



# **REQUEST FOR PROPOSALS**

**For the Development, Maintenance, Operation  
And Financing of Soccer Fields at the  
Potomac Community Recreation Center**

**11315 Falls Road, Potomac, Maryland 20854**

**December, 2010**



ISSUED BY:

MONTGOMERY COUNTY GOVERNMENT  
DEPARTMENT OF GENERAL SERVICES  
101 MONROE STREET, 11<sup>TH</sup> FLOOR  
ROCKVILLE, MARYLAND 20850

# Table of Contents

<u>Section</u>	<u>Page</u>
<b>I. Overview.....</b>	<b>2</b>
<b>II. Objectives .....</b>	<b>2</b>
<b>III. Site Location and Description .....</b>	<b>2</b>
<b>IV. Project Description and Constraints .....</b>	<b>5</b>
<b>V. Submission Requirements .....</b>	<b>6</b>
<b>VI. Evaluation Criteria .....</b>	<b>8</b>
<b>VII. Administration of the RFP .....</b>	<b>9</b>
<b>VIII. Submittal Instructions .....</b>	<b>9</b>
<b>IX. Optional Pre-Submission Conference and Tour.....</b>	<b>10</b>
<b>X. Conditions, Limitations .....</b>	<b>10</b>
<b>XI. Minority, Female and Disabled Participation .....</b>	<b>11</b>

## **I. Overview**

The Montgomery County Executive, on behalf of the Montgomery County (Maryland) County Government (“County”), through its Department of General Services is seeking proposals (“Proposals”) from qualified nonprofit organizations (“Applicant”) to develop and operate a soccer field at the Potomac Community Recreation Center on the field site (the “Site”) currently used for multipurpose activities.

## **II. Objectives**

Montgomery County is home to approximately 25,000 youth participating in soccer activities. Due to limited soccer facilities, there is a need for properly built and maintained fields that can operate year round. To satisfy this need, the County, through a public-private partnership, wants to have a soccer field built and maintained on the Site.

The County is seeking Proposals from private non-profit organizations to develop, maintain and operate a youth-oriented soccer field on land leased from the County for a nominal fee, in order to achieve the following objectives:

1. Contribute to the mission of the Montgomery County Recreation Department to provide high quality, diverse and accessible programs, services and facilities that enhance the quality of life for all ages, cultures, and abilities.
2. Provide athletic opportunities to Montgomery County residents that meet current trends and population demographics and that enhance skills, health, self-esteem and overall quality of life in Montgomery County.
3. Enhance public/private partnerships in Montgomery County.
4. Provide a high-quality field that can be used by nonprofit youth soccer organizations throughout the year at affordable rates.
5. Complement the Potomac Community Recreation Center’s other programs and minimize impact to the neighborhood

## **III. Site Location and Description**

The Site is located at the Potomac Community Recreation Center which is located at 11315 Falls Road, Potomac, Maryland, 20854. The Site, which is surrounded by residential properties, currently contains baseball fields, tennis courts and a roller hockey rink. The fields are used for recreation programs during summer, fall and spring. In addition, three private schools currently have permits to use the fields during school periods. Adjacent to fields, there are two tennis courts which are owned, maintained and operated by the Maryland-National Capital Park and Planning Commission.



