either FIFA/IATS standards or the relevant British Standards.

Under the processes of the Framework, the pitch will be tested at the following times:

- Within four weeks of completion (cost will be included as part of contract)
- 12 months following completion (cost will be included as part of contract)
- Every three years (cost to be absorbed by applicant as part of Business Plan).

You should be aware that a pitch used within The FA National League System will require testing annually.

Maintenance

It is a common misconception that FTPs are maintenance-free; this is definitely not the case. An FTP is expensive and to prolong its life span careful maintenance will be required.



While you will be expected to carry out routine weekly maintenance of the pitch once it is complete and handed over to you, the more onerous maintenance requirements for the first 12 months are covered under the Framework Contract. This will be the responsibility of the Framework Supplier. Following that it will become your responsibility and you should consider who will be responsible for this and the costs involved.

There are three broad types of surface maintenance:

- **Routine/Regular:** drag mat brushing to redistribute the infill, brushing to lift the pile, localised topping up of infill (e.g. penalty spot), and the regular removal of litter, leaves and other debris.
- **Monthly/Annual:** Surface cleaning, power sweeping and decompaction of the infill with specialised equipment to ensure consistent performance, seam inspection and removal of any moss or weeds.
- **Rejuvenation:** after about five or six years the surface will benefit from the removal of some or all of the infill, as dirt will gradually enter the surface leading to compaction and to a decline in the drainage rate.

The FA/FF/RFU Framework places an on-going responsibility on the appointed supplier past the end of the defects liability period to ensure that the pitch is being maintained correctly and in accordance with the supplier's recommendations. It is essential, to ensure the validity of the warranty, that these recommendations are followed explicitly.

In addition, the maintenance will need to extend to the floodlighting system, and it is suggested that following the completion of the defects liability period, a specialist floodlighting contractor is retained to maintain the system.

Sinking Fund

It is considered that an FTP has a life span of approximately ten years depending on factors such as pitch type and quality, usage and maintenance. The Foundation insists that a sinking fund is set up for the future replacement of the surface. It is estimated that the cost of resurfacing a full sized FTP (including removal and disposal of the existing surface and infill and professional fees) will be between £180,000 and £200,000 as of January 2013. The cost of a full rejuvenation of the carpet in year five/six should also be taken into account. It is suggested that an allowance of £25,000 per annum is placed into a 'ring-fenced' sinking fund account to cover these future costs.



Running costs

3G FTP	Expenditure Code	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Maintenance Contract	EXFTP1	£0	£4,500	£4,635	£4,774	£4,917
Cleaning	EXFTP2	£1,500	£1,545	£1,591	£1,639	£1,688
Equipment Replacement	EXFTP3	£0	£2,000	£2,060	£2,122	£2,185
Pitch testing/inspection	EXFTP4	£0	£0	£0	£2,500	£0
Regular Maintenance	EXFTP5	£2,500	£2,575	£2,652	£2,732	£2,814
Sinking Fund	EXFTP6	£25,000	£25,000	£25,000	£25,000	£25,000
Other	EXFTP7	£0	£0	£0	£0	£0

Floodlighting	Expenditure Code	Year 1	Year 2	Year 3	Year 4	Year 5
Lamp Replacement	EXFL1	£0	£180	£180	£180	£2,600
Maintenance	EXFL2	£0	£800	£800	£800	£800
Utilities	EXFL3	£7,200	£7,416	£7,638	£7,868	£8,104
Other	EXFL4	£0	£0	£0	£0	£0

Sufficient provision needs to be made in the Income and Expenditure Forecast of your Business Plan for the 3G FTP to ensure that the all aspects are catered for. For a full-size 3G FTP, it is suggested that the above allowances are made.

3G FTP

Annual Maintenance Contract – to cover the costs associated with appointing a specialist maintenance contractor for the more onerous aspects of 3G FTP maintenance, usually three or four visits per year.

Match cleaning – to cover the costs of litter picking, leaf collection and other debris undertaken by the applicant.

Equipment replacement – This will cover any replacement sports equipment such as goalposts or nets.

Pitch testing/inspection – relates to the performance test of the 3G FTP as required by The FA/FIFA testing programme.

Regular maintenance – This is the cost related to the aspects of the general daily/weekly maintenance regime usually to be undertaken by the applicant.

Sinking fund – For the replacement of the synthetic surface at the end of its serviceable life.

Floodlighting

Lamp replacement – This covers the spot replacement of lamps as required, with the complete replacement in year 5.

