

January 23, 2017

**REQUEST FOR EXPRESSIONS OF INTEREST**

**REOI # 37-123**

**Mobile Bike and Seasonal Equipment Rental for Montgomery County Parks**

All inquiries regarding this REOI are to be made to:  
[Jana.Harris@MNCPPC.org](mailto:Jana.Harris@MNCPPC.org) or (301) 454-1603

**Responses Due: February 13, 2017 11:00 a.m.**

## REOI 37-123

### **Mobile Bike and Seasonal Rental Equipment for Montgomery County Parks**

#### **Section 1: Introduction to Montgomery Parks**

Montgomery Parks is seeking to expand opportunities for the public to enjoy over 200 miles (155 natural surface, 82 paved) of Parks trails (many of which provide access to many more miles of State and National Park Service/C&O Canal) by providing mobile bike and other outdoor recreational equipment rental services and related programming (tours, clinics). Montgomery Parks is inviting expressions of interest to establish trailer-based mobile equipment rental and repair facilities in one or all of our regional and recreational parks including Rock Creek, Little Bennett, Black Hill, Wheaton, South Germantown, and Cabin John, among others. Equipment will include but not be limited to mountain bikes, road bikes, hybrid bikes, cross country skis, and snowshoes.

The Maryland National Capital Park and Planning Commission (Commission) is a bi-county agency empowered by the State of Maryland in 1927 to acquire, develop, maintain, administer park land, and manage a general land use plan for the development of two counties – Montgomery County and Prince George’s County. Park land in Montgomery County that is deeded to the Commission or to Montgomery County government is managed by the Department of Parks (“Montgomery Parks”), a department of M-NCPPC. Montgomery Parks manages more than 36,000 acres of parkland, consisting of 417 parks.

***Mission Statement: Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.***

Please see Attachment I. Frequently Asked Questions for additional information.

## **Section 2. Selection Process**

The Commission is utilizing a 2-step competitive proposal procedure for this project.

**Step One**, REOI, (this solicitation) shall serve as a pre-qualification solicitation developed to identify qualified Offerors with the background and demonstrated experience to operate and manage a business;

**Step Two**, the second phase of this solicitation will be an RFP (Request for Proposals) used to engage pre-qualified Offerors by inviting them to submit a more detailed proposal. Any proposal submitted in response to the RFP must:

1. Describe a business plan and provide a financing structure that balances the financial and non-financial goals in its proposal;
2. Demonstrate how the proposed business activity or program physically and functionally supports and enhances the Mission of the Parks Department. The program must ensure compatibility in a nondisruptive nature with surrounding park activities and community character;
3. Demonstrate how the proposal(s) can support the Commission's image as a nationally recognized agency with an award-winning park system;
4. Describe your vision, your goals/benchmarks, and how you will evaluate success.

### **Section 3. REOI Objectives and Requirements**

Detailed business plans are not required for this REOI. In order to qualify for the next step of this process interested individuals and firms/organizations are asked to complete the attached REOI questionnaire. Answering no to any of the questions does not mean immediate disqualification. However, you must provide an explanation for any "no responses." Please return your responses on the questionnaire form and attach any supporting documentation.

### **Section 4. Evaluation and Due Date**

All responses will be reviewed and evaluated to determine compliance with the mandatory criteria. After review, firms will be notified as to whether they will be qualified to participate in the next phase of this competitive process.

Responses to this REOI are due no later than 11:00 A.M., February 13, 2017. If you are interested in participating in this project, please send your response on the enclosed form along with any supporting information to Jana M. Harris [Jana.Harris@mncppc.org](mailto:Jana.Harris@mncppc.org) or by regular mail to:

Jana M. Harris  
M-NCPPC Purchasing Division  
6611 Kenilworth Avenue, Room 300  
Riverdale, Maryland 20737

All questions must be directed to Ms. Harris and received no later than 11:00 a.m. on February 6, 2017. Questions may be sent via e-mail [Jana.Harris@mncppc.org](mailto:Jana.Harris@mncppc.org) or by calling (301) 454-1603.

**Attachments:**

- I. **Frequently Asked Questions**
- II. **REOI Questionnaire**
- III. **M-NCPPC Insurance Requirements**
- IV. **Sample Park Descriptions**

**Attachment I.**

**REOI # 37-123**  
**Promoting Outdoor Recreation on Montgomery Parks Trails By**  
**Offering Mobile Bike and Seasonal Equipment Rental**

**Frequently Asked Questions**

1. What are the Montgomery Parks' goals for this rental operation?

The primary goals of this program include providing park visitors with a method of accessing park trails, historic sites, natural beauty, and providing a healthy and a meaningful parks experience all year long.

