



REQUEST FOR QUALIFICATIONS

RFQ #354-PR26-14

Project Title: Development of Cricket Ground at Mills Park

Issue Date: March 25, 2026

Due Date: July 2, 2026 at 1:00 pm ET

Issuing Department: PRCR

Direct all inquiries concerning this RFQ to:

William Davis

PRCR Division Manager

Email: CricketGround@carync.gov

1 REQUEST FOR QUALIFICATIONS

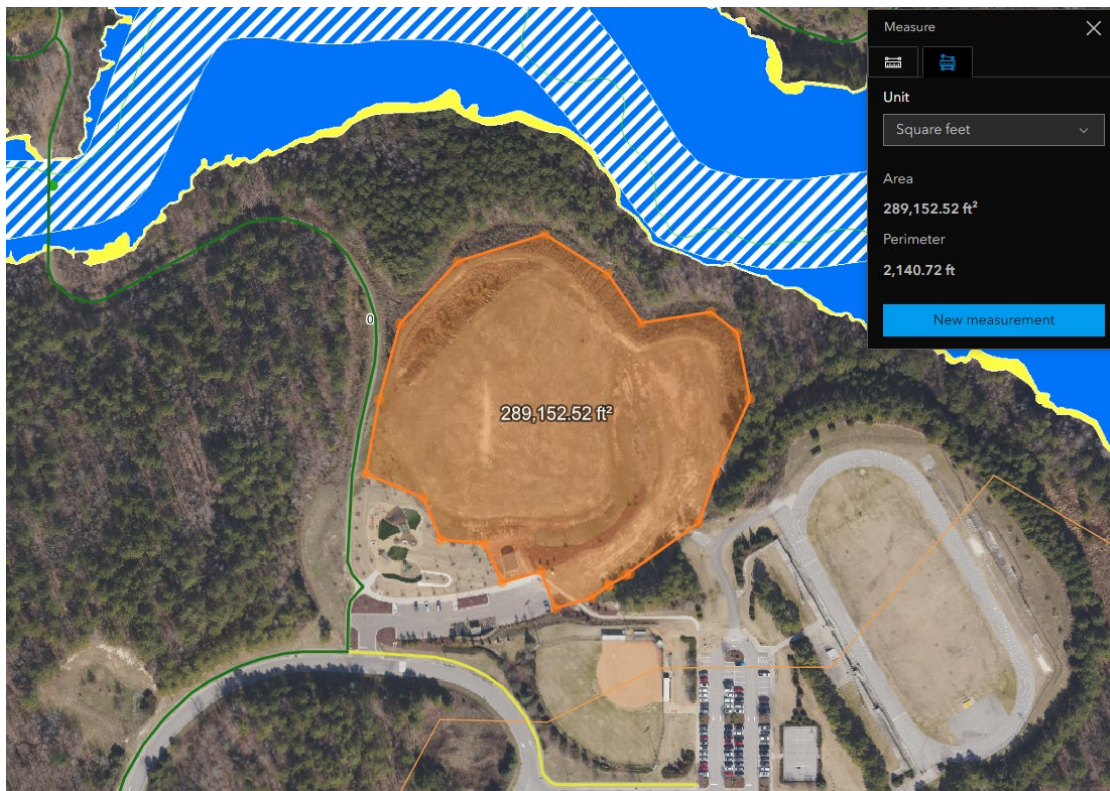
1.1 Introduction

The Town of Cary is interested in exploring the possibility/potential of partnering with a local cricket organization (Respondents) to build a cricket ground at Mills Park (425 Mills Park Drive) in order to provide residents an opportunity to learn and play the sport of cricket. Cricket is a growing sport in the Triangle area and there has been expressed some interest in developing cricket grounds/fields to assist in expanding the sport.

Cary has a history of partnering with sports organizations in order to provide recreational benefits to the community. This RFQ provides another potential opportunity to work with a viable organization for a sport that is requesting more presence in Cary. This response should include background on the organization, concept design ideas, funding sources, and operations programming priorities. Cary is expecting a substantial monetary commitment from the Respondents. More details are in Section 2.

