

REQUEST FOR PROPOSALS (RFP)

Mount Mission Park Inclusive Playground

Jefferson County Parks & Recreation Commission
235 Sam Michaels Lane
Shenandoah Junction, WV 25442

Contact: Purita Fisher
Email: pfisher@jcprc.org

1. PURPOSE

The Jefferson County Parks & Recreation Commission (JCPRC) is seeking proposals for the design, supply, and installation of an inclusive and ADA-compliant playground at Mount Mission Park.

2. PROJECT BUDGET

The total project cost shall not exceed \$150,000. All proposals must be inclusive of equipment, delivery, and installation.

3. SITE INFORMATION

- Approximate size: 120' x 90'
- Park setting with existing playground equipment
- Vendors must design in a way that expands upon and complements existing equipment and blends with the natural park environment

4. SITE VISITS

Mount Mission Park is located at:
4210 Mission Rd, Harpers Ferry, WV 25425

The park is open to the public during daylight hours, and proposers are strongly encouraged to visit the site prior to submitting a proposal.

Proposers wishing to schedule a guided site visit may contact:

Purita Fisher
Jefferson County Parks & Recreation Commission
pfisher@jcprc.org

All proposers are responsible for familiarizing themselves with existing site conditions prior to submission. Failure to visit the site shall not relieve the proposer of responsibility for accurately estimating the work.

5. SCOPE OF WORK

The selected proposer shall provide:

- Playground design integrating existing equipment
- Supply of all new playground equipment
- Delivery and installation by a licensed WV contractor
- Final layout plans and renderings
- Warranty and specification documentation

The playground design must:

- Expand and complement current equipment
- Blend with the surrounding environment and park character
- Provide a cohesive and unified play experience

6. PLAYGROUND SPECIFICATIONS

- Designed for ages 2–12
- Inclusive and ADA compliant
- Combination surfacing:
 - 50% poured-in-place rubber
 - 50% certified playground mulch

Required features:

- Multiple slides
- Sensory play elements
- Ground-level and elevated play components
- Inclusive/adaptive play features
- Climbing and upper-body activities
- Natural aesthetic elements preferred

All equipment must meet:

- ADA standards
- ASTM standards
- IPEMA certification

7. SUBMISSION REQUIREMENTS

Proposals must be received by the stated deadline.

Submissions may be made by:

1. Hard Copy:

Attn: Purita Fisher

235 Sam Michaels Lane

Shenandoah Junction, WV 25442

2. Email:

pfisher@jcprc.org

Conditions:

- Late submissions will not be accepted
- Email submissions must be complete
- JCPRC is not responsible for transmission errors

8. EVALUATION CRITERIA

- Design Quality, Inclusivity, and Integration with Existing Equipment – 35%
- Price – 30%
- Compliance with Specifications – 15%
- Experience & References – 10%
- Timeline – 10%

Design evaluation will consider:

- Creativity and uniqueness
- Integration with existing playground equipment
- Compatibility with the park's natural environment
- Inclusivity and accessibility of play elements
- Overall layout and user experience

9. SCHEDULE

- Issue Date: April 27, 2026
- Questions Due: May 15, 2026
- Proposal Due: May 27, 2026 at 10:00 AM (EST)
- Anticipated Award: June 18, 2026
- Anticipated Installation: Summer 2026

10. LEGAL

JCPRC reserves the right to reject any proposals and accept the proposal providing best value.