



The Woodlands Township

Request for Proposal (RFP)

Contract 2026-0543

Softball League Services

NOTICE TO PROSPECTIVE VENDORS

- The Woodlands Township reserves the right to reject any or all proposals, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced or conditional proposals and to reject the Proposal of any Proposer if the Township believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Proposal is not responsive or the Proposer is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Township.
- The Township also reserves the right to waive all informalities and defects in the proposal and the process not involving price, time of submittal or changes in the Work and to negotiate contract terms with the Successful Proposer. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the Proposal, the Township reserves the right to consider the most advantageous Proposal thereof or to reject the Proposal.
- Please be advised that in accordance with State of Texas Local Government Code Chapter 176, Bidder must submit Form CIQ (Attachment A) with the bid submission.
- In compliance with State of Texas Government Code, Section 2252.908, the successful business entity awarded a contract by the approval of the Board of Directors of The Woodlands Township must complete Form 1295 – “Certificate of Interested Parties” –

and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at www.ethics.state.tx.us

- Contractor certifies that Contractor is not currently engaged in and agrees for the duration of this Agreement not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Gov't. Code, nor is it engaged in business with Iran, Sudan, or foreign terrorist organization as identified by the Texas Comptroller's office under Sections 806.051, 807.051 or 2252.152 of the Texas Gov't. Code.
- The Township may, by written notice to the successful Proposer, cancel the agreement without liability to the Township if it is determined by the Township that gratuities in the form of entertainment, gifts, or otherwise, were offered or given by the Proposer, or any agent, or representative of the Proposer, to any officer or employee of the Township with a view toward securing an agreement or securing favorable treatment with respect to the awarding or amending or the making or any determinations with respect to the performing of such an agreement. In the event this agreement is canceled by the Township pursuant to this provision, the Township shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Proposer in providing such gratuities. During this Proposal process, Proposer shall not contact any Township staff except those designated in the text of this RFP or subsequent addendums or correspondence. **Mandatory Pre-Proposal Meeting will be held Friday, September 18, 2026, at 9 a.m. CST at Townhall, 2801 Technology Forest Boulevard, 77381.** Any questions or concerns should be addressed in writing to Lauren Miller, Recreation Superintendent via email, lmiller@thewoodlandstownship-tx.gov prior to **Friday, September 25, 2026, at 1:00 p.m. CST.** Please reference RFP name and contract number. Non-compliance with this provision may result in rejection of the Proposal. Any material information given to one Proposer concerning a Proposal will be furnished by an addendum to all Proposers who have been issued an RFP.
- Please submit your Proposal to The Woodlands Township by Thursday, **October 8, 2026, at 1:00 pm CST** at 2801 Technology Forest Blvd, The Woodlands Texas, 77381. Attention: Lauren Miller, Recreation Superintendent, lmiller@thewoodlandstownship-tx.gov; 281-210-3900.
- Proposals should be mailed or hand delivered; It is the responsibility of the Proposer to ensure that the Proposal(s) is received by the date and the time specified. All costs incurred in the preparation of a Proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by The Woodlands Township.
- The Township accepts no liability for the costs and expenses associated with this RFP process incurred by the Proposers. Each Proposer cannot make any claims whatsoever for reimbursement from the Township for the costs and expenses associated with the procurement process.

- The contract for these services, if awarded, shall be for thirty-five (35) months (February 1, 2026 – December 31, 2028). Any and all financial obligations of The Woodlands Township under a proposed contract are conditional as they relate to a yearly appropriation during the annual budget process.
- Within (180) days before the expiration of the Initial Term (June 1, 2028), The Woodlands Township may give written notice to Contractor of its desire to extend the Agreement (the “Renewal Notice”) for an additional period of time. (the “Renewal Term”). If The Woodlands Township delivers the Renewal Notice, the Parties shall within thirty (30) days from the date of receipt of the Renewal Notice, use good faith efforts to negotiate the terms and conditions of the Renewal Term. Any agreed upon Renewal Terms shall be in writing and executed as a Modification of the Agreement. In the event the Parties are unable to agree upon the terms and conditions for the Renewal Term, then the Agreement shall expire upon the expiration of the current Term or otherwise terminate pursuant to the terms of the Agreement. Renewal Terms will be limited to a maximum of two (2), three (3) year renewal periods.

I. OBJECTIVE

The Woodlands Township is seeking a qualified and experienced League Coordinator to manage and administer an adult softball program at Alden Bridge Sports Park operating under a service contract with The Woodlands Township. Programming will be limited to a maximum of three (3) days per week unless data demonstrates sufficient demand and a community need for additional programming.

