THE PARK at Flat Rock

Request for Proposals (RFP) for,

The design, construction, delivery, and installation of shade structures to cover areas adjacent to the Bryan Playground at The Park at Flat Rock.

1: Overview

Summary:

The Bryan Playground at The Park at Flat Rock is used by thousands of families each year. The construction of the playground and the seating areas around it exposes many families to direct sunlight while playing or supervising playing children. Understanding the health risks of prolonged, direct sunlight, and listening to the concerns of the families that use our playground, The Park at Flat Rock is looking to provide shade over the area surrounding the Bryan Playground where families most often congregate.

The Flat Rock Park Commission would like to meet this need by installing two, twenty foot diameter, single post, umbrella style shade canopies adjacent to the Bryan Playground.

Deadline:

Proposals are due by 4:00 pm on Friday September 18th 2026. Submitters will be notified of the Village's determination after the Village Council meeting on Thursday October 8th 2026.

Contact information:

Submissions and questions may be sent to Park Director Michael Dages at mdages@villageofflatrock.org

2: Budget and Scope

The budget for the entire project is $35,000. Proposals should consider that every element of this project needs to total under that budget, and the scope of the project should include:

- Field verification and measurements
- Utility locating/coordination and surveying
- Engineering and stamped drawings
- Permitting
- Footings/foundations and excavation

- Shipping and delivery,
- Assembly and Installation
- Cleanup and final site restoration
- Closeout documentation materials, including warranties and ongoing maintenance plans.

3: Technical Specifications and Requirements

To meet the needs of The Park at Flat Rock, the Park Commission has identified the following requirements. Any variation from the requested design, location, or materials may be considered if justified.

- **Structure Type:** Two single post, umbrella style shade structures with removable canopies, twenty feet in diameter with a minimum ten-foot ground to canopy edge clearance.
- **Structure Location:** The Park at Flat Rock is located at 55 Highland Golf Drive, Flat Rock North Carolina. The desired location of the shade structures is marked on the attached map.
- **Materials:** All materials must be durable, commercial-grade, and suitable for the local climate. Fabric should offer high UV blockage. Provide technical specifications including wind ratings for the canopy, expected lifetime, hardware specifications, and canopy removal procedures. Color should match the existing park aesthetic and will be selected by the Park Commission.
- **Safety & Accessibility:** The design and installation must meet all ADA accessibility requirements and national playground safety standards. Although the shade structure is not a piece of playground equipment, and will be outside of the designated play area, its proximity to the playground should be considered, and preference will be given to designs that adhere to playground equipment safety standards. See ASTM F1487-21 “Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.”
- **Warranty:** The proposal must include detailed warranty information for both the product (structure and fabric) and the installation.

4: Proposal Format

To be considered, a proposal must include:

1. Statement of qualifications,
2. A description of the proposed shade structure that meets all requirements listed in section 3.
3. A quote that itemizes:
    1. Engineering and design
    2. Permitting and inspection fees
    3. Materials and manufacturing
    4. Foundation construction
    5. Shipping and delivery
    6. Installation
4. A timeline, committing to the number of weeks needed to complete the shade structure.
5. A continued maintenance plan, including instructions for canopy removal and lifespans of materials.
6. A sample contract drawn up for the services offered
7. Examples of previous work
8. Contact Information of previous clients willing to provide professional references
9. Certificate of Insurance
10. A list of any subcontractors expected to be engaged in the project
11. Disclosure of any potential conflicts of interest

Bidders shall clearly identify all exceptions, substitutions, deviations, or qualifications to the requirements of this RFP. Failure to identify a deviation may be interpreted as the bidder's agreement to comply fully with the stated requirement.

Means of Submission:

Proposals must be submitted by 4:00 p.m. on 9/18/2026. Proposals may be delivered to 110 Village Center Drive, Flat Rock NC 28731 or submitted digitally to mdages@villageofflatrock.org

Questions and inquiries should be submitted in writing to the Park Director at mdages@villageofflatrock.org no later than 9/11/2026. Answers to questions will be made available to all interested bidders after the deadline for questions. Site visits prior to bid submission are encouraged and can be coordinated with the Park Director.

Timeline:

Event	Deadline
RFP Released	8/21/2026
Deadline for Questions	9/11/2026
Proposals Due	9/18/2026 4:00pm
Presentation to Park Commission	9/24/2026
Recommendation to Village Council	10/8/2026
Notification of Proposal Selection	10/8/2026

5: Evaluation of Proposals

Upon receipt, proposals will be opened by park management, who will compare and tabulate services offered, experience demonstrated, and prices quoted. All proposals will be presented by park management to the Park Commission, who will weigh them against each other using the following criteria for evaluation:

Criteria For Evaluation	Relative Weight
Qualifications Listed	Pass – Fail
Cost	40%
Materials and Design	20%
Experience Demonstrated	20%
Timeline Proposed	10%
Warranty	10%

The Park Commission will be tasked with making a recommendation to the Village Council on which (if any) proposal should be accepted. If no proposal meets the Commission's criteria and/or falls within the project budget, park management will re-evaluate this RFP to obtain a quality, cost-effective proposal, and the process will start over.