2. Do I have to be in the bike or sports equipment business to submit a competitive proposal?

No, the only requirement is that you have experience running a business and can respond affirmatively to the questionnaire.

3. Will there be electricity or internet access at the sites where trailers can be stationed?

In some cases trailers can be located adjacent to parks facilities (such as visitors centers) that have electricity and internet service.

4. What are the available parking areas where trailers can be stationed?

The park map links cited in this REOI show available parking areas.

5. What type of bikes need to be made available for rental?

Rental bikes can include road bikes (paved trails) as well as mountain bikes (natural surface) and hybrids and recumbent bikes. In addition, the service provider will be required to provide "ADA" bikes such as tandem and hand crank bikes to accommodate persons with disabilities.

6. Are there other requirements?

The service provider will be required to carry liability and workers comp insurance per M-NCPPC requirements (See Attachment III).

7. Can I provide other services in addition to equipment rental?

Rental may include helmets and other bike-related equipment. Services can expand to include bike repair as well as other rental services such as roller skis and for winter months snowshoes or cross country skis.

Programming might include safety training, bike maintenance, product comparisons, etc.

8. When are the parks and trails open?

Services can be operated 7 days per week dawn to dusk.

9. Can I operate the business on Maryland State parks?

Your customers can ride on Montgomery County trails, Maryland state trails, and National Parks trails like the C&O Canal but the operating agreement allows you to locate the business (trailer) only in parks maintained by Montgomery Parks/M-NCPPC. Guided tours will be subject to special permits if taking place outside of Montgomery Parks trails.

10. Will I have to pay a fee to Montgomery Parks to operate the business?

Yes, but the fee will be negotiated and will consider that the success of the business will be hard to predict. The fee will most likely be based on a percentage of sales revenue.

11. Can you provide data on the number of people that are using the trails?

Unfortunately, we do not keep a count of trail users. However, we can provide anecdotal information on certain park attractions and their peak activity days.

12. Are there plans for expanded trails?

For information on future trail planning in the Parks see [Countywide Park Trails Plan](#) and for Montgomery County [Bicycle Master Plan](#).

**Attachment II.**

**Pre-Qualification Questionnaire REOI # 37-123**

1. How long have you or your firm/organization been conducting business and in what state(s)? Do you or your organization have at least five (5) years' experience in operating or managing the current business structure?

No \_\_\_\_\_ Yes \_\_\_\_\_ Years \_\_\_\_\_ State(s) \_\_\_\_\_

2. Please describe any previous experience with a governmental or public entity as a partner. Discuss any challenges encountered and the manner in which they were handled. (Responses should be attached to this form)

3. Does the background and experience of the key personnel who will be involved with this business include knowledge of the business structure as well as management skills. How many employees do you or your firm/organization currently employ?

No \_\_\_\_\_ Yes \_\_\_\_\_ Number of Employees: \_\_\_\_\_

4. List references from at least three (3) companies in which you or your firm/organization currently conduct business and explain the type of relationship. Please provide name, address, phone number and contact person. (References should be attached to this form)

5. Can you or your firm/organization provide financial statements and a Business Plan going forward? If you are ultimately granted a lease through this solicitation, what will be the primary sources of revenue to pay for rent or remuneration to the Commission?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Individual, Firm/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Return to: Jana M. Harris  
Maryland-National Capital Park and Planning Commission  
6611 Kenilworth Avenue-Room 300  
Riverdale, Maryland 20737



**Attachment III.**  
**M-NCPPC Insurance Requirements**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
INSURANCE CHECK LIST**

