

Town of New Carlisle

Office of the Town Council
124 E. Michigan Street, New Carlisle, Indiana 46552
574-654-3733
www.townofnewcarlisle.com



REQUEST FOR QUALIFICATIONS: MIGLEY FIELD

The Town of New Carlisle is soliciting Statements of Qualifications from qualified professional consulting firms, landscape architecture firms, architecture firms, engineering firms, and/or multidisciplinary design teams for the initial planning, conceptual design, engineering, and potential construction-phase support services associated with the creation of **“Migley Field,”** a professionally designed WIFFLE® ball stadium and flexible public gathering space.

New Carlisle is home to the New Carlisle Newts, a 501(c)(3) nonprofit organization dedicated to promoting community recreation through the sport of WIFFLE® Ball. Although formally incorporated in 2021, the organization traces its roots to 2007, when it was established as a charter member of the Old Republic WIFFLE® Ball League, a recreational league that has since grown to include 14 teams throughout the Michiana region.

For more than two decades, the Town has hosted the Hometown Days WIFFLE® Ball Championship, one of the largest WIFFLE® ball tournaments and events in the United States, attracting participants and spectators from across the country. For many years, the event was centered around the original “Migley Field”, which was envisioned, built, and maintained by the Newts in the backyard of a private residence. Through their vision, Migley Field became an iconic and recognizable part of the community’s identity and culture.

New Carlisle now seeks to memorialize and celebrate that legacy through the creation of a professionally designed WIFFLE® ball stadium and community gathering venue that preserves the spirit, character, and identity of the original field while creating a lasting public amenity for residents and visitors alike. The “new” Migley will reflect the historic culture of the Town’s WIFFLE® ball tradition while supporting recreation, tourism, economic development, and community pride.

The Town anticipates that the initial scope of services will include planning, public engagement, conceptual design, and preparation of design documents to approximately the 30% design level. At the Town's discretion and subject to future funding availability, the selected consultant/team may be considered for additional services related to final design, permitting, bidding assistance, and construction-phase support.

Further information about the project can be found at the following link: [Project Seymore](#)

New Carlisle Newts Branding: <https://www.ncnewts.com/the-brand>

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PROJECT PURPOSE

The Town views Migley Field as more than a recreational facility. This project represents an opportunity to create a signature destination that celebrates a local story while attracting visitors, supporting community events, strengthening local identity, and contributing to Town's broader economic development and placemaking efforts. New Carlisle seeks innovative ideas that transform the legacy of the original Migley Field into a lasting asset with far-ranging appeal.

PROJECT BACKGROUND/SITE INFORMATION

- **Proposed site location:** The northeast portion of 300 N Ben Street, New Carlisle IN, 46552.
- **Approximate acreage or size of site/project area:** 0.904 Acres
- **Site status/existing conditions:** The Town is in the process of securing the site and anticipates full site control within 1-2 months. Both municipal water and sewer services are available to the site.

PROJECT VISION

Project Elements

The Town envisions "Migley Field" as a signature public destination that *may* include:

- A professionally designed WIFFLE® ball stadium and playing surface;
- Spectator seating areas and viewing amenities;
- Concessions, restrooms, and support facilities;
- Lighting and sound considerations;
- Landscaping and placemaking features;
- Branding, signage, and thematic design elements reflective of the rich history of the Town;
- Accessibility accommodations;
- Opportunities for tournament play, festivals, and community events;
- Multi-use and flexible programming opportunities for year-round activation.

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Design Principles

The Town seeks a design that:

- Preserves recognizable elements of the original Migley Field;
- Balances nostalgia with modern functionality and accessibility;
- Creates a unique destination reflective of New Carlisle's identity;
- Prioritizes spectator experience and tournament operations;
- Integrates storytelling, interpretation, branding and other placemaking elements;
- Functions as a community gathering space, allowing for use beyond WIFFLE® ball;
- Considers long-term maintenance, sustainability, and operational efficiency.

Project Goals

The Town desires a team capable of helping achieve the following outcomes:

- Celebrating the legacy and identity of New Carlisle's historic WIFFLE® ball tradition;
- Developing a visually compelling and community-oriented design.
- Creating a recognizable and memorable community destination;
- Designing a flexible and multi-functional public space;
- Creating a high-quality recreational facility for residents and visitors;
- Ensuring the project is feasible, maintainable, and scalable.

New Carlisle is seeking creative and experienced firms capable of developing a national destination-quality facility that blends nostalgia and community identity with modern design standards.

