

**TOWN OF DALLAS
REQUEST FOR PROPOSALS FOR
PLAYGROUND EQUIPMENT DESIGN AND INSTALLATION
AT CLONINGER PARK**

I. OVERVIEW

The Town of Dallas (hereinafter the “Town”) is soliciting Proposals from qualified playground equipment manufacturers and/or vendors (hereinafter “Vendor”) to design, provide, and install playground equipment at our Cloninger Park site, as detailed in this Request for Proposals (RFP). In general, the Town is looking for unique play equipment with engaging features and high play value that will encourage physical activity and enhance motor skill development. Equipment design must meet the requirements of the Americans with Disabilities Act (ADA) and utilize International Playground Equipment Manufacturers Association (IPEMA) certified equipment that meets or exceeds all federal and state guidelines and conforms to the playground-related technical standards set by the American Society of Testing Materials International (ASTM) and U.S. Consumer Product Safety Commission.

The selected vendor will be required to coordinate the final design and selection of playground equipment with the Town’s Parks & Recreation Department to ensure a coordinated and cohesive finished product that benefits the community. The selected Vendor(s) will be required to coordinate the installation of the selected playground equipment with the Town to minimize the duration of playground closure.

Vendors are invited to submit Proposals with playground equipment designs identified in this RFP.

II. PROPOSAL PARAMETERS AND GUIDELINES

- a) **Submission Requirements.** All submissions must be presented in accordance with the requirements, format, and guidelines described in this RFP document.
- b) **Submission Deadline.** Interested Vendors must submit one (1) hard copy and one (1) electronic copy (PDF format) of your Proposal no later than **3:00 P.M., Tuesday, June 30, 2026.**
- c) **Interpretation and Addenda.** Vendors shall carefully examine this RFP and any addenda. Vendors should seek written clarification of any ambiguity, conflict, omission, or other error found in this RFP. All questions, requests for interpretation, and comments shall be prepared in writing and submitted to Patrick McSwain (pmcswain@dallasnc.net) by Monday, June 15, 2026. If the answer materially affects the RFP, the information will be incorporated into an addendum and distributed to Vendors. Discussions with other Town staff or officials during

the solicitation and evaluation period are inappropriate. Therefore, Vendors shall not contact any other Town staff or employees regarding this RFP during that time period. Responses to questions and clarification requests shall be sent to all parties having submitted them and will be binding. If a Vendor has no questions or clarification requests, please state so via email so that all responses will be shared with all Vendors.

- d) **Changes in the RFP.** Any changes made in this RFP will be posted. Any and all addenda will be numbered in sequence, dated as of the date of issue, and posted at www.dallasnc.net under RFP/Bid section.

- e) **Award.** Award will be made to the Vendor(s) whose Proposal is determined to be most advantageous to the Town, taking into consideration the evaluation factors set forth in Section V (Application Ranking Criteria).

III. SCOPE OF WORK

The selected Vendor(s) will be responsible for the design, provision, surfacing, and installation of playground equipment at the Cloninger Park site. This shall include the take-down and removal of all existing playground equipment on this site. All of this work is to be accomplished within the designated **maximum project budget of \$180,000.**

Desired Equipment:

- Single or Multiple play structures and amenities designed for ages 5-12, including multiple slides.
- Loose-fill rubber playground surfacing.
- Wheelchair accessibility, play for all abilities.
- Play area footprint not to exceed 2,500 square feet (within total ground area dimensions of 75 ft.by 60 ft.).
- Play structures and amenities must be age appropriate with proper signage.
- All products shall bear the certificate seal of IPEMA and shall meet or exceed ADA Accessibility Guidelines for Play Areas.
- All equipment shall conform to current playground-related ASTM and CPSC technical standards, including, but not limited to:
 - ASTM F1487 (Playground Equipment)
 - ASTM F1292 & ASTM F3313 (Impact Attenuation of Playground Surfaces)
 - CPSC Publication 325: Public Playground Safety Handbook
- Vendors and their contractors must be prepared to comply with all state, federal and local requirements for play structure equipment. Vendors are responsible for verifying site conditions. No allowances will be made if a Vendor fails to adequately examine the location before submitting a Proposal. All equipment shall be installed by a factory trained, insured, and certified installer. Following

installation, a full and thorough audit of all newly installed play equipment will be performed by a Certified Playground Safety Inspector (CPSI). Vendor(s) will be required to address and resolve any identified deficiencies within seven (7) days of notification by the Town.

