



# FAIRFAX COUNTY PARK AUTHORITY



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

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

**VIA:** Jai Cole, Executive Director

**FROM:** Kevin Williams, Acting Division Director  
Park Operations Division

**DATE:** October 21, 2022

### *Agenda*

**Park Operations Committee  
(Committee of the Whole)  
Wednesday, October 26, 2022 – 6:50 pm  
Virtual  
Chairman: Linwood Gorham  
Vice Chair: Mike Thompson**

1. McNaughton Fields Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Woodlawn Little League (with presentation) – Action\*

\*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

Board Agenda Item  
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**ACTION**

McNaughton Fields Park – Mastenbrook Volunteer Matching Funds Grant Program Request – Woodlawn Little League (Mount Vernon District)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Funds Grant Program request from Woodlawn Little League (WLL) in the amount of \$20,000.00 to help fund a project to construct a concession/restroom building at McNaughton Fields Park.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the Mastenbrook Volunteer Matching Funds Grant Program request from Woodlawn Little League (WLL) in the amount of \$20,000.00 to help fund a project to construct a concession/restroom building at McNaughton Fields Park.

TIMING:

Board action is requested on October 26, 2022, in order to award the grant.

BACKGROUND:

Woodlawn Little League has held an adoption agreement with FCPA for more than a decade for the maintenance of the fields and supporting amenities at McNaughton Fields Park. The addition of a concession/restroom building has been identified as an improvement that will greatly enhance the experience of park users, which include hundreds of players and spectators participating in baseball games and practices on weekdays and weekends (Attachment 1).

WLL is requesting \$20,000 from the Mastenbrook Volunteer Matching Funds Grant Program to help fund a project to construct a concession/restroom building at McNaughton Fields Park (Attachment 2). The total project estimate is in the range of \$600,000 to \$720,000. If approved, a grant of \$20,000 from the Mastenbrook Volunteer Matching Fund Grants Program, along with an estimated \$480,000 in proffer funding and a donation of \$200,000 from WLL, will provide the funds sufficient for completion of the project. Approximately \$16,000 to \$20,000 of WLL's \$200,000 contribution amount will be in the form of payments made directly by WLL for professional building design services. WLL will provide the balance of their contribution in the form of a donation to the Fairfax County Park Foundation prior to FCPA starting the bid process for construction.

The Park Authority Board Member for the Mount Vernon District supports approval of the grant request. Funds are available to award the requested matching grant

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amount of \$20,000. The Planning and Development Division Project Management Branch will manage the project. The project is expected to be completed in FY2024.

FISCAL IMPACT:

The estimated total funding required for the full construction project is between \$600,000 and \$720,000. Funds are currently available in the amount of \$20,000.00 in WBS PR-000091, Park Renovations and Upgrades - 2016, in Fund 300-C30040, Park Bond Construction Fund; \$500,000 in proffer funding; and \$200,000 from WLL, resulting in total available funding of \$720,000. WLL has committed to providing all additional funding necessary to complete the project once the design and permitting phases are complete. Maintenance expenses will be managed by the Park Operations Division and supported through proffer funds.

Upon approval of this grant, the new balance in the Mastenbrook Volunteer Matching Funds Grant Program will be \$773,260.23

ENCLOSED DOCUMENTS:

Attachment 1: Aerial Showing Grant Project Area at McNaughton Fields Park  
Attachment 2: Mastenbrook Volunteer Matching Funds Grant Request – Woodlawn Little League; includes Project Terms and Projected Milestones

STAFF:

Jai Cole, Executive Director  
Sara Baldwin, Deputy Director/COO  
Aimee L. Vosper, Deputy Director/CBD  
Brendon Hanafin, Director, Planning and Development Division  
Paul Shirey, Manager, Project Management Branch  
Michael Peter, Director, Business Administration  
Kevin Williams, Acting Director, Park Operations Division  
Dan Sutherland, Manager, Park Management Branch, Park Operations Division  
Roberta Longworth, Executive Director, Fairfax County Park Foundation





**Mastenbrook Volunteer Matching Fund Grants Program  
Application Form**

*PLEASE PRINT.* Please provide all information requested. Attach additional sheets and/or materials as needed to support your request.

