

Request for Qualifications Church Street Park Field Improvements Using the Design-Build Method

Pursuant to North Carolina General Statute 143-64.31 through 143-64.34, Letters of Interest and Statements of Qualifications for Professional Services will be received by the Town of Morrisville. Qualified organizations are invited to respond to the Request for Qualifications (RFQ) entitled:

“Church Street Park Field Improvements”

Submittals must be received **by July 9, 2026 no later than 2:00 PM (Eastern Standard Time)** and should be sent to:

*Karen Bass, Purchasing & Contracts Manager
Town of Morrisville
100 Town Hall Drive
Morrisville, NC 27560*

Any requests for technical clarification or additional information regarding this RFQ shall be submitted via email and directed to Eric J. Pearson – Sr. Capital Projects Manager at bids@morrisvillenc.gov

**DATE ISSUED
June 1, 2026**

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APPENDIX A – Programming Documents and Project Scope / Design Criteria

- Exhibit A1 – Church Street Park Field Improvements Program Criteria
- Exhibit A2 – Existing Field Drawings
- Exhibit A3 – Existing (Abandoned) Conduits
- Exhibit A4 – Field Lighting Record Drawings

**APPENDIX B – Modified Design-Build Institute of America Document No. 544
Progressive Design Build Agreement and Document No. 535 Standard Form of
General Conditions of Contract Between Owner and Design-Builder**

APPENDIX C – Historically Underutilized Business Program (HUB)

Public Notice

The Town of Morrisville (“the Town”) is soliciting Statement of Qualifications from qualified Design-Build team(s) or firms(s) interested in providing professional design and construction services to the Town for the design and reconstruction of the Church Street Park Cricket Field, 5817 Cricket Pitch Way, Morrisville, NC.

All respondents to this Request for Qualifications (RFQ) are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

I. Owner Description and Project Site

General

The park originally opened in 2016 and is located in the Research Triangle Park and Wake County planning jurisdiction.

In 2023, an amenity expansion of the facilities around the field, including bleachers, netting systems, and drainage was completed. These facilities are subject to a 2021 agreement between the Town of Morrisville and American Cricket Enterprises, Inc. (“ACE”). Record drawings of the amenity expansion are included in Exhibit A2.

In May 2026 the field sports lighting and electrical service was renovated. Record drawings of the upgraded sports lighting are included in Exhibit A4. Electrical conduits for the original sports lighting are abandoned under the field as shown in Exhibit A3.



Figure 1 - Project Location Plan

II. Overview of Project Scope

Background

The Town, in partnership with ACE hosts US Major League and Minor League Cricket events at Church Street Park. This includes several large national and international level televised cricket events.

To better support these events the lighting upgrade was completed in May 2026 and this project's scope is to improve the cricket field drainage and expand the number of pitches from four to six.

A \$2 million grant from the tourism board was approved at the Wake County Commissioners' meeting on February 16, 2026 and by the City of Raleigh on February 17, 2026. These Wake County Hospitality Tax Funds will be partially used to fund this project.

The work must be performed during the "off-season", approximately September 29, 2026 through April 2027, in preparation for the 2027 playing season. Pursuant to the agreement with ACE, the field must be fully complete and operational no later than mid-June 2027. Completion of the work by the end of April 2027 is to provide some buffer in case there are any cricket event changes.

Program

Exhibit A1 includes the Field Improvements Program Criteria. These Program Criteria are to be further discussed, confirmed, and possibly refined during the Phase 1 / Due Diligence and Preliminary Design Phase Services period.

Design

The Design-Builder is expected to interface with the Town's project stakeholders through the design period.

It is envisioned that the field will be reconstructed within its current footprint and the site will essentially remain the same, so there should be no need for site planning approval from Research Triangle Park or Wake County.

The Design-Builder will need to provide drawings with sufficient detail to obtain Town of Morrisville Building (Trade) Permits. Permits are anticipated to be needed for irrigation, drainage, electrical, and the site screens. The design effort should include the preparation of method statements, shop drawings, catalog cuts, and other documentation sufficient for the Town's project stakeholders to provide input, clarify questions, and obtain their approval / concurrence that the improvements the Design-Builder plans to install will meet the program objectives.

