



## **CHEROKEE COUNTY**

110 Railroad Avenue  
Gaffney, South Carolina 29340  
**Phone : (864) 902-2299**  
**Email : [abi.reid@cherokeecountysc.com](mailto:abi.reid@cherokeecountysc.com)**

## **REQUEST FOR PROPOSAL**

**Proposal # 2025-29**

*FOR*

## **Sports Facilities, Recreation, & Land Development Master Plan**

**Issued on:** Tuesday, April 15<sup>th</sup>, 2025  
**Due Date:** Tuesday, May 27<sup>th</sup>, 2025, at 03:00 P.M. EST

**Administered by:** Abi Reid



# REQUEST FOR PROPOSALS

## SPORTS FACILITIES, RECREATION, LAND DEVELOPMENT MASTER PLAN



**CHEROKEE COUNTY  
SOUTH CAROLINA**

ADVERTISEMENT  
PERIOD:  
04/15/2025 -  
05/27/2025 3:00 PM

## **INTRODUCTION and INTENT of RFP:**

### **Notice to Vendors:**

**Sealed proposals** will be received by Cherokee County from experienced, qualified vendors who specialize in the following:

### **REQUEST FOR PROPOSAL 2025-29**

### **Sports Facilities, Recreation, & Land Development Master Plan**

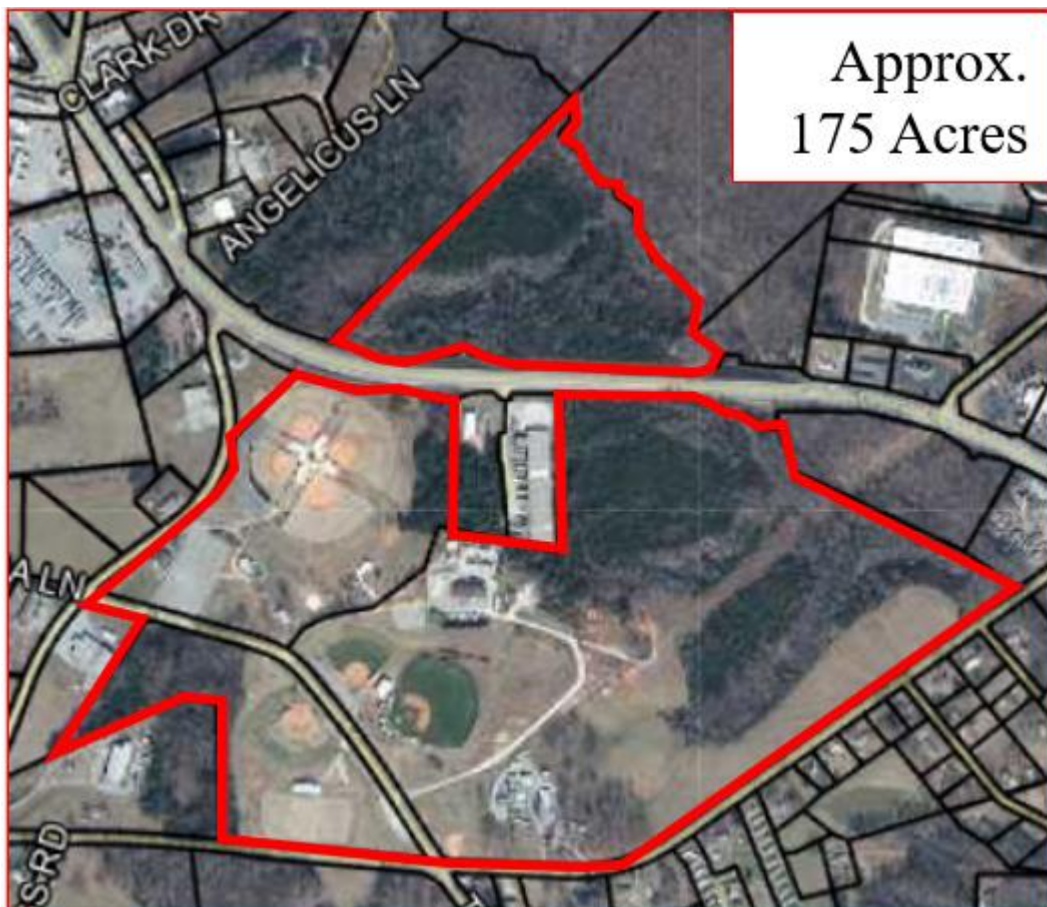
### **Introduction:