

REQUEST FOR PROPOSALS FOR RECREATION AND PARKS-Bid No. 2026-08

## INVITATION TO BID

The County Council of Dorchester County is requesting proposals for the design and preparation of construction-ready plans for six dedicated pickleball courts in Dorchester County.

Sealed bids, clearly marked "Bid No. 2026-08" are to be submitted on June 18, 2026 at the Dorchester County Office Building, Room 108, 501 Court Lane, Cambridge, MD 21613 no later than 1:00 p.m., at which time bids will be opened in Room 110 of the County Office Building.

The Request for Proposals is available at [dorchestercountymd.com](http://dorchestercountymd.com). For additional information and /or to schedule a site visit, please contact Duc Trieu, Recreation and Parks Director, at [dtrieu@dorchestermd.gov](mailto:dtrieu@dorchestermd.gov) or (410) 228-5578.

The Dorchester County Council reserves the right to accept or reject any and all bids or parts of bids when it is judged in the best interest of the County.

George L. Pfeffer, Jr. President  
Dorchester County Council

**DORCHESTER COUNTY, MARYLAND, DEPARTMENT OF RECREATION AND PARKS-BID NUMBER 2026-08: PROJECT FOR DESIGN AND PREPARATION OF CONSTRUCTION-READY PLANS FOR SIX DEDICATED PICKLEBALL COURTS IN DORCHESTER COUNTY, MARYLAND.**

- **Introduction**

- Dorchester County is seeking qualified and experienced engineering firms to submit proposals for design and preparation of construction-ready plans for six dedicated pickleball courts located at:
- Project Address: 1405 Glasgow Street, Tax Map 30, Parcel 344 in Cambridge, Maryland 21643
- The County Council of Dorchester County, Maryland, through the Department of Recreation and Parks, is soliciting proposals from qualified engineering, architectural, and/or landscape architectural firms for professional design services related to the construction of six dedicated pickleball courts in Dorchester County, Maryland.

- **Project Overview**

- The selected consultant will be responsible for providing all necessary professional services required to prepare complete construction-ready plans and specifications for the project. Services may include, but are not limited to, site evaluation, conceptual design, construction drawings, technical specifications, permitting coordination, cost estimates, and other related professional services necessary to support the successful completion of the project.

- **Project Objectives**

- Develop a functional, safe, and aesthetically pleasing pickleball court facility that meets current recreational design standards and best practices.
- Prepare comprehensive construction-ready plans, specifications, and related documents suitable for permitting, bidding, and construction purposes.
- Design the facility to comply with all applicable local, state, and federal codes, regulations, accessibility requirements, and permitting standards.
- Incorporate appropriate site amenities and supporting infrastructure, which may include fencing, lighting, drainage, spectator areas, walkways, signage, and other related improvements as determined by the County.
- Provide a design that promotes long-term durability, operational efficiency, ease of maintenance, and cost-effectiveness.

- Support the County's goal of expanding recreational opportunities and enhancing community wellness through the development of quality outdoor recreational facilities.
  - Deliver all required professional services, plans, reports, and project documents within the established project schedule and budget parameters.
- **Scope of Work**
    - The selected consultant shall provide all professional services necessary to complete the project, including but not limited to the following:
- **Project Coordination and Management**
    - Coordinate with Dorchester County staff throughout the duration of the project.
    - Attend project meetings as requested by the County, including progress review meetings and presentations.
    - Develop and maintain a project schedule identifying key milestones and deliverables.
- **Site Evaluation and Existing Conditions**
    - Conduct site visits and evaluate existing site conditions relevant to the project.
    - Review available site information, utilities, drainage conditions, access, and other existing infrastructure.
    - Identify potential design constraints, permitting considerations, and site-related challenges.
- **Conceptual and Schematic Design**
    - Prepare conceptual site layout options for County review and approval.
    - Incorporate County feedback into the proposed design.
    - Develop schematic designs illustrating the proposed pickleball court layout and related site improvements.

- **Construction-Ready Plans and Specifications**
  - Prepare complete construction-ready drawings and technical specifications suitable for permitting, bidding, and construction.
  - Plans shall include all necessary details, dimensions, materials, and construction requirements associated with the project.
  - Construction documents may include, but are not limited to:
    - Site layout and grading plans
    - Court layout and dimensions
    - Drainage and stormwater management elements
    - Lighting design, if applicable
    - Fencing and gate details
    - Sidewalks, pathways, and accessibility improvements
    - Striping and surfacing details
    - Landscaping and site restoration, if applicable
    - Signage and related amenities
  
- **Permitting and Regulatory Coordination**
  - Identify all permits and approvals required for the project.
  - Coordinate with applicable regulatory agencies as necessary.
  - Plan submissions and applications to the various approval agencies.
  
- **Stormwater Management Plan**

The selected consultant shall evaluate stormwater management requirements associated with the proposed pickleball court project and prepare all necessary stormwater management plans and supporting documentation in accordance with applicable local, state, and federal regulations.