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SCOPE OF SERVICES

The selected consultant/team may be expected to provide some or all of the following services:

1. Existing Conditions Analysis

- Site evaluation and analysis;
- Utility and infrastructure review;
- Environmental and drainage considerations;
- Accessibility and code compliance review;
- Parking and circulation analysis.

2. Public & Stakeholder Engagement

- Coordination with Town staff and officials including 1-3 presentations to Town Council;
- Stakeholder interviews and a visioning session;
- Limited public engagement opportunities focused on multi-use programming ideas and iteration;
- Coordination with tournament organizers, residents, youth sports organizations, and community groups;
- Development of visual materials and presentation graphics.

3. Conceptual Design

- Development of conceptual site plans at a 30 percent design level;
- Stadium and field layout alternatives;
- Architectural renderings and visualizations;
- Branding and placemaking concepts;
- Cost-conscious and phased implementation alternatives.

4. Engineering & Technical Services

- Civil engineering;
- Landscape architecture;
- Site grading and drainage;
- Utility coordination;
- Structural considerations;
- Lighting and electrical planning.

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5. Cost Estimating, Phasing & Implementation Strategy

- Preliminary construction cost estimates;
- Identification of phased implementation opportunities;
- Value engineering recommendations;
- Long-term maintenance considerations;
- Identification of potential funding, partnership, sponsorship, grant, or implementation opportunities that may support future project phases.

6. Final Deliverables

- Conceptual master plan to a 30 percent design level;
- Renderings and illustrative graphics;
- Opinion of probable construction costs;
- Electronic and printable formats suitable for presentations and public distribution.

CONSULTANT QUALIFICATIONS

Interested firms should demonstrate experience in some or all of the following areas:

- Sports facility or recreation venue design;
- Parks, public space, and recreation planning;
- Landscape architecture and site design;
- Architectural and community placemaking design;
- Civil engineering and infrastructure planning;
- Public engagement, stakeholder coordination, and facilitation;
- Small-town or destination-oriented public projects;
- Creative thematic or identity-based design projects;
- Preparation of conceptual plans, cost estimates and phased implementation strategies.
- Small-town, municipal, or public-sector projects

Experience with baseball, softball, stadium, recreational, entertainment, or community event facilities is strongly preferred.

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CONTENT OF STATEMENTS OF QUALIFICATIONS

Statements of Qualifications should include the following information:

1. Cover Letter

A brief introduction to the firm/team and interest in the project.

2. Firm Information & Background

General information regarding the firm, office locations, and areas of expertise.

3. Project Understanding & Approach

Discussion of the team's understanding of the project goals and proposed design approach.

4. Relevant Experience

Descriptions of similar projects completed within the last 5–10 years, including examples of sports facilities, parks, public gathering spaces, placemaking projects, or community-focused developments. Firms are encouraged to include representative renderings, visualizations, branding integration, placemaking concepts, or other graphic materials that demonstrate their design capabilities.

5. Project Team

Identification of the proposed Project Manager and key team members, including resumes and areas of responsibility.

6. Public Engagement Strategy

Description of proposed methods for stakeholder coordination and public engagement.

7. Preliminary Schedule

Estimated timeline for project completion, including major milestones.

8. References

Minimum of three (3) professional references with contact information.

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9. Supplemental Information

Any additional information the firm believes would assist the Town in evaluating qualifications.

EVALUATION CRITERIA

An evaluation committee will review and rank all SOQ's based on the criteria outlined below. The review and ranking will be done individually and without consultation with other members of the evaluation committee. Each SOQ will be reviewed for completeness and clarity according to the below criteria.

Criteria	Pts. Available
Relevant experience with similar projects	(0-10 pts)
Creativity and quality of design approach	(0-10 pts)
Qualifications of the proposed project team	(0-10 pts)
Experience with public engagement and community collaboration	(0-10 pts)
Understanding of the Town's goals and project vision	(0-10 pts)
Ability to complete the project within anticipated timelines	(0-10 pts)
Quality, clarity, and organization of the submission	(0-10 pts)
Familiarity with municipal and public-sector projects	(0-10 pts)

Final selection shall be made by the Town of New Carlisle Town Council.

PROCUREMENT SCHEDULE

Milestone	Date (DRAFT DATES)
RFQ Release	June 29 th , 2026
Questions Due	July 10 th , 2026
SOQ Due	July 24 th , 2026
Interviews (if necessary)	August 3 rd – 7 th , 2026
Consultant Selection	August 12 th , 2026
Project Kickoff	August 17 th , 2026

The Town reserves the right to shortlist firms and conduct interviews prior to final selection. Interviews may be conducted at the Town's discretion if deemed necessary to further evaluate qualifications and project approach.

