AGP Framework Delivery Process - An 'Additional Client' Guide

The Football Foundation
Engagement Manager (EM)
carries out an initial project
feasibility and will issue an
information pack to you. This
includes a 'Joining Agreement'
for your signature. Within the
Framework Contract you will
become an 'Additional Client'.



Stage 1 - Following viability checks and receipt of the signed Joining Agreement, the EM produces project brief/feasibility report and instructs FF Technical Project Manager (TPM) to undertake a site visit.



TPM instructs survey company to carry out desk top review and utility search of site to aid feasibility.



TPM visits site to gather further information and develop the brief/ feasibility.



Stage 2 - TPM instructs approved survey company to undertake Topographical, Intrusive Ground Investigation and electrical capacity surveys.



AGP Supplier carries out any further surveys required and undertakes detailed design. Supplier acting as Planning Agent submits Planning Application and responds to any planning queries.



Stage 4 - RLF instructs preferred supplier, who is brought on board to undertake detailed design. RLF drafts Pre-Contract Services Agreement (PCSA) for execution by you and the AGP supplier.



AGP Suppliers submit
Guaranteed Maximum Price
(GMP) 1st Stage tender. RLF
completes tender evaluation
based on Most Economically
Advantageous Tender (MEAT)
criteria and issues report and
recommendation to you and
the FF for approval.



Stage 3 – RLF issues Third Party Warranty to applicant. On receipt of signed warranty. RLF produces construction budget and issues 1st Stage Tender Documents to AGP Suppliers.



TPM agrees fee with Robinson Low Francis (RLF) as the Framework Managing Consultant (FMC), and issues Feasibility Report and Survey data.



RLF liaises with Supplier, checking and challenging design with a view that costs are engineered to find savings and provide betterment to the GMP tender price. Supplier issues invoice to you for Design Development work.



Once planning permission is granted the Supplier begins process of discharging any pre-commencement conditions.



RLF agrees a final Tender Price (2nd Stage Tender) with Supplier and issues Tender Report to you and the TPM for approval.



Grant Application is submitted to Football Foundation and assessed. This may happen earlier if timescales dictate.



Stage 5 – Grant offer made and accepted and conditions of award discharged. RLF prepares JCT Design & Build contract and pre-start meeting takes place with you, the TPM, FMC and AGP Supplier in attendance.



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



Stage 6 - On or before completion STC carries out FIFA test and RLF undertakes handover inspection, checks O&M manuals and warranty and issues copies to you. RLF conducts completion review prior to pitch handover.



RLF Administrates the Building Contract and processes monthly interim valuations. AGP Supplier raises an invoice for completed works and you submit an online claim to the FF to draw down your grant.



AGP Supplier undertakes construction. Specialist Testing Consultant (STC), Sports Labs, carries out Key Stage Inspections and testing during the construction phase.

