



Redevelopment Authority  
of Prince George's County

# REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY

## REQUEST FOR PROPOSALS NO. 2022-02

*Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study*

***ISSUE DATE: 6/9/2022***

***PRE-PROPOSAL CONFERENCE: Monday, June 27, 10:00 AM EST***

***PROPOSALS DUE: Thursday, June 30, 5:00 PM EST***



This document is available from the Redevelopment Authority Webpage at:  
<https://www.princegeorgescountymd.gov/3539/Request-for-Proposals>

RFP NO. 2022-02

*Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study*

---

**Table of Contents**

**SECTION I: GENERAL INFORMATION**..... 1

**1.1 Summary Statement** ..... 1

**1.2 Proposal Closing Date** ..... 1

**SECTION II: BACKGROUND, WORKGROUP, SCOPE OF WORK, & TIME PERIOD**..... 4

**2.1 Background**..... 4

**2.2 The Workgroup**..... 4

**2.3 Scope of Work**..... 5

**2.4 Time Period**..... 6

**2.5 Confidentiality/Proprietary Information** ..... 6

**2.6 Allowance for In-House Work**..... 7

**SECTION III: PROPOSAL SUBMISSION REQUIREMENTS** ..... 8

**3.1 Proposal Format**..... 8

**3.2 Format Description**..... 8

**SECTION IV: EVALUATION AND SELECTION PROCESS**..... 11

**4.1 Selection Process** ..... 11

**4.2 Evaluation and Selection Committee**..... 11

**4.3 Qualifying Proposals** ..... 11

**4.4 Evaluation Criteria**..... 11

**4.5 Final Ranking and Selection** ..... 12

**4.6 Proposal Property of RDA** ..... 12

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

**SECTION I: GENERAL INFORMATION****1.1 Summary Statement**

The Redevelopment Authority of Prince George's County (RDA) is hereby soliciting proposals from a consultant to convene and lead the Recreation Blue Ribbon Workgroup ("Workgroup") to study the provision of recreation services in the County currently provided by the Maryland-National Capital Park and Planning Commission (M-NCPPC) to determine the most efficient way to provide these services; specifically whether the provision of all or part of recreation services should continue to be provided by M-NCPPC, whether it should become a direct part of county government or whether it should reside in a newly created quasi-public authority.

The Workgroup was established via adoption of House Bill 1057 by the Maryland General Assembly in 2022, which is available here:

<https://mgaleg.maryland.gov/2022RS/bills/hb/hb1057T.pdf>

**1.2 Proposal Closing Date**

The Offeror must submit an electronic copy of its proposal to Ernest Williams, Senior Manager at the Redevelopment Authority:

[eywilliams@co.pg.md.us](mailto:eywilliams@co.pg.md.us)

Proposals must be received and time stamped by the Redevelopment Authority no later than Thursday, June 30 at 5:00 PM EST. The proposal must be sealed, and the outside envelope must be clearly marked "RFP No. 2022-02". **Late proposals will not be considered.**

**1.3 Questions, Inquiries and Pre-Proposal Conference**

Questions and inquiries regarding this Request for Proposal (RFP) must be submitted via email no later than four (4) business days prior to the Proposal Closing Date to Ryan Middleton, Special Assistant to the Chief of Staff at the Office of the Prince George's County Executive at:

[remiddleton@co.pg.md.us](mailto:remiddleton@co.pg.md.us)

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

Phone calls or faxed questions will not be accepted. All questions and answers will be posted to the RDA website no later than two (2) business days prior to the closing date. All potential Offerors are responsible for checking the RDA website for any addendums. A Virtual Pre-Proposal Conference will be held on Monday, June 27 at 10:00 a.m. EST. Attendance at the Pre-Proposal Conference is not mandatory but is strongly recommended. To register for the Virtual Pre-Proposal Conference, please contact [remiddleton@co.pg.md.us](mailto:remiddleton@co.pg.md.us) and you will receive a calendar invite with access information.

**1.4 Oral Presentations**

The RDA reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Offerors may be required to provide oral presentations to discuss their proposal, answer questions from the RDA's Proposal Analysis Group, and/or clarify their technical submittal.

**1.5 Economy of Preparation/Incurred Expenses**

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the Offeror's capabilities and description of the offer to meet the requirements of this RFP. The RDA will not be responsible for any costs incurred by any Offeror in preparing and submitting a response to this solicitation.

