



REQUEST FOR PROPOSALS

Don Jones Memorial Park

Inclusive Playground Design, Equipment Supply & Installation

Issued By:	City of Central Point, Parks & Public Works Department
Project Location:	Don Jones Memorial Park, 223 W. Vilas Road, Central Point, OR 97502
RFP Issue Date:	March 9, 2026
Proposals Due:	May 7, 2026 by 4:00 PM PST
Estimated Budget:	Up to \$1,250,000 (all-inclusive: equipment, surfacing & installation)
Procurement Authority:	ORS 279B.060 – Competitive Sealed Proposals
Project Contact:	Dave Jacob, Parks Planner dave.jacob@centralpointoregon.gov 541.423-1012

Proposals received after the deadline will not be accepted.

1. INTRODUCTION & PURPOSE

The City of Central Point, Oregon (the "City") is requesting Proposals in order to select a qualified contractor to provide playground design, equipment supply, and complete installation services for Don Jones Memorial Park. This procurement is issued pursuant to ORS 279B.060 (Competitive Sealed Proposals).

The City conducted a community engagement process in 2024 in which residents reviewed playground concepts and identified preferred design characteristics. The community expressed strong support for an inclusive, all-ages playground with ADA-accessible features, shade structures, sensory play elements, and a visually engaging design. The resulting program of requirements in Section 3 reflects those community priorities.

Grant funding has been secured to partially fund this project. Grant requirements specify shade structures, ADA-compliant safety surfacing, and a minimum of four (4) ADA-accessible play components. All proposals must meet these minimum grant requirements.

The anticipated contract value will exceed \$150,000; therefore, contract award is subject to Central Point City Council approval.

2. MINIMUM QUALIFICATIONS

To be considered for award of the contract for this Project, each Proposer shall demonstrate the following minimum criteria as part of their Proposal:



- Proposer shall hold a valid Oregon Construction Contractors Board (CCB) license at the time of proposal submission and throughout the project.
- Proposer shall demonstrate a minimum of five (5) years' experience providing playground equipment supply and installation services for public agencies.
- Proposer shall have successfully completed at least three (3) comparable playground installation projects for public agencies within the last five (5) years.
- Proposer shall not have a record of substandard workmanship, as verified by the City through communication with licensing authorities, former clients and references, and other means as the City deems appropriate.
- Proposer must be registered in OregonBuys prior to contract execution (registration not required at time of proposal submission).

3. SCOPE OF WORK

3.1 Project Summary

The Contractor shall provide all labor, materials, equipment, and services necessary to complete the following scope at Don Jones Memorial Park, 223 W. Vilas Road, Central Point, Oregon 97502:

- Playground design and site-specific layout services
- Supply and delivery of all playground equipment and components
- Supply, assembly, and installation of all playground equipment per manufacturer specifications and CPSC/ASTM standards
- Supply and installation of shade structures
- Supply and installation of ADA-compliant safety surfacing throughout the play area

3.2 Site Description & Context

Don Jones Memorial Park is a multi-use community park located at 223 W. Vilas Road, Central Point, Oregon, with primary access from Hamrick Road on the west side. The park includes the following features adjacent to or near the playground area:

- Restroom building located immediately east of the playground area
- Spray park/splash pad located to the southeast of the playground
- Tennis, pickleball, and basketball courts to the northeast
- Oregon Fallen War Heroes Memorial to the south
- Parking lot along Hamrick Road to the west providing primary vehicular access for equipment delivery and installation

The playground area is located in the northwest portion of the park, bounded by the internal park pathway system and visible from the parking lot and park entrance. The site is relatively flat with established pathway connections to the restroom and spray park. Proposers should be aware that the park will likely remain partially open during construction and should address site access, staging, and safety fencing in their project schedule and approach.

A boundary map showing the playground location within the park is provided below. Proposers are strongly encouraged to conduct a site visit prior to submitting a Proposal.