Project Objectives

The project objectives include but are not limited to:

- Establishing a collaborative relationship between the Town and the Design-Build team for the purpose of delivering a well-designed and constructed facility that meets the performance needs of the Town of Morrisville.
- Deliver the project according to the agreed time frame.
- Complete the project work within the established budget.

Scope of Work

The scope of work will include but is not limited to the following:

- Project planning to include a review of existing site conditions, value engineering options, preliminary cost estimates, and schedule development.
- Design of the work to be performed.
- Design process will include interfacing with the Town to refine project criteria related to performance of the field facilities, including:
 - Healthy turf coverage
 - Adequate irrigation
 - Acceptable drainage
 - Expanded cricket pitch square
- Permitting through all required agencies – specifically Town of Morrisville.
- Construction of the project.
- Project management to ensure self-performed work and subcontractors are performing to design and product specifications.
- Schedule management to ensure on-time completion.
- Weekly on-site meetings during construction with Town staff for updates.
- Project closeout and handover, delivering manuals, establishing warranties, equipment training, final inspection and acceptance, execution of punch list and record drawings as applicable.

The firm/team assumes design and construction risks and has direct authority over its sub-consultants and subcontractors. The firm/team will act as the Town's fiduciary and have a relationship of trust and confidence between itself and the Town. The Town intends to enter into a Design-Build Agreement with the selected Design-Build firm that will include a proposed contract price for the design and construction phases of the Project. The contract price shall be in the form of a lump sum or the cost of the work plus a fee with an option for a Guaranteed Maximum Price ("GMP").

Funding and Anticipated Budget

Funding in the amount of \$ 3 million has been budgeted and approved by the Town Council to design and construct the field improvements.

Project Schedule

| Date | Event |
|---------------|--|
| June 1, 2026 | Advertise Request for Qualifications |
| June 17, 2026 | Pre-submittal conference for interested teams at Town Hall |
| June 30, 2026 | RFQ clarification questions deadline |
| July 9, 2026 | Statement of Qualifications deadline |

| | |
|--------------------------|---|
| July - August 2026 | Town negotiates contract with selected firm/team |
| September 2026 | Begin design phase |
| September / October 2026 | Begin construction phase |
| April 2027 | Project substantial completion and beneficial use |

Note: The anticipated schedule provided above is based on available information at the time of this document.

III. Procurement Process

Request for Qualifications (RFQ):

- This RFQ is an invitation to interested Design-Build Teams to submit Statements of Qualifications (SOQ) detailing their technical, management, and financial qualifications to design, manage, permit, construct, establish the turf, and close out the construction improvements for the cricket field.
- The deliverables required by the RFQ are set forth in section IV.
- Procedures related to questions and clarifications are set forth in section V.
- Submittal requirements for the SOQ are set forth in section VI.
- The Town will evaluate the submissions as outlined in section VII.
- The SOQ will be evaluated according to the evaluation criteria listed in section VIII.
- The results of the evaluation of the SOQ can be considered in the final selection process.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.

Interviews for Short-listed Firms/Teams:

- The Town may determine the need to meet with short-listed firms/teams and schedule an interview.
- The purpose of the interview will be to clear up any questions or issues with the SOQ and to assess how the team will work with Town staff.
- The interview will also serve as a place for Town staff to ask further questions designed to establish which of the firms is the best fit for the project.
- The interview process will determine the final rankings prior to selection of a firm/team.

Contract Negotiations:

- The Town will enter negotiations with the top scoring firm/team after the interview process.
- If an agreement cannot be reached with the top scoring firm/team, the Town will move on to the next highest scoring firm/team until a contract is executed, or the Town, in its sole discretion, may decide to terminate the selection process.
- If the Town is unsuccessful in receiving a price proposal within the identified budget, the Town may decide to terminate the selection process.

IV. Content and Format of Proposal Package

Firms submitting SOQs shall have no association with elected or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project. Town staff will evaluate the SOQs and may invite the most qualified firms/teams to interview with town staff prior to recommending a firm/team.

A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The submission shall be limited to a maximum of 20 pages (8 ½" X 11, font size 10 or larger). This page limit includes tabs and other dividers. Stick-on tabs are allowed. You may include a 1-page cover letter in addition to the 20-page report. Double-sided pages count as 2 pages. Reference forms will not count towards the page limit.