COVERAGE REQUIRED	LIMITS (Minimums)
<b>1. Worker's Compensation</b> <input type="checkbox"/> Accident (Each) <input type="checkbox"/> Disease (policy limits) <input type="checkbox"/> Disease (each employee)	Statutory Employer's Liability \$100,000 per person \$500,000 aggregate \$100,000 per disease
<b>2. General Liability</b> <input type="checkbox"/> Products Liability & Completed Operations <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Premises & Operations <input type="checkbox"/> XCU for explosion and/or cave in <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury and Advertising <input type="checkbox"/> Medical Payment any one person	All items in No. 2: \$1,000,000 Combined Single Limit of Bodily & Property Damage per Occurrence  \$5,000 per occurrence
<b>3. Contractual Indemnity/Hold Harmless Exactly as Specified</b>	
<b>4. Automobile Liability</b> Owned Hired, Non-owned & Leased <input type="checkbox"/> Bodily Injury Each person                   \$ 500,000 Each occurrence           \$1,000,000 <input type="checkbox"/> Property Damage Each occurrence           \$ 300,000 Or Combined Single Limit     \$1,000,000	
<b>5. Excess Liability</b> Combined Single Limit	\$1,000,000
<b>6. The Maryland-National Capital Park and Planning Commission named as additional insured on all policies. The coverage is primary to all coverage the Commission may possess.</b>	
<b>7. Other Insurance</b> <input type="checkbox"/> Renovation over \$50,000 All Risk Builders Coverage <input type="checkbox"/> Professional Liability For errors, omissions and negligent acts, per claim and per aggregate, with one year discovery period and no greater than a \$25,000 deductible. Combined Single Limit (Professional services contracts only)	\$250,000.00
<b>8. 30 days Cancellation Notice Required</b> <b>45 days Cancellation Notice Required</b>	Under \$500,000 Over \$500,000
<b>9. Best's Guide A rating or better/ S&amp;P Rating of BBBq</b>	
<b>10. The Certificate Must State Bid Number and Bid Title.</b>	

**BIDDER AND INSURANCE AGENT STATEMENT**

We understand the insurance requirements of these specifications and will comply in full if awarded this contract.

**Offeror Signature**

**Insurance Agency Signature**

## Attachment IV.

### Sample Park Descriptions

**Rock Creek Regional Park** stretches across approximately 1,800 acres and includes the beautiful 75-acre Lake Needwood and the picturesque 55-acre Lake Frank. Enjoy all the park has to offer by meandering along 13 miles of trails through woodlands and along the lake shores, or go picnicking, fishing, or boating while viewing the many species of resident wildlife. You can reserve picnic shelters by contacting the Park Permits Office. Other park amenities include playgrounds, Needwood Boat Rental and Snack Bar, Meadowside Nature Center, and lake tours on the *Queen Needwood*.

**Black Hill Regional Park** is a 1300-acre, lake-oriented park that features the mostly hard-surface 4.3 mile Black Hill Trail, over 10 miles of natural surface trails, and a [water trail](#) on Little Seneca Lake. Trails offer spectacular views of the lake, and meander through oak and hickory forests through some of our [Best Natural Areas](#). Historical markers identify former mill sites and interpret past gold mining history. Unless noted otherwise on the map, trails marked “Natural Surface” and “Hard Surface” are “Shared by All” trails which includes hikers, bikers and equestrians.

**Wheaton Regional Park** is nestled in a forested area of Wheaton, Maryland. The park offers a variety of recreational and educational opportunities within its 536 acres.

- The Shorefield Area has more play spaces than you can imagine. After hiking, biking, or horseback riding through 11 miles of paved and **natural surface trails**, head to the shores of **Pine Lake**, which offers beautiful spots for fishing, picnicking, or just relaxing.
- When you’re ready for some more fun, head to the **Adventure Playground**, which includes endless climbing structures, swings, giant slides, a sand castle, and much more.
- The entire family will delight at a trip on board a replica **1863 C.P. Huntington engine train** for a scenic tour through park woods and meadows, or enjoy an enchanting ride on the historic Herschell Spillman Company 1915 turn-of-the-century **musical carousel**.
- Enter the park through the Glenallan Area for hands-on appreciation of Montgomery County’s natural resources. Be dazzled by the beauty of the award-winning **50-acre Brookside Gardens**, which includes a variety of horticulture displays, such as aquatic, azalea, butterfly, rose, and Japanese-style gardens.
- Stop by the **Brookside Nature Center** for quality programs for people of all ages, interests and abilities. The live reptile and mammal displays will enchant young naturalists, while self-guided trails take you along interpretive boardwalks and wildlife viewing areas.

- If you appreciate transportation of the four-legged nature, head over to the **Wheaton Park Stables** where you can enjoy an escorted trail ride, learn a new sport, or enhance your riding skills.
- For recreational opportunities, enter through the Orebaugh Area where even our four-legged family members can get their share of exercise in the **fenced-in dog park**. Outdoors, enjoy the **F. Frank Rubini Athletic Complex** that includes four softball and two baseball fields, as well as basketball and handball courts.
- For tennis enthusiasts, there are six outdoor courts, or head to the **Wheaton Indoor Tennis Facility** featuring six heated and air-conditioned courts.
- The **Wheaton Ice Arena** is open year round and offers programs for recreational, freestyle, hockey, and speed skaters.
- The **Wheaton Sports Pavilion** featuring state-of-the-art synthetic turf.