Maintenance – To cover a maintenance contract with a specialist contractor following the completion of the defects liability period

Utilities – The costs of the electricity supply to the floodlights.

Please use the above costs only as a guide. The exact costs will vary depending on the nature of your site and the size of the pitch. You must be confident that the demand for the facility will be able to cover the above costs.



Refurbishment

Do you have an existing artificial pitch? Does it meet current Health and Safety standards?

There are many of the old sand based pitches around the country that have been heavily used over the last ten to fifteen years. The Foundation may support the refurbishment of these pitches in a similar way to a newly constructed pitch.

If you are applying for a grant towards refurbishment you should be able to provide the following in addition to that described above:

- Condition survey of the existing pitch, fencing and floodlighting.
- If you are retaining the floodlight columns but replacing the light fittings a structural report for the columns will be required.
- If an existing shock-pad is proposed to be retained it must be tested by a FIFA certified Test House to determine its exact properties and suitability for re-use.
- Details of the existing maintenance regime.
- Existing access and usage by people with disabilities in accordance with the Disability Discrimination Act.



Case Study

Kesgrave High School, Suffolk

In May 2012 the Foundation awarded Kesgrave High School a grant for a 106m x 71m floodlit 3G FTP on the strength of their Football Development Plan and partnerships with key local clubs. Given the timing of the grant, a challenge was presented to the project team to deliver the pitch ahead of the partner club's need to use the facility for training purposes in September 2012.

However, utilising the partnership ethos of The FA/FF/RFU Framework for 3G FTPs, an instruction to Support In Sport (UK) Ltd was given and a pre-start meeting arranged within three weeks of the grant award and a start on site made just two weeks later.

Despite issues with the weather towards the completion of the project, it was successfully completed to programme, to budget and the required quality standards.



For further assistance, please visit: www.footballfoundation.org.uk for the contact details of the Technical Advisor responsible for your organisation.

Disclaimer

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The Foundation reserves the right to amend, alter, add to or discontinue the advice contained in this Guide.

Should you have any queries on this information, or anything on the wider work of the Football Foundation, please do not hesitate to contact us, either by telephone: 0845 345 4555, or by email: facilities@footballfoundation.org.uk.

Case Study

Whaley Bridge, Derbyshire

The Town of Whaley Bridge in the High Peak, Derbyshire (population approx. 8,000) has a single community sports facility, which comprised of a pavilion and a 40m x 33m macadam surfaced Multi Use Games Area (MUGA). Both were built in 2002 with the help of Sport England lottery funding. The MUGA surface and surrounding fencing had been considered by users to be dangerous, and unfit for use, and consequently players reluctantly had to move elsewhere.

The project was identified as a Foundation priority by Derbyshire FA's Strategy and Investment Group to support the County FA to deliver against four key areas of their National Game Strategy, namely Growth and Retention, Raising Standards, Workforce and Facility Development.

Delivered by FieldTurf through The FA/FF/RFU Framework for 3G FTPs the transformation from macadam MUGA to the new 3G small sided FTP took less than six weeks and now provides a training area for Whaley Bridge FC as well as other football and sports clubs in the town. With the addition of this new facility Whaley Bridge FC plan to see the club increase the number of teams they operate from 16 to 22 in the next five years.



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Draft Letter to Consultants for Pre-Framework Information

[CLUB BADGE/ORGANISATION LOGO]

[INSERT CONSULTANT
ADDRESS
HERE]

[INSERT DATE HERE]

Dear [INSERT CONSULTANT CONTACT NAME]

We would like to invite you to submit a quotation to undertake a Feasibility Study and 'Pre-FA/FF/RFU Framework Information' for a new 3G Football Turf Pitch (FTP) for which we are collaborating with The FA to have installed at [INSERT SITE NAME]. This will be on the site of the current school fields as illustrated in the supporting site map. [INSERT NAME OF RFIM] of The FA and [INSERT NAME OF TA] of the Football Foundation have already visited the school site and we are eager to press on with arrangements.

We would ask that you visit the school so that you can familiarise yourself with the site and the arrangements required prior to submitting your quotation. Your quotation must be submitted for consideration by the close of business on [INSERT DATE]. We would like the quotation on a 'fixed-price, lump-sum basis' inclusive of all expenses and disbursements.

In order to meet The FA/FF/RFU Framework process for the procurement of an FTP, I have attached the 'FTP Framework Mini Tender Consultants Brief' which we wish you to quote against. Please provide your quotation in the format given, and breakdown your costs as indicated.

Should you be successfully appointed, we would like you to attend a meeting on [INSERT DATE] with The FA and the Football Foundation, to agree the exact nature and scope of the project. Please confirm your availability for this meeting when responding.