The selected contractor will be responsible for overall league operations, including administration, scheduling, officiating coordination and payment, field maintenance, insurance and ensuring compliance with all applicable safety standards and Township policies and park rules.

The program is anticipated to operate across three seasonal sessions annually (minus periodic yearly scheduled maintenance):

- **Spring:** January – May
- **Summer:** June – August
- **Fall:** September – December

II. HISTORICAL LEAGUE DATA

Season	Enrollments - Total Teams
Fall 2023	76

Spring 2024	97
Summer 2024	23
Fall 2024	73
Spring 2025	87
Summer 2025	44
Fall 2025	70
Spring 2026	82

	TOTAL TEAMS								
League	Fall 2023	Spring 2024	Summer 2024	Fall 2024	Spring 2025	Summer 2025	Fall 2025	Spring 2026	TOTAL
Co-ed Sunday	7	16	10	12	8	11	15	11	90
Co-ed Monday	2	0	0	0	0	0	0	0	2
Co-ed Wednesday	18	16	7	12	12	9	4	9	87
Co-ed Thursday	6	14	0	9	20	10	10	17	86
Co-ed Friday	6	4	0	4	5	0	3	3	25
Men's Sunday	8	15	0	7	6	8	5	11	60
Men's Monday	11	6	6	6	11		11	0	51
Men's Wednesday	6	12	0	11	9	6	8	12	64
Men's Thursday	6	14	0	6	12	0	9	14	61
Men's Friday	6	0	0	6	4	0	5	5	26

Day	Fall 2023	Spring 2024	Summer 2024	Fall 2024	Spring 2025	Summer 2025	Fall 2025	Spring 2026	TOTAL
Sunday	15	31	10	19	14	19	20	22	150
Monday	13	6	6	6	11	0	11	0	53
Wednesdays	24	28	7	23	21	15	12	21	151
Thursday	12	28	0	15	32	10	19	31	147
Friday	12	4	0	10	9	0	8	8	51

III. PURPOSE

The purpose of this Request for Proposals (RFP) is to identify a qualified partner capable of delivering high-quality adult softball programming to the community in an efficient and organized manner.

Programming shall be structured to operate within a maximum of three (3) designated days/evenings per week. This approach is intended to balance league play with broader community access, allowing for public reservations and use of Alden Bridge Sports Park on non-program days.

Proposers may structure their financial model by:

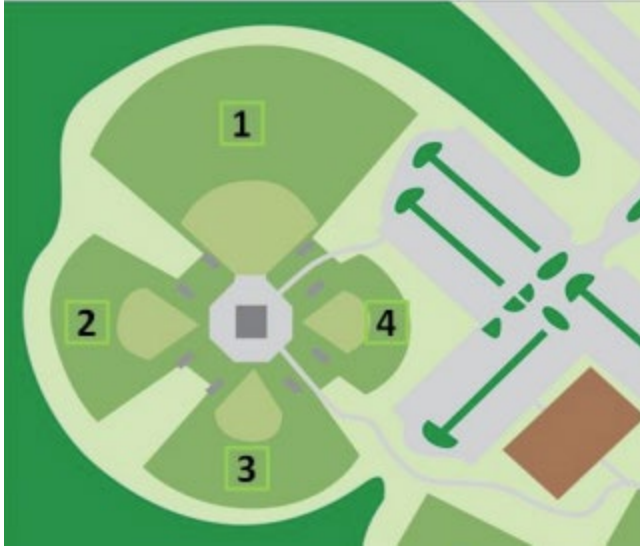
- Proposing a revenue-sharing model with The Woodlands Township

IV. BACKGROUND

Alden Bridge Sports Park serves as one of the Township's primary athletic complexes supporting organized league play and community recreation.

The complex incorporates 4 fields, dimensions as follows:

- Alden Bridge Softball Field #1
 - Total Square Footage – 101,806
 - Grass – 81,862 Sq ft
 - Infield – 19,944 Sq ft
 - Centerline distance – 334ft.
- Alden Bridge Softball Field #2
 - Total Square Footage – 41,525
 - Grass – 33,402 Sq ft
 - Infield – 11,015 Sq ft
 - Centerline distance – 207ft.
- Alden Bridge Softball Field #3
 - Total Square Footage – 43,507
 - Grass – 35,607 Sq ft
 - Infield – 7,900 Sq ft
 - Centerline distance – 207ft.
- Alden Bridge Softball Field #4
 - Total Square Footage – 19,931
 - Grass – 14,126 Sq ft
 - Infield – 5,805 Sq ft
 - Centerline distance – 126ft.



