**Request for Proposals**

Mobile Visitors Center Trailer

Proposal Submission Deadline Extended: July 18th, 2025 at 3:00 p.m.

Mail or Hand Deliver to Proposal Primary Contact:

April Plummer, Marketing Administrator

Queen Anne’s County Economic & Tourism Development

425 Piney Narrows Road, Chester, MD  21619

410-604-2100

aplummer@qac.org

Advertisement

[Queen Anne’s County](https://commerce.maryland.gov/Documents/ResearchDocument/QueenAnnesBef.pdf) is soliciting proposals from qualified organizations to build and outfit a mobile visitors center trailer that will be used as a tourism ambassador showcasing the county at various events and festivals.

Interested applicants should submit response to the RFP by providing 3 hard copies and 1 electronic copy by mail by 7/18/25 at 3pm.

An electronic copy of the information package may be downloaded <https://emma.maryland.gov> or [www.choosequeenannes.com](http://www.choosequeenannes.com)

Each proposal received in response to this RFP will be evaluated on the cost, design, specs, experience as outlined in the RFP.

All proposals must be sealed, clearly marked “QAC Mobile Visitors Center Trailer,” and must include all elements described in the information package.

One original and two hard copies and 1 electronic copy must be delivered in a sealed envelope to Queen Anne’s County Economic & Tourism Development, Attn: April Plummer, 425 Piney Narrows Road, Chester, MD  21619 on or before July 18th, 2025 at 3:00 p.m. Information and questions should be directed to April Plummer at aplummer@qac.org

Bid Opening will occur at 3:15 p.m. on July 18th, 2025 at Piney Narrows Road, Chester, MD  21619.

1. **Project Overview**

**I. Introduction**

Queen Anne’s County Economic & Tourism Development is soliciting proposals from qualified vendors to design, construct, and deliver a fully customized, branded mobile visitor center trailer. The Mobile Visitor Trailer will serve as an engaging, mobile tourism resource to promote regional attractions, support local businesses, and enhance visitor experiences throughout Queen Anne’s County and beyond.

**II. Project Background & Goals**

The Mobile Visitor Trailer is an innovative trailer concept designed to:

* Increase visitor engagement by offering convenient, direct access to tourism information at events and attractions.
* Act as a mobile promotion and education platform to highlight Queen Anne’s County’s businesses, heritage, and cultural assets.
* Reach new audiences through tourism conventions and regional events.
* Provide educational storytelling on Queen Anne’s County's history and natural beauty through rotating exhibits.
* Serve as a marketing and activation point for FAM tours and local campaigns.

**III. Department of Economic & Tourism Development Overview**

The Department of Economic & Tourism Development elevates [Queen Anne’s County](https://commerce.maryland.gov/Documents/ResearchDocument/QueenAnnesBef.pdf) as an economically vibrant, welcoming and diverse place for business and recreation by:

* Delivering exceptional customer service and timely, relevant resources;
* Proactively cultivating business attraction, retention and expansion;
* Developing and strengthening destination amenities;
* Promoting visitor opportunities and experiences;
* Forging intern and apprentice partnerships; and
* Skillfully managing County resources to fuel economic growth.

A valued resource, connector and catalyst, the Department strengthens Queen Anne’s County’s economic and community vitality, showcases the county’s culture and character, and supports sustainable growth opportunities for residents, businesses, and visitors.

For more information on Queen Anne’s County Economic & Tourism Development, visit [www.choosequeenannes.com](http://www.choosequeenannes.com)

**IV. Scope of Work**

The selected vendor will be responsible for the **design, construction, outfitting, branding, and delivery** of a turnkey mobile visitor center trailer. This includes, but is not limited to:

**A. Trailer Specifications**

* Trailer size: [Recommend 20-26 feet; final dimensions proposed by vendor]
* Tandem axle with electric brakes
* Full ADA compliance (ramp or lift access)
* Climate-controlled interior
* Weather-resistant and durable exterior

**B. Design and Branding**

* Full wrap with high-quality vinyl graphics incorporating QAC tourism branding
* Modular interior design with interactive and informative displays
* Digital touchscreen kiosks, brochure racks, display counters, and storage

**C. Interactive and Display Features**

* Digital visitor information stations (maps, event calendars, business listings)
* Rotating exhibit panels for cultural and historical content
* Space for merchandise or artisan products (optional)
* Wi-Fi Potential
* Generator & electrical hook-ups
* Lighting for interior and exterior use (day/night events)

**D. Logistics and Delivery**

* Onsite delivery to:
Queen Anne’s County Economic & Tourism Development
425 Piney Narrows Rd
Chester, MD 21629
* Operator training session upon delivery
* Maintenance manual and warranty information

**IV. Budget**

The total project budget is **$97,000** for the trailer design, branding, outfitting, and delivery. Additional assets for interior exhibits are budgeted separately.