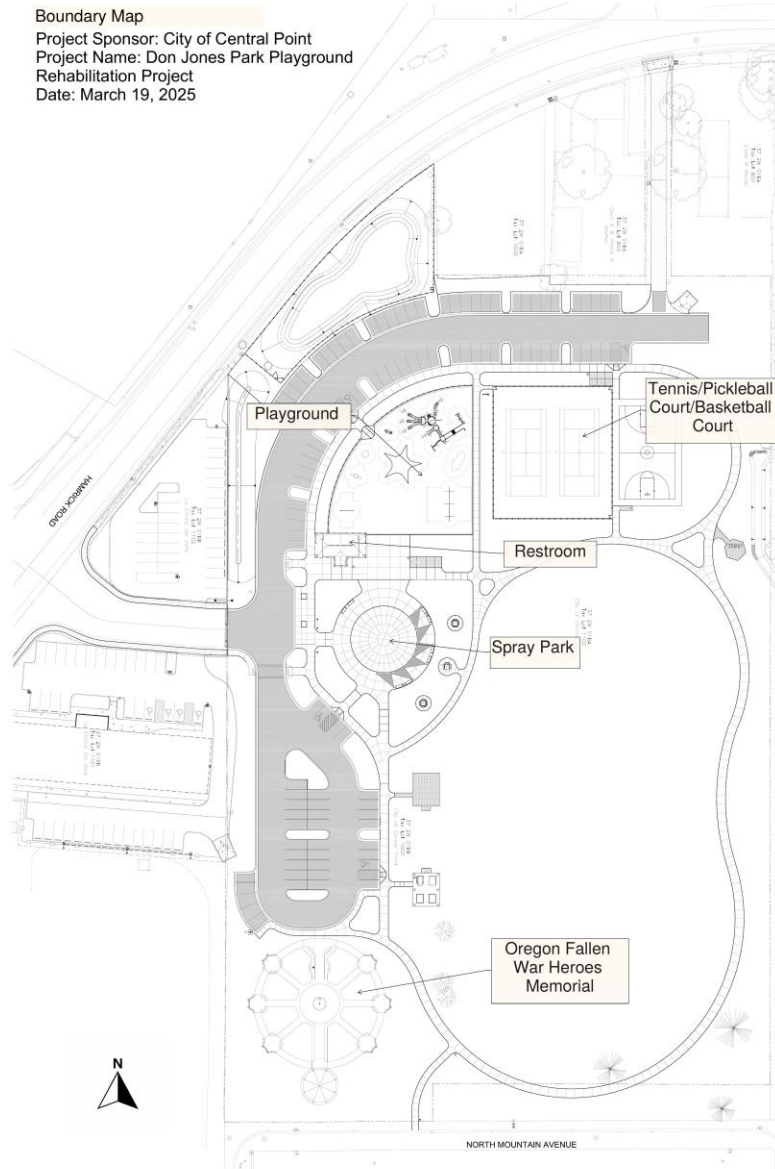


Figure 1 – Don Jones Memorial Park Boundary Map (March 19, 2025)

The playground footprint is approximately 14,000–15,000 square feet. Proposers shall confirm exact square footage as part of their design submission.

3.3 Required Program Elements

The following minimum program elements were derived from the community engagement process and grant requirements. Proposers are encouraged to meet or exceed these requirements.

Ages 5–12 Main Play Structure(s):

- Large multi-component climbing structure with elevated decks and tower element(s)



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- Minimum two (2) slide types (enclosed tube slide and open slide)
 - Multiple climbing modalities: rope bridge(s), climbing panels, overhead challenge element(s)
 - Accessible ramp entry to elevated decks meeting ADA requirements
 - Roof/canopy element(s) integrated into structure

Ages 2–5 Play Structure:

- Separate toddler/preschool-age structure with age-appropriate climbers, slides, and panels
- ADA-accessible ground-level play components

Swing Structure:

- Minimum 3-bay swing structure
- Must include: minimum one (1) belt seat, one (1) toddler bucket seat with harness, and one (1) accessible/inclusive swing seat

Freestanding Play Elements:

- Ground-level sensory and interactive components (musical instruments, sensory panels)
- Spinning/rotational play elements accessible from ground level
- Ground-level motion elements (spring riders, see-saw, or similar)
- Balance and fitness elements

Shade Structures (Grant Requirement):

- Minimum three (3) shade sail or canopy structures providing coverage over key play zones
- Shade must cover toddler zone, a seating/gathering area, and primary active play zone
- Must meet applicable wind and snow load requirements for Southern Oregon

ADA-Compliant Safety Surfacing (Grant Requirement):

- ADA-compliant safety surfacing throughout the entire play area (minimum ~14,000 – 15,000 sq ft)
- Minimum four (4) ADA-accessible play components required per grant conditions
- Surfacing must meet ASTM F1292 critical fall height requirements for all equipment
- Tower/elevated sections with critical fall heights exceeding 8 feet must include additional fall attenuation
- Sub-base preparation and perimeter treatment included in scope
- Proposers may propose synthetic turf with safety foam underlayment, poured-in-place rubber, rubber tiles, or other compliant systems
- All playground equipment proposed under this contract shall be certified by the manufacturer as compliant with ASTM F1487 – Standard Consumer Safety Performance Specification for Playground Equipment for Public Use. Documentation confirming compliance shall be provided prior to installation.
- The Contractor shall also certify that all accessible play components and accessible routes comply with the 2010 ADA Standards for Accessible Design.