For more information or if you have any queries and if you would like to arrange a visit, please do not hesitate to contact me, my details are listed below. I look forward to hearing from you in the near future.

Yours faithfully

[INSERT YOUR NAME]

Consultant Briefing Document for Provision of Information Prior to Mini-Tender for New 3G FTPs

Objective

The purpose of this document is to provide an outline brief to suitable consultants to provide sufficient information to enable a proposed 3G FTP project to be fed into The FA/FF/RFU National Framework for FTPs.

The consultant will be expected to undertake work which will include the initial appraisal of the site, options of pitch configuration within the site, development of outline scheme design, submission of planning application, co-ordinating surveys of the site and producing a pre-tender budget estimate of the anticipated costs.

The information to be produced by the consultant will vary depending on the exact nature of the existing facility and the applicant's objectives. Discussion with the FFA is required where there is any doubt in this regard.

It should be noted that the **consultant is not expected to undertake any detailed design of the 3G FTP**, merely to produce outline designs sufficient to allow the submission of a planning application and to co-ordinate the production of site specific information to allow the detailed design to take place.

Preliminary Works

- Attend meetings as necessary with client/The FA/FF to discuss requirements including timescale and any financial limits; assess these and give general advice on how to proceed and agree scope of services.
- Obtain from the client information on ownership and any lessors and lessees of the site, available plans of the site, any existing buildings on the site, boundary fences and any other enclosures, any known easements, encroachments, underground services and statutory services, rights of way, rights of support and other relevant matters.
- Visit the site and carry out an initial appraisal.
- Provide an initial programme for the consultant services for the client's approval.

Feasibility

- Carry out studies/options as necessary to determine the feasibility of the client's requirements.
- Review with the client/The FA/FF alternative design and construction approaches and cost implications.
- Advise on the need and implications of obtaining planning permission and consult with the local planning authority.
- Undertake a flood risk assessment of the proposed site and report findings.
- Prepare options of outline proposals and an approximation of the total project cost including construction cost for approval by the client/The FA/FF.

Site Details

- Produce an appropriately scaled Site Plan to indicate site boundary, site access points and position of pitch on site.
- Provide a Topographical Survey related to an appropriate datum with spot levels for the proposed pitch location and surrounding area.
- Provide a Geotechnical Survey to determine subsoil conditions which includes boreholes to confirm soil profile, permeability tests, laboratory analysis of soil, CBR ratings etc in sufficient detail and location to allow design of pitch base.
- To undertake a Utilities Search and provide a plan indicating location of existing water, gas, electric and telephone supplies, and any drainage to the proposed location of the pitch.
- To undertake a Electrical Capacity Survey of the incoming electrical supply to the site to determine if there is sufficient capacity to allow the installation of new floodlights.
- To undertake a Drainage Capacity Survey of any existing drainage systems and potential outfalls to determine suitability to discharge surface water from proposed 3G FTP.

Scheme Development

- Develop a scheme design from the outline proposals taking into account amendments requested. This is to include details of the pitch size, line markings, fencing position and height, position of goal recesses and access gates.
- Provide details of all proposed external works, including access pathways and hard and soft landscaping.
- Produce details of a floodlighting scheme sufficient to allow the submission of a planning application. This is to include details of number and height of columns, number of luminaires, maintained average illuminance, light spillage diagram etc.
- Provide a pre-tender estimate of the proposed costs for the scheme.
- Apply to the Local Planning Authority for full planning permission and undertake all necessary consultation associated with the process.
- Provide details of any site limitations that may have a bearing on the preliminary costs of a contractor.

Other works

- Please provide details of any other works and the associated costs relating to the project that you can foresee.

Consultant Briefing Document for Provision of Information Prior to Mini-Tender for Existing FTPs and MUGAs

Objective

The purpose of this document is to provide an outline brief to suitable consultants to report on the condition of an existing artificial pitch or MUGA and produce proposals of anticipated work to form an upgraded 3G FTP via The FA/FF/RFU National Framework for FTPs.

The consultant will be expected to undertake work which will include an appraisal of the existing facility, options of pitch configuration for the upgraded 3G FTP, development of an outline scheme design, a schedule of anticipated works to be undertaken, where applicable the submission of planning application, co-ordinating surveys of the site and producing a pre-tender budget estimate of the anticipated costs. The consultant is expected to liaise with the client, The FA Regional Facilities and Investment Manager, the Football Foundation Technical Advisor and other stakeholders at all stages.