**Little Bennett Regional Park** is the largest park in the M-NCPPC park system with 3,700 acres. The park includes 91 campsites and offers over 25 miles of natural surface trails in one of our best natural areas. It is one of the best contiguous natural areas in Montgomery County. The park is bisected by Little Bennett Creek, a high quality stream, that supports one of the few brown trout fisheries in the County. Little Bennett is the home of 14 known Historic Sites. As early as the 18th century, the Little Bennett Valley was the home to farms and small scale industries capitalizing on the region's abundant resources of timber, water, vegetation and vast acreage. Thousands of visitors enjoy hiking, cycling, horseback riding, camping, birding, interpretive programs and golf at Little Bennett each year.

**South Germantown Recreational Park** is one of Montgomery Parks' most active parks. The large park offers variety of activities to choose from, including hiking, biking, archery, miniature golf, swimming, soccer, picnicking, and adventure play, to name just a few. The park hosts some of our most popular facilities in the up-county area. Besides trails, the many facilities offered by this Park include; South Germantown Mountain Bike and BMX Pump Track, playgrounds, ball fields, picnic shelters, splash park and miniature golf, adventure playground, Washington Nationals Miracle Field, Tennisplex, Germantown Indoor Swim Center, King Farm Dairy Museum, Maryland Soccerplex, and the Germantown Golf Park Driving Range.

**Cabin John Regional Park** offers over four miles of natural surface trails and approximately two miles of hard surface trails. The key trail in the park is the Cabin John Stream Valley Trail, which extends from the park all the way to MacArthur Blvd near the C&O Canal and Potomac River. From Tuckerman Lane, the trail extends north to Goya Drive. Unless noted otherwise on the map, trails marked "Natural Surface" and "Hard Surface" are "Shared by All" trails which includes hikers, bikers, and equestrians.

The scenic Cabin John Stream Valley Trail runs North-South for 8.8 miles one-way through Cabin John on the Potomac River to Montrose Road & I-270 in Rockville. The trail is open to hikers and bikers (not equestrians) and marked with a sky-blue blaze.

Even though the trail is located near major highways and residential areas, it offers a sense of solitude and natural beauty. A portion of the trail traverses Cabin John Regional Park along Cabin John Creek and continues south all the way to the C&O Canal and then extends northward to Goya Drive.

Riders will encounter several small stream crossings, some short climbs and descents, rocky sections and Mountain Laurel thickets which are beautiful when they bloom in June. Because much of the trail travels along the creek, it gets quite muddy after it rains, which leads to trail erosion and deterioration if ridden in these poor conditions.

**The Capital Crescent Trail**, connecting from Georgetown D.C. to west Silver Spring in Montgomery County, MD, is a hiker-biker trail running for 11 miles along the right-of-way formerly used by the Georgetown Branch rail line of the Baltimore and Ohio Railroad. The transformation from a disused single-track rail line to a first-class trail has been an impressive example of cooperation between civic groups and governments.

The Capital Crescent Trail is complete for seven miles from Georgetown to Bethesda. This section features a 10-foot wide asphalt path and wherever possible an adjacent 2-foot wide stone-dust trail for joggers. The Trail is a temporary crushed stone trail (called the Interim CCT, and also called the Georgetown Branch Trail) for three miles from Bethesda to Laytonsville. From there the Georgetown Branch Trail continues as a two-mile-long on-road bike route into downtown Silver Spring. There are plans to rebuild the trail as a hard surface trail alongside the proposed Purple Line light rail continuous between Bethesda and downtown Silver Spring, where it will connect to the Metropolitan Branch Trail.

The Trail is used for both recreational and commuting purposes, connecting residential, commercial, and employment centers of Chevy Chase, Bethesda, Silver Spring, and Washington D.C. Most of the Trail passes through parks and other wooded areas; it passes over four historic bridges, through two historic tunnels, and provides beautiful vistas over the Potomac.

The Trail closes at dark except for commuters. It connects with several other trails, the most prominent of which are the C&O Canal Towpath and the Rock Creek Trail; the connections with the latter permit a circular trip of about 22 miles.