




# FAIRFAX COUNTY PARK AUTHORITY



## M E M O R A N D U M

**TO:** Chairman and Members  
Park Authority Board

**VIA:** John W. Dargle, Jr., Director 

**FROM:** Todd Johnson, Director  
Park Operations Division

**DATE:** November 23, 2009

### *Agenda*

**Park Operations Committee  
Wednesday, December 2, 2009 – 4 p.m.  
Board Room – Herrity Building  
Chairman: George Lovelace  
Vice Chair: Harry Glasgow**

1. Synthetic Turf Field Development Program Update from the Department of Community and Recreation Services – Information\*

\*Enclosures



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Board Agenda Item  
December 16, 2009

## **INFORMATION**

### Synthetic Turf Field Development Program Update from the Department of Community and Recreation Services

The purpose of this program is to provide opportunities for athletic organizations to submit proposals to partner with Fairfax County to develop synthetic turf fields or convert existing grass fields to synthetic turf on land owned by Fairfax County, the Fairfax County Park Authority (FCPA), or Fairfax County Public Schools (FCPS). Any youth or adult sport organization, league or group that currently receives field use permits from the Department of Community and Recreation Services (DCRS) is eligible to apply for funding to develop a turf field. Up to three applications may be chosen. DCRS will provide each of the three fields up to \$150,000 in funding. The applicant proposing the chosen fields will be responsible for the non-county-funded portion of the cost and the applicant will be asked to sign a contract to that effect.

The Fairfax County Athletic Council was scheduled to review and comment on the attached draft program application at its November 18 meeting. DCRS will distribute and present the final program application at this Park Operations Committee prior to the program notification to the sports organizations.

### ENCLOSED DOCUMENTS:

Attachment 1: DRAFT dated- 11/02/2009- Fairfax County Synthetic Turf Rectangle Field Development Program -2010 Program Application

### STAFF:

John W. Dargle, Jr., Director  
Cindy Messinger, Deputy Director/COO  
Todd Johnson, Director, Park Operations Division  
Dave Bowden, Director, Planning and Development Division

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**FAIRFAX COUNTY SYNTHETIC TURF RECTANGULAR FIELD DEVELOPMENT  
PROGRAM  
2010 PROGRAM APPLICATION**

**Deadlines:** Notice of Intent to Apply due December 15, 2009. Application due January 15, 2010.

**Program Purpose**

Athletic fields with a synthetic or artificial turf surface are more beneficial to Fairfax County than natural grass surfaces for several reasons. Despite high up-front costs, artificial turf fields have lower maintenance costs. The wear and tear on the surface is minimal, even with high levels of usage. Because of their superior ability to drain water, the fields can be used year-round and in almost any kind of weather. They are also safer playing surfaces, due to their flatness and uniformity. Further, artificial turf surfaces provide storm water management benefits to the area by effectively managing rainwater.

In the long run, artificial turf fields will save the county maintenance costs and increase the inventory of field space available for community use. Industry estimates are that artificial turf surfaces have an average expected lifespan of eight to ten years.

The purpose of this program is to provide opportunities for athletic organizations to submit proposals to partner with the County to develop turf fields or convert existing grass fields to artificial turf on land owned by Fairfax County, the Fairfax County Park Authority (FCPA), or Fairfax County Public Schools (FCPS).

**Eligible Applicants**

Any youth or adult sport organization, league or group that currently receives field use permits from Community and Recreation Services (CRS) is eligible to apply for funding to develop a turf field. Applicants must attend an information meeting prior to proposal submission to be eligible for this program.

**Eligible Field Locations**

1. Undeveloped land owned by Fairfax County, FCPA or FCPS.
2. Existing FCPS and FCPA rectangular fields that are included in the CRS scheduling inventory of fields.

**Fiscal Guidelines**

Up to three field applications may be chosen. The county will provide each of the three fields up to \$150,000 in funding. The applicant proposing the chosen fields will be responsible for the non-county-funded portion of the cost and the applicant will be asked to sign a contract to that effect.

Upon contract completion, a formal estimate of the cost will be obtained by the landowner. If the formal estimate of the total project costs are more than 10 percent higher than the total costs described in the attached cost estimate, the applicant may terminate the contract without penalty. Otherwise, full payment of the balance beyond the county funded \$150,000 must be paid by the applicant within 30 days of receipt of the formal estimate.