**Figure 1 - GENERAL SITE MAP**



**Figure 2 - BASEBALL FIELD**



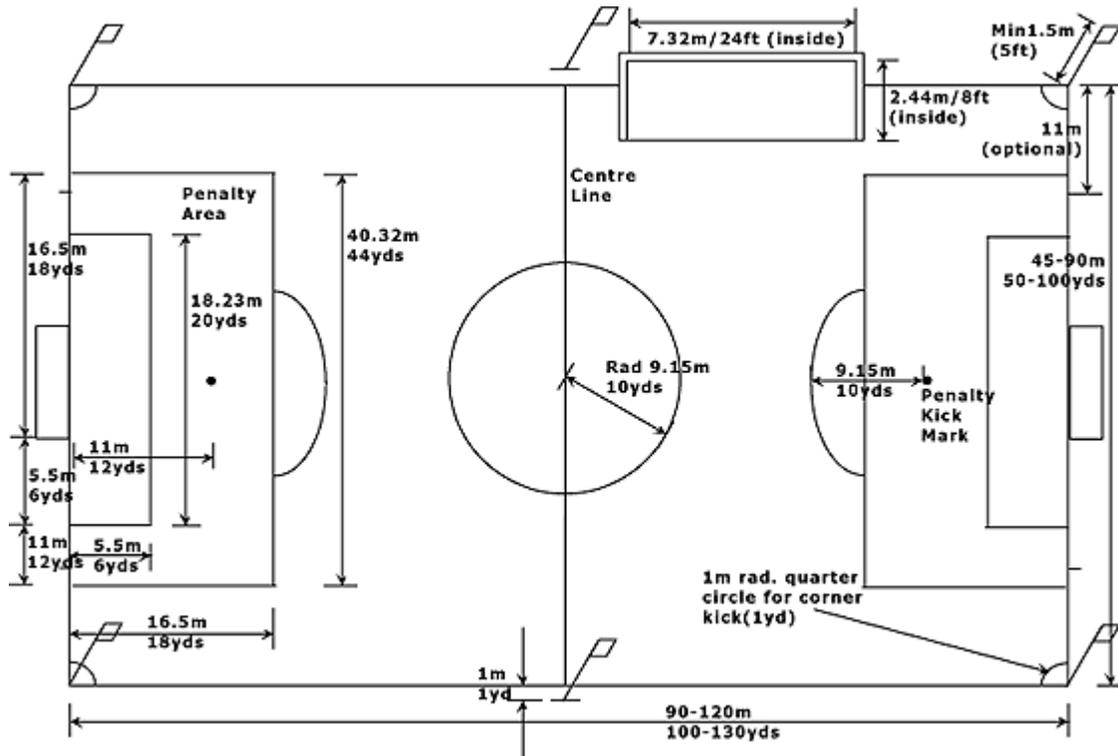
**Figure 3 - HOCKEY RINK**



**Figure 4 - TENNIS COURTS OWNED BY MNCPPC**

#### IV. Project Description and Constraints

The Potomac Community Recreation Center Soccer Field project consists of reconfiguration and demolition of existing baseball/multipurpose fields and hockey rink. The project will consist of private development, maintenance and operation of a soccer field and construction of an additional parking lot if required by M-NCPPC. Development of the project will include design and construction of a soccer field, parking, and other requirements. The County intends to provide a long-term lease for the Site at a nominal fee (minimum \$2,400 per year) to the selected non-profit developer. The developer, under terms and conditions of a County lease, will be responsible to plan, design, construct, maintain and operate the field in accordance with local, state, and federal building and zoning codes and regulations. The County will consider development plans including re-configuration of all site facilities. Changes to facilities owned by M-NCPPC will be subject to the approval by M-NCPPC. The developer shall build, at a minimum, one U12 size (minimum 50 yards by 80 yards) soccer field (see sketch below).



At least one onsite backstop is to be provided to the County for the use of other games such as baseball, softball, and kickball. The County prefers to retain the existing field unit closest to the parking area. The outfield distance to any obstructions should be at least 200 linear-feet. No field lighting or public address system shall be installed. Design and development activities must meet all requirements of the M-NCPPC Mandatory Referral process, County permits, and all applicable State and Federal laws and regulations. The proposal must include a plan to buffer noise and to keep balls within the confines of the field. The Applicant will be responsible for all trash pickup during field use. No activity

will be permitted before 9 a.m. or after dusk. During the lease period, construction and improvement activities must be planned such that the field(s) remain in service from June 21 through August 21. The County reserves the right to limit field use to practice and local games only. The Site will not be permitted to host tournaments, playoffs, and championships. The Applicant will coordinate field use schedules seasonally with the Montgomery County Department of Recreation but will generally have exclusive use of the field for the following periods:

- School year – weekdays 5pm – dusk, Saturdays after 2pm, Sundays all day.
- Summer – weekdays 5pm – dusk, weekends all day.

## V. Submission Requirements

The Applicant's Proposal must include a complete description of the Applicant's conceptual facility design and operational plans. In addition, the Proposal shall address how the new facility will support the County objectives listed above. The County reserves the right to request additional information during the review period.

FAILURE OF THE APPLICANT TO SUBMIT ALL REQUIRED INFORMATION MAY RENDER THE PROPOSAL INCOMPLETE AND INELIGIBLE FOR FURTHER CONSIDERATION.

The Proposal must include the following elements:

1. Cover: The cover should contain the RFP title, the Applicant's name, and the submission date.
2. Transmittal Letter: The transmittal letter should not exceed two pages and should contain:
  - A. The name, title and contact information of the individual with authority to bind the Applicant. The authorized person should transmit the proposal along with documentation confirming that the individual is empowered to act for the Applicant as well as documentation of the Applicant's good standing and/or qualification to do business in the State of Maryland.
  - B. Documentation that the Applicant is a non-profit organization and that the registration/ membership process to participate in the organization's programs is open to all within the age group range **under 12 years old**.
  - C. The address of the Applicant's principal place of business, and the Applicant's business entity type. If the Applicant is a joint venture, provide the above information for all participants in the Joint Venture with the Proposal.