V. SCOPE OF WORK

The selected proposer shall be responsible for the comprehensive management of the adult softball program, including, but not limited to, the following:

1. League Management

- Design and implement league formats (e.g., recreational, competitive, co-ed, men's, and women's divisions) based on community demand
- Determine team capacities, roster limits, and seasonal structures for seasonal sessions (Spring, Summer and Fall).

2. Registration and Team Management

- Implement and maintain a reliable registration and scheduling platform
- Oversee all aspects of team and individual registration, including payment collection and rosters.
- Maintain accurate participant records, including waivers, incident reports and emergency contact information
- Supply The Woodlands Township with access to all applicable registration software for the purpose of auditing participant registrations, program activity, and fees collected and paid.

3. Rules and Discipline

- Develop, implement, and enforce league rules, code of conduct, and disciplinary policies

4. Umpire Management

- Recruit, background check, certify, schedule, and compensate qualified umpires

- Umpire certification should be from a reputable source (i.e. USA Softball Association; Independent Softball Association; United States Specialty Sports Association)
 - Officials must be compensated directly by the selected proposer; pay-at-the-plate arrangements will not be permitted from participants.
5. Scheduling
- Develop and communicate league schedules in a timely manner
 - Establish and implement procedures and communication measures for rain delays, cancellations, and rescheduling
6. Site Supervision
- Provide on-site supervision during all league play to ensure safe and efficient operations
7. Pricing Structure
- Establish a clear and transparent participant or team fee structure. Current structure is \$450 per team for 8-week season which is inclusive of umpire fees.
 - All registration and fee collection shall occur through the selected proposer's approved system; no on-site cash transactions shall be permitted.
8. Marketing and Outreach
- Develop and implement a marketing strategy to recruit teams, promote league play, and sustain participation levels
9. Field Maintenance and Game Preparation
- Routine Field Maintenance and Preparation: Establish and perform routine in-field maintenance and game-day field preparation, as warranted, to support safe and playable field conditions. Responsibilities shall be limited to routine preparation associated with scheduled league play and shall not include major field repairs or capital maintenance.
 - Equipment and Supplies: The selected proposer shall be responsible for providing all equipment, materials, and supplies necessary for routine field preparation, including, but not limited to, chalk, chalk-lining, drag mats, rakes, field maintenance mules/utility vehicles, and other related equipment.
 - Field Closures and Playability: The selected proposer shall adhere to field closure determinations issued by The Woodlands Township. If fields are closed by The Woodlands Township but the selected proposer determines that routine field preparation can restore the fields to a safe and playable condition, league play may proceed only at the selected proposer's discretion and responsibility.
 - Field Damage: The selected proposer shall be responsible for damage resulting from playing on closed fields, or activities that cause damage beyond normal wear and

tear. The Woodlands Township reserves the right to assess a damage fee equal to the actual cost of repairing the damage, plus an additional fifteen percent (15%).

THE WOODLANDS TOWNSHIP SCOPE OF WORK

The Woodlands Township shall be responsible for, but not limited to, the following:

1. Providing access to storage area
 - Roll up door dimensions: 7 ft wide x 8 ft high
 - Storage area dimensions: 13 ft x 8 ft
 - Access to bases, plugs and scoreboard
 - Damage Fee – the actual cost to repair the damage/ lost item plus an additional 15%
2. Field Upkeep
 - Daily (Monday – Friday)
 - i. Infield grooming
 - ii. Raking
 - iii. Fill holes/divots
 - iv. Moisture management
 - v. Standing water/minor wet-area treatment
 - vi. Infield material redistribution
 - vii. Edge maintenance
 - Monthly
 - i. Review batter's boxes and bases for damages and repair jobs consisting of needing more than a patch
 - Yearly
 - i. Review repairs and renovations that require complete field shutdowns
3. Publicity
 - The Woodlands Township shall publicize the leagues through the most appropriate media, including, but not limited to, The Woodlands Township's website, activity guide, social media, and other promotional activities, as determined by The Woodlands Township.
4. Monitoring
 - The Woodlands Township reserves the right to monitor leagues and tournaments performed hereunder to ensure adequate quality services are being provided and that provisions of the agreement and its exhibits are being met.
5. Facilities
 - The Woodlands Township shall provide the facilities for use and ensure that they are in proper working order. Awarded proposer will notify The Woodlands Township immediately when repairs are needed. An on-call number is available to facilitate after hours notification of repairs – 281.210.3900 option #9. While repairs are in progress, alternate accommodation may need to be made but may not be guaranteed by The Woodlands Township; it being understood that such failure to provide alternate facilities shall not be a breach of the agreement.