If a project is completed for less than the formal estimate , the applicant will be refunded the difference. If the project goes over the amount of the formal estimate, the applicant will be responsible for the balance due.

Projects will be subject to landowners' processes and timelines. If the projected timeline for a project predicts project completion for greater than 18 months after contract completion, the applicant may terminate the contract without penalty. Projects will not begin until a contract between the applicant, CRS, and the property owner is signed.

### **Design Specifications and Estimated Cost of a Synthetic Turf Rectangular Field**

All fields funded through this program must be built to the property owner's specifications. FCPA/FCPS will meet with the awarded applicant to review design details and specifications prior to the start of the design phase for a particular project. The costs provided are budget estimates only and are intended to be simply a guideline for applicants. Costs may vary based on selected vendors and product type, field size, soil conditions, need for additional infrastructure, or other variables. Please see the attached document which outlines the budget estimate and a typical project schedule for synthetic turf rectangular fields. This document should be used as a guideline only.

### **Field Maintenance**

Fields will be maintained by the local government agency currently responsible for their maintenance. Funded fields on properties not maintained by FCPA or FCPS will require a maintenance agreement before the project is approved.

### **Field Use**

Approved applicants will not receive exclusive use of fields. Completed fields will be permitted for use in accordance with the CRS Field Allocation Policy ([http://www.fairfaxcounty.gov/rec/team\\_sports/field\\_policy/approved08/fieldap\\_r1.pdf](http://www.fairfaxcounty.gov/rec/team_sports/field_policy/approved08/fieldap_r1.pdf)) and the Policy for Allocating Field Time to Partner Organizations on Synthetic Turf Fields ([http://www.fairfaxcounty.gov/rec/team\\_sports/field\\_policy/approved08/atrch1tfm09.pdf](http://www.fairfaxcounty.gov/rec/team_sports/field_policy/approved08/atrch1tfm09.pdf)) and all users will be still responsible for payment of the Application Fee, Non-County Fee, and other applicable user fees.

The subletting or renting of space is strictly prohibited.

### **Selection Criteria**

Proposals that do not meet the eligibility requirements outlined in the eligibility sections above will not be considered for funding.

Prior to the full review of proposals, the Selection Recommendation Committee will review the applicants' ability to fund the proposed projects, as defined below.

Ability to Fund Project: Applicants have provided documentation of their ability to contribute their share of the project costs during the project period (the fiscal year for which the project was accepted). The Selection Recommendation Committee will review the total assets and organizational size of the applicant and the applicant's partners to determine the ability to provide an acceptable level of funding.

The Selection Recommendation Committee will review each proposal and assign points based on the three criteria listed below.

1. **Need (50 pts possible):** Field is in an area of the greatest need for space as determined by the CRS allocation policy. Need is further defined as the relative lack of available fields per the number of participants in a given geographical area, as determined by CRS.
2. **Community Use (30 pts possible):** Field will support significant community use and will be permitted to multiple sports and user populations. "Significant assured community use" refers to the total number of hours per week that a field will be utilized for community use by the applicant. Further, a field with significant community use will be capable of being scheduled for multiple sports. All (or nearly all) available hours will be scheduled for use. The field will be used year round. The Selection Recommendation Committee will also consider how the development of a synthetic turf field will reduce impact on other fields, resulting in additional community use hours available.
3. **Field Design/Amenities (20 pts possible):** Field design (e.g., size and configuration) will accommodate the scheduling of different sports and users. Points will be earned for lighted fields, fields with greater accessibility to users, and other relevant factors determined by the Selection Recommendation Committee. This criterion takes into account the size and configuration of the field that will allow for maximum use. Additional improvements proposed by the offeror, to be paid for by the offeror, such as bleachers, benches, enhanced landscaping, fencing or additional parking, will be considered in awarding points. These proposed improvements will need to be approved by the landowner.

The Selection Recommendation Committee will not consider the applicants proposed future plans to light or otherwise improve facilities unless the plans have already passed all mandated reviews and have been implemented into an overall work plan for that particular field.

### **Selection Recommendation Committee and Application Review Process**

During the application review process, the selection committee may request additional information or changes to the proposed plan.

