



# PUBLIC-PRIVATE PARTNERSHIP PRELIMINARY PROPOSAL APPLICATION FORM

## CONTACT INFORMATION:

Name of Submitting Organization: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Tax ID: \_\_\_\_\_ Non-Profit? Yes No 501(c)3? Yes No

Contact Name (First, Last): \_\_\_\_\_

Contact Address (Street, City, State, Zip): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Contact Email Address: \_\_\_\_\_@\_\_\_\_\_

## GENERAL PROJECT INFORMATION:

Name of Proposed Project: \_\_\_\_\_

Preferred Park Location: \_\_\_\_\_

Summary Description of Proposed Project (please type or print clearly):



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## **PROJECT CRITERIA:**

To be considered, the proposed project must meet the following criteria and guidelines. Any proposals that do not meet the following criteria will be returned to the proposer as submitted.

### **I. ALIGNMENT WITH PARK PRIORITIES**

**Please provide a statement describing how your project aligns with:**

- [The M-NCPPC Montgomery Parks mission](#)
- The [Park master plan](#) for your preferred park location
- The parks and recreation needs of Montgomery County identified through the [Parks, Recreation and Open Space \(PROS\) Plan](#)
- Gaps in parks and recreation needs as identified by the lowest Levels of Service (LOS) in the [Vision2030 study](#) (please refer to Volume 2, pp 22-23 and 59-64, and the table in Appendix E)

### **II. FINANCIAL/COMMERCIAL VIABILITY**

**Please provide a statement describing:**

- The preliminary cost estimates to implement and operate the proposed project
- The estimated capital value of the assets once the project is completed
- The costs being covered by the proposing organization to implement and operate the proposed project
- The resources M-NCPPC is being asked to contribute to implement or operate the proposed project
- The source(s) of the financial resources being contributed by the proposing organization
- Market research supporting the need/demand for the proposed project/services

**Please also attach:**

- Preliminary business and/or operational plan outlining proposed programs and services, projected use and visitation levels, proposed staffing levels, and projected revenues and expenditures for the first five years, showing how the proposed project will be sustained and managed

### **III. DEVELOPMENT IMPACTS**

**Please provide a statement describing:**

- The size, type and quantity of the proposed park improvements
- Proposed utility needs
- Impacts to existing transportation infrastructure
- Parking needs specific to the proposed project
- [Potential environmental impacts](#) (all proposals should consider the following: approximately 40% of the proposed developable area may be required to meet forest conservation and stormwater management regulations)
- Compatibility with [zoning and adjacent land use](#)
- Anticipated noise levels or issues
- The need for nighttime lighting
- The full list of permits needed for this project (review "Permitting" section on left hand navigation bar on County [Department of Permitting Services' website](#))



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## PROJECT CRITERIA (cont):

### Please also attach:

- A map showing the proposed location and footprint of the proposed project. This map can be created at [www.mcatlas.org](http://www.mcatlas.org). Create your map at a size and scale that will allow park staff to pinpoint the exact location of your proposed project (recommended scale is 1:50).
- Facility drawings and/or pictures of sample facilities illustrating the proposed facility/amenity

## IV. COMMUNITY BENEFIT

### Please provide a statement describing:

- The proposed programs and services to be provided by the proposed project
- The target audience for the proposed services and programs
- Description of any reduced fee, discount, or free programs or services to be provided
- Any accommodations made to meet [new ADA regulations](#)
- Accommodations, if any, to address the needs of users with limited English proficiency or those requiring ASL or other similar assistance

## V. PROFESSIONAL QUALIFICATIONS

### Please provide a statement describing:

- Profile, experience, and qualifications of the proposer and all proposed subcontractors
- Descriptions and samples of similar projects performed within the past five years

### Please also attach:

- Most recent audit or tax return for the proposer
- References with contacts, telephone numbers, project descriptions, contract duration, contract amounts, and the date of project for all similar projects listed above
- If a non-profit, include mission statement and list of Board members

## PROPOSAL SUBMISSION PROCESS AND INSTRUCTIONS:

Proposals are accepted for review at any time. A non-refundable processing fee of \$1,000 must be submitted with each proposal to cover staff costs related to the review of the application and proposed project. Checks should be made payable to "M-NCPPC." Proposals must meet the criteria outlined in this form or they will be returned as submitted. Preference will be given to proposals that match specific partnership needs already identified by M-NCPPC Montgomery Parks. Proposals will be reviewed for initial compatibility within 60 days of receipt. Should the proposal be deemed compatible, Parks staff will contact the proposer within 60 days to schedule a meeting to obtain additional information and determine next steps, if any. Proposals rejected "with conditions" can be modified and resubmitted with no additional application fee required.

Three (3) hard copies of each proposal must be submitted along with a digital copy (labeled with the name of the proposed project and the submitting organization) on CD of all included documents.

### Submit all proposals to:

Kate Stookey, Chief, Public Affairs & Community Partnerships  
Parkside Headquarters  
9500 Brunett Avenue, Silver Spring, MD 20901