



November 2009

M-NCPPC Montgomery County Parks
Public/Private Partnership Application Information for Unsolicited Proposals

Dear Applicant:

On behalf of the Maryland-National Capital Park and Planning Commission and the Montgomery County Department of Parks, I would like to take this opportunity to thank you and/or your organization for proposing a Public/Private Partnership. The Commission believes Public/Private Partnerships can be a valuable tool for enhancing the range of facilities and services offered to the public. In the Adopted Policy and Guidelines on Donations and Public/Private Partnerships, the Commission defines Public/Private Partnerships as:

“an agreement between the Commission and a private sector entity through which the skills, assets, and resources of the Commission and the Partner are shared in delivering a service or facility for the use of the general public.”

In order to review your offer in a timely fashion, the Montgomery County Department of Parks has created two (2) standardized application submittals:

- (1) The first pertains to the initial staff review of your “concept” proposal. This initial step in the review process tells us what you are proposing and is functionally equivalent to preparation of a preliminary program of requirements (POR) for a park development project. At this stage of project planning, we are generally interested in knowing the “who, what, when, where, why, and how” of your proposal.
- (2) The second form is completed following Planning Board approval of your initial concept. If applicable, at this later stage of project planning, we may require a Facility Plan (a plan that is equivalent to producing 30% of the actual construction design drawings for a project) - complete with a preliminary design plan, an approved Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) analysis of the site, an approved preliminary Forest Conservation Plan, and an approved Stormwater Management Concept Plan (SWM) as necessary. This can be a very detailed application and usually requires the assistance of a design professional such as an architect, civil engineer and/or landscape architect. **Due to the cost associated with this step, we recommend that you not start on this process until after your concept proposal is approved by the Board.**

The review process, forms, expected products, and overall timeline are described and/or illustrated on the [Public Private Partnership website](#).

If you have any questions about this process, please contact Mr. Terry Brooks, the Department of Park’s Special Programs Coordinator and Chairman of the Department’s Public/Private Partnership Committee. Mr. Brooks’ telephone number and email address are 301-650-5675, Terry.Brooks@mncppc-mc.org.

Sincerely,

Mary R. Bradford, Director
Montgomery County Department of Parks