The applications will be reviewed by the selection committee which will be made up of Fairfax County Athletic Council (FCAC) representatives. FCAC members with a direct interest in any of the applicants will be excluded from participation on the committee.

The Selection Recommendation Committee will prioritize proposals based upon the points awarded for the selection criteria established (see above). The committee will recommend projects for funding to the CRS Director, who will make the final decision. The property owner(s) must approve all projects.

1. **Application Process and Timeline** Organizations must notify CRS in writing of their intent to apply by 4:00 pm on December 15, 2009. This notice should be e-mailed to [AthleticServices@fairfaxcounty.gov](mailto:AthleticServices@fairfaxcounty.gov) and include the following text: "<Name of Organization> intends to apply for funding to develop an artificial turf field at <Name of Field>." Applicants that do not submit the intent to apply by the deadline will not be eligible for funding.

2. Completed applications are due by 4:00 pm on **January 15, 2010** and should be mailed to

Community and Recreation Services  
Attn: Athletic Services – Turf Field Program  
12011 Government Center Parkway, 10<sup>th</sup> floor  
Fairfax, VA 22035-1115

**The following must be included in the application packet:**

- Application cover page (see attached)
- Proposal narrative, with sections outlining how your proposal meets each of the selection criteria outlined above.
- Funding plan, to include supporting documentation from financial institutions, lenders, and partners. Contracts or memoranda of agreement with fiscal partners should also be included.
- Partnership contracts or memoranda of understanding with use partners if applicable.

Proposals received after 4:00 pm on **January 15, 2010** will be considered late and will not be considered for funding.

4. The final decision will be announced no later than **February 28, 2010**. Successful organizations will be notified via a letter and an agreement between the applicant, CRS, and the property owner must signed outlining the partnership.
5. The Selection Advisory Committee and the Department of Community and Recreation Services reserve the right to recommend or award fewer than three grants if they determine that an insufficient number of worthy proposals have been submitted.

If you have any questions, please contact the Athletic Services Division at 703-324-5533 or [AthleticServices@fairfaxcounty.gov](mailto:AthleticServices@fairfaxcounty.gov).

**FAIRFAX COUNTY SYNTHETIC TURF FIELD DEVELOPMENT PROGRAM**

**APPLICATION COVER PAGE**

Applicant Name: \_\_\_\_\_

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

Applicant Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Please list partners and contact names, phone numbers, and e-mail addresses for each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Field Applied For: \_\_\_\_\_

As a representative of the applicant named above, I understand the rules and requirements of the Fairfax County Synthetic Turf Field Development Program and agree to abide by them. I understand that the selection committee, the Fairfax County Department of Community and Recreation Services, the Fairfax County Park Authority, Fairfax County Public Schools, and other local government agencies affected by the proposed field may request additional information about my and my partners' organizations and our proposal and will provide such information as requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## ESTIMATED SYNTHETIC TURF FIELD COSTS\*

\* This is an estimated cost based recent completed work.

### BUDGET ESTIMATE: SYNTHETIC TURF FIELD 370' x 190'\*

#### Contract Scope

- Erosion & Sedimentation Controls
- Site Earthwork
- Storm Drainage System
- Synthetic Turf Field System 370'x 190'
- Concrete Bleacher & Players Pad and Goals
- Accessible Asphalt Trail
- Sod and seed all disturbed ground surfaces
- Engineering Layout
- 90 Days to Complete Construction

#### Scope Budget Estimate

Erosion and Sedimentation Controls	\$ 20,000
Site Earthwork	\$ 90,000
Storm Drainage System	\$135,000
Synthetic Turf Field System 370' x 190'	\$360,000
Concrete Bleacher Players Pad and Goals	<u>\$ 18,000</u>
Accessible Asphalt Trail	\$ 12,000
Sod Perimeter & Seed Disturbed Areas	\$ 15,000
Engineering Layout	\$ 8,000
Subtotal	\$658,000
Design & Permitting	\$ 58,000
Contract Contingency Allowance (10%)	\$ 66,000
Administrative Costs-Project Management (8%)	\$ 57,000
Testing & Inspections	<u>\$ 10,000</u>
Subtotal	\$191,000
<b>TOTAL</b>	<b>\$849,000</b>