**1. Grantee Information**

Name of Individual or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**2. Project Title**

\_\_\_\_\_

**3. Funding Requested for this project**

Applicant may apply for more than one project per fiscal year; however, the combined total of grant funding awarded may not exceed \$20,000 within a fiscal year.

Amount: \_\_\_\_\_

## **4. Project Description**

Provide a description of your project. Attach drawings or specifications for materials proposed for purchase. If educational materials are proposed, provide a mock-up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock-up of your project and what the finished product will look like. *Provide as much detail as you can to help evaluators clearly understand your project.*

Woodlawn Little League proposes to partner with the Fairfax County Park Authority to construct at McNaughton Fields Park a structure to accommodate the operation of a concessions stand to serve the hundreds of players and spectators in the park on any given weekday or weekend day for baseball games and practices. The park lacks permanent restrooms/comfort stations and water for sanitary and drinking purposes. The proposed structure would include such accommodations for the public.

Electronic copies of the design have been shared with FCPA.

## **5. Public Benefits**

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? *Please be aware that projects must be ADA-compliant.*

The building of a structure to accommodate and support the operations of a concessions stand and restrooms in McNaughton Fields Park would greatly improve the experience of park users and alleviate expenses incurred by FCPA to provide alternative restroom facilities in the form of portable toilets. The concession stand would provide refreshments and beverages to park visitors. There is no available water source in the park for sanitary or drinking purposes. There are no permanent restroom facilities for patrons of the park and no facilities for other similar needs, such as diaper changing, etc. Such a project would afford all these services and capabilities in the park.

Additionally, the project would benefit other users of the park and fields, including those with permits for activities like summer baseball camps, college showcases, and other activities pertaining to baseball and softball.

## **6. Sponsor Commitment**

What experience do you or does your organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? Describe what maintenance the improvement will require and how the maintenance will be accomplished over time.

Woodlawn Little League has a long history at this location, stretching back to the early 1970's. The league has been a longstanding partner with FCPA to adopt the park for maintenance, maintaining the baseball fields, and adding and maintaining improvements and structures, including a concessions stand that was located at this site before the park was renovated in the mid-2010's. Woodlawn Little League will also undertake a capital campaign to raise from community members and businesses cash and in-kind donations totaling \$200,000, that will be donated to the Park Foundation to support this project.

## 7. Proposed Budget

Provide a detailed and complete budget. Include enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices (e.g. price quotes, website screenshots, etc.) for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds.

See attachment

## 8. Funding Process

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

We understand that we will receive the grant funds from the Park Authority after we complete the project and furnish receipts with our letter requesting payment.

We must have the Park Authority pay the grant-funded portion of project costs during the course of the project. (Grant funds are remitted directly to vendors or suppliers, not to the grantee.)

Signature



Date

10-13-22

PRESIDENT, WOODLAWN LITTLE LEAGUE

### Submit application to:

Fairfax County Park Authority  
12055 Government Center Parkway, Suite 927  
Fairfax, Virginia 22035-1118

Attn: Julie Tahan, Community Support Specialist  
Park Operations Division  
703-324-8740  
[Julie.tahan@fairfaxcounty.gov](mailto:Julie.tahan@fairfaxcounty.gov)

### FOR OFFICE USE ONLY

Date received	
Delivery method	



# PLANNING AND DEVELOPMENT DIVISION

## Pre-Scope Estimate

### PROJECT: McNaughton Field Restroom/Concession Building TPE

Cost Areas	Pre-Scope	Comment
<b>1 - Professional Services</b>	<b>\$85,000.00</b>	
Architecture/ Engineering	\$25,000.00	Building plans
Civil / Landscape Architecture	\$35,000.00	Sanitary connection plans
Environmental		
Geotechnical Engineer		
Construction Administration	\$25,000.00	AE support services for FCPA
<b>2 - Permits</b>	<b>\$15,000.00</b>	
Site Permits	\$10,000.00	
Building Permits	\$5,000.00	
<b>3 - Construction</b>	<b>\$480,000.00</b>	
Site Work	\$50,000.00	
Buildings	\$430,000.00	
Contamination		
Miscellaneous		
<b>4 - Utilities</b>	<b>\$15,000.00</b>	
Telephone / Cable		
Water		
Gas		
Sewer		
Electricity	\$15,000.00	connection
<b>5 - Inspections &amp; Testing</b>	<b>\$14,545.00</b>	
<b>6 - Contingency</b>	<b>\$49,500.00</b>	for unforeseen issues
<b>7 - Administration</b>	<b>\$60,954.50</b>	
Design WPFO	\$10,000.00	10% of 1 and 2
Construction WPFO	\$50,954.50	10% of all construction and testing
<b>8 - Fixtures, Furniture &amp; Equipment</b>		
Site Amenities		
Miscellaneous		
<b>9 - Mitigation</b>		
Mitigation		