Services shall include, but are not limited to:

- Evaluation of existing drainage conditions and stormwater impacts associated with the proposed improvements;
- Preparation of stormwater management design calculations and reports;
- Design of stormwater management facilities or practices, if required;
- Coordination with applicable regulatory and permitting agencies;
- Preparation of erosion and sediment control plans, if required; and
- Inclusion of all stormwater management components within the final construction-ready plans and specifications.

All stormwater management plans and designs shall comply with the requirements of Dorchester County and the Maryland Department of the Environment (MDE).

- **Cost Estimating**

- Provide an opinion of probable construction costs at appropriate stages of design.
- Update cost estimates as the design progresses to align with project scope and budget considerations.

- **Bid Support Services**

- Assist the County during the bidding phase by responding to requests for information and providing clarification of plans and specifications as needed.
- Prepare addenda, if required.

- **Deliverables**

The selected consultant shall provide all deliverables in both electronic and hard-copy formats as requested by the County. Deliverables may include:

- Conceptual design plans
- Schematic design documents
- Final construction-ready plans and specifications
- Cost estimates
- Permit application support documents
- Meeting summaries and project updates

All work shall be completed in accordance with applicable local, state, and federal regulations, industry standards, and the requirements established by Dorchester County.

- **References**

Include at least three references for similar completed projects.

- **Insurance Requirements**

The selected contractor must maintain the following insurance coverage throughout the duration of the project:

- General Liability Insurance
- Workers' Compensation Insurance
- Automobile Liability Insurance

Certificates of insurance shall be provided prior to commencement of work.

- **Tax Exemption**

- The Department of Recreation and Parks, being a political subdivision, is exempt by law from applicable excise and sales tax.

- **Invoicing**

- The vendor shall provide a completed W-9 form. Invoices will be paid approximately 30 days after receipt. Any requests for partial or advance payments must be discussed and approved prior to invoicing. Final payment will be issued only upon satisfactory completion of the project.

Invoices may be emailed to [dtrieu@dorchestermd.gov](mailto:dtrieu@dorchestermd.gov).

Or Mailed to:

Dorchester County Recreation and Parks  
PO Box 598  
Cambridge, MD 21613

### **Bidding Form**

- Bids will be submitted on the "Bid Form" that is contained within this document.

### **Reservation**

- The County Council reserves the right to reject any and all bids waive formalities, informalities, and technicalities therein, and to take whichever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders, or any other factors they deem appropriate.

### **Vendor's Insurance Requirements**

- The vendor shall maintain the following insurance coverage for the duration of the contract. Proof of all required insurance must be submitted prior to contract award.

### **Commercial General Liability Insurance**

- Minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Coverage shall include bodily injury, property damage, personal injury, and products/completed operations.

### **Professional Liability (Errors & Omissions) Insurance**

- Minimum limit of \$1,000,000 per claim for any services involving technical guidance, system configuration, or consulting (if applicable).

### **Certificate of Insurance**

- A Certificate of Insurance shall be provided as a condition of a contract award. Dorchester County shall be named as an additional insured.

### **Acceptance and Final Payment**

- When in the opinion of the vendor that he has substantially completed the work in a satisfactory manner in accordance with the terms of the contract, the vendor shall submit in writing to the County a request for a determination that the project is complete and suitable for its intended use. The County shall make an inspection of the entire project and shall provide in writing to the Contractor a finding if the project is substantially complete and if so a final punch list of the remaining work to be completed for final completion.
- As a condition for final payment, the vendor shall supply the following:
  - A. Release of Liens-The vendor shall deliver (in a form satisfactory to the County) a written report to the effect that all bills for labor, materials, and supplies have been paid or satisfactorily secured.
  - B. Consent of Surety-Projects bonded by a surety bond will require written Consent of Surety for Final Payment.

**BID FORM**

**Bid No. 2026-08**

Cost of providing engineering services for the design and preparation of construction-ready plans for six dedicated pickleball courts in Cambridge, Maryland:

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**NOTE:** Bidder must provide proof of insurance, references, proof of business status and all tax related information with bid.

Witness:

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Bid Submitted By:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Representative & Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

**AFFIDAVIT OF QUALIFICATION TO BID**

I hereby affirm that

1. I am the \_\_\_\_\_ and the duly authorized  
(Title)

Representative of the firm of \_\_\_\_\_  
(Name of Firm)

Whose address is \_\_\_\_\_

And that I possess the legal authority to make this Affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, director, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath, acts or omission which constitute bribery, attempted bribery, or conspiracy to bribe under the provision of Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. (State "None" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, official, or administrative body, the individuals involved and their position with the firm, and the sentence of disposition if any).

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\_\_\_\_\_

I acknowledge that this Affidavit is to be furnished to the Dorchester County Council and, where appropriate the Board of Public Works and to the Attorney General under section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this Affidavit are not true and correct, The Dorchester County Council may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this Affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of the Affidavit are true and correct.

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