The SOQ shall consist of the following information, tabbed as identified and in the following order:

Section 1 – General Information

- Description of firm/team
 - Legal company organization; organization chart with names. Organizational charts shall also include major subcontractors.
 - Provide an explanation of the project team selection, which shall consist of either of the following:
 - a) A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction. If this project team selection option is used, the design-builder may self-perform some or all of the work with employees of the design-builder and, without bidding, also enter into negotiated subcontracts to perform some or all of the work with subcontractors, including, but not exclusively with, those identified in the list. In submitting its list, the design-builder may, but is not required to, include one or more unlicensed subcontractors the design-builder proposes to use. If this project team selection option is used, the design-builder may, at its election and with or without the use of negotiated subcontracts, accept bids for the selection of one or more of its first-tier subcontractors.
 - b) A list of the licensed contractors and design professionals whom the design-builder proposes to use for the project's design and construction and an outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes. If this project team selection option is used, the design-builder may also self-perform some of the work with employees of the design-builder but shall not enter into negotiated contracts with first-tier subcontractors.
 - The Applicant shall certify that each licensed design professional who is a member of the design-build team, including subconsultants, was

selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31. (This requirement mandates that design-build teams on North Carolina public projects confirm all licensed designers and subconsultants are chosen based on qualifications and competence, not low bid, adhering to the qualifications-based selection (QBS) process mandated by N.C.G.S. 143-64.31.)

- No substitutions to “key personnel” of the proposed project team of the selected firm(s) can be made without the prior written approval of the Town. For purposes of this subsection, “key personnel” shall mean either of the following: (1) For the project team selection option a. of this section, the licensed contractors, licensed subcontractors, and design professionals identified in the response to the request for qualifications. (2) For the project team selection option b. of this section, the licensed contractors and design professionals identified in the response to the request for qualifications.

Section 2 – Relevant Firm Experience

- Applicant's overall reputation, service capabilities and quality as it relates to this project.
- List and briefly describe 3-5 comparable projects completed by your firm/team or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include the following information:
 - Contract value and construction value (original value plus contract amendments, if applicable)
 - Project owner
 - Project location
 - Type and amount of self-performed work.
 - Contact name and title, address, current and accurate telephone number, fax number, and email address (if available).
 - The initial contract price, final contract price, and an explanation for any difference between the two.
 - The initial dates for scheduled start and finish and the actual start and finish dates, along with an explanation of what caused any difference.
- A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.

Section 3 – Team Member Experience & Qualifications

- Describe each team member's position within the firm: experience, certifications, and qualifications. At a minimum the lead designer, project manager, and construction manager, should be identified and available for interview if the firm/team is short listed.
- Briefly describe each team member's role on this project.
- Provide "team" experience working together on similar projects.
- Explain your understanding of, and experience with, the Design-Build Delivery Method.

- Provide information regarding teaming history and working relationship between the Design-Build licensed contractor(s) and licensed design professional(s).

Section 4a – Project Understanding, Approach & Project Management

- Describe your understanding of the project.
- Identify and discuss any potential problems you might anticipate during design and construction.
- Identify and discuss methods to mitigate those problems.
- Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors. Discuss access and capacity of the sub-contractors as well as the subcontractor's history with your firm/team and their qualifications.
- Describe approach to coordination with vendors for startup, training, and warranty compliance.
- Describe your understanding of the Project Budget and approach to change orders.
- Describe your planning, scheduling, estimating, and construction management tools.
- Describe your quality control plan and dispute resolution.

Section 4b – Schedule

- The SOQ shall include a proposed schedule for the project.
- The project timeline anticipates substantial completion of the field improvements by **April 2027** in preparation for the 2027 playing season. Given the scope of work, identify and discuss ideas to minimize the duration of design and construction to meet this timeline, and to provide additional growing time for the replacement turf.
- Major milestones should be identified. The submission should demonstrate that the team/firm understands the Town's timeline and shares the Town's sense of urgency given the desired schedule. The proposed schedule should demonstrate consideration for typical weather conditions of Morrisville, NC over the timeframe of the project and include a variance for unforeseen circumstances.