VI. PROPOSAL REQUIREMENTS

Interested entities must submit a proposal that addresses the Scope of Work and includes:

1. Organizational background and experience in managing sports leagues
2. Description of proposed league rules, policies, and disciplinary procedures
3. Strategy for umpire recruitment, certification, and compensation
4. Approach to scheduling, including rain delay and cancellation procedures
5. Site supervision plan
6. Safety and quality control measures
7. Marketing and outreach strategy
8. Demonstration of field maintenance capabilities and experience
9. Detailed financial plan, including participant fees, proposed revenue model and 5-year proforma
10. A minimum of three (3) professional references from similar projects
11. Proof of insurance and coverage limits

VII. EVALUATION CRITERIA

Proposals will be based on:

Pricing/ Financial Plan	40%	Cost-effectiveness and clarity of pricing structure, effective revenue model
League Management Experience	20%	Proven history of running adult sports leagues
Field Preparation and Maintenance Plan	10%	Demonstration of field maintenance capabilities and experience
Software Registration and Scheduling Capabilities	10%	Ability to provide an effective scheduling and registration platform
Rules and Disciplinary Policies	5%	Clear, well-documented operational and behavioral policies
Umpire Certifications/Qualifications	5%	Availability and qualifications of officiating staff
Site Supervision Plan	5%	Strength of on-site operational oversight
Marketing and Outreach Strategy	5%	Ability to recruit and retain league participants

VIII. INSURANCE REQUIREMENTS

Contractor agrees to procure and maintain at all times, at Contractor's sole cost and expense, during the performance of the Work and for so long as this Contract remains in effect, policies of insurance with carriers reasonably acceptable to the Township in the minimum amounts outlined below:

- a. Worker's compensation and employer's liability coverage complying with the applicable laws of the State of Texas, covering all employees, agents and representatives of Contractor and all Subcontractors engaged in any manner in performance of the Work. Employer's liability coverage shall have a minimum limit of \$1,000,000 for liability arising out of any accident related to the Work.
- b. Comprehensive general liability insurance, including Contractor's protective liability, in Contractor's name, with combined bodily injury and property damage of not less than \$1,000,000 per occurrence, and will include, without limitation, the following coverages:
 - (1) XCU Coverage,
 - (2) Contractual Liability Coverage,
 - (3) Completed Operations and/or Products Liability Coverage, commencing with issuance of Final Certificate for Payment, and extending for at least two (2) years from that date, and
 - (4) (X), (C) and (U) exclusions shall be removed.
- c. Comprehensive Automobile Liability Insurance, with combined single limit bodily injury and property damage of not less than \$1,000,000 per occurrence. Such coverage shall include owned, hired and non-owned vehicles of Contractor or Contractor's employees, agents, representatives or Subcontractors.
- d. Cyber Risk Insurance (including professional oversight liability) covering acts, errors, and omissions arising out of operations or services with minimum limits of \$1,000,000 per occurrence, \$2,000,000 annual aggregate.
- e. All insurance policies required by this Paragraph 7 shall contain a clause waiving any right of subrogation against The Woodlands Township. Insurance policies under (b), and (c), shall include The Woodlands Township as an additional insured.
- f. With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
 - (1). The Woodlands Township shall be named as an additional insured with respect to General Liability and Automobile Liability.
 - (2). Additional insured for The Woodlands Township should be on a primary and non-contributory basis.
 - (3). All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
 - (4). A waiver of subrogation in favor of The Woodlands Township shall be contained in the Workers Compensation and all liability policies.
 - (5). All insurance policies shall be endorsed to require the insurer to immediately notify The Woodlands Township of any material change in the insurance coverage.
 - (6). All insurance policies shall be endorsed to the effect that The Woodlands Township will receive at least thirty- (30) days' notice prior to cancellation or non-renewal of the insurance.
 - (7). All insurance policies, which name The Woodlands Township as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
 - (8). Required limits may be satisfied by any combination of primary and umbrella liability insurances.
 - (9). Contractor may maintain reasonable and customary deductibles, subject to approval by The Woodlands Township.

(10). Insurance must be purchased from insurers that are financially acceptable to The Woodlands Township.

(11). Transmittal of proof of insurance should reference the Woodlands Township contract number (as listed in the footer below).

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

- a. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
- b. Shall specifically set forth the notice-of-cancellation or termination provisions to The Woodlands Township.
- c. All contractors and Subcontractors must be meeting minimum OSHA safety requirements as applicable to their operations.

Contractor shall, before the Contract is signed, and at any time following execution thereof at the request of the Township, furnish the Township with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall bear an agreement that the Township will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.

The Township reserves the right to change the type of insurance required, limits required, and/or endorsements required as the Township sees fit.