Site Furnishings:

- Minimum six (6) ADA-accessible park benches distributed throughout the play area

3.4 ADA & Standards Compliance

The completed playground must comply with the 2010 ADA Standards for Accessible Design and ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment. The Contractor is responsible for ensuring all equipment, surfacing, and accessible routes comply with applicable standards.



3.5 Installation & Prevailing Wage

This project constitutes a public improvement and is subject to Oregon BOLI prevailing wage requirements under ORS 279C.800–279C.870. The Contractor and all subcontractors must comply with applicable prevailing wage requirements and file the required public works bond with BOLI prior to commencing work. The Contractor shall call USA North (1-800-227-2600) prior to any excavation.

3.6 Permits & Inspections

The City will obtain applicable building permits. The Contractor shall coordinate all required inspections and maintain required Oregon licenses throughout the project. The Contractor shall coordinate with the City to schedule a final inspection prior to project acceptance. City staff holding a current Certified Playground Safety Inspector (CPSI) certification will conduct a final inspection and safety audit of the installed playground equipment. Any deficiencies identified during the inspection shall be corrected by the Contractor prior to final acceptance of the project.

4. PROJECT MANAGER

The City's Project Manager shall be the sole point of contact for all questions, concerns, and protests related to this RFP.

Dave Jacob, Park Planner
City of Central Point
140 South Third Street, Central Point, OR 97502
Phone: 541-423-1012
Email: dave.jacob@centralpointoregon.gov

Proposers are not to contact any City staff or official other than the Project Manager concerning this RFP. Contact with any other City staff or official may be grounds for disqualification.

5. PRE-PROPOSAL MEETING

An optional pre-Proposal meeting for all interested firms will be held on March 18, 2026. Location or virtual meeting details will be confirmed by addendum. The pre-Proposal meeting will provide an opportunity to discuss the project scope, site conditions, and any questions regarding the RFP.

6. RFP QUESTIONS

Interested firms shall direct all questions regarding RFP documents in writing to:

City of Central Point
Attn: Dave Jacob, Park Planner
140 South Third Street, Central Point, OR 97502
OR: dave.jacob@centralpointoregon.gov



All questions shall include "Don Jones Park Playground – RFP Questions" in the subject line or written on the front of any envelope, and must be submitted in writing by 4:00 PM local time on April 1, 2026. Questions received after this deadline will not be addressed. Responses will be provided by written addendum and distributed to all firms on the RFP holders list. Only answers provided via email or written addendum by the Project Manager may be relied upon as official communication concerning this RFP. Verbal communication may not be relied upon.

7. PROPOSAL SUBMISSION

Proposals may be submitted electronically via email or delivered in a sealed envelope. Proposals submitted by mail or hand delivery must be clearly marked "Request for Proposals – Don Jones Park Playground" and include the name and address of the Proposer, to the following location by 4:00 PM local time on May 7, 2026:

City of Central Point
 Attn: Dave Jacob
 140 South Third Street
 Central Point, OR 97502
 OR: dave.jacob@centralpointoregon.gov

One (1) electronic copy submitted via email is acceptable. Proposals submitted by email must clearly identify the project name in the subject line and include the Proposer's name and Contractor's License Number in the submission. If submitting in person, provide one (1) original and two (2) copies. Proposals must arrive at the issuing office on or before the listed time and date. Late Proposals will be returned unopened and without review. Proposals will be considered received once they have been time-stamped by City staff. Timely and compliant sealed proposals will be opened and read at the City of Central Point on 4:15 pm on May 7, 2026. All times are local.

8. SCHEDULE

The following is the anticipated timeline for this RFP. This schedule is subject to change.

