



# TECHNICAL PROPOSAL GUIDELINES FOR BIDDERS

## 1. Tender introduction

The introduction section of your proposals is your opportunity to promote the merits of your company and your subcontractors and demonstrate why you're best suited to undertake the works. Within this section, you should provide information covering the following items:

- 1.1 Details of the local companies you propose to employ as subcontractors, including details of previous football turf projects on which they have worked;
- 1.2 Details of how you propose to organise and manage the project with brief CVs of the key members of the project management team;
- 1.3 Details of your understanding of the project. Every site and project has different requirements and site-specific issues and this is your opportunity to demonstrate that you have a clear understanding of what is required from the project and detail the site-specific issues that have led you to develop the design being proposed;
- 1.4 Evidence that shows you have carried out all the investigations needed to fully understand the topographical, geotechnical and climatic features of the site that may have a bearing on the design or construction of the pitch;
- 1.5 Evidence that you understand the proposed activities that will take place on the pitch, together with the estimated levels of annual use;
- 1.6 Evidence that you have assessed the ability of the pitch operator to maintain the pitch in accordance with your instructions and selected a form of football turf that minimises, as far as possible, any limitations identified;
- 1.7 Draft programme of works.

## 2 Layout drawing

Your proposals should include one or more drawings that show the following:

- overall layout of the pitch including:
  - surrounding topography
  - dimensions
  - fencing – type and height on each boundary
  - gates
  - spectator areas
  - team benches
  - access ways to the pitch (if being constructed as part of the project)
  - floodlighting (existing or, if being installed, as part of the project) maintenance storage and access routes
  - proposed drainage system including details of the outlet
  - proposed profile (gradients)



### **3 Preliminaries**

Financially, the preliminaries section of the tender is where you should make allowance for all of the fixed costs you will incur in administrating the project, including providing general plant equipment, on-site staff, facilities, and site-based services during the construction of the football turf pitch. They will typically include:

- your design costs, including all necessary site visits, site investigations, preparation of design drawings;
- costs for obtaining all necessary permits or approvals to commence and undertake the construction of the pitch. Where these are being obtained by the member association, this should also be clearly stated so there is no ambiguity as to who is responsible for them;
- any associated oncosts resulting from your obligation to provide the ongoing maintenance monitoring and feedback required by the MA;
- the cost of providing the ongoing warranty for the football turf playing surface, base and drainage systems, fencing, etc.

### **4 Formation or sub-grade**

The formation or sub-grade is the natural ground on which the pitch is constructed. It needs to have adequate stability and load-bearing capacity to support the football turf pitch being built on it. Its ability to achieve this will depend on a number of different factors, including the weather, type of soil, etc.

Within your proposals, you should describe:

- how you propose to remove the existing topsoil and vegetation, including approximate depths to be removed;
- how the formation will be created and whether this will be achieved through excavation and grading or by using cut-and-fill techniques;
- the profile to which the formation will be trimmed;
- what procedures you have allowed for in the event of unsuitable sub-soil (soft spots, bed rock, etc.) being revealed during the works (geo-grids, lime stabilisation, etc.);
- how you propose to dispose of spoil arising from the works;
- methods and equipment to be used to compact the formation, together with the minimum target compaction value for the formation (this typically being a California bearing ratio value);
- method you will use to demonstrate you have achieved the proposed compaction value for the formation;
- what weed prevention treatment (if any) will be undertaken;
- what type of geotextile membrane (if any) will be laid over the prepared formation;
- how you will deal with any existing structures within the area of the works, above or below ground, which are either to be retained or removed as part of the construction works.



## 5 Drainage

In many parts of the world, the pitch will need to incorporate a drainage system that is designed to remove rainfall from the football turf at a sufficient rate to ensure that excess water is not allowed to build up and restrict the use of the pitch. The collected water should pass to a defined outlet.

You will need to determine if the permitted maximum discharge rate is likely to be restricted as a condition of any planning or construction approval for the pitch (including the use of sustainable urban drainage systems).

In the absence of any site-specific requirements, the drainage system should be designed and installed to:

- (i) ensure that all surface water is removed from the playing surface at a rate greater than 180mm/h and that no surface flooding will occur during heavy storms, or that the facility will not be damaged either through rain at the highest intensity that may be expected to occur once every five years or through continuous rainfall of 200mm over a 24-hour period;
- (ii) protect the installation from the effects of ground or surface water from the areas surrounding the facility;
- (iii) ensure that no water remains present in the construction that may result in a reduction in the loadbearing capacity of the formation or damage to the constructions from frost;
- (iv) prevent flooding of adjacent properties or run-off onto the surrounding land, ensuring that water is disposed of in an appropriate and suitable manner.

