



# Request for Proposal

## Chancellors Run Regional Park Food Service

Issue Date: March 9, 2026

### PROJECT OVERVIEW

St. Mary's County is seeking an experienced food service provider to operate a quick service food service at Chancellors Run Regional Park (Chancellors).

Chancellors is located on Chancellors Run Road in Great Mills. The park is often visited by visitors both driving in and walking from the surrounding areas. The park includes four ball fields, two turf fields, 2 grass multi-sport fields, sand volleyball courts and newly renovated basketball and pickleball courts. The park also is home to the Loffler Senior Activity Center, the Softball Hall of Fame and two pavilions that are able to be reserved.

Typical visitors to Chancellors include:

- Youth and adult athletes participating in sports such as baseball, softball, soccer, pickleball and basketball
- Playground users
- Walkers

### CURRENT SITUATION

The St. Mary's County Recreation & Parks department currently leases the land at Chancellors from the Department of Natural Resources. Recreation & Parks manages use of all facilities on the premises. One of the buildings located on the property is the Softball Hall of Fame building, with an existing concession stand.

The County seeks an operator of the concession stand to fill the existing food service void at Chancellors. Recreation & Parks formerly operated the concession stand at Chancellors. Within the last three years, Recreation & Parks has received multiple requests to offer food services at Chancellors again from

parents of athletes utilizing the fields, leaders of sports leagues utilizing the fields and other members of the public. It is expected that food service demand will be high due to the average length of time that families spend within the park each visit. Saturdays are anticipated to be the days with the highest demand since that is the day of the week that families tend to be present the longest within the park.

For more information on Chancellors Run Regional Park, please visit:

[www.stmaryscountymd.gov/docs/chancellorsrunpark.pdf](http://www.stmaryscountymd.gov/docs/chancellorsrunpark.pdf)

#### **PROJECT SCOPE**

St. Mary's County Government will retain ownership of the space to be used for food preparation and serving during the term of the agreement. The food service provider (FSP) will include in their bid a percentage of their profit that they will pay to Recreation & Parks serving as monthly rent. The minimum bid percentage that will be considered is 8% of total monthly profit.

#### The FSP will:

- Provide lunchtime service 1-2 days/week to include Saturdays through the end of October at minimum.
- Provide dinnertime service at least 4 days of the week through the end of October at minimum.
- Promote and market the food service operations.
- Provide walk-up ordering.
- Remove trash from customers.
- Offer catering services.
- Clean and care for all kitchen equipment.
- Plan for appropriate disposal of grease offsite
- Provide liability insurance.

#### The County will:

- Provide a copy of the FSP's schedule on the Recreation & Parks webpage
- Clean and maintain restrooms, parking lot and public spaces.
- Pay all utilities.
- Maintain and repair all kitchen equipment.
- Supply tables and chairs for customer use.

- Make available a dumpster for non-kitchen or food items.

#### **Minimum Requirements:**

- Applicants must have operated a restaurant with physical premises or provided full-service catering within the last five years

#### **Submission Requirements:**

- Submit a sample menu (lunch and other menus if other meals will be offered)
- Provide evidence of current or previous restaurant or catering operation

#### **Other Information:**

- The County will provide a pre-submission tour of the facility with all interested parties on Wednesday March 25<sup>th</sup> at 2PM at Chancellors. If a conflict prevents an interested party from attending the scheduled tour, an alternative date and time can be scheduled with advance notice by emailing [parks@stmaryscountymd.gov](mailto:parks@stmaryscountymd.gov) with your request.

#### **PROPOSED TIMELINE**

Proposals will be accepted until 5:00 pm EST on Monday, March 30<sup>th</sup>, 2026. A proposal will be selected, and the appropriate party will be notified before or by 5:00pm EST on Monday, April 13<sup>th</sup>, 2026. The selected entity will then have until 4:00pm EST on Monday, April 27<sup>th</sup>, to sign a lease and Memorandum of Understanding with the Commissioners of St. Mary's County. The selected entity must begin food service no later than May 16<sup>th</sup>, 2026.

#### **PROPOSAL REQUIREMENTS**

##### **I. Firm Information**

Provide agency's name, address, website, and telephone number. Include name, title and e-mail address of the individual who will serve as agency's primary contact.

Include a brief description and history of your firm or individual(s)' qualifications demonstrating capacity to provide deliverables.

**II. Management Approach**

Please explain your management approach, style, and process. Provide any additional information you feel is important for us to consider in evaluating your proposal.

**III. Provide biographies of key staff**

Please include a summary of experience of all key staff. If any services are to be provided by outside consultants, please provide a brief description of the firm, its role, and capabilities.

**IV. Experience**

Please include a description of relevant experience in project management and working with diverse populations.

**V. Schedule**

Please provide a schedule of the dates and times you are committed to serving food at Chancellors.

**VI. Fees**

Please include the percentage of revenue that you are willing to offer in place of a set monthly rent.

**VII. References**

Supply at least two (2) references that have used your professional services for a relevant project. Include a contact name, address, and a phone number along with a brief description of services rendered.

**PROPOSAL EVALUATION**

Selection of the successful proposal will be made by St. Mary's County based on:

- Responsiveness to work scope and program needs

- Demonstrated experience and expertise
- Personnel assigned (i.e., qualifications, past work)
- Schedule offered
- Percentage of revenue committed

#### **DEADLINE**

Please submit your proposal by 5:00 pm EST on Monday, March 30<sup>th</sup>, 2026. Electronic submissions are required.

#### **ADDITIONAL QUESTIONS?**

If you have additional questions, please direct them via email to Marguerite Cardenuto at [Marguerite.Cardenuto@stmaryscountymd.gov](mailto:Marguerite.Cardenuto@stmaryscountymd.gov)

#### **SUBMIT PROPOSALS TO:**

Name: Marguerite Cardenuto

O: 301-475-4200 ext. 1820

Email: [Marguerite.Cardenuto@stmaryscountymd.gov](mailto:Marguerite.Cardenuto@stmaryscountymd.gov)