Milestone	Target Date
RFP Issued	March 9, 2026
Optional Pre-Proposal Meeting	March 18, 2026
RFP Question Submission Deadline	April 1, 2026 4:00 PM
Addenda Issuance Deadline	April 15, 2026
Proposals Due	May 7, 2026 4:00 PM
Evaluation of Proposals Complete	May 14, 2026
Interviews / Presentations (if required)	May 20, 2026
Notice of Intent to Award	May 25, 2026
Award Protest Deadline	June 1, 2026 4:00 PM
City Council Award	June 11, 2026 7:00 PM
Notice of Award / Contract Execution Target	June 15, 2026
Design Finalization / Equipment Order	June 19, 2026
Estimated Installation	January 17, 2027



9. GENERAL RFP INFORMATION

Changes to the RFP by Addenda

The City reserves the right to make changes to this RFP by written addendum. All addenda shall have the same binding effect as though contained in the main body of the RFP. No addenda will be issued later than April 15, 2026 except by an addendum postponing the date for receipt of Proposals or withdrawing the RFP altogether. Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal and shall acknowledge receipt of each addendum in the cover letter.

Confidentiality

All information submitted by Proposers shall become and remain the property of the City and, as such, is considered public information and subject to disclosure pursuant to the Oregon Public Records Act (ORS Chapter 192), except such portions for which Proposer requests exception from disclosure as being proprietary information exempt from disclosure consistent with Oregon law. If a Proposal contains information considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend:

"This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

Identifying the Proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the Proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret. The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted.

Cancellation

The City reserves the right to cancel this RFP or the contract award at any time before execution of the contract by both parties, if cancellation is deemed to be in the best interest of the City. In no event shall the City have any liability for the cancellation of a contract award.

Late Proposals

All Proposals not received by the Proposal Due Date and Time will not be considered and will be returned unopened to the Proposer. Delays due to mail and/or delivery handling do not excuse the Proposer's responsibility for timely submission.

Disputes

In case of any doubt or differences of opinion as to the items or services to be furnished or the interpretation of the provisions of this RFP, the decision of the City shall be final and binding upon all parties.

Nondiscrimination

By the act of submitting a Proposal, the Proposer certifies, under penalty of perjury, that the Proposer has not discriminated against minorities, women, or emerging small business enterprises in obtaining any required subcontracts. The City's programs, services, and employment opportunities are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or political affiliation.

Competition

Prospective Proposers are encouraged to comment, either with their Proposals or at any other time in writing, on any specification or requirement within this RFP which the Proposer believes will inordinately limit competition.

RFP Protests and Change Requests

A prospective Proposer may protest anything contained in the RFP documents and request a change to any provision, specification, or contract term by submitting a written request to the Project Manager. All such requests shall include "Don Jones Park Playground – RFP Protest" in the subject line and must be submitted in writing by June 1, 2026, 4:00 PM. Each protest must specify the provision in question and contain reasons for the requested change. The City will evaluate and resolve all timely protests and issue a written decision to the Proposer.



Modification or Withdrawal of Proposal

A Proposal may not be modified, withdrawn, or canceled by the Proposer following the time and date Proposals are due. Proposals submitted early may be modified or withdrawn only by written notice to the Project Manager prior to the Proposal due date and time. Withdrawn Proposals may be resubmitted prior to the deadline, provided they then fully conform with the RFP.

Duration of Proposal

Proposal prices, terms, and conditions shall be firm for a period of at least ninety (90) days from the time and date Proposals are due. Proposals shall not be subject to price escalation or changes during the ninety (90) day period.

City Council Award

As the anticipated contract value exceeds \$150,000, contract award is subject to Central Point City Council approval. The Selection Review Committee will make a recommendation to City Council, which will make the final contract award decision.

Federal and State Requirements

The selected contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to this work, including: Title VI of the Civil Rights Act of 1964; Section V of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 and ORS 659.425; Oregon Workers Compensation Law (ORS 656.017); and all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

Proposal Liability

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer expenses associated with the RFP. By proposing, Proposers agree that doing so is at their own risk and the City shall have no liability related thereto. Finalists invited to participate in interview evaluations are responsible for scheduling and paying their own travel arrangements. The City is not liable for any cost incurred by a Proposer in protesting any portion of the RFP documents or the City's selection decision.

10. PROPOSAL REQUIREMENTS

10.1 Proposal Format

Proposals shall be typewritten with a standard body text font of at least 11-point. Proposals shall not exceed 20 total pages, excluding cover letter, table of contents, and required forms. A front cover sheet and one-page table of contents are not counted toward the page limit. Proposals exceeding the page limit may be considered non-responsive.

