

**PROPOSAL FOR THE APPOINTMENT AS
SPECIALIST DESIGNER & CONSULTANT
FOR
ARTIFICIAL SPORTS PITCH PROJECTS**

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1. INTRODUCTION TO NOTTS SPORT®

At Notts Sport®, we've developed an enviable reputation for high quality pitches for individual sports and multi-use-games-areas. Here's what just some of our satisfied customers across the UK in schools, local authorities and the private sector say about us...

"Notts Sport® not only provides a quality end product but, by purchasing the company's surfacing solutions, we can use it's expert Design & Advisory Service free of charge."

"Notts Sport® has always been on hand to help"

"...their specialist knowledge and expertise proved invaluable."

"Notts Sport® exceeded our expectations providing high specification artificial surfacing solutions and managing the project from start to finish to provide a stress-free installation."

With over 30 years experience in designing, advising upon and supplying artificial surfacing, our in-depth knowledge of synthetic sports facilities mean we are ideally placed to offer you fully developed solutions for your sporting needs.

1.1 Multi-Sports

Multi-Sports; one of three Notts Sport® customer service teams, is focused on developing new build, refurbishment or conversion projects. Our services provide advice, management and action during the development, procurement and delivery stages to ensure your project is completed successfully.

These services are ideal for customers who require project delivery of the highest quality standards.

Customer benefits:

- ✓ Innovative design
- ✓ Practical solutions
- ✓ Accurate quality control
- ✓ Cost effective
- ✓ Accurate financial projections
- ✓ Professional guidance
- ✓ Expert project management and facilitation
- ✓ Effective communication
- ✓ Considered solutions
- ✓ Manageable facilities
- ✓ Long term user enjoyment
- ✓ Versatility
(new build, refurbishment or conversion capability)
- ✓ On-going advice, support and reassurance

1.3 Company values

- ☑ Efficient
- ☑ Professional
- ☑ High standards
- ☑ Innovative
- ☑ Reliable
- ☑ Customer focused
- ☑ Knowledgeable
- ☑ Honest
- ☑ Friendly
- ☑ Expertise

1.4 Personnel

Duncan Bennett
Sales Director

Duncan has been with Notts Sport® since 2002 after completing his university degree in Sports Science with Honours. He is responsible for developing and managing multi sport projects and is Team leader.

Simon Clare
Project Development Manager

In 2008, Simon joined our Multi Sports department after a period with our successful ChildsPlay® team. Simon previously worked in the construction aggregate industry which provides him with a fundamental understanding of synthetic pitch construction.

Marie Cooksey
Project Development Manager

Marie joined Notts Sport in 2012 having previously worked as Contracts Manager and installed numerous synthetic pitches throughout the UK bringing to Notts Sport over a decade of experience and knowledge both in design and construction.

Dr Kathryn Severn
Project Development Manager

Kathryn joined Notts Sport in 2014 from British Cycling before which Kathryn worked for 4 years for a leading synthetic grass manufacturer. In that role, Kathryn was responsible for managing FA/FF/RFU Framework and other construction projects. In 2010 Kathryn completed a PhD in the Science of Synthetic Turf Surfaces and Player Interactions.

Steve Foxon
Head of Technical Services

Steve has been with Notts Sport® for 19 years and is responsible for providing technical support as well as managing our research and development programmes. Steve is charged with ensuring that our products and services meet the technical standards required by our customers & governing bodies.

Jason Palmer
Technical Designer

Jason joined Notts Sport® in 2012 as part of his apprenticeship in Business Administration. Jason now works within the Technical Department completing CAD drawings and technical assessments for Multi Sport projects.

Simon Glover
Technical Installation Manager

Simon has worked in the sports construction industry for over 14 years. Since joining Notts Sport in 2005, Simon has overseen the training of Notts Sport® approved installers and provided management and advice to Multi Sport contractors across the UK.

