

5. SECTION B - SCOPE OF SERVICES:

5.1. Background

Recreation services and amenities for Montgomery County, Maryland residents in the Montgomery Village/Gaithersburg area are provided by multiple stakeholders. The Montgomery Village Foundation, Identity, Inc., the City of Gaithersburg and Montgomery County Department of Recreation currently offer the following programs and services:

- Aquatics
- Programming and classes
- Special events
- Elementary, middle and high school programs
- School wellness programs
- Senior programs
- Case management
- Sports
- Camps
- Teens' day/night out

The Montgomery County Department of Recreation is interested in a comprehensive analysis of what the stakeholders offer in terms of recreation programming and services, any gaps or adjustments needed in current programming, the utilization of existing space and how space may be shared, and whether additional space is warranted.

The service area identified by the Department is approximately a two-mile radius surrounding Montgomery Village. The area is roughly 18 square miles and has a population of approximately 106,000 people (American Community Survey 5-year estimates). Nearly one-fourth of the population is children under the age of 18, about 54 percent are age 25 to 64, and nearly 14 percent are age 65 and older. The area is racially diverse as less than one third of the population are White, nearly 22 percent are Black or African American, and 15 percent are Asian. More than one third of the population is Hispanic (of any race).

Sixty-five percent of housing units in the 2-mile service area are owner-occupied and 35 percent are renter-occupied. The average household size is 2.88 persons. More than 86 percent of the population has received a high school degree or higher, while more than 40 percent of the population has received a Bachelor's degree or higher. More than one third of residents in the service are foreign born. Thirty percent of residents speak Spanish at home, 11 percent speak other Indo-European languages at home, and 9 percent speak other Asian and Pacific Island languages at home.

5.2. Intent

The County seeks an experienced Offeror (Contractor) to conduct a community recreation needs assessment for the Montgomery Village/Gaithersburg area of Montgomery County, Maryland. The service area is an approximately a 2-mile radius surrounding Montgomery Village, an area of about 18 square miles with a population of approximately 106,000 people. The needs assessment will guide strategic planning to equitably meet current and future community recreation needs, as well as assist the County in prioritizing demands and opportunities. The end goal is to improve the delivery of recreational programs and services to County residents in coordination with other local providers. The study focus is on both recreation programming and facilities.

5.3. Scope of Services/Specifications/Work Statement

Task 1: Kick-off Meeting/Project Coordination

The County and the Contractor will meet to confirm project goals, which will guide actions and decisions of the Contractor. Detailed steps of this task include:

- Confirm project goals, objectives, scope and schedule
- Identify lines of communication and points of contact
- Collect and review key data and information to understand the project background in-depth. This will include but not be limited to:
 - [Montgomery County Recreation Facility Development Plan 2010-2030](#)
 - [Montgomery County Recreation Spring 2025 Guide](#)
 - [Montgomery Village Recreation](#)
 - [City of Gaithersburg Recreation](#)
 - [Identity, Inc.](#)
- Review demographic information for the service area

Task 2: Stakeholder Interviews and Facility Tours

The Contractor will conduct in-person interviews with the four (4) stakeholders that provide recreation services in the Montgomery Village/Gaithersburg area, as well as up to five (5) key community leaders/groups. The Contractor will be responsible for developing all outreach materials including questionnaires, agendas, presentations, and associated materials and logistics. The intent of the questionnaires and interviews is to provide the Contractor with sufficient background information to proceed to the other tasks in the Scope of Work.

As part of the stakeholder interviews, the Contractor will determine what facilities and venues each stakeholder currently uses for programming. Subsequently, the Contractor will conduct a tour of these facilities with staff to obtain an initial understanding of facilities in the community.

Task 3: Program and Services Assessment

The Contractor will perform an assessment and analysis of the current level of programs and services offered by the various stakeholders and identify unmet current and future needs. The Contractor will provide insight into national recreation program trends. The Contractor will meet with the four (4) stakeholders as necessary to complete this task.

A. Inventory and Assessment of Current Programming and Services

The Contractor will provide an in-depth perspective of programs and service offerings and identify strengths, weaknesses and opportunities regarding programming. The Contractor will identify core programs, the level of needs met by the various stakeholders' current offerings and whether current programming and services match community needs. Further, the Contractor will compare current programming to national standards and best practices.