1.2 Purpose and Background

Mills Park is adjacent to Mills Park Middle and Elementary schools in western Cary. This land was purchased in 2001 with the purpose of future parks, recreation and cultural arts facilities. Since the park's opening in 2010, Mills Park represents a collaborative effort between the Wake County School System and the Town of Cary. The park features two multi-purpose athletic fields (one is lighted), a lighted softball field, lighted football and track stadium field, a lighted basketball slab. The area close to the site of the possible Cricket Ground currently consists of limited asphalt parking (40 spaces), a food waste drop off site, playground equipment, restroom facilities, greenway trail connection and a rough graded open space field area. The available space is approximately 6.4 Acres (289,000 square feet) as shown in image below:



1.3 Notice to Respondents Regarding RFQ Terms and Conditions

It shall be the Respondents' responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Respondents also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

If Respondents have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ, those must be submitted as questions in accordance with the instructions in [Section 1.6 Proposal Questions](#). If the Town determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The Town may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the contract that have been addressed during the question submission period. Other than through this process, the Town rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Respondents' proposal. This applies to any language appearing in or attached to the document as part of the Respondents' proposal that purports to vary any terms and conditions or Respondents' instructions herein or to render the proposal non-binding or subject to further negotiation. Respondents' proposal shall constitute a firm offer. **By execution and delivery of this RFQ Response, the Respondents agree that Respondents are prepared to enter into a contract should Town select Respondents' proposal and that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Respondents' proposal as nonresponsive.**

1.4 RFQ Response Timeline

The RFQ process shall adhere to the following schedule:

RFQ Process	Date and time	
RFQ posted/issued	3/25/2026	
Pre-Proposal Meeting/ Site Visit	4/15/2026	1:00 PM
Respondents Written Questions Due	5/6/2026	1:00 PM
Town Responses to Respondents questions	5/13/2026	
Proposal Submission Deadline	7/2/2026	1:00 PM
Proposals reviewed/Reference Checks	7/29/2026	
Interviews if needed	Late Summer 2026	
Town Manager/Town Council Approval	Fall 2026	

Note: All times shown as Eastern Time (ET).

1.5 Pre-Proposal Meeting/Site Visit

All Respondents are encouraged to attend a **PREPROPOSAL MEETING/SITE VISIT on 4/15/2026 at 1:00 PM at Mills Park near the restroom building by the playground** noted above. This meeting will help Respondents understand the project in order to submit a thorough proposal. A summary of all questions and answers will be provided as an addendum to RFQ #354-PR26-14.

1.6 You may have Questions...

Upon review of the RFQ documents, Respondents may have questions to clarify or interpret the RFQ in order to submit the best proposal possible. To accommodate the Questions process, Respondents shall submit any such questions by the above due date. The Town will not entertain any further questions after the due date. Written questions shall be emailed to CricketGround@carync.gov by the date and time specified above. Respondents should enter "RFQ #354-PR26-14: Questions" as the subject for the email.

Questions received prior to the submission deadline date, the Town's response, and any additional terms deemed necessary by the Town will be posted in the form of an addendum., and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall rely *only* on written material contained in an Addendum to this RFQ.

1.7 Proposal Submission Requirements and Contact Information

Proposals must follow the format as defined in Section 2 FORMAT / SCOPE OF SERVICES. Electronic responses ONLY will be accepted by sending via EMAIL to contact on the Cover Sheet of this document with a subject line of RFQ# and Organization Name. **Attempts to submit a proposal via another method (by mail, hand delivery, fax, etc.), in response to this RFQ shall NOT be accepted.** Respondents must respond to the entire Request for Proposals (RFQ). The Town reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposals received after the "RFQ Due" deadline above will not be considered.

Respondents are cautioned not to make changes to any of the terms and conditions in this solicitation. Doing so may render a Respondent's proposal unacceptable and unresponsive for award. Question and inquiries must be made in writing as outlined in Section 1.

