

**City of Taneytown Department of Parks & Recreation**  
**Guidelines & Checklist for Evaluation of a**  
**PROJECT or SERVICES REQUEST FORM for Unsolicited Proposals**

**Introduction**

This document of guidelines and a checklist is intended for use in evaluating Project or Services Request Forms for Unsolicited Proposals submitted to the Parks & Recreation Department Director, as well as the Parks & Recreation Advisory Board. It is anticipated that use of these guidelines and the checklist will save time, effort and resources in considering unsolicited proposals, making city government respond more effectively to citizens.

Users please note, if a conflict between city policy or ordinances and this document occurs, the policy or ordinance takes precedence and should be relied upon. When citing a legal requirement, the responsible city official or other user should cite the ordinance, regulation or law, not this document. To ensure widespread availability of this document, the Department of Parks & Recreation has placed this document on the City of Taneytown web site, [www.taneytown.org](http://www.taneytown.org), and copies in the Taneytown Library. Conducting a reasonable and orderly evaluation of unsolicited proposals is a critical to being responsive to the recreational needs of the citizens of Taneytown and the business of government.

If there are instances where staff or the Advisory Board requires more information or has a question about City policy, they will inquire to the Department Director.

**Criteria for Evaluating Proposed Projects or Services**

*The Department of Parks & Recreation uses the following basic criteria to evaluate unsolicited proposals. In general, most unsolicited proposed projects or services will need to meet all of the following six criteria:*

1. **Children are a priority:** Serve children and youths of the community as a priority, and also all city residents;
2. **Meet City Standards:** Be able to be developed and implemented to Taneytown Parks & Recreation standards;
3. **Consistent with Park Use:** Be consistent with existing uses or services or currently planned uses or services, or **be more urgently needed;**
4. **Respect the Park:** Reflect the character of the park and surroundings;
5. **Environmental Quality:** Enhance the park without hindering the quality of the open space; and
6. **Adequate Funding:** Have an anticipated, identified, independent source of funding to meet the proposal budget.

**Proposal Evaluation**

*The Department of Parks & Recreation considers long term strategies, plans, and improvements, as well as legal requirements, in evaluating proposals. With the above criteria in mind, evaluators should proceed to answer the following questions based upon information provided in the request form submitted and Department records:*

1. How did the requestor determine the need for this proposed project or service? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the proposed project or service consistent with and fit within existing planning documents (e.g., park master plan, facility plans, etc.)?

Yes: If yes, Identify existing planning documents that are applicable to the proposal. \_\_\_\_\_  
\_\_\_\_\_

No. If no, the request form should show that the proposed project or service *is more urgent than the currently planned or existing use*. \_\_\_\_\_  
\_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

3. Who will the project serve or is the new or expanded services for? \_\_\_\_\_  
\_\_\_\_\_

4. Does the proposed project or service have demonstrated broad community support?

Yes. If yes, summarize this support. \_\_\_\_\_

No

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

5. Does the proposal require legal agreements?

Yes. If yes, describe the requirements. \_\_\_\_\_  
\_\_\_\_\_

No

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

6. Will the proposed project be durable and easy to maintain or service easily carried out?

Yes

No

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

7. Would the proposed project or service comply with zoning code, land use, and building requirements?

Yes: If yes, discuss consistencies \_\_\_\_\_  
\_\_\_\_\_

No: If no, discuss inconsistencies. \_\_\_\_\_  
\_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

8. Does the proposal create safety or liability concerns?

Yes: If yes, describe concerns. \_\_\_\_\_  
\_\_\_\_\_

No.

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

9. Does the proposal have accessibility/ADA issues?

Yes: If yes, describe these issues. \_\_\_\_\_  
\_\_\_\_\_

No: If no, describe features that avoid these issues. \_\_\_\_\_  
\_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

10. Does the proposed project or service Impact historic resources (building or landscape)?

Yes: If yes, describe these impacts and suggest possible solutions. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No.

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

11. Would the proposal meet the requirements of any other necessary local, state, and Federal law, regulations, or permits?

Yes: If yes, discuss compliance with these other requirements. \_\_\_\_\_  
\_\_\_\_\_

No: If no, discuss any need for other compliance \_\_\_\_\_  
\_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

12. Does implementation of the proposed project or service present any unusual or extraordinary technical issues?

Yes. If yes, describe. \_\_\_\_\_  
\_\_\_\_\_

No

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

13. Does the project or service reflect the character of the park? Specifically:

a. Does the proposed project or service fit within the existing design or services of the park?

Yes. If yes, describe how. \_\_\_\_\_  
\_\_\_\_\_

No. If no, describe why not. \_\_\_\_\_  
\_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

b. Does the proposed project or service fit within the context of its surroundings, i.e., neighborhood?

Yes. If yes, describe how. \_\_\_\_\_  
\_\_\_\_\_

No. If no, describe why it does not. \_\_\_\_\_  
\_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

14. Would the proposed project or service have a positive impact on current and future park users?

Yes: If yes, describe any known positive impacts. \_\_\_\_\_  
\_\_\_\_\_

No: If no, describe negative impacts. \_\_\_\_\_  
\_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_  
\_\_\_\_\_

15. Would the proposed project or service increase costs for the City to maintain or operate the park?

Yes: Identify and/or address funding impacts – especially increased ongoing requirements for operations and maintenance. **NOTE: If this is the case and the project or service is approved, it will need to be incorporated into the Department of Parks & Recreation Capital Improvement Plan and be approved by the City Council prior to implementation.**

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No: Explain funding situation. \_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_

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16. Would the proposed project or service require an increase in Department of Parks & Recreation staff effort beyond 4 hours?

Yes: Identify and/or address staffing needs – especially increased ongoing requirements for operations and maintenance. **If this is the case and the project or service is approved, it will need to be incorporated into the Department of Parks & Recreation Capital Improvement Plan and be approved by City Council prior to implementation.**

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No: Explain funding situation. \_\_\_\_\_

Unknown: If unknown, describe additional information needed to make a determination. \_\_\_\_\_

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