**1.6 Proposal Acceptance**

The RDA reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, the RDA reserves the right to make a whole award, partial award, or no award at all.

**1.7 Duration of Proposal Offer**

Proposals are to be held valid for six months following the closing following the closing date for this RFP. The period may be extended by mutual written agreement between the Offerors and the RDA.

RFP NO. 2022-02

*Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study*

---

**1.8 Formation of Agreement / Contract with Successful Offeror**

The agreement to be negotiated as a result of this RFP (the "Contract") shall be by and between the Offeror as Contractor and the Redevelopment Authority as Owner, and shall contain provisions included in this RFP. By submitting a proposal in response to this RFP, the Offeror accepts the terms and conditions set forth herein.

**1.9 Notice to Offerors**

Before submitting a proposal, Offerors are to completely familiarize themselves with the requirements of this solicitation. Failure to do so will not relieve the Offeror of responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all the requirements, items and conditions referred to herein.

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

**SECTION II: BACKGROUND, WORKGROUP, SCOPE OF WORK, & TIME PERIOD****2.1 Background**

The Maryland-National Capital Park and Planning Commission (M-NCPPC) is a bi-county agency, created under Maryland state law, that operates in Prince George's and Montgomery County. While it is a by-county agency, it operates effectively independently in each of the two counties.

In Prince George's County, M-NCPPC performs three main functions; planning and zoning, constructing and maintaining parks as well as administering recreation programming. For each of the three functions, there is a separate, dedicated property tax rate specific to that activity. M-NCPPC's budget is approved by the Prince George's County Council, upon recommendation of the County Executive. Changes to the law that governs the operations of M-NCPPC require the approval by the Maryland General Assembly.

In this year's General Assembly session, House Bill 1057 was passed that created the Recreation Blue Ribbon Workgroup (Workgroup) to study the provision of recreation services in the county and tasks the Workgroup with determining the most efficient way to provide these services; specifically whether the provision of all or part of recreation services should continue to be provided by M-NCPPC, whether it should become a direct part of county government or whether it should reside in a newly created quasi-public authority.

The Workgroup will deliberate over the course of the next several months on this analysis of recreation programming which will include a review of how other similarly situated jurisdictions provide this service and a review of the current composition of recreational programming in M-NCPPC. The Workgroup will then present their recommendations, by April 11, 2023, to the County Council, and the recommendations will then potentially become the basis for legislation to be considered during the 2024 Maryland General Assembly legislative session. As part of the movement of any recreation services, a separate analysis would need to be performed regarding whether any associated portion of the property tax rate that funds recreation services will move to the entity that provides those services.

**2.2 The Workgroup**

The Workgroup that will be charged with making the above recommendations will consist of 15 individuals appointed by various elected officials or representing specific

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

organizations representing a range of interests related to recreation services. They will be charged with making recommendations on items to include, but not limited to:

- Improving access to existing youth sports, arts, and recreation programming to available to residents of the County;
- Improving access to publicly owned facilities, fields, and gyms for County-based organizations;
- Improving access to opportunities for county-based minority-owned and small businesses in procurements related to the delivery of recreation projects and programs;
- The potential costs, benefits, advantages, and disadvantages of transferring the responsibility for specific operations of the existing youth sports, arts, and recreation functions from M-NCPPC to a different entity whether that be an authority, a county agency, or any other entity; and
- How a different entity could fund the costs of any actuarial deficiency or other adverse financial consequence caused to the plan, participants, or beneficiaries of any existing employment benefit program, retirement plan, or other postemployment benefit provided by M-NCPPC in the event any employee who performed youth sports, arts, or recreation functions is transferred to the new entity.

Based on the above recommendations, what elements of the current tax that pays for recreation services, as well as parks, should be dedicated to any entity that is proposed to provide these services while ensuring that there is no negative impact on residual programming or current and retired employees.

