

Request for Proposals - Town of Trappe, Maryland Girls Softball Field Design-Build Project

The Town of Trappe, Maryland is requesting proposals from qualified contractors to provide design-build construction services to construct a dedicated Girls Softball Field that meets Little League Girls Softball standards at the Home Run Baker Sports Complex.

Interested companies can find the specifications on the Town of Trappe website at www.trappemd.net or you may contact the Town of Trappe at 410-443-0087 or by email at clerk@trappemd.net for a copy.

There will be a pre-bid meeting on Friday, June 26, 2026 at 2:00 pm to be held at the Home Run Baker Sports Complex with representatives from the Home Run Baker Little League.

All proposals must be sealed and marked "Girls Softball Field Design-Bid Project" and be received by Monday, July 27, 2026 no later than 10:00 am at the address below:

By mail to: Town of Trappe, PO Box 162, Trappe, MD 21673

Or by delivery to: Town of Trappe, 4011 Powell Avenue, Trappe, MD, 21673

A copy must be sent by email to: clerk@trappemd.net

All bids will be opened and read aloud on July 27, 2026 at 10:00 am.

Proposals will be evaluated on overall value in the best interest of the Town of Trappe and the Home Run Baker Little League with consideration given to vendor qualifications, relevant experience, technical approach, and demonstrated ability to deliver quality results within the project timeline.

Questions concerning the Scope of Work should be directed to Cheryl Lewis, League Project Manager, at 443-496-1761 or cheryl.trappe@gmail.com no later than 48 hours prior to proposal due date/time. Requests received after this time will go unanswered. All answers and clarifications will be shared with all contractors.

The bidder and any subcontractors must be an Equal Opportunity Employer. Contractors and any subcontractors will be required to be insured. The Town encourages minority-owned, women-owned, and small business enterprises to participate and submit proposals for this project and associated work. The Town is an Equal Opportunity Employer and will not discriminate against any interested firms or individuals in regard to race, creed, color, sex, age, handicap or national origin in the selection process.

The Town of Trappe reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP, waive or permit the cure of minor irregularities, and conduct discussion/negotiations with all qualified or potentially qualified Offerors in any manner necessary to serve the best interest of the Town and Home Run Baker Little League.

RFP # HRB-2026-1

By authority of the Trappe Town Council

Town of Trappe, PO Box 162, 4011 Powell Avenue, Trappe, MD 21673

Request for Proposals - Town of Trappe, Maryland Girls Softball Field Design-Build Project

SCOPE OF WORK

1. Project Overview

The Town of Trappe, in coordination with the Home Run Baker Little League (the “League”), is seeking proposals from qualified firms to provide design-build construction services to construct a **dedicated Girls Softball Field** that meets **Little League Girls Softball standards**. The project will include acquisition and installation of all necessary materials, to include site preparation, field construction, stormwater management, backstop fencing, outfield fencing, dugouts, bleachers, batting cage, relocation of the previously installed electronic scoreboard, and installation of plumbed public ADA restrooms. *The project work is broken into three separate components and contractors may bid on one or more of these components.*

The successful contractor/s, working directly with the League Project Manager, will provide a design and plan of action for each component bid on and will follow through with permitting and construction services, including procurement of materials, installation, and final site finishing. Proposals demonstrating in-kind contributions that meet the project objectives are welcomed and will be evaluated favorably.

Total Project Budget: Not to exceed **\$200,000**

2. Project Objectives

The Town intends to:

- Construct a safe and playable softball field
 - Provide basic spectator and player seating
 - Install durable and low-maintenance facilities
 - Complete construction within budget and timeline
 - Minimize disruption to surrounding park facilities
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3. Design Responsibilities

The selected firm/s will be responsible for the following design tasks:

FIELD WORK

- Survey and design field layout based on provided concept drawing and Little League Girls Softball field standards.
- Locate Fencing, Home plate, Base paths, Pitcher’s circle, Dugouts, Bleachers, Batting cage, and Scoreboard – Per Little League Field Layout

- Provide grading and stormwater design in compliance with Maryland stormwater regulations. Assist the League with submittal of a Forest Conservation Plan and acquisition of a Sediment Control Permit from Talbot County for the proposed work.

