City of Shelby, NC Parks & Recreation
Request For Proposals to Construct
"Depot Park Adventure Playground"

PROJECT DESCRIPTION

In 2022 the City of Shelby was awarded a Parks and Recreation Trust Fund (PARTF) Grant for the City of Shelby's Depot Park Project. This funding included adding an adventure playground located in Depot Park Project. The Depot Park Project is a .25 mile section of the Carolina Harmony Trail that focuses on a "emphasis of nature through a urban corridor".

We highly recommend a site visit prior to submittal of your proposal. You may arrange a visit by contacting Charlie Holtzclaw, Director Parks & Recreation at 704-913-2459 or email charlie.holtzclaw@cityofshelby.com
The deadline for site visits is **February 13, 2026 at 1:00 p.m.**

The City requests the following information in order to select the manufacturer and installer for the project. The information you provide will be reviewed and ranked by a committee who will make their recommendation to Shelby City Council.

The following checklist consists of information required in order to be considered for this project. *****Additional information may also be submitted***

The deadline for submittals is **February 20, 2026, at 5:00 p.m.**

CRITERIA FOR PROPOSALS (SCOPE OF SERVICES)

1. Turn-key project proposal must not exceed budget ***$350,000***
2. Equipment must meet or exceed all applicable ADA Playground Standards per CNCB Grant requirements.
3. The Depot ***Park Adventure Playground*** must have a "**WOW**" factor that incorporates the Carolina Harmony Trail Theme into it.
4. Consists of new **ages 2-5 year old play equipment**
5. Consists of new **ages 5-12 year old play equipment**
6. Includes "Pour in Place Safety Rubber Surfacing" for entire area of 3,829sf as shown on site diagram.
7. The entire ***Depot Park Adventure Playground*** site shall be designed for accessibility, especially playground equipment, approaches to structures, paths and/or connections between equipment allowing children of all ability levels to play together.

CHECKLIST FOR PROPOSALS

- Name of playground equipment manufacturer with direct website links to equipment or other prudent information.
- List of purchasing contracts the company/manufacturer participates with.
- Photos from three (3) similar projects your company has completed in the last 5 years (with specific equipment and material summarized for comparison)
- A reference list of clients from the last five (5) years with current contact information provided.

- Detailed Park design for the Shelby **Depot Park Adventure Playground** project using sitemap, survey, and exhibits provided.
- Specific equipment to be installed with photos and labels
- Color schemes for equipment and surfacing (if different than photos provided)
- Materials and specifications of equipment and surfacing
- Verification that ALL work will be performed by a certified contractor/installer licensed to work in North Carolina.
- Manufacturer's warranty (terms of guarantee)
- Installation warranty (terms of guarantee)
- Certification that proposed equipment meets accessibility standards
- Narrative of how the proposal addresses the "all-inclusive" philosophy explicitly and play requirement.
- Proposed Schedule to complete the project after Notice to Proceed is given.

NOTIFICATIONS, INQUIRIES, QUESTIONS

All inquiries/questions regarding this RFP should be directed to Charlie Holtzclaw by email Charlie.Holtzclaw@cityofshelby.com and must reach his office by **February 13, 2026, at 5:00 p.m.,** in order to be considered for a response. Any changes or additions to the RFP information will be emailed to each firm on the notification list.