Your proposals should:

- include a drawing showing the proposed drainage system, including:
  - layout and direction of flow of the lateral sub-pitch drains; layout of and direction of flow of the collector drains;
  - location of all catchment pits and rodding eyes;
  - drainage outlet or point of connection to an existing sewer, etc.
  - drainage trench cross-sections.
- describe the pipe types (flexible plastic, rigid plastic, etc.) and diameters that will be used;
- detail the specifications for the trench bedding materials;
- provide specifications for rodding eyes and catch-pits;
- describe how any existing land drains that cut through during the construction works will be reconnected to the new drainage system.



## **6 Masonry**

The pitch should have some form of concrete edging. This may be hydraulically pressed concrete kerbs, cast in-situ concrete kerbing or a concrete footpath. The edgings should be laid to a true line and level with adequate up-stand for the subsequent fitting of the football turf surface. Your proposals should clearly define what type of edging is proposed.

In some projects, additional masonry works will also be required (retaining walls, footpaths, access roads, etc.). These should also be clearly described and specified. If retaining walls are required, engineering drawings showing the proposed construction and design should be included.

## **7 Fencing**

The pitch will normally require some form of perimeter fencing. Your proposals should clearly define the type of fencing to be used, including:

- post types
- mesh type(s) – where a combination of metal mesh and ball-catch netting is being proposed □ fence heights
- location of all access gates
- fencing warranty

## **8 Sub-base and base**

The principal requirement of the sub-base and base is to provide a stable platform on which the football turf playing surface can be laid and to protect the weaker formation soils from any excessive loads that may lead to deformation and instability. The sub-base layer may also be used for drainage of surface water (for which it must be permeable) and for attenuation purposes. The selection of an appropriate thickness of sub-base is defined by the design and construction methods used.

Your design for the sub-base should:

- provide adequate internal stability and load-bearing capacity in conjunction with the formation – both during construction and in the long term, to support all normal surface applied loads without excessive deformation or permanent damage. This should include protection of the (weaker) formation soils beneath;
- provide adequate stability to resist the effects of swelling, shrinkage or freezing in the formation soils;
- provide adequate storage of infiltrating water, when required, as part of the design.

Your proposals should take into account the result of all ground investigations and geotechnical information made available by the MA and your own investigations. They should:

- clearly define the depth of sub-base being proposed;
- clearly define the grading and type of aggregates to be used;
- describe the method of grading and compacting of the sub-base together with the target compaction levels (light weight deflectometer (LWD) values or similar);



- describe the method you will use to demonstrate that you have achieved the proposed compaction value for the base.

## **9 Football turf**

Your proposals should include a full description of the football turf product that is being offered, including:

- a copy of the FIFA Quality Programme for Football Turf Product test report (if applicable)
- a product specification sheet or specification for the synthetic turf carpet
- a product specification sheet or datasheet for the performance infill
- a product specification sheet or datasheet for the stabilising infill
- a product specification sheet or datasheet for any shock pad included within the football turf system
- any additional technical information that you feel will enhance the presentation of the proposed football turf

Your proposals should also include details of why you think the proposed football turf system is the most appropriate one for the specific project. This may, for example, focus on the ability of the football turf to sustain high use, the ability of the football turf to remain cool in hot conditions, etc.

## **10 Maintenance equipment**

The maintenance of the football turf system will be key to ensuring the new pitch meets the expectations of the MA and the players. It is essential that the maintenance equipment, instruction manuals and training provided when the pitch is handed over are adequate and selected to reflect the location of the pitch, the resources of the MA, and the levels and type of use the pitch will receive.

Your proposals should clearly demonstrate your understanding of all these issues and explain why you have proposed the maintenance resources detailed in your proposals.

Your proposals should include full details of all of the maintenance equipment included in your pricing. You should include a photograph/datasheet/specification for each piece of equipment. It is acceptable to insert extracts from suppliers' catalogues provided it is clear which piece of equipment is concerned; do not insert the whole catalogue or any part not relevant to your bid.

You should provide a copy of the maintenance manual for the football turf system being offered. This should fully describe all of the maintenance procedures that will be required and the estimated frequency they will require, based on the predicted usage of the pitch. Enhanced tender marking will be allocated to bids that confirm the maintenance instructions, and training will be provided in the MA's native language.

## **11 Sports equipment**

Your proposals should include full details of all of the sports equipment included in your pricing. This should be based on the requirements detailed in the FIFA consultant's site visit and feasibility report. You should include a photograph/datasheet/specification for each piece of equipment. It is acceptable to insert extracts from suppliers' catalogues provided it is clear which piece of equipment has been allowed for.

Goals should conform to EN 748, prEN 16579 or other recognised international standards.



## **12 Warranty**

In addition to any contractual warranty obligation requested for the project or generally required by FIFA, your proposals should include a fully defined warranty that is site-specific and takes into account the usage and climatic conditions of the pitch. You should describe what warranty you are willing to provide on the performance of the surface, quality of the materials and performance of the construction works, including all ancillary items provided under the contract.