Section 5 - Other Factors

- Describe approach to safety management. Provide current safety ratings, practices, and firm approach to safety. Note, proposers are directed not to submit full safety plans, however, the Town may request a copy of safety plans if deemed necessary for the selection process or project implementation.
- Explain capacity to handle this project along with other projects without disruption on the Town's schedule. This should include a description of current and projected workload as it relates to the team's ability to complete the project in a timely manner including level and magnitude of involvement.
- Provide statement regarding your assurance that this engagement will not

- result in a conflict of interest.
- A description of any program in place to encourage participate by minority businesses as such is defined in N.C.G.S. § 143-128.2(g) and the outreach efforts which will be used to notify minority businesses of opportunities for participation in the project. **Compliance with the Town’s HUB Policy is required – see Appendix C.**
 - Relevant factors impacting the quality and value of work.
 - Any other information pertinent to the team’s ability to complete the project.

Section 6 – Legal

No points will be allocated for Evaluation Criteria No. 6; Proposers will be rated as acceptable (pass) or unacceptable (fail).

- List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- List any pending or settled lawsuits or professional liability claims in which the design builder was involved during the past ten (10) years. All claims shall be included regardless of location.

V. Questions and Clarifications

For the purpose of providing clarifications, a pre-submittal conference will be held at 11:00 AM (EST) on **June 17, 2026**, at Town Hall, 100 Town Hall Dr, Morrisville, NC 27560. Attendance for those intending to submit qualifications is recommended but not required. The project will be described, and key Town participants will be introduced. Pre-submittal conference questions should be submitted in writing prior to the meeting. Questions that arise during the pre-submittal conference must also be submitted in writing. Only written questions will be answered in an addendum.

All questions shall be submitted to Karen Bass, Purchasing and Contracts Manager, via email (bids@morrisvillenc.gov), no later than 2:00 PM **June 30, 2026**. Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be provided for teams/firms.

All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town of Morrisville. Respondents shall not seek individual contact or information except by the method allowed in this request. Individual requests for discussions with Town staff or people associated with this project are prohibited and can be considered grounds for disqualification. All questions properly submitted will be answered in writing and distributed to all interested parties in a timely manner in the form of an addendum.

VI. Statement of Qualifications Submittal

Respondents must submit a total of seven (7) sealed Qualifications addressing the criteria outlined above. The Town will retain all Statements of Qualifications and will not return submissions to Respondents. Submittals are due no later than 2:00 PM

July 9, 2026. No submittals will be accepted after this time. Place submittals in a sealed envelope marked with:

“RFQ for CHURCH STREET PARK FIELD IMPROVEMENTS”

It is the responsibility of the Respondent to ensure and confirm that submittal is received prior to the deadline.

Respondents will place the sealed envelopes into a single package and mail, or hand delivery to the attention of Karen Bass, Purchasing and Contracts Manager, 100 Town Hall Drive, Morrisville, NC 27560

All proposal packages and materials submitted hereunder become the exclusive property of the Town and shall be subject to the provisions of the North Carolina public records laws.

The Town of Morrisville reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

VII. Selection Process

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the Town. It is the intent of the Town to appoint a selection committee to review the submitted Statements of Qualifications. This committee will review each qualification submittal and rank the submittal based on the criteria requirements specified within this RFQ. The Town may invite up to three teams/firms for interviews. Companies are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than 1 hour with 30 minutes allowed for a presentation and a 30-minute question and answer session. At the conclusion of the interviews the selection committee will rank the firms based on the selection criteria and the interviews. The Town anticipates providing written notification to all firms regarding final selection in **July** - August 2026.

Upon completion of the selection process, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. By submitting its Statement of Qualifications in response to this RFQ, respondents accept the evaluation process as outlined in the following section and understand, acknowledge, and accept that determination of the “most qualified” firm may require subjective judgments by the Town.

Timely completion is a priority on this project. Preferred consideration will be given to teams that are able to deliver the project within the expected timeline. Success record on this particular aspect must be clearly reflected on the submittal.

VIII. Evaluation Criteria

1. General information about the Team/Firm (required)
2.
 - a) Relevance of experience of the Team/Firm with design build projects with weighted consideration for upfits of sports field facilities
 - b) References from similar previous projects
3. Team experience and qualifications
4.
 - a) Project approach, understanding, and management
 - b) Schedule approach
5. Other Factors
6. Financial & Legal (required)

Any requests for clarification or additional information of a technical nature regarding this RFQ shall be submitted via email to Eric J. Pearson – Sr. Capital Projects Manager at bids@morrisvillenc.gov.