It is appreciated that the nature of the existing facility and the client's objectives will vary the exact information to be produced by the consultant. Discussion with the regional Technical Advisor is required where there is any doubt in this regard.

It should be noted that the consultant is not expected to undertake any detailed design of the 3G FTP, merely to produce commentary on the existing facility, outline designs sufficient to allow the submission of a planning application (where applicable) and to co-ordinate the production of site specific information to allow tendering Framework Suppliers to have a suitable understanding of the existing facility.

Preliminary Works

- Attend meetings as necessary with client/The FA/FF to discuss requirements including timescale and any financial limits; assess these and give general advice on how to proceed and agree scope of services.
- Obtain from the client information on ownership and any lessors and lessees of the site, available plans of the site, any existing buildings on the site, boundary fences and any other enclosures, any known easements, encroachments, underground services and statutory services, rights of way, rights of support and other relevant matters.
- Visit the site and carry out an initial appraisal.
- Provide an initial programme for the consultant services for the client's approval.

Feasibility

- Carry out studies/options as necessary to determine the feasibility of the client's requirements.
- Review with the client/The FA/FF alternative design and construction approaches and cost implications.
- Advise on the need and implications of obtaining planning permission and consult with the local planning authority.
- Prepare options of outline proposals and an approximation of the total project cost including construction cost for approval by the client/The FA/FF.

Site Details/Condition Survey of Existing Facility

- Produce an appropriately scaled Site Plan to indicate site boundary, site access points and position of the existing facility on site.
- Produce an appropriately scaled 'as existing' plan of the facility in its current form.
- Provide a Topographical Survey related to an appropriate datum with spot levels for the existing facility location and surrounding area likely to be affected by the proposed development.
- To undertake a Utilities Search and provide a plan indicating location of existing water, gas, electric and telephone supplies, and any drainage to the existing location of the pitch and surrounding area likely to be affected by the proposed development.
- Provide commentary on the age, nature, dimensions and construction of the existing facility.
- Provide an elemental appraisal of the condition of the following:
 - a. sub-base (including intrusive core samples)
 - b. drainage systems
 - c. artificial surface (including detail of surface regularity, surface quality, seam quality and integrity etc.)
 - d. shock-pad (if applicable)*
 - e. fencing systems
 - f. floodlighting systems (including details of the maintained average illuminance of the existing system)
 - g. sports equipment.

* If it is intended that the shock-pad is to be retained, testing of its performance and current condition is to be undertaken by a FIFA Approved test-house. This scope of work is to include:

1. To visually assess the condition of the whole field noting any gaps or ridges that may raise concerns about the shock-pad's dimensional stability and its suitability for re-use.
2. To cut the existing synthetic turf surface to allow the exposure of the underlying shock-pad to allow the measurements of shock absorption, vertical deformation and water permeability in each of the six tests positions specified by FIFA.
3. To visually assess the condition of the shock-pad noting its integrity, any gaps between rolls or tiles and any other properties that may raise concerns about its suitability for re-use.
4. When the shock-pad is an in-situ laid shock-pad or its physical condition raises concerns about its suitability for re-use, to carefully remove in three of the exposed areas (representing high, medium and low use) 300mm x 300mm sections of the shock-pad to allow the tensile strength of the samples to be tested in the laboratory in accordance with BS EN 12230.
Note – if the shock-pad cannot be removed from the underlying base without damage it can normally be concluded that it is adequately robust to withstand removal of the existing synthetic turf carpet and installation of a new carpet.
5. To patch the areas from which the shock-pad samples have been removed using suitable materials (normally rubber granules and polyurethane binder) to allow the carpet to be re-laid.
6. To re-join the synthetic turf carpet to allow continued use of the existing surface (if required).
7. To prepare a standardised Shock-pad Site Inspection Report in the format agreed with The FA/FF/RFU.

Scheme Development/Schedule of Works

- Develop a scheme design from the outline proposals taking into account amendments requested. This is to include details of the pitch size, line markings, fencing position and height, position of goal recesses and access gates.
- Provide a 'Schedule of Works' to indicate the extent of the anticipated work to achieve the proposed scheme design, including anticipated works to the following elements:
 - a. sub-base
 - b. drainage systems
 - c. shock-pad
 - d. fencing systems
 - e. floodlighting systems.
- Provide details of all proposed external works, including access pathways and hard and soft landscaping.
- Provide details of all sports equipment and site furniture to be provided as part of the project.
- Provide a pre-tender estimate of the proposed costs for the scheme.
- Apply to the Local Planning Authority for full planning permission and undertake all necessary consultation associated with the process, or obtain written confirmation that planning permission is not required.
- Provide details of any site limitations that may have a bearing on the preliminary costs of a contractor.