**PROJECT TOTAL**

**\$720,000**

## McNaughton Fields Park Concession/Restroom Building Construction

### Project Terms and Projected Milestones

- The overall building and site design shall conform to the previously approved FCPA site plan for the park with the force-main sanitary system and other utility connections as previously constructed by FCPA.
- WLL shall contribute \$200,000 to FCPA (through the Park Foundation) for the restroom construction project prior to FCPA starting the bid process for construction. Approximately \$16,000 to \$20,000 of this amount will be in the form of payments made directly by WLL for professional building design services.
- FCPA shall manage the design development for the utility connections to public systems including plan and permit approvals.
- WLL shall provide FCPA with all necessary building drawings sealed by their Professional Architect for building plan review, permitting, and construction purposes.
- WLL will submit the WLL building plans to LDS and obtain building permits. WLL shall ensure that any plan revisions needed to obtain building plan and permit approvals shall be performed by the WLL Professional Architect within 30 days of the request from LDS.
- FCPA will start the bid process for construction only after all permits have been obtained.
- FCPA shall provide all other funding necessary to construct this facility from Mount Vernon District proffer funds. Based on available information at this time, coupled with market uncertainties, it is estimated that the FCPA proffer funding share for this project may be as high as \$500,000.
- FCPA shall manage the construction of the entire restroom building and all utility connections.
- During the construction phase, the WLL Architect shall respond to “Requests for Information” regarding the building plans within 24 hours of requests from FCPA. Any necessary redesigns shall be performed by the WLL Architect within 5 business days.
- Upon completion, the building facility will be owned and maintained by FCPA.
- FCPA will provide an estimate of the increased maintenance cost for 10 years of building operation. This amount (approximately \$50,000) will be paid out of proffer funds allocated to the Park Operations Division.

### Anticipated Project Schedule:

Milestone	Date
Proffer Memo 1 approval	September 2022
Mastenbrook Application and approval	October 2022
Submit to LDS for Building Plan Review	November 2022
Complete Sanitary Sewer Connection Design	November 2022
Receive all remaining Mount Vernon proffer funding	February 2023
Receive \$200,000 from WLL	April 2023
Obtain all Permits	April 2023
Construction Bid Process	May 2023
Construction Start	Summer 2023
Substantial Construction Completion	3/31/2024

**MASTENBROOK VOLUNTEER  
MATCHING FUND GRANT REQUEST**

**Woodlawn Little League**

**October 26, 2022**

# PROJECT:

## Concession/Restroom Building - McNaughton Fields Park

*Concept Only*



# PROJECT LOCATION



## **PROJECT BUDGET:**

\$100,000 Professional services, permits

\$480,000 Construction

\$140,000 Utilities, administration, other

**\$720,000 TOTAL PROJECT COST**

## **PROPOSED FUNDING SOURCES:**

\$500,000 Proffer funds (Mount Vernon District)

\$200,000 Woodlawn Little League cash contribution

\$ 20,000 Mastenbrook Matching Funds Grant

**\$720,000 TOTAL FUNDING**

## FISCAL IMPACT:

- ▶ \$500,000 in Proffer funds (Mount Vernon District)
- ▶ \$20,000.00 in PR-0000147, 2020 Park Bond - Park Renovations and Upgrades, Fund 300-C30400, Park Bond Construction Fund (Mastenbrook Grants line item)
- ▶ Contingent on approval of this grant, the new balance in the Mastenbrook Volunteer Matching Funds Grant Program will be \$773,260.23

**Discussion / Questions?**