CURRENT & RECENT SCHEMES

Maldon Hockey Club, Essex

Hamilton College, Scotland

St Matthew's RC High School, Manchester

///: Delivered via Fast Track Funding

Coldharbour Leisure Centre, Greater London

Hermitage Academy, Durham

Penrice Academy, St Austell, Cornwall*

Loretto School, Scotland

///: Resurface of existing Hockey Pitch (2012)

///: Reconstruction & resurface of existing Tennis Courts (2013)

Aldersley Leisure Village, Wolverhampton

Woodrush High School, Birmingham

Deeside Ramblers Hockey Club, Cheshire

Westfield Academy, Yeovil*

Licensed Victuallers School, Ascot*

Penzance Hockey Club

Richmond School, North Yorkshire

West Hampstead Hockey Club / Whitefield School, Greater London

///: Delivered via Fast Track Funding

Cox Green School, Maidenhead

Leighton Park School, Reading

St Richard Gwyn RC High School, Barry, South Wales

Harrogate Grammar School, North Yorkshire

Kent College, Canterbury

The Blue School, Wells, Somerset

*Currently in construction / delivery phase

2. TAILORED SCHEDULE OF DESIGN & ADVISORY SERVICES

2.1 Design & Advisory Service

To suit modern procurement processes, Notts Sport® have created a flexible range of services to provide advice, management and action during the development, procurement and delivery stages.

Our surfacing product portfolio includes wide ranging synthetic grass options including the Notts Sport® banded product family and a high quality selection of synthetic grasses from sand-filled to sand-dressed, 3rd generation and non-filled, including tufted and woven manufactured textiles; from the specialist manufacturing sector.

In design terms, a Notts Sport® solution is ideal for customers who wish to retain control of facility characteristics and accurately specify products and components within tender documentation. We offer a wide range of surfacing solutions to satisfy different customer needs, sporting purposes and environmental positioning. To ensure a holistic project package, we also provide design services for perimeter fencing and floodlighting, equipment and associated features.

Design standards that we commonly incorporate into specifications follow modern performance requirements stipulated by National and Sports Governing Bodies:

- Sport England: Guide to the Design, Specification & Construction of Multi Sport Synthetic Turf Pitches
- Sport England: Selecting the Right Artificial Surface for Hockey, Football, Rugby League & Rugby Union
- The International Hockey Federation (FIH): Handbook of Performance Requirements
- Rugby Football Union (RFU): Artificial Grass Pitches for Rugby and Association Football Guidance Document
- British Standards: BS EN 15330 (Parts 1 & 2)
- FIFA Quality Concept for Football Turf: FIFA 1* & 2* category
- International Rugby Board (IRB): 'Performance Specification for Artificial Grass Pitches for Rugby'

2.2 Service Rationale

Overview

Developing a synthetic sports facility is no different to managing any other construction project, developing a new business or building a relationship. The quality of the initial planning and consideration to ensure the correct building blocks are in place is paramount.

Experienced professional advice can demystify the complexities that very often surround specialist external projects. This will enable the customer to confirm project expectations; thereby achieving the first steps towards delivery of a quality outdoor experience.

Initial consultation resulting in the awareness of all elements that require consideration and action will enable the project team to identify those all-important building blocks that will result in a successful scheme.

Please note that all items marked with a * may require additional work or input from external parties and incur minor fees.

Stage A: Consultancy

- Project appraisal
 - ✓ Rationalisation of outline project requirements
 - ✓ Advice on spatial requirements
 - ✓ Assessment of the proposed site, its facilities and surroundings

Stage B: Study

- Feasibility studies and surveys
 - ✓ Assessment of sporting needs to confirm best facility type
 - ✓ Physical evaluation to indicate development requirements and potential constraints
 - ✓ Recommendation of suitable performance and quality standards
 - ✓ Identification of outline design options
 - ✓ Assessment of external resource requirements (e.g. additional project team members)
 - ✓ Advice on appropriate procurement method/s
 - ✓ Recommendation of outline project sequence and duration

- Financial projections
 - ✓ Evaluation of capital costs for outline design and final solution
 - ✓ Advice on project development expenditure
 - ✓ Assessment of operational, maintenance and replacement costs – business planning

- Process planning
 - ✓ Advice on project development processes, action and timing
 - ✓ Recommendation on achievement targets and goal setting
 - ✓ Establishment of the critical path
 - ✓ Advice on external resource scheduling

- Funding advice
 - ✓ Advice on potential benefactors, financiers and sources of grant-aid funding
 - ✓ Advice on application processes and timing
 - ✓ Supply of technical information to support applications

- Approvals
 - ✓ Assessment of approval requirements and protocols
 - ✓ Completion of applications for statutory approvals (e.g. planning approvals)*

- CDM regulation compliance
 - ✓ Assessment of health and safety requirements and protocols
 - ✓ Execution of necessary regulations, duties and responsibilities

Stage C: Design

Given the wide range of different surfacing systems available, selecting the best option can be a daunting prospect for any purchaser. This is why we lead the project team through a detailed consultancy process to identify and consider a suitable range of design options.