1.8 Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, and other documentation submitted by Respondents (other than materials submitted as and qualifying as trade secrets under North Carolina law) shall become the property of the Town when received and the entire proposal shall be subject to the public records laws of the State of North Carolina except where a proper trade secrets exception has been made by the Respondent in accordance with the procedures allowed by North Carolina law.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this Request for Proposal.

2 FORMAT / SCOPE OF SERVICES

Responses must follow the format outlined herein. The Town may reject as non-responsive at its sole discretion any proposal or any part thereof that is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposal responses shall be organized in the following manner and more details are included in Section 3 of what to include:

1. Cover Letter/Letter of Intent

- a. Introduction letter with intent as it may pertain to the Request for Proposal.
- b. Point of contact with email and phone number
- c. Provide a three (3) bullet summary of why Cary should select your proposal

2. Organization Background and Experience

This section shall include background information on the organization and should give details of experience with similar projects. The evaluators may check all public sources to determine whether Respondent has listed accurate information.

- a. Name of organization, tax ID number, filing status
- b. Mission of the organization
- c. Date established
- d. Affiliation/past collaborations with Cary
- e. Current service details (like the current number of children and adults currently serviced by your cricket offerings, which facilities you currently use, and how long you have used those facilities. The more details you can provide in response to this section, the better)
- f. Track record on providing cricket services (provide history of your provision of cricket offerings and the challenges you have had providing these services)
- g. List at least two references (form in Section 3) that can speak on your organization's reputation and business operations. Respondents should have two (2) different types of references (for example, municipality/organization you rent fields from, a parent in your organization, a sponsor, a league staff member for your affiliated league). The evaluators reserve the right to request additional references, if information from the references contacted warrant further inquiry.

3. Financial Statement

The Respondent shall provide the following financial information:

- a. Recently (within the past 12 months) compiled financial statements (prepared by an independent CPA) that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement.
- b. Provide any details on investors and your approach to funding this project. Specifically identify the funding you have in place for this project or note how you are specifically looking to fund this project and the improvements needed to build and operate the Cricket Grounds at Mills Park.

The Respondent's failure to provide any of the above-referenced financial statements or failure to submit all the requested financial statements may result in the rejection of the Respondent's proposal and rejection is more likely to occur if other Respondents provide financial documentation in compliance with the foregoing provisions. Respondents are also

encouraged to explain any negative financial information in its financial statements and are encouraged to provide documentation supporting those explanations.

All financial information, statements and/or documents provided in response to this proposal requirement shall be kept confidential, IF THE RESPONDENT COMPLIES WITH PARAGRAPH 13 OF THE GENERAL INFORMATION ON SUBMITTING PROPOSALS BY MARKING THE FINANCIAL INFORMATION, STATEMENTS AND/OR DOCUMENTS CONFIDENTIAL.

4. Project Understanding, Approach and Schedule

This section shall include, in narrative, outline, and/or graph showing the Respondent's approach to accomplishing the tasks outlined below. A description of each task and deliverable and a draft schedule for accomplishing each shall be included.

- a. List any volunteer or paid consultants (design, and/or construction affiliated businesses) connected with this response.
- b. Service numbers and analytics that will be a result of this project. Please provide details on:
 - i. Proposed use of the ground/field once completed including:
 1. schedule of use / operational hours
 2. number of youth served and number of adults served (on a weekly basis) or your philosophy of youth vs adult percentages
 3. benefits provided to the Cary community
- c. How will it be used? Items such as:
 - i. Public / Private use: With it being in a Cary park, the expectation is that there will be a significant public use aspect associated with the facility. Does your proposal include aspects of public use and if so, what does that look like?
 - ii. Who/how many other cricket groups will be permitted to use the facility?
 - iii. Multiuse or single sport?
 - iv. Philosophy on priority of tournaments vs daily use?
- d. Describe and/or visually provide design approach ideas:
 - i. All proposed concepts will need to meet Cary Development Regulations and meet the [Land Development Ordinance](#). Your team should have familiarity with these regulations and, if there are any known deviations, highlight that in your proposal.
 - ii. Develop a design concept that aligns with the current Cary parks aesthetics, quality, and functional characteristics so it looks, feels, and acts like a Cary facility.
 - iii. Please consider any upgrades needed to support facilities, such as restrooms, parking, landscaping and other site amenities, as it relates to the daily and event-driven capacities of the proposed use.
- e. Describe how you would see the design and construction structure between your organization and the Town. For instance, is it to be conducted by organization or conducted by Town or some creative hybrid system. And your desired schedule.