### **2.3 Scope of Work**

The consultant who is selected will effectively staff the Workgroup. This work will include, and is not limited to:

- Performing an analysis of the current structure of M-NCPPC;
- Conduct an analysis of existing M-NCPPC revenue, existing spending, FTEs, debt capacity, pension liability, and a comparison to neighboring jurisdictions and how they provide recreational programming;
- Conduct an inventory of existing facilities that provide recreational services to include the number of employees located within such facilities, the services provided and the current funding source used to fund their operations;

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

- Conduct an inventory of existing youth sports, arts, and other recreational programs to include the number of employees associated with delivering each program, the services provided and the current funding source used to fund their operations;
- Working with the Workgroup to determine specific areas where decisions are required, providing an analysis specific to that area and provide the Workgroup with relevant decision-making matrixes;
- Quantifying the budgetary impact of any proposed changes and eventually assisting the work group in determining alterations that might be required on the relative tax rates that fund recreation and the remaining functions in M-NCPPC;
- When required perform a limited analysis of best practices on how other jurisdictions have bifurcated the role of providing a parks system and recreation programming within different organizational entities;
- Providing recommendations on a preferred organizational structure for the Recreation Authority to maximize performance, efficiency and service delivery; and
- Provide a summary of possible changes for presentation to public bodies along with a draft set of state legislative changes required to implement work group approved recommendations if required.

**2.4 Time Period**

The work group is likely to start their work in July and must conclude their work by April 11, 2023 when their recommendations will be presented to the County Council. The consultant will start working on this project in July under the direction of the County Executive's Office and will continue working on this matter until the end of the 2024 legislative session.

**2.5 Confidentiality/Proprietary Information**

Offerors must specifically identify those portions of their proposal submission which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by the RDA in accordance with the Maryland Freedom of Information Act, 10-601 *et. seq.*, State Government Article, Maryland Annotated Code. Offerors must clearly indicate each and every page that is deemed to be confidential / proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).



RFP NO. 2022-02

*Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study*

---

2.6 Allowance for In-House Work

No section or portion of this RFP or the Contract shall be construed or interpreted to preclude the RDA from accomplishing any task or the undertaking of any operation or project utilizing its own work force, agents, consultants and contractors or that of other government agencies.

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

**SECTION III: PROPOSAL SUBMISSION REQUIREMENTS****3.1 Proposal Format**

Each technical proposal shall have the following sections prominently displayed:

- A. Transmittal Letter
- B. Title Page
- C. Table of Contents
- D. Project Approach and Methodology
- E. Scope of Work
- F. Schedule
- G. Budget
- H. Demonstration of Qualifications and Demonstration of Experience
- I. County Local and Minority Owned Business Participation
- J. Statement of No Conflict of Interest
- K. Statement of No Pending or Threatened Litigation
- L. Certificate of Good Standing

**3.2 Format Description**

Each proposal section shall conform to the following order and format:

- A. Transmittal Letter: The proposal shall include a transmittal letter prepared on the Proposer's business stationery. The purpose is to transmit the proposal; therefore, it should be brief. The letter must include the signature (digital is acceptable) by an individual who is authorized to bind the firm to all statements, including services and prices contained in the proposal.
- B. Title Page: Each proposal shall begin with a Title page. It should display the words "RFP No. 2022-02." It should also have the name of the company, and name, title, business address and telephone number of the person authorized to obligate the company.
- C. Table of Contents: The proposal shall include a "TABLE OF CONTENTS" with page numbers indicated.

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

- D. Project Approach and Methodology: The proposal shall include a narrative description of the means and methods it will utilize to accomplish the required scope of work within the time frame required.
- E. Scope of Work: The proposal shall include a scope of work that outlines the specific tasks and associated deliverables that it will provide to successfully carry out the project.
- F. Schedule: The proposal shall include a Gantt Chart indicating the start dates and durations for each task to be performed as well as project milestones. The schedule should reflect the Offeror's Scope of Work included in the proposal. As referenced in Section 2.4, the Workgroup must conclude their work by April 11, 2023 when their recommendations will be presented to the County Council.
- G. Budget: The proposal shall include a budget estimate for the proposed scope of work.
- H. Demonstration of Qualifications and Experience: The Offeror shall specify the personnel who will comprise the project team and include resumes for each individual. Each resume should not exceed more than two (2) pages.

Offerors shall identify three (3) similar projects, completed or in process of completion, comparable to the scope of work required by this RFP. For each relevant project, the Offeror shall identify the following:

- a. Project name;
  - b. Client, including name and contact information provided as a reference;
  - c. Description of the project, including work performed, deliverables, and outcomes (provided the project has been completed);
  - d. Period of performance.
- I. County Local and Minority Owned Business Participation: A priority for Prince Georges County Government and a mission of the RDA is to create jobs and opportunities for local residents, County located business enterprise (CLB), minority-owned businesses (MBE) and women-owned businesses (WBE) certified businesses. The goal is to build

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

capacity for such firms to grow and compete effectively with their majority-owned counterparts.

RDA has a goal of 30% CLB or MBE/WBE participation based on total contract value for this solicitation. Achieving this threshold will count for 10% of the Evaluation Criteria (see Section 4.4 below for more information). Partial achievement of this threshold will receive partial credit.

For businesses with a headquarters located outside of Prince George's County, the following will be considered as CLB for the purpose of receiving credit for local participation:

- a. the business has an established office within Prince George's County with at least 5 full-time-equivalent (FTE) employees working in the county located office; or
  - b. the business has at least three FTE employees in the county located office, with at least two of those being residents of Prince George's County.
- J. Statement of No Conflicts of Interest: The Offeror is required to make a statement of no knowledge of any actual or potential conflicts of interest with the Redevelopment Authority of Prince George's County, the Maryland-National Capital Park and Planning Commission, or the County Executive's Office.
- K. Statement of No Pending Litigation: The Offeror must affirm that they are not a party to any pending litigation against the Redevelopment Authority of Prince George's County, the Maryland-National Capital Park and Planning Commission, or the County Executive's Office.
- L. Certificate of Good Standing: The Offeror must provide a current Certificate of Good Standing from the State of Maryland.

RFP NO. 2022-02

***Prince George's County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study***

---

**SECTION IV: EVALUATION AND SELECTION PROCESS****4.1 Selection Process**

The RDA will form a Selection Committee (SC) to review and evaluate all proposals that have been submitted by the Bid Due Date. The proposals will be evaluated and scored based on the Evaluation Criteria as set out in this RFP, and the lump sum fee quoted in the proposal. The SC may, in its sole discretion create a short list of two or more Offerors who will be invited to participate in an oral interview or to submit additional information.

The Proposal that best meets the RDA's requirements in this solicitation in terms of capabilities, approach, schedule, and price will be selected.

**4.2 Evaluation and Selection Committee**

The SC will consist of RDA senior staff, staff from the County Executive's Office, and consultants to the RDA. The SC will evaluate all proposals received by the closing deadline according to the Evaluation Criteria established for this solicitation. The SC may request additional technical assistance from any resource at its discretion.

**4.3 Qualifying Proposals**

Offerors participating in this solicitation, shall be deemed to have fully read and understand the requirements and instructions contained in this RFP and have full knowledge of the scope, nature, and quality of the Work to be performed. Submission of a response to this RFP shall be deemed as acceptance of the evaluation techniques and the recognition that subjective judgments may be made by RDA during the evaluation process.

**4.4 Evaluation Criteria**

After determining compliance with the requirements of this RFP the SC shall conduct its evaluation of the technical and cost merit of each compliant proposal. Each proposal received as a result of this RFP shall be subject to the same review and evaluation process. The following criteria will be used in the evaluation of submitted proposals:

RFP NO. 2022-02

*Prince George’s County Recreation Blue Ribbon Workgroup &  
Recreation Services Provision Study*

---

<b>CRITERIA</b>	<b>POINTS</b>
Project Approach & Methodology and Scope of Work (narrative demonstrates understanding, efficiency and innovation = higher score)	35
Budget (lowest realistic price = higher score)	25
Local & MBE Participation (more local and MBE Participation = higher score)	10
Qualifications & Experience (more qualified/more experience = higher score)	30
<b>Total:</b>	<b>100</b>

**4.5 Final Ranking and Selection**

The Proposal submission must be signed by duly authorized official(s) of the Offeror. Joint ventures or teams submitting Proposals, although permitted and encouraged, will not be considered responsive and qualified unless it is established that all contractual responsibility rests solely with one party or legal entity which shall not be a subsidiary or affiliate with limited resources. Each Proposal submission shall indicate the entity responsible for execution on behalf of the Offeror. The RDA shall select the Proposal deemed most responsive to the RFP. The RDA shall also retain the right to not select any Proposal if it deems it to be in the best interest of the Authority.

**4.6 Proposal Property of RDA**

All submitted proposals shall become Property of the RDA and will not be returned.