Whether prioritised by performance standards or budget, the project team can make informed decisions on the projects features and qualities.

Using this information, together with data collected from ground surveys and investigations, we will produce an intricate specification to precisely describe the schedule of works necessary to fulfil the project requirements.

- Design and specification
 - ✓ Condition survey of the proposed site
 - ✓ Recommendation and completion of supplementary ground surveys*
 - ✓ Searches for utilities and services
 - ✓ Identification of your design options
 - ✓ Design consultancy to include:
 - ☑ Education – Evaluation – Review – Selection
 - ✓ Advice on the features, benefits and deficiencies of design options
 - ✓ Project team visits to similar installations
 - ✓ Recommendation of the final design solution
 - ✓ Production of technical specification and digital construction drawings

Stage D: Delivery

Successful schemes are planned with a seamless process of tender, construction, handover and planned maintenance.

- Binding contracts
 - ✓ Assessment of the clients procurement needs (e.g. standing orders)
 - ✓ Production of contract documentation to suit appropriate procurement method
 - ✓ Recommendation of comprehensive warranties levels for the project
 - ✓ Inclusion of agreed suite of warranties within contract documentation

- Tenders
 - ✓ Recommendation of specialist contractors to be invited to tender for the works
 - ✓ Initiation of tender invitation process

- Contractor selection and appointment
 - ✓ Evaluation of tender submissions
 - ✓ Recommendation of the preferred contractor
 - ✓ Arrangement of pre-contractual interviews
 - ✓ Contract letting

- Construction administration
 - ✓ Chairing of site meetings and the distribution of minutes
 - ✓ Liaison between the employer and contractor
 - ✓ Management of instructions, variations and certificates
 - ✓ Assessment and recommendation of progressing works to facilitate financial and payment arrangements
 - ✓ Inspection of building materials, specialist components and storage arrangements on site
 - ✓ Recommendation on good practices and installation methodology
 - ✓ Regular inspection of construction key stages
 - ✓ Monitoring of the sequence and quality of works in progress
 - ✓ Advice on compliance with the technical specification
 - ✓ Recommendation on acceptance of the completed installation

- Signing off
 - ✓ Inspections of the maturing facility to identify any snagging works during the defects liability period
 - ✓ Check results of contractor's maintenance visits (if appropriate)
 - ✓ Recommendation on final acceptance of the project

- Maintenance guidance
 - ✓ Advice on maintenance schedules and planning
 - ✓ Recommendation on suitable maintenance equipment and materials
 - ✓ Practical advice on maintenance techniques and requirements

- Certification and accreditation
 - ✓ Performance testing
 - ✓ Certification by Governing Bodies*

- Lifetime support
 - ✓ Annual inspections
 - ✓ Safety checks
 - ✓ Performance checks and wear assessments
 - ✓ Management and maintenance review

3. NOTTS SPORT® INCOME ROUTE

3.1 Nominated supplier method:

With this unique approach, Notts Sport® make a return by supplying the proposed synthetic components at the point of construction and our return is therefore part of the contract sum.

Should we be appointed on this basis and the project does not go ahead then we will still not charge a fee for works completed, it is entirely at risk.

Only when customers use our development work and/or specification and proceed to tender the project without our involvement will we issue an invoice for our time & work (as per item 2 & 7 in the terms & conditions) calculated against current rates for specialist synthetic pitch consultants.

- We will collect income by supplying the specialist textile component products (e.g. synthetic grass) to the appointed contractor at the point of construction.
- The Design & Advisory Services described are available to you at no additional fee to Notts Sport® supplying the chosen synthetic components. Please select the suite of services you require to ensure your project is completed successfully.
- This product 'brokerage' system is suitable for customers who enjoy purchasing freedom.
- Maximise construction budget - Minimise development costs.
- Reduce up-front costs if the absolute completion of the project is in any doubt.
- Exclusive service to nominated supplier method: quality control of your synthetic components during manufacture and transportation.