- D. Statement that the Proposal will remain in effect for one year after the due date.
- E. Statement acknowledging receipt of each addendum to this RFP that the County may issue.
- F. Statement that, if selected, the Applicant will negotiate in good faith with the County.

3. Statement of Qualifications:

- A. Background Information: A description of the Applicant, including the organizational structure, identification of principal staff and governing board members, and length of time it has existed as an organization. For purposes of this request and this Section 3, if the Applicant is a Joint Venture, information for each entity participating in the Joint Venture should be furnished with a description of how the Soccer Field(s) Use, Revenue, and Expense will be managed by the partners in the Joint Venture.
- B. Financial Capability: Description of the Applicant's financial capability to: (1) develop (design and build the facility including soccer fields, parking, and other requirements); (2) maintain the facility; and (3) the ability to operate/program the facility. This section shall provide a plan that indicates how the Applicant will obtain sufficient financing for the development of the project, the furnishing of accessible portable restrooms, the maintenance of the fields, and the operation of the proposed field during the lease term. The Proposal must also include the most current twelve-month financial statements of the Applicant and any partners in a Joint Venture, including balance sheets and income statements for the past two fiscal years.
- C. Project Experience: Description of the Applicant's experience at developing, maintaining and operating a soccer facility. This information should clearly describe the financial structure, size, location, and acquisition method for any referenced soccer facilities. The Proposal shall explain the Applicant's compatibility with the Potomac Community Recreation Center's programs and describe any prior experience partnering/working with a public recreation and/or other local/state/national governmental agencies.
- D. Program Experience: Description of the non-profit soccer programs the Applicant has currently provided for the public, including number of participants, description of participants (such as age, skill level (recreational, elite/travel, etc.), diversity, etc. and the objectives of those programs. Provide proof that the Applicant's registration and membership

process is open to all.

- E. References: Include names and addresses of at least three commercial or institutional credit references for the Applicant and any member of a proposed Joint Venture and a letter from each of the credit references authorizing them to respond to inquiries from the County.
4. Concept Statement: This section should describe the Applicant's concept for the project and how this concept meets the County's objectives. This concept statement should identify the following:
    - A. Illustration of the proposed layout, square footage (including a breakdown describing the type and use of field area) and other characteristics of the development of the soccer field(s) facility.
    - B. Project budget showing funds and funding sources for initial design and construction costs and yearly operating costs. The budget must include but not be limited to cost, revenue and inflation assumptions, for:
      - Soft and hard costs to construct the fields;
      - Maintenance costs;
      - Equipment costs;
      - Revenues from membership fees and other sources;
      - Expenditures, including lease and other payments including utility costs and other operating costs
    - C. A statement of whether the proposed development is contingent on any County or State government action (e.g., regulation changes, public funding-grants, loans, etc.) and a listing of these contingencies.
  5. Programming Commitment: Describe how the programs conducted by the Applicant's Use of the Site will support and contribute to the objectives listed in Section II above. Describe the operation of the field use including hours of operations and services provided to private use (members of the Applicant's organization) and the public at large (for example educational programming, youth programming, etc.).
  6. Electronic Files: In addition to paper copies, one copy of the entire Proposal shall be submitted to the County in PDF format on a CD-ROM as one single file.

## **VI. Evaluation Criteria**

Upon receipt of the Proposals, the County's Qualification and Selection Committee ("QSC") may review and evaluate the Proposals in accordance with the criteria listed below. Interviews may be conducted with the three highest scoring development teams

(offerors). The same criteria listed below will be used for interview evaluation. The QSC's decisions and recommendations will be consensus-based. The County's goal is to select the best Proposal from the most qualified Applicant that meets the County's objectives for this key site. The following evaluation criteria will help the County achieve its objectives for the Site:

1.	Overall quality of the proposed Soccer Field Use concept:	20 points
2.	Meeting of County's objectives for this request:	20 points
3.	Expertise and financial capacity to implement the concept:	40 points
4.	Membership (County) size in the organization:	5 points
5.	Proposed program value (minimum impact) to the community:	10 points
6.	Prior experience partnering with a public agency	5 points
<hr/>		
	Total Points	100 points

**VII. Administration of the RFP**

Proposals are due by 2:00 pm on **February 14, 2011**. If a lease or other form of agreement acceptable to the County cannot be successfully negotiated with the top-ranked Applicant, the County may proceed to negotiate with the Applicant that submitted the next highest ranked Proposal. Alternatively, and at the County's discretion, the County may elect to negotiate with more than one Applicant at a time until a lease agreement is negotiated. **Any amendments to this request will be posted on the Department of General Services' website which can be located at the County's website at [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov).**

The County expects the RFP to meet the following schedule, but reserves the right to amend this schedule or, at its sole discretion, to cancel the solicitation at any time.