10.2 Required Proposal Contents

Proposals shall be organized in the following order:

1. Cover Letter – Signed by an authorized representative. Must include: legal name of firm; Oregon CCB license number; Oregon Business License number; federal and state tax ID numbers; state of incorporation (if applicable); name, title, phone, and email of authorized representative; and acknowledgment of all addenda. The cover letter must include the following stipulations:
 - "Proposer has received and examined, as part of the Proposal, Addenda No. ___ through ___. Proposer accepts all terms and conditions contained in the Request for Proposal, except as otherwise specifically noted as an Exception in the Proposal."



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- "The submitted Proposal is valid for a period of ninety (90) days from the time and date Proposals are due."
 - "All materials and documents acquired or produced by the Contractor in conjunction with the resulting contract shall be delivered to and become property of the City of Central Point, without restriction or limitation of future use."
2. Firm Qualifications & Experience – Describe the firm's background, years in business, and specific experience with ADA-inclusive playground projects for public agencies. Include office location(s) and key staff resources. Describe experience with the Pacific Northwest market and any prior work in Southern Oregon.
 3. Project References – Provide a minimum of three (3) references from comparable projects completed within the last five (5) years. For each project include: project name and location; public agency name; agency contact name, phone, and email; original and final contract cost; completion date; description of work performed; and role of key proposed personnel on that project. The City reserves the right to contact references and conduct independent investigations.
 4. Proposed Design Concept – Provide a written description of your proposed design approach, the play components and surfacing system you propose to meet the program requirements in Section 3, and how your design serves children of all abilities and exceeds ADA minimum requirements. Describe the play value and aesthetic character of your proposed design. Written descriptions only; detailed manufacturer drawings are not required at this stage. Proposers selected for further negotiation will be asked to develop a full design.
 5. Equipment Manufacturer Information – Identify the playground equipment manufacturer(s) you propose. Provide information on manufacturer warranty terms, expected product lifespan, parts availability, and the manufacturer's installed project history in the Pacific Northwest.
 6. Surfacing System Proposal – Describe the ADA-compliant surfacing system you propose including: material type; safety foam or fall attenuation approach; square footage and coverage; compliance with ASTM F1292; sub-base requirements; and maintenance requirements. Identify how the surfacing system handles the critical fall height requirements for elevated tower sections.
 7. Project Team – Identify by name and title the project lead, installation supervisor, and any key subconsultants or subcontractors to be assigned to this Project. Describe each team member's qualifications and relevant experience. Describe the extent of principal involvement during installation.
 8. Project Schedule – Provide a proposed project schedule from notice of award through final inspection, identifying key milestones including: design finalization; equipment lead times; site preparation; installation; surfacing installation; inspection and certification; and project closeout.
 9. Price Proposal – Provide an itemized price breakdown as described in Section 10.3.
 10. Exceptions – List any exceptions to the scope of work or RFP terms. Proposals with significant exceptions may receive lower scores. Proposed changes to any contract terms not stated at the time of proposal submission will not be considered.

10.3 Price Proposal Format

Proposers shall provide a complete, all-inclusive lump sum price for the project along with the following itemized breakdown:



Item	Description	Price
1	Playground Equipment – Supply & Delivery (all structures, freestanding elements, swings, shade structures, site furnishings)	\$ _____
2	ADA Safety Surfacing – Supply & Delivery (surfacing system, safety foam/fall attenuation, sub-base prep, perimeter edging)	\$ _____
3	Equipment and Surfacing Installation (excavation, concrete footings, assembly, cleanup, off-haul of spoils)	\$ _____
4	Design & Layout Services	\$ _____
5	Other (describe): _____	\$ _____
	TOTAL ALL-INCLUSIVE LUMP SUM	\$ _____

All prices shall include freight, delivery, and any applicable fees. Oregon has no state sales tax. Prices shall be firm for ninety (90) days from the proposal due date.

11. PROPOSAL EVALUATION & SELECTION

11.1 Evaluation Committee

A Selection Review Committee of at least three (3) members will be appointed to evaluate Proposals received. Each committee member will independently evaluate each Proposal in accordance with the criteria stated below. The City may also seek expert advice to help review Proposals.

