



November 2009

**M-NCPPC Montgomery County Department of Parks**  
**Concept Application Form**  
**Unsolicited Public/Private Partnerships**

**The Public/Private Partnership concept proposal must include:**

1. Title Page/Cover letter with the proposal name, name of firm/individual/or group, address, telephone number, fax number, name of contact person, and e-mail address.
2. If Organization, provide Non-Profit or For-Profit Corporation Registration Information (i.e., state of incorporation and tax ID #) and a list of Corporate Officers, with contact information.
3. Profile, experience, and qualifications of the proposer and any subcontractors. Provide a listing, descriptions, and samples of similar projects performed over the last five years. Include references with contacts, telephone numbers, project descriptions, and date of project.
4. Park name, park address, and map. The map can be created at [www.mcatlas.org](http://www.mcatlas.org). Maps created on this web-site will include property boundaries, streets (with street names), park boundaries, topography, water features, and the foot-print of the existing improvements. Create your map at a size and scale that will allow park staff to pin-point the exact location of your proposed project on other GIS-based map grids. Your submittal should also include a review and analysis of existing site conditions, description of adjacent land-uses inside and outside of the park (as shown on mcatlas), and information on existing transportation infrastructure (including roads, parking lots, sidewalks, trails, etc.), and utilities.
5. A brief description of the project including the size, type and quantity of the proposed park improvements (include facility drawings and/or pictures of sample facilities if available), utility needs, impacts to existing transportation infrastructure, parking needs specific to the proposed project; overview of environmental impacts to nearby streams, floodplains, wetlands, steep slopes, highly erodible soils, and forests; anticipated noise levels, the need for night-time lighting; preliminary cost estimates and estimated project value.



6. Anticipated benefits of the proposed project to the Department of Parks, Park users and the local environment. Be as specific as possible. Comment on whether or not the proposed project helps meet recreational needs as outlined in the Land Preservation, Parks, and Recreation Plan (M-NCPPC, 2005), or is supported by emerging trends in recreation or resource management.
7. Proposed duration of the development agreement and proposed terms of the lease/contract agreement.
8. Explanation of the specific approach that will be used to accomplish the project. Be sure to address methodology, technical approach, construction techniques, construction timeline, and/or processes to be used in delivering the proposed improvements and/or services. Provide the name, title, address, and phone number of the person(s) who will be authorized to make representations for the company or companies involved.
9. Identification of required permits and approvals that will be necessary to complete the project. Anticipate when said permits and approvals would be required in the proposed project schedule if known.
10. Describe in detail the anticipated funding sources and/or fundraising schedule for your project. Include bank statements and/or financial letters of support if applicable.

Please submit five (5) hard copies and an electronic version to:

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