RFP Release	December 13, 2010
Site Tour (Optional)	January 13, 2011
Deadline for Questions	January 20, 2011
<b>Proposals due</b>	<b>February 14, 2011</b>
Candidate Interviews	March/April 2011
Selection	April/May 2011

**VIII. Submittal Instructions**

All Proposals shall include one original and seven (7) copies in 8½" by 11" format with no smaller than 11-point font. Submissions must be bound and sealed, and must be mailed or delivered to:

James Stiles  
 Contract Administrator  
 Division of Building Design and Construction  
 Montgomery County Department of General Services  
 101 Monroe Street, 11<sup>th</sup> Floor

Rockville, MD 20850

The envelope must state “Potomac Community Recreation Center Soccer Fields Development & Operation.” Written Proposals will be evaluated upon only what is submitted, and it is incumbent upon the Applicant to submit sufficient information to enable the County to fully evaluate the Applicant’s capabilities and experience. Proposals received after the date and time specified will be rated as late and may not be considered. The County will not accept faxed Proposals or Proposals sent via e-mail. Unless requested by the County, additional information cannot be submitted by the Applicant after the deadline set for receipt of Proposals.

By submitting a Proposal, the Applicant agrees that its Proposal may not be modified, withdrawn or canceled by the Applicant for one year following the time and date designated for the receipt of Proposals or in any amendments hereto.

Proposals submitted prior to **February 14, 2011** may be withdrawn only by written notice to the County. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals, provided that they are then fully in conformance with this request.

Any modified Proposal must be submitted at the place, and prior to the time, designated for receipt of Proposals.

#### **IX. Optional Pre-Submission Conference & Tour**

There will be an optional pre-submission conference on **January 13, 2011**. The conference will begin at **11:00 a.m. at the Potomac Community Recreation Center** followed by a site tour. The County will not provide transportation to or from the Site.

#### **X. Conditions and Limitations**

The County reserves the unilateral right to cancel the solicitation, reject any or all Proposals submitted in response to this request, advertise for new Proposals, or to accept any Proposal deemed to be in the best interest of the County. A Proposal submitted in response to this RFP does not constitute a contract or an acceptance of a contract offer. This request does not constitute a contract offer and does not indicate or otherwise reflect a commitment of any kind on behalf of the County. The County further reserves the right to request clarification of information provided in Proposals submitted in response to this request without changing the terms of this request. This request does not represent a commitment or offer by the County to enter into an agreement with an Applicant or to pay any costs incurred in the preparation or submission of a Proposal. Furthermore, this request does not commit the County to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected Applicant and the County.

Any commitment made by the County in this request is also subject to the execution of a contract acceptable to the County.

Questions regarding this request should be in writing and directed, via email, to **James Stiles** at [james.stiles@montgomerycountymd.gov](mailto:james.stiles@montgomerycountymd.gov) or by fax 240-777-6003.

All questions by Applicants, and the responses from the County, will be posted on the County DGS website. The Proposals, and any information made a part of the Proposals, will become a part of the Project's official files. The County is not obligated to return the Proposal or other responses to the Applicant. This request and the QSC's response to this request may, by reference, become a part of any formal agreement between the Applicant and the County.

If an Applicant contends that any part of its Proposal is proprietary or confidential, and therefore is limited to disclosure under the Maryland Public Information Act, Md. Code Ann. State Gov't §§10-611 et seq. (the "MPIA"), the Applicant must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the County under the MPIA. The County, as custodian of Proposals submitted in response to this request, reserves the right to determine whether or not material, deemed proprietary or confidential by the Applicant, is, in fact, proprietary or confidential as required by the MPIA, or if the MPIA permits nondisclosure. The County will favor disclosure of all Proposals in response to any request for disclosure made under the MPIA.

Applicants must familiarize themselves with the Site and form their own opinion as to its suitability for any proposed development on the Site. The County makes no representation as to the Site. The County assumes no responsibility for as site conditions including but not limited to: environmental and soil conditions on the Site. Applicants are responsible for their own background investigations as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities and physical conditions at the Site. Soils tests and other invasive tests may not be conducted upon the Site during the RFP stage.

Applicants are subject to the provisions of law pertaining to ethics in public contracting including, but not limited to, the provisions of Montgomery County Code Chapter 11B, Article XII and the applicable provisions of Chapter 19A.

## **XI. Minority, Female and Disabled Participation**

The County encourages Applicants to include, where possible, meaningful minority, female and disabled ("MFD") participation in the proposed Project. This participation could include, but not be limited to, the Applicant teaming with MFD instructors, builders and subcontractors.