5. Preliminary Cost Proposal

- a) Provide your projected/estimated cost for design and construction of the ground/field and any cages included in your project. This should include any additional parking needed, restrooms, storage building, and other support facilities. Cary Parks, Recreation and

Cultural Resources department are pleased to assist in design and construction standards.

- b) Also provide estimated annual Maintenance and Operating costs to manage and maintain the area of the park.
- c) Then provide the cost sharing model that you would like to see between your organization and Town. Most similar projects to these have the organization committed to over 50% of the design and construction costs.
- d) Once operating, will there be a revenue sharing component with Town?

2.1 Evaluation Criteria

This is not a bid. There will not be a public bid opening. Proposals will be evaluated based on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Standing	30		
Financial Statement	20		
Project understanding and approach	30		
Cost Proposal	20		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

2- Meets Expectation

1- Partially Meets Expectation

3- Exceeds Expectation

2.2 Proposal Evaluation Process

The Town shall review all Respondents responses to this RFQ to confirm that they meet the specifications and requirements of the RFQ.

The Town will conduct a One-Step evaluation of Proposals:

All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFQ.

Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Respondents' pricing position.

At their option, the evaluators may request oral presentations or discussion with any or all Respondents for the purpose of clarification or to amplify the materials presented in any part of the proposal. Respondents are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Respondents.

Proposals will generally be evaluated according to completeness, content, and experience with specific evaluation criteria are listed in 2.2 EVALUATION CRITERIA, above.

Respondents are cautioned that this is a request for offers, not an offer or request to contract, and the Town reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the Town.

It is anticipated that the Cary Town Manager and/or the Cary Town Council will review and make final approval of this project. This can take a significant amount of time (months to years) and that should be accounted for in all proposals.

2.3 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice. A recommendation will then be presented to the Town Manager and/or Town Council for approval to negotiate a contract with the #1 choice and, if unsuccessful, to then pursue negotiations with the #2 choice. All Respondents will be notified of their standing immediately following Town’s decision. The Town reserves the right to make an award without further discussion of the proposal submitted. The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract. The RFQ may be awarded by individual task or total proposal, whichever is most advantageous to the Town of Cary.

The general conditions and specifications of the RFQ and the selected proposal, as amended by agreement between the Town and the selected Respondent including e-mail or written correspondence relative to the RFQ, may become part of the contract documents. Failure of the awarded Respondents to perform as represented may result in elimination of the Respondents from competition or in contract cancellation or termination.

2.4 Contract Term

The Contract may have an initial term of eight (8) years, beginning on the date of contract award (the “Effective Date”).

The Town shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two additional eight-year terms. The Town will give the Respondents written notice of its intent whether to exercise each option by a duly authorized amendment.

2.5 Notice to Respondents Regarding RFQ Terms and Conditions

It shall be the Respondent’s responsibility to read the Instructions, and all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Respondents also are responsible for obtaining and complying with all addenda and other changes that may be issued in connection with this RFQ.

By: _____ Title: _____
(Signature)

Name: _____ Date _____
(Printed)

3 REFERENCES

Respondent **must** supply (2) two references for which services have been performed/delivered within the past (2) two years. Respondents should have two (2) different types of references (for example, municipality/organization you rent fields from, a parent in your organization, a sponsor, a league staff member for your affiliated league). Respondents are cautioned to provide accurate reference information. References will be checked during evaluation period.