- Site visits will be held for any interested Vendor. Vendors are encouraged to review site conditions to familiarize themselves with the park and playground area. Vendors may visit the site independently or can contact Alex Wallace at awallace@dallasnc.net or 704-922-3176 ext. 234 to arrange a visit.

IV. CONDITIONS FOR SUBMISSION OF PROPOSAL

- a) All submissions in response to this RFP must meet the following conditions to be considered:
 - Breakdown the proposal by the steps of work necessary.
 - Proposals must be received by the date and time specified. Late proposals will be disqualified.
- b) In order to be considered for selection, Vendor(s) must submit a complete proposal. Incomplete proposals will be disqualified.
- c) Proposals must include an introductory letter clearly stating the name of the Vendor(s), address, telephone number, and email address of the Vendor(s) representative(s).
- d) The Town is under no obligation to select any submitted Proposals.
- e) The Town reserves the right to request additional information from any Vendor(s).
- f) In the selection of the top respondent, the Town reserves the right to engage in an interview process to obtain additional information that will be used during the selection process.
- g) The Town reserves the right to reject any and all Proposals submitted and to negotiate portions thereof.
- h) Submission of a Proposal indicates acceptance by the Vendor(s) of the terms, conditions, and requirements described in this RFP unless clearly and specifically noted in the submittal

V. APPLICATION RANKING CRITERIA

- a) All Proposals will be initially reviewed to determine if they are responsive to the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive and will not be subject to further review.

- b) The responsive Proposals shall be evaluated on the following factors, which are considered critical in the evaluation process:
- Responsiveness to the RFP and the criteria
 - Proposed site equipment designs and concepts
 - Originality and creativity
 - Safety
 - Accessibility (focus on access and play for all abilities)
 - Overall play value of the proposed design and equipment
 - Durability and ease of maintenance of the proposed equipment
 - Ability to meet established budgets
 - Ability to put together a design and construction plan to perform all aspects of the project
 - Possess appropriate certifications and licenses
 - Meet insurance requirements
 - Budget and pricing request, to include the following:
 1. Itemized pricing for each component (demolition and removal of existing equipment, site preparation, new equipment, installation, surfacing)
 2. Freight and delivery costs
 3. Additional costs (permits, drainage considerations, etc.)
 4. Warranty information
 5. Maintenance estimates
 6. Expected lifespan of equipment/materials
- c) Demonstrated capability of the Vendor(s) to perform all work elements, review of comparable work and references, timely mobilization of staff and equipment, and schedule for completion of services will be considered.

VI. SUBMITTAL REQUIREMENTS

The deadline for receipt of proposals is **3:00 p.m. on Tuesday, June 30, 2026**. To be considered, please submit one (1) hard copy and one (1) electronic copy in PDF format to:

Patrick McSwain, Purchasing
Town of Dallas
210 N. Holland Street
Dallas, NC 28034
Phone: 704-922-3176 ext. 251
Email: pmcswain@dallasnc.net

All proposals should include the following information and any additional information necessary to summarize the overall qualifications of the consultant:

1. Cover Letter: Include the name, address, email, and telephone number of the person(s) representing the Vendor(s).
2. Experience and Qualifications: Relevant project experience and qualifications of key personnel.
3. References: Provide other project references, including the names, phone numbers, and email addresses of contact persons.
4. Project Approach: Description of the proposed work plan and timetable.
5. Pricing: Detailed breakdown of unit pricing, including materials, labor, installation, etc. (as further noted in section V)
6. Timeline: Provide a proposed timeline for the project.
7. Submittal Guidelines: Submittals should be limited to a maximum of (20) pages, excluding resumes. Submittals exceeding that limit may be excluded from consideration. Examples of similar work completed should be provided via web links.

Questions or requests for clarifications regarding any aspect of the Request for Proposals must be submitted in writing to Alex Wallace, Parks & Recreation Director, at awallace@dallasnc.net.

The Town of Dallas reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposal received, and to be the sole judge of the merits of the proposals received.