PROPOSAL SUBMITTALS

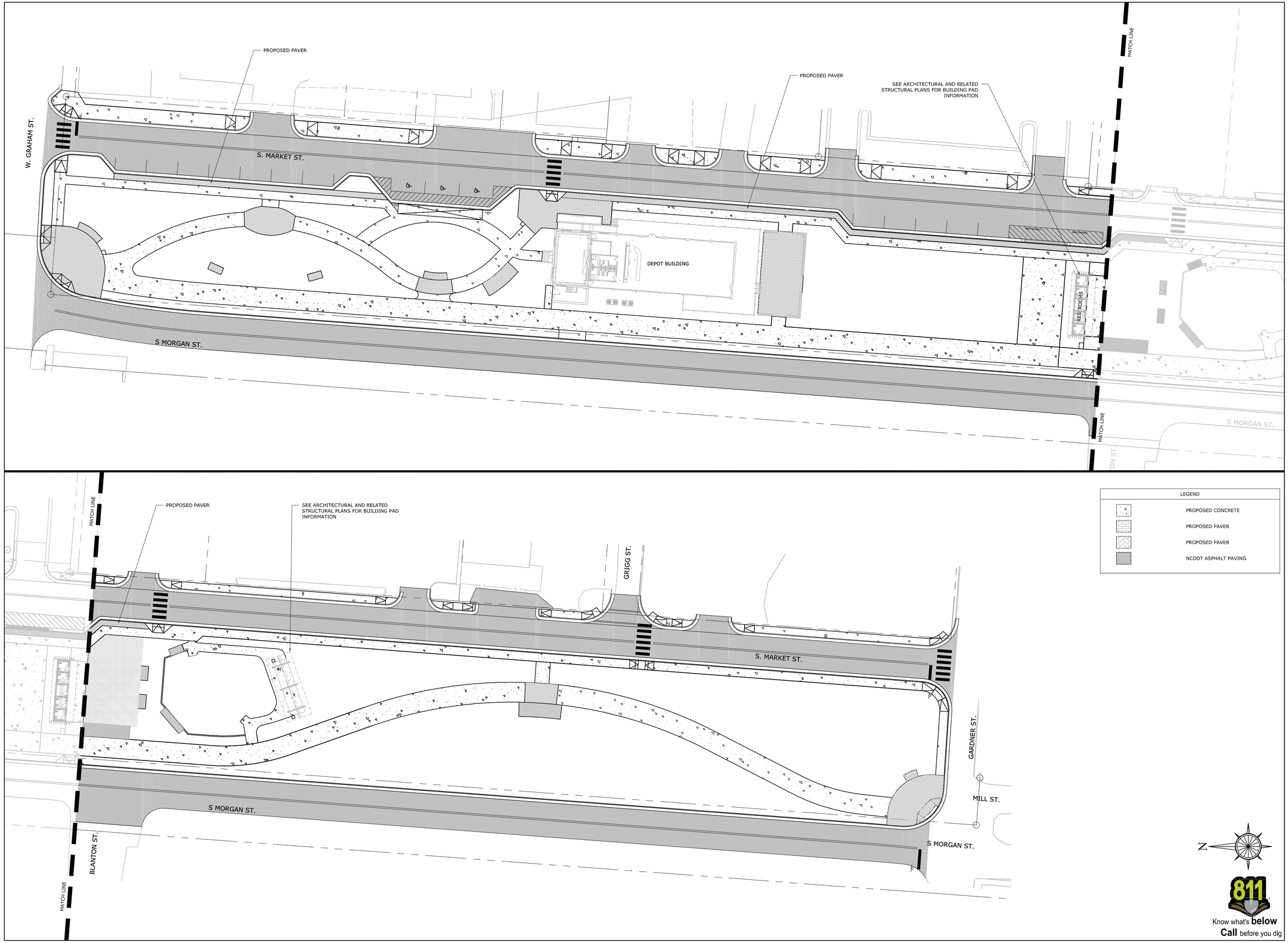
Written submittals must be received no later than **February 20, 2026, at 5:00 p.m.** Submittals received after this deadline will not be considered.

Companies interested in providing services as described in this RFP shall submit one (1) digital copy (flash drive) of the submittal and five (5) hard copies in a sealed container labeled on the outside, **"RFP for Shelby "Depot Park Adventure Playground" Construction,"** along with the company name. Companies may submit two (2) separate proposals but this is not a requirement.
Send or deliver submittals to **City of Shelby, Attn: Charlie Holtzclaw, 850 W Sumter St., North Carolina 28150.**

Submittals must include all equipment, installation, and contingencies (Turn-Key) that fall within the total allocated budget of $350,000 NOTE: This includes safety surfacing with appropriate edging and playground equipment installation.

TIMELINE AND PROPOSED SCHEDULE

- Request for Proposals emailed to potential playground vendors –January 27, 2026
- Deadline for site visits – February 13, 2026 at 1:00 p.m.
- Deadline for inquiries/questions – February 13, 2026 at 5:00 p.m.
- Proposals are due to City of Shelby – February 20, 2026 at 5:00 p.m.
- Proposals evaluated by selection committee – Week of February 23, 2026
- Notice to Proceed to selected company – Week of March 16, 2026
- Project completion – No later than December 4, 2026



Know what's **below**
Call before you dig

PROJECT:

DEPOT PARK

ADDRESS: W GROVER STREET TO DEKALB STREET | SHELBY | CLEVELAND COUNTY | NC | 28150

CLIENT:

CITY OF SHELBY

CONTACT: JUSTIN WRIGHT, ENGINEERING MANAGER

ADDRESS: 300 S WASHINGTON STREET | SHELBY | CLEVELAND COUNTY | NC | 28150

LANDSCAPE ARCHITECT:

DESTINATION BY DESIGN

DESTINATION BY DESIGN ENGINEERING

ADDRESS: 136 FURMAN ROAD, SUITE 6 | BOONE | WATAUGA COUNTY | NC | 28607

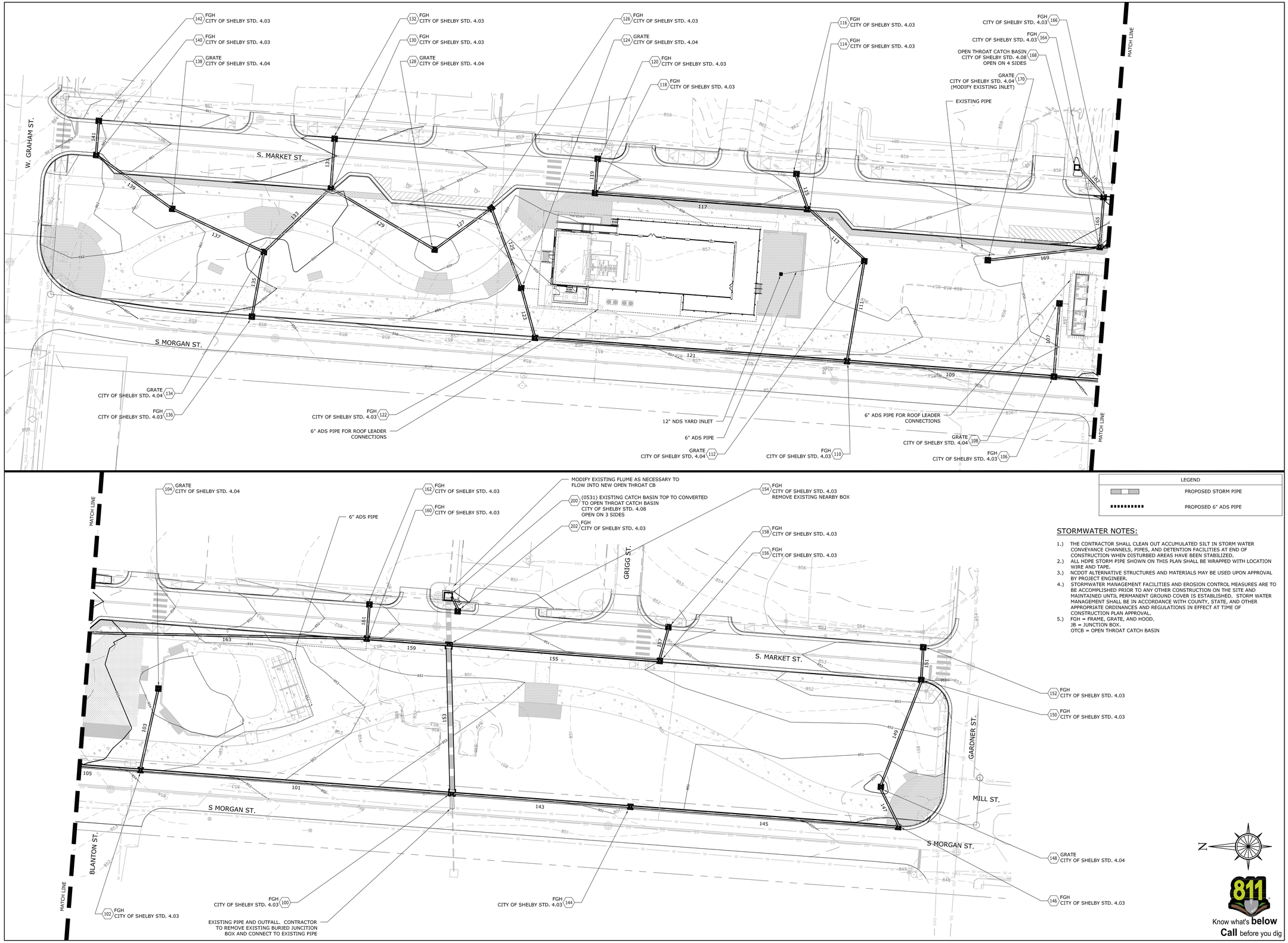
SEAL:

NORTH CAROLINA PROFESSIONAL SEAL 035233 ENGINEER JASON GASTON
11/03/25

REVISIONS	DATE

PROJECT MANAGER:	CAG
DRAWING BY:	JEG
JURISDICTION:	CLEVELAND COUNTY
DATE:	11/03/25
SHEET TITLE:	PAVING PLAN
SHEET NUMBER:	C-2.1
SCALE:	1" = 30'
FILE NUMBER:	2023