**V. Proposal Submission Requirements**

Proposals must include the following sections:

1. **Cover Letter** – Brief introduction and contact information.
2. **Company Profile** – Overview of vendor experience with mobile units or trailers.
3. **Project Approach** – Narrative describing proposed design and how it meets project goals.
4. **Preliminary Design Concept** – Renderings, floorplans, or visual mock-ups (if available).
5. **Itemized Budget** – Detailed cost breakdown for design, fabrication, branding, outfitting, and delivery.
6. **Timeline** – Project milestones aligned with the implementation schedule:
	* July 7, 2025 – Contract and initial deposit
	* July-August 2025 – Manufacturing and outfitting
	* Sept 1, 2025 – Final delivery and activation
7. **References** – Three (3) recent, similar projects with contact information.

**VI. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

| **Criteria** | **Weight** |
| --- | --- |
| Relevant Experience & Qualifications | 25% |
| Quality and Creativity of Design | 25% |
| Ability to Meet Timeline & Budget | 20% |
| Cost Competitiveness | 20% |
| References and Past Performance | 10% |

**VII. Questions & Contact Information**

All questions related to this RFP must be submitted in writing via email to:
**April Plummer**
Marketing Administrator
Queen Anne’s County Economic & Tourism Development
📧 aplummer@qac.org | 📞 410-604-2100

**IX. Terms and Conditions**

* 1. **Submission of Proposals and Deadline**

Applicants must provide three hard copies in one sealed, company-marked envelope and clearly labeled “QAC Mobile Visitor’s Trailer” to Queen Anne’s County Economic & Tourism Development no later than 3pm on July 18th, 2025. The proposal should be addressed to:

April Plummer aplummer@qac.org

Marketing Administrator

Queen Anne’s County Economic & Tourism Development

425 Piney Narrows Road

Chester, MD  21619

Proposals received after 3:00 p.m. on July 18th, 2025 will not be considered.

There is no expressed or implied obligation for Queen Anne’s County to reimburse organizations for any expenses incurred in preparing proposals in response to this request. Queen Anne’s County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the organization of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract.

1. **Equal Opportunity**

All qualified persons, firms and proposers will receive consideration without regard to age, color, disability, gender, national origin, race, religion, or sexual orientation. Minority Business Enterprises (MBE), Women-Owned Enterprises (WBE), and Veteran-Owned Enterprises are encouraged to apply.

Queen Anne’s County is an Equal Opportunity Employer.

1. **Queen Anne’s County Standard Operating Policies**: Procurement Policy #400-010

It is the responsibility of the proposer to review and adhere to all of Queen Anne’s County Procurement Policies, #400-010. The policies can be located at <https://www.qac.org/593/Procurement>

1. **Questions about the Request for Proposals**

Questions about the scope of work, requests for additional information, and/or concerns about the submission of the proposal should be directed to Aplummer@qac.org by July 11th, 2025. Questions via telephone or other methods will not receive responses, as email provides the best opportunity for tracking and accountability. Questions and answers will be posted in the form of an Addendum to the original post on <https://emma.maryland.gov> and [www.choosequeenannes.com](http://www.choosequeenannes.com) on July 14th, 2025.

1. **Debarred, Suspended and Ineligible Contractors**

The consultant certifies by submission of a proposal that it is not a debarred, suspended, or ineligible contractor by any Agency of Federal or State government. No proposal received from a debarred, suspended, or ineligible contractor will qualify for an award.

1. **Acceptance of Consultant Proposals**

The Queen Anne’s County Commissioners reserve the right to reject any or all proposals, to waive any nonmaterial irregularities in the proposal, to accept or reject any item or combination of items and accept any proposal which benefits the people of Queen Anne’s County.

Queen Anne’s County reserves the right to negotiate with any, none, or all the proposing vendors.

1. **Rating of Proposals**

Each proposal will be rated and ranked in accordance with by following criteria:

* Quality of strategy and design of the project
* Demonstrated ability and capacity to complete the project
* Ability to meet the proposed timeline
* Financial resources to complete the project within budget
* Consideration of costs that will be passed on to customers

Queen Anne’s County reserves the right to award a contract based solely on the proposals or to negotiate with one or more consultants. During the evaluation process, Queen Anne’s County may request additional information or clarification from applicants. The selected consulting firm will be chosen on the basis that it is the best fit for the County and may not necessarily be based on the lowest price. The chosen consultant must agree to execute a contract within 30 days after the Notice of Award. No contract may be assigned, in whole or in part, without the prior approval of Queen Anne’s County.

1. **Contract Price and Payment**

Queen Anne’s County has secured $97,000 in funding to support the cost of this project. The price quoted in the proposal must be firm and not subject to change. The price shall represent the total cost to Queen Anne’s County, including direct, indirect, and out-of-pocket expenses.

**Acknowledgement of RFP Terms and Conditions**

The proposer, as part of its response, must submit this signed document by an authorized representative that obligates the proposer to perform the commitments contained in its response.

Acknowledged and Agreed:

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| --- | --- | --- |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Printed Name |  | Printed Name |
|  |  |  |
| Title |  | Title |
|  |  |  |
| Company Name |  | Company Name |
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| City, State |  | City, State |
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| Phone Number |  | Phone Number |
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| Date |  | Date |