3.2 Notts Sport® Benefits

It should be noted that Notts Sport® are not directly associated with any contractors and as such stand independent of any contracting organisations that may be awarded the contract for the pitch development. Therefore, we represent the client team and offer non-contractor led advice, unlike many contractors who offer management services in house.

We believe that by extending the role of supplier to include the project management of the entire scheme, we offer reassurance to our customers that what is specified within the tender will be completed to the highest standards on site. Our network of contractors are also aware that as we put them forward for tenders appropriate to their organisation, they would be taken off future tender lists in the event of poor performance or service.

This continual assessment of our projects means that customers have the comfort that only contractors consistently providing high quality facilities will have the opportunity to tender for the scheme as Notts Sport do not want their surfacing to be associated with poorly run, built and delivered facilities.

Through our traditional procurement route, tenders are completed on a lump sum basis and therefore, contractors are bound by the contract sum they submit against our specification. We include a 5% contingency to cover any unforeseen circumstances, but aside from this, we believe it offers customers reassurance that contractors are not in a position to make additional claims for works and increase the contract value whilst the build is being completed.

Our role as project manager during construction means that any claims for additional works are only approved on the instruction of Notts Sport with the agreement of the client, again offering reassurance that only valid claims would be recommended to the client.

Additionally, we do not have a sole supplier of synthetic materials and therefore do not offer customers a standard range of products. We work with synthetic grass manufacturers to ensure that we offer as wide a range of synthetic solutions for every project, giving further reassurance that the chosen design is bespoke and determined against each individual client requirements.

We believe that our service offers customers the opportunity to include specialist design & project management services throughout the duration of the scheme, but without incurring expensive development costs in early stages. Throughout the project, our service is designed to offer comfort & reassurance to customers that the sports pitch they receive at the end of the project will be delivered on budget, on time and to their individual & any identified requirements and standards.

3.4 Terms and conditions of Design & Advisory Services

1. These terms and conditions shall apply to the agreement between us in respect of the Services. Except to the extent that these terms and conditions are varied by us in writing they shall constitute the entire agreement between us and shall prevail over your own terms and conditions.
2. The Services are provided exclusively in respect of Notts Sport® pitches and products installed by us or our authorised distributors (Projects). You may not use our Services in respect of any third party pitches, products or installations.
3. Subject to the installation of our products in accordance with our designs and advice, we warrant that the Services shall be provided with reasonable skill and care. No other warranty or guarantee whether implied by law or otherwise is given. Where the Services extend beyond advice relating to [the design, materials, specification, and functionality of artificial sports surfaces] such advice is given only on the basis of our experience in respect of projects similar to the Project, and we claim no specialist or technical expertise.
4. We shall have no liability to you for any loss, damage, costs, expenses or other claims arising from information supplied by you to us.
5. Except in respect of death or personal injury caused by our negligence, we shall not be liable to you for any loss of profit or any indirect or consequential loss, damage, costs or expenses which arise out of, or in connection with, the provision of Services by us to you.
6. Except in respect of death or personal injury caused by our negligence, our entire liability to you shall not exceed £1,000,000 which is the level of our Professional Indemnity Insurance at the date of this Agreement.
7. We shall at all times retain copyright and all other intellectual property rights in respect of any and all the documents we provide on your (or any other party's) behalf. You shall not reproduce or use these documents or drawings without our written consent, which we shall not unreasonably withhold, but for which we may require a reasonable fee. You shall keep any such documents and drawings confidential, and on termination of this Agreement (by whatever reason), you shall at our request return them and any copies (whether authorised or not) to us immediately. You shall also ensure that any other relevant party who or which has come into possession of the documents, or any copies (whether authorised or not), returns them to us immediately.
8. You shall, during the agreement between us, provide our employees agents and sub-contractors with such access to the Project site, and to your information and records, as is necessary to allow us properly to carry out our work. You shall make available appropriate personnel to liaise with us. You shall also advise us of rules and regulations that are in force for the conduct of personnel at the Project site, and any other relevant location, and we shall ensure that our employees, agents and sub-contractors shall comply with these.
9. You shall ensure that you have adequate public liability insurance for the Project site before any of our employees, agents or sub-contractors enter the site. This insurance must cover any injury suffered by our employees, agents or sub-contractors whilst on the site. You shall also ensure that before the Project commences, all relevant planning permissions, consents and other regulatory permissions are complied with.
10. We shall not be liable to you, or deemed to be in breach of this Agreement for any delay in performing, or failure to perform, any of our obligations if that delay or failure is due to any cause beyond our reasonable control.
11. Any notice to be given by either of us to the other shall be in writing, and be posted first class to the other's registered office or principal place of business. Any such notice shall be effective on the third day after posting.
12. No waiver by us of any breach of any provision in these terms and conditions shall be considered as a waiver of any subsequent breach of the same, or any other, provision(s).
13. If any provision in these terms and conditions is held by any competent authority to be invalid or unenforceable, in whole or in part, the validity of the other provisions, and the remainder of the provision in question, shall not be affected. These terms and conditions shall be governed by English Law.