30 15 0 30 60
SCALE IN FEET



STORMWATER NOTES:

1.) THE CONTRACTOR SHALL CLEAN OUT ACCUMULATED SILT IN STORM WATER CONVEYANCE CHANNELS, PIPES, AND DETENTION FACILITIES AT END OF CONSTRUCTION WHEN DISTURBED AREAS HAVE BEEN STABILIZED.
2.) ALL HDPE STORM PIPE SHOWN ON THIS PLAN SHALL BE WRAPPED WITH LOCATION WIRE AND TAPE.
3.) NCDOT ALTERNATIVE STRUCTURES AND MATERIALS MAY BE USED UPON APPROVAL BY PROJECT ENGINEER.
4.) STORMWATER MANAGEMENT FACILITIES AND EROSION CONTROL MEASURES ARE TO BE ACCOMPLISHED PRIOR TO ANY OTHER CONSTRUCTION ON THE SITE AND MAINTAINED UNTIL PERMANENT GROUND COVER IS ESTABLISHED. STORM WATER MANAGEMENT SHALL BE IN ACCORDANCE WITH COUNTY, STATE, AND OTHER APPROPRIATE ORDINANCES AND REGULATIONS IN EFFECT AT TIME OF CONSTRUCTION PLAN APPROVAL.
5.) FGH = FRAME, GRATE, AND HOOD.
JB = JUNCTION BOX.
OTCB = OPEN THROAT CATCH BASIN

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DEPOT PARK

ADDRESS: W GROVER STREET TO DEKALB STREET | SHELBY | CLEVELAND COUNTY | NC | 28150

CLIENT:

CITY OF SHELBY

CONTACT: JUSTIN WRIGHT, ENGINEERING MANAGER

ADDRESS: 300 S WASHINGTON STREET | SHELBY | CLEVELAND COUNTY | NC | 28150

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DESTINATION BY DESIGN

DESTINATION BY DESIGN ENGINEERING

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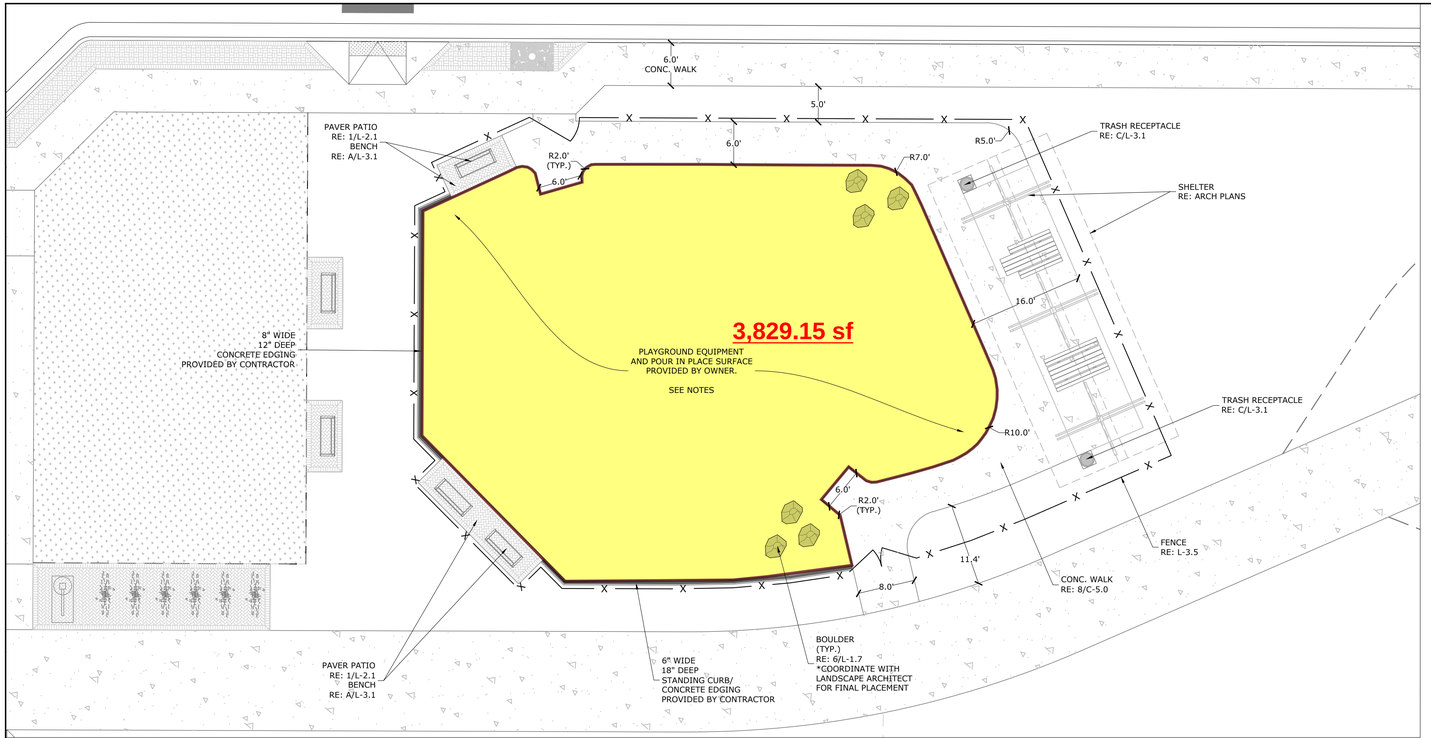
SEAL:

NORTH CAROLINA PROFESSIONAL SEAL 035233 ENGINEER JASON GASTON
11/03/25

REVISIONS	DATE

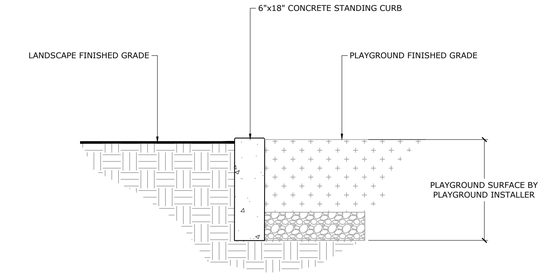
PROJECT MANAGER:	CAG
DRAWING BY:	JEG
JURISDICTION:	CLEVELAND COUNTY
DATE:	11/03/25
SHEET TITLE:	DRAINAGE PLAN
SHEET NUMBER:	C-3.0
SCALE:	1" = 30'
FILE NUMBER:	2023

30 15 0 30 60
SCALE IN FEET



1 PLAYGROUND LAYOUT
1"=10'

10 5 0 10 20
SCALE IN FEET



2 STANDING CURB/CONCRETE EDGING
N.T.S.

NOTES

1. PLAYGROUND EQUIPMENT AND INSTALLATION PROVIDED BY OWNER.
2. POUR IN PLACE PLAYGROUND SURFACE AND INSTALLATION PROVIDED BY OWNER.
3. CONTRACTOR TO PROVIDE 6" WIDE x 18" DEEP CONCRETE CURB TO RETAIN POUR IN PLACE SURFACE.
4. CONTRACTOR TO PROVIDE PREPARED SITE THAT IS LEVEL WITHIN 2% GRADE AND HAS A SURFACE OF COMPACTED SOIL ONLY. COORDINATE WITH OWNER / OWNER PROVIDED PLAYGROUND INSTALLER.
5. INTERIOR SIDEWALKS , BOULDERS AND FENCING SHALL BE COMPLETED AFTER INSTALLATION OF PLAYGROUND EQUIPMENT DUE TO WEIGHT OF PLAYGROUND EQUIPMENT AND MACHINERY NEEDED TO PLACE EQUIPMENT. COORDINATE WITH OWNER / OWNER PROVIDED PLAYGROUND INSTALLER.
6. POUR IN PLACE SURFACE SHALL BE INSTALLED AFTER REMAINING CONCRETE WALKS, EDGING AND BOULDERS HAVE BEEN INSTALLED FOLLOWING PLAYGROUND EQUIPMENT INSTALLATION.

PROJECT:

DEPOT PARK
SHELBY - NORTH CAROLINA

ADDRESS
328 MARKET STREET
SHELBY | NC | 28150

CLIENT:

Shelby
NORTH CAROLINA

CONTACT
JUSTIN WRIGHT
ENGINEERING MANAGER
ADDRESS
300 S. WASHINGTON STREET
SHELBY | NC | 28150

LANDSCAPE ARCHITECT:

DESTINATION BY DESIGN

ADDRESS
135 FURMAN ROAD
SUITE 6
BOONE | NC | 28607

SEAL:

NORTH CAROLINA LANDSCAPE ARCHITECT
No. 2097
REGISTERED
CHARLES A GOTHERMAN
2025.11.04

REVISIONS	DATE
BIDDING	2024.06.27
REBIDDING	2025.11.04

PROJECT MANAGER:	CAG
DRAWING BY:	ED
JURISDICTION:	CITY OF SHELBY

SHEET TITLE:

PLAYGROUND DETAILS

SHEET NUMBER: L-3.4

SCALE:

FILE NUMBER: 2023