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SUBMISSION GUIDELINES

1. This Request for Qualifications is being released on June 29th, 2026.
2. Statements of Qualifications must be received no later than July 24th, 2026, at 4:30 PM.
3. Submissions should be clearly marked: **"STATEMENT OF QUALIFICATIONS – MIGLEY FIELD"**
4. Submission instructions:
 - Four (4) printed copies;
 - One (1) electronic PDF version.
5. Questions regarding this RFQ should be directed to:

Carl Brown-Grimm

Town of New Carlisle
124 E. Michigan Street
New Carlisle, Indiana 46552
Phone: (574) 307-1757
Email: c.browngrimm@townofnewcarlisle.com

OTHER CONDITIONS

1. Legal Compliance: Work performed shall comply with all state, federal and local laws, including but not limited to those related to environmental, statutory, legal process and Fair Labor Standards Act.
2. The Town of New Carlisle reserves the right to reject any and all proposals and to waive informalities, if, at its discretion, the interests of the Town will be best served thereby.
 - a. The Town reserves the right to accept proposals other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. The Town reserves the right to negotiate contract changes following the award.
 - b. If there is any conflict between these documents and the proposal, these documents shall control.
 - c. The Town reserves the right to cancel this Request for Proposal in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The Town reserves the right to stop the project if it is in the best interest of the Town.
 - d. No proposal shall have a right to make a claim against the Town in the event the Town accepts a proposal or does not accept any proposal.

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3. Validity of Proposals: Proposals must be valid for at least 60 days.
 - a. Insurance: The Contract shall be effective only upon approval by the New Carlisle Town Council with acceptable evidence of the insurance required.
4. Indemnification: Consultant will take precautions to protect the public against injury and shall agree to indemnify, release and hold the New Carlisle Town Council harmless from any and all claims or lawsuits that may arise from negligent acts, errors, and omissions of the Consultant and/or its agents/employees.
5. Independent Contractor: Nothing in the contract award shall create an employee/employer relationship between the Town and the Consultant. It is understood that the Consultant will be an independent contractor and not the Town's employee.
6. Assignability: Consultant shall not assign any interest in the contract and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of the New Carlisle Town Council.
7. Nondiscrimination: Consultant will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status or status with regard to public assistance or as a veteran.
8. Payment(s): Payments shall only be made in accordance with the agreed upon Contract.
 - a. No reimbursements will be made for any expenses incurred by the Consultant except for the expenses specifically described in the Contract. No payment will be made for any incomplete, inaccurate or defective work until same has been satisfactorily remedied at no additional cost to the Town. All work performed and all related documentation records, etc., shall become property of the Town of New Carlisle.

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9. Billing: Billing for completed services shall be based upon a monthly invoice submitted by the Consultant. It is anticipated that the invoice shall include at minimum the total contract amount, percent of work completed to date, the total amount billed to date, the total paid to date, the remaining amount to be paid, and possibly the hours of labor performed by each person charging the project and their charge rate. The Town will have the right to inspect the project timesheets. The Town, at its discretion, may opt to retain a percentage of the total fee to ensure that sufficient fees are available to complete the project. These items will be discussed further during the selection process.
10. Proposer Responsibilities: The Consultant is responsible for conducting necessary research and becoming familiar with conditions under which the work is to be performed.
 - a. The Town will not be responsible for any costs incurred by applicants in preparing proposals.
 - b. Consultants/applicants are held legally responsible for their proposals.
 - c. Consultants/applicants are not to collaborate, for the purposes of restricting competition, with other applicants or competitors in developing proposals.

ADDENDA

1. Any changes, additions or clarifications to the Request for Proposal will be made by written proposal addenda.
 - a. Such addenda will be sent to all proposers receiving the original Request for Proposal and will become part of the proposal package, having the same binding effect as provisions of the original proposal.
 - b. All addenda, amendments and interpretations of this solicitation shall be in writing. The Town shall not be legally bound by any amendment or interpretation that is not in writing. Only information provided by the Town in writing or in this Request for Proposal shall be used in preparing proposal responses. All contact that a proposer may have had before or after receipt of this Request for Proposal with any individuals, employees or representatives of the Town, and any information that may have been read in any news media or seen or heard in any communication facility regarding this proposal should be disregarded in preparing proposal responses.
 - c. The Town does not assume responsibility for receipt of any addendum sent to proposers.
 - d. A copy of all addenda issued must be signed and returned with your proposal.
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