4. NOTTS SPORT® FAST TRACK FUNDING

In addition to our existing Design & Advisory Service, Notts Sport are now able to extend to include the full funding of your facility all still at no up front cost or fee via our Fast Track Funding initiative.

Through Fast Track Funding, Notts Sport will work with our customers in our existing manner with the additional benefit of providing the funding for your project.

On completion, our customer would pay for the pitch over a period of 5 - 7 years with payments scheduled at either monthly, quarterly or yearly payments to suit individual requirements.

Post completion Notts Sport will arrange for all the required specialist maintenance to be completed throughout the repayment period to ensure that the pitch is kept to the optimum condition throughout its life. In addition, Notts Sport will complete annual condition surveys and performance testing throughout the repayment period to ensure that the pitch is kept to the optimum condition throughout its life.

Working on current projections we anticipate that 20 - 30 hours of external bookings would generate enough income to cover or at least go a long way to covering the cost of the pitch through the funding period. This is based on new build schemes where no funding is available so on the basis you may have monies towards the project cost, or be looking at a resurface scheme, it is likely the income would outweigh the payments.

The benefit is at the end of the 5 or 7 period the customer can take ownership of the facility and can use the entire sum generated thereafter to benefit other areas and of course, to plan prudentially for any resurfacing scheme required later in the facility life. Even if the pitch isn't let out then the benefit of being able to pay over a period of time rather than a large lump sum means that some careful financial planning will allow a fantastic new facility to be built for your specific use.

We believe that this unique approach means that with Notts Sport, you can deliver a scheme specific for their requirements leaving you fully in control of the design without having to apply for funding which is extremely difficult to secure.

At every stage Notts Sport are on hand to ensure your project goals are met and as we only make a return on supplying the synthetic components, we don't charge for our development & design services meaning that even if the scheme doesn't achieve planning or go ahead for any reason the customer hasn't incurred any expensive fees.

4.1 Fast Track Funding Benefits

- ///: Fixed rates for entire funding period via lease agreement rather than financing or loans
- ///: No lengthy application processes to third parties
- ///: No penalty for early settlement of funds
- ///: Flexible terms including
 - ///: Deferred payments up to 6 months
 - ///: Can be paid to suit individual requirements
- ///: Spreads the cost of the project over a 5 or 7 year funding period
- ///: Approval process anticipated to take no longer than 2 weeks (subject to amount of enquiries)
- ///: Notts Sport can design the facility to your specific needs using our 27 years experience of all types of synthetic pitch construction techniques.
- ///: Includes all specialist maintenance requirements for the duration of the funding period
- ///: Includes yearly performance testing to ensure completed facility is performing to its optimum level
- ///: On completion of the funding period you have the option of owning your facility
- ///: Notts Sport remain on hand to offer ongoing maintenance advice
- ///: Provides state of the art facilities with no capital outlay
- ///: Notts Sport will include any other elements of the project within our design & the contract
- ///: May include car parking, access arrangements and other separate sports facilities such as macadam courts, jump pits etc.

5. EXTERNAL SERVICES / EXTRA CHARGES

The following supplementary services may require technical assistance and work from appropriate external professionals and would therefore involve extra charges:

- Planning Application Fee*
- Ground/Drainage Consultation in accordance with the current BRE 365 recommendations for sustainable drainage designs*
- Independent Test Housing certification and accreditation*

We are confident that we have the necessary skill, expertise, systems and products to ensure that a Notts Sport® designed facility will meet all of your requirements.

We strongly believe that either service option will provide customers with as strong a chance as possible of successfully achieving their project goals.