RESPONDENT:

Reference # 1

Full Name: _____

Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____

Email Address: _____

Reference # 2

Full Name: _____

Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____

Email Address: _____

INSTRUCTIONS TO RESPONDENTS

1. **READ, REVIEW AND COMPLY**: It shall be the Respondent's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Respondents or elsewhere in this RFQ document.
2. **ACCEPTANCE AND REJECTION**: The Town reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Respondent, to accept any item in the proposal. If either a unit price or an extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
3. **BASIS FOR REJECTION**: The Town reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered, non-compliance with the requirements or intent of this solicitation, lack of competitiveness, error(s) in specifications or indications that revision would be advantageous to the Town, cancellation or other changes in the intended project or any other determination that the proposed requirement is no longer needed, limitation or lack of available funds, circumstances that prevent determination of the best offer, or any other determination that rejection would be in the best interest of the Town.
4. **EXECUTION**: Failure to sign EXECUTION PAGE in the indicated space will render proposal non-responsive, and it shall be rejected.
5. **ORDER OF PRECEDENCE**: In cases of conflict between specific provisions in this solicitation or those in any resulting contract, the order of precedence shall be (high to low): (1) The Principal Contract Terms, (2) RFQ Terms, (3) Instructions in INSTRUCTIONS TO RESPONDENTS, and (4) Respondent's Proposal.
6. **INFORMATION AND DESCRIPTIVE LITERATURE**: Respondent shall furnish all information requested and, in the spaces, provided in this document. Further, if required elsewhere in this proposal, each Respondent must submit with their proposal sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous proposal or available elsewhere will not satisfy this provision. Proposals that do not comply with these requirements shall be subject to rejection without further consideration.
7. **CONFIDENTIAL INFORMATION**: To the extent permitted by applicable statutes and rules, the Town will maintain confidential trade secrets that the Respondent does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Respondent, with specific trade secret information enclosed in boxes or similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Respondent may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled as confidential constitutes a representation by the Respondent that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Respondents are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible.
8. **COMMUNICATIONS BY RESPONDENTS**: In submitting its proposal, the Respondent agrees not to discuss or otherwise reveal the contents of its proposal to any source, government or private, outside of the using or issuing agency until after the award of the Contract or

cancellation of this RFQ. All Respondents are forbidden from having any communications with the using or issuing agency, or any other representative therein, concerning the solicitation, during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the Contract), unless the Town directly contacts the Respondent(s) for purposes of seeking clarification or another reason permitted by the solicitation. A Respondent shall not: (a) transmit to the issuing and/or using agency any information commenting on the ability or qualifications of any other Respondent to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Respondent's proposal and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation and/or award of the Contract that is the subject of this RFQ. Respondents not in compliance with this provision may be disqualified, at the option of the Town, from the Contract award. Only those communications with the using agency or issuing agency authorized by this RFQ are permitted.

9. **WITHDRAWAL OF PROPOSAL**: A Proposal may be withdrawn only in writing and actually received by the office issuing the RFQ prior to the time for the opening of Proposals identified on the cover page of this RFQ (or such later date included in an Addendum to the RFQ). A withdrawal request must be on Respondent's letterhead and signed by an official of the Respondent authorized to make such request. Any withdrawal request made after the opening of Proposals shall be allowed only for good cause shown and in the sole discretion of the Town.
10. **INFORMAL COMMENTS**: The Town shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the Town during the competitive process or after award. The Town is bound only by information provided in this RFQ and in formal Addenda issued through the website.
11. **COST FOR PROPOSAL PREPARATION**: Any costs incurred by Respondent in preparing or submitting offers are the Respondent's sole responsibility; the Town will not reimburse any Respondent for any costs incurred prior to award.
12. **RESPONDENT'S REPRESENTATIVE**: Each Respondent shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
13. **SUBCONTRACTING**: Unless expressly prohibited, a Respondent may propose to subcontract portions of the work to identified subcontractor(s), provided that its proposal clearly describe what work it plans to subcontract and that Respondent includes in its proposal all information regarding employees, business experience, and other information for each proposed subcontractor that is required to be provided for Respondent itself.
14. **INSPECTION AT RESPONDENT'S SITE**: The Town reserves the right to inspect, at a reasonable time, the equipment/item, plant, or other facilities of a prospective Respondent prior to Contract award, and during the Contract term as necessary, for the Town determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.