ADA RESTROOM

- Design moderate ADA-compliant public restroom facility
 - Located *within or adjacent* to the existing concession stand - TBD
 - Include extension of plumbing and electric from existing building
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4. Construction Responsibilities

FIELD WORK

Site Preparation

- Mobilization of personnel and equipment
- Stockpile materials
- Coordinate site stakeout with Town

Field Grading and Drainage

- Clear and prepare site
- Grade playing surface to establish proper drainage per design
- Shape playing surface according to softball field layout

Infield Construction

- Acquire and install infield material
- Construct base paths
- Acquire and install home plate and base anchors
- Acquire and install pitcher's circle

Grass Outfield

- Final grading of outfield area
- Acquire and install grass seed and soil amendments
- Establish turf suitable for athletic use

Final Site Work

- Finalize stormwater drainage
- Finish grading and seeding
- Turf establishment
- Acquire and place Bleachers
- Acquire and place MD Community Parks and Playground Signage -TBD
- Site cleanup

FENCING AND FENCING STRUCTURES

- Acquire and install the following:
 - Backstop

- Foul/Sideline Fencing
- Perimeter/outfield fencing
- Foul poles
- Acquire materials and construct/install the following:
 - Batting Cage
 - Two dugouts

ADA RESTROOMS

- Construct ADA compliant public restroom facility
 - Make all plumbing and electrical connections in accordance with State laws
 - Acquire final permitting approvals
-

5. Deliverables

The design-build contractor/s will provide:

FIELD WORK

- Site Plan with Field Layout
- Stormwater Drainage Plan
- Field Construction Services to include acquisition and location of necessary Materials
- Final Grading and Landscaping
- One year maintenance plan to assure grass establishment

FENCING AND FENCING STRUCTURES

- Acquisition and Installation of Fencing Equipment and Amenities, dugouts, batting cages, bleachers and foul poles
- One year warranty on construction and material components

ADA RESTROOMS

- Any required permits
 - Construction Drawing for ADA Restroom
 - Construction Services for ADA Restroom to include acquisition and installation of necessary Materials
 - One year warranty on construction and materials
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6. Project Schedule

Provide a proposed schedule for components that contractor is bidding on. Final schedule will be determined after award and kickoff meeting.

Milestone	Date
Kickoff Meeting	
Provide Basic Design	
Design Approval	
Begin Site Work	
Install Fencing	
Install Infield Equipment	
Construct Restrooms	
Final Site Work	
Project Completion	

Attachments:

- Bid Price Sheet
- Proposed Field Layout
- Standard Little League Softball Layout
- Town of Trappe Contractor's Specifications

Please include a brief summary to include company information, basic qualifications, proposed personnel, any in-kind work proposed, and any other relevant information for consideration.

Bid proposal must include a copy of current license and insurance certificate for contractor and any relevant subcontractors.

Contractors are encouraged to work together and jointly submit a bid for the identified components; contractor responsibilities can be noted under description on the bid price sheet.

Addendums to this RFP will be provided by email to attendees leaving contact information at the pre-bid meeting or with the Town office.

Base Bid Pricing Contractors may bid on one or more of the following components:

Field Work

Item	Description	Price
Field Design/Plan		\$
Stormwater Design/Plan		\$
Mobilization		\$
Site Preparation and Field Grading		\$
Infield Construction		\$
Grass Outfield Installation		\$
Stormwater Management		\$
Final Grading and Cleanup		\$
Total Field Work Price:		\$

Fencing Work

Item	Description	Price
Backstop Fence		\$
Outfield Fence		\$
Dugouts (2)		\$
Bleachers (2)		\$
Foul Poles (2)		\$
Total Fencing Work Price:		\$

Restroom Construction

Item	Description	Price
ADA Restroom Design		\$
ADA Restroom Construction		\$
Total Restroom Construction Price:		\$

Item	Description	Price
Scoreboard Relocation	To be completed In-Kind by committed donation	

Total Bid Amount

\$ _____ In words: _____

Contractor Certification

The contractor certifies that:

- The bid includes all labor, materials, and equipment necessary to complete the bid portion of the project.
- The proposal will remain valid for **90 days**.

Authorized Signature: _____ Date: _____

Printed Name: _____

Company: _____ Contact Name: _____

Email Address: _____ Contact Phone Number: _____

TOWN OF TRAPPE, MARYLAND

AFFIDAVIT OF PUBLIC CONTRACTING ELIGIBILITY

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

1. been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or Federal Government:
2. been convicted under a State or Federal law or statute of any offense enumerated in Md. Code Ann., State Fin. And Proc. §16-203; or
3. been found civilly liable under a State or Federal antitrust statute as provided in Md. Code Ann., State Fin. And Proc. §16-203.

The bidder warrants that it has not been debarred or suspended under Md. Code Ann., State Fin. And Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction. The Bidder and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

Name of Bidder: _____

By: _____

Signature of Person Authorized to Sign: _____

Title: _____

TOWN OF TRAPPE, MARYLAND

Equal Opportunity Employer and Drug Free Workplace Certification

I affirm that this Company does not discriminate in any manner against any employee or applicant for employment because of race, national origin or ethnicity, sex, pregnancy, gender identity, or family status, age, creed or religion or disability, age or for any other reason protected by State or Federal law.

I affirm that this Company complies with all applicable Federal, State and Local laws and policies and programs regarding drug, alcohol and a smoke-free workplace.

Bidder: _____
Type/Print Name of Firm

Address: _____

City/State/Zip Code: _____

By: _____
Signature of Person Authorized to Sign Bid

Type/Print Name and Title of Person Authorized to Sign Bid