11.2 Evaluation Criteria

Proposals will be scored using the following weighted criteria:

Evaluation Criterion	Points	Notes
Design Quality, Creativity & Inclusivity: The proposed design's ability to create an engaging, aesthetically appealing, and inclusive play environment serving children of all ages and abilities. Does the design exceed minimum requirements and demonstrate genuine commitment to play value?	35	Highest-weighted factor
ADA Compliance & Universal Design: Evidence that the proposed design meets or exceeds ADA requirements and demonstrates genuine commitment to serving children of all abilities, including sensory and mobility needs.	20	Grant requirement
Firm Qualifications & References: Demonstrated experience delivering comparable inclusive playground projects for public agencies. Quality and relevance of references.	20	
Price: Total lump sum price and value demonstrated relative to the proposed scope.	15	Lower weight reflects design-first priority
Project Schedule & Approach: Realistic, well-organized schedule and demonstrated approach to managing installation with minimal disruption.	10	
TOTAL	100	



11.3 Interview Evaluation

If determined to be necessary or desirable, finalists from the written evaluation may be invited to participate in an interview process. The number of finalists will be determined by the Selection Review Committee. Interviews will provide an opportunity for Proposers to present and clarify their Proposal and for the Committee to ask additional questions. After interviews, the Committee will re-evaluate and rescore each finalist.

11.4 Selection & Award

The Proposer with the highest overall ranking shall be identified as the Successful Proposer. The City reserves the right to negotiate a final contract with the Successful Proposer. The City is not required to select the lowest-priced proposal. Award will be made to the responsible proposer whose proposal is deemed most advantageous to the City, considering all evaluation factors.

The City may, in its sole discretion, terminate negotiations and reject the Proposal in the event agreement cannot be reached, and may then attempt to reach agreement with the next highest ranked Proposer. The City may at any time elect to reject all Proposals.

Following agreement with the Successful Proposer, the Selection Review Committee will make a recommendation to Central Point City Council for final contract award.

11.5 Award Protest

A Proposer believing to have been adversely affected or aggrieved by the selection of the Successful Proposer may submit a written protest to the City in accordance with OAR 137-048-0240. The written protest must be received by the City no later than seven (7) calendar days after the date the Notice of Intent to Award letter was issued. The protest shall be addressed to the Project Manager and shall include "Don Jones Park Playground – Award Protest" in the subject line.

The protest should demonstrate that all higher ranked Proposers failed to meet the requirements of the RFP or are not qualified to perform the described services. Protests received after the submittal deadline will not be considered.

12. INSURANCE REQUIREMENTS

The selected Contractor shall maintain the following minimum insurance coverage throughout the project. The City of Central Point shall be named as Additional Insured on all policies:

- Commercial General Liability: \$2,000,000 per occurrence / \$4,000,000 aggregate
- Workers' Compensation: As required by Oregon law (ORS 656.017)
- Automobile Liability: \$1,000,000 combined single limit
- Contractor's Pollution Liability (if applicable to surfacing work): \$1,000,000

Evidence of insurance shall be provided to the City prior to contract execution.



13. PROPOSER CERTIFICATIONS

By the act of submitting a Proposal in response to this RFP, the Proposer certifies that:

1. Proposer has carefully examined all RFP documents, including all addenda and attachments, fully understands the RFP intent, is able to perform all tasks as described in the Scope of Work, and the Proposal is made in accordance therewith.
2. Proposer is familiar with the local conditions under which the work will be performed.
3. The Proposal is based upon the requirements described in this RFP, without exception, unless clearly stated in the response.
4. Proposer accepts all terms of the City's contract and warrants that Proposer will fully meet all insurance requirements. Proposed changes to contract terms must be stated in particularity in the Proposal. Changes not stated at the time of submission will not be considered.
5. Proposer certifies, under penalty of perjury, that to the best of Proposer's knowledge and belief, no elected official, employee, or person whose salary is payable in whole or part by the City has a direct or indirect financial interest in this Proposal or in the services to which it relates.
6. Proposer has examined all parts of the RFP and, if its Proposal is accepted, the Proposer shall accept the contract documents thereto.
7. Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and no person, firm, or corporation other than that named has any interest in the Proposal or the proposed contract.
8. Proposer has quality experience providing the types of services described within the Scope of Work of this RFP.

14. PROPOSAL SIGNATURE

Authorized Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

Oregon CCB License #: _____

Federal Tax ID #: _____

Oregon Business License #: _____

State of Incorporation: _____