Other works

- Please provide details of any other works and the associated costs relating to the project that you can foresee.

* If it is intended that the shock-pad is to be retained, testing of its performance and current condition is to be undertaken by a FIFA Approved test-house. This scope of work is to include:

1. To visually assess the condition of the whole field noting any gaps or ridges that may raise concerns about the shock-pad's dimensional stability and its suitability for re-use.
2. To cut the existing synthetic turf surface to allow the exposure of the underlying shock-pad to allow the measurements of shock absorption, vertical deformation and water permeability in each of the six tests positions specified by FIFA.
3. To visually assess the condition of the shock-pad noting its integrity, any gaps between rolls or tiles and any other properties that may raise concerns about its suitability for re-use.
4. When the shock-pad is an in-situ laid shock-pad or its physical condition raises concerns about its suitability for re-use, to carefully remove in three of the exposed areas (representing high, medium and low use) 300mm x 300mm sections of the shock-pad to allow the tensile strength of the samples to be tested in the laboratory in accordance with BS EN 12230.
Note – if the shock-pad cannot be removed from the underlying base without damage it can normally be concluded that it is adequately robust to withstand removal of the existing synthetic turf carpet and installation of a new carpet.
5. To patch the areas from which the shock-pad samples have been removed using suitable materials (normally rubber granules and polyurethane binder) to allow the carpet to be re-laid.
6. To re-join the synthetic turf carpet to allow continued use of the existing surface (if required).
7. To prepare a standardised Shock-pad Site Inspection Report in the format agreed with The FA/FF/RFU.

Checklist of Key Information Required Prior to Mini-Tender

Site Details

- **Site Plan** – To be appropriately scaled, and to indicate site boundary, site access points and position of pitch on site.
- **Photographs of Site** – To include panoramic of proposed pitch location and aerial photographs (for example from Google Maps).
- **Topographical Survey** – To relate to an appropriate datum and to provide spot levels for the proposed pitch location and surrounding area.
- **Geotechnical Survey** – To determine subsoil conditions and to include boreholes to confirm soil profile, permeability tests, laboratory analysis of soil, CBR ratings etc in sufficient locations to allow design of pitch base.
- **Utilities Searches** – Indicating location of existing water, gas electric and telephone supplies, and any drainage to the proposed location of the pitch.
- **Electrical Capacity Survey** – An analysis of the incoming electrical supply to the site to determine if there is sufficient capacity to allow the installation of new floodlights.
- **Drainage Capacity Survey** – An analysis of any existing drainage systems and potential outfalls to determine suitability to discharge surface water from proposed 3G FTP.

Pitch Details

- Anticipated Number of Hours of Use Per Week
Including identification of age groups.
 - Proposed Usage of Pitch % Football/Hockey/Rugby/Others
 - Anticipated Level of Competition
 - Pitch Layout Indicating:
 - a. Pitch size
 - b. Line markings
 - c. Fencing position and height
 - d. Position of goal recesses
 - e. Access gates.
 - Plans of Proposed External Works
Indicating extent of access pathways, hard and soft landscaping etc.
 - Floodlighting Details
To include information submitted to planning, including number and height of columns, number of luminaires, maintained average illuminance, light spillage diagram etc.
 - Sports Equipment Required To include details of number and size of goals, dividing nets, storage containers etc.

For Existing Facilities ONLY

- 'As Existing' Plan
To be appropriately scaled and to indicate the facility in it's current form.
- Condition Survey of Existing Facility
To include commentary on the age, nature and construction of the facility, as well as elemental details of the following:
 - a. sub-base
 - b. drainage systems
 - c. shock-pad
 - d. fencing systems
 - e. floodlighting systems.
- Schedule of Works
To include details of the anticipated works to be undertaken to achieve the proposed scheme design.

Planning Permission

- Local Planning Authority
To include contact details of Planning Officer, if available.
- Date Planning Permission Consent Achieved
- Copy of Planning Consent Document
- Schedule of Planning Conditions
To details of conditions already discharged, responsibility for discharging conditions etc.

Site Specific Requirements

- Details of any Client requirements for Contractors whilst Working on Site
To include any restriction of working hours, specific times for deliveries, unique access requirements etc.
- Details of Client's Critical Dates
To include details of special events or meetings which may result in work having to stop, critical completion dates etc.
- Details of any other Site Specific Details
To include details which may influence the installation of the 3G FTP.