B. Identify Unmet Current and Future Needs in Programming and Services

The Contractor will assess if the current recreation mix identified in Task 3.A. meets the needs of the community. The Contractor will identify any program and/or services gaps, areas of improvement, and

future programs and services for residents. Additionally, the Contractor will recommend how the stakeholders may better coordinate programming.

The Contractor will highlight what barriers may exist to delivering high-quality programs.

Task 4: Evaluate Current Usage and Future Space Needs

The Contractor will evaluate current usage of facilities identified in Task 2, focusing on space utilization. The Contractor will assess if the current space is efficiently used, if the current space can be shared across stakeholders to provide a wider range of programming regardless of who owns the space and/or who is providing the programming, and if there is a need for additional space based on both current and future programming needs. If additional space is needed, the Contractor will identify what type of space is needed and for what use.

A more detailed inventory and site assessment tour than the tour in Task 2 could be conducted as part of this task, if needed.

The Contractor will meet with the four (4) stakeholders as necessary to complete this task.

5.4. Contractor's Qualifications

The Contractor must have the following qualifications:

- The Contractor must have at least five (5) years of recent experience (from the date of this solicitation) in providing services of similar scope and nature to the one included in this solicitation for a jurisdiction of similar size to Montgomery County, Maryland.
- The Contractor must have a proven track record of successfully and consistently delivering exceptionally high-quality work within the budgeted time and cost.
- The Contractor must provide a list of at least three (3) professional references that can validate the Contractor's experience in providing services of similar scope and nature to the ones included in this solicitation.

5.5. Contractor's Responsibility

- The Contractor must furnish equipment, materials and labor in performing all work described in this Solicitation.
- The Contractor must be available for both in-person and virtual meetings.
- The Contractor must assign a representative that will coordinate the work with the County's Contract Administrator or its designee.
- The Contractor must provide all management, supervision, labor, materials, tools, parts, supplies, equipment, reporting and transportation necessary to perform all services as described in this solicitation at all times.
- The Contractor must require its workers to comply with the instructions pertaining to conduct and other regulations called to the Contractor's attention by the County.
- The Contractor must perform the Scope of Services within the timeframes outlined in Section 8.1 Proposal Submissions.

5.6. County's Responsibility

- The County will be responsible to provide required data as available.
- The County will coordinate physical access to recreation facilities, as required.
- The County will coordinate meetings with internal and external stakeholders, as needed.

5.7. Reports/Deliverables

- The Contractor will provide the County with monthly status updates.
- At the completion of Task 4, the Contractor will present its findings to the County, which may be presented virtually, followed by a draft written report for County review and comment.
- The Contractor will present its final report and findings in person to stakeholders and key County leadership.
- The Contractor will provide a written final report detailing its work and findings according to the Scope of Services.

6. SECTION C - PERFORMANCE PERIOD

6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement. The period in which Contractor must perform all work under the Contract begins upon the County's issuance of a Notice to Proceed and ends after a 12-month period. Contractor must also perform all work in accordance with time periods stated in the Scope of Services. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term two (2) times for one (1) year each.

6.2 PRICE ADJUSTMENTS

- 6.2.1 Prices quoted are firm for a period of (1) year after execution of the contract. Any request for a price adjustment after this (1)-year period is subject to the following:
 - 6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee
 - 6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
 - 6.2.1.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
 - 6.2.1.4. The County will not approve a price adjustment request that exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request must be based upon the CPI for all urban consumers issued for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.
 - 6.2.1.5. The County will approve only one price adjustment for each contract term, if a price adjustment is approved.
 - 6.2.1.6. The price adjustment, including its effective date, must be incorporated into a written contract amendment.
- 6.2.2. If pricing is based on percentage discounts, the percentage discount is fixed throughout the term of the contract.

7 SECTION D - METHOD OF AWARD/EVALUATION CRITERIA

7.1 PROCEDURES

- 7.1.1. Upon receipt of proposals, the Qualification and Selection Committee (QSC) will review and evaluate all proposals in accordance with the evaluation criteria listed below under Section D.7.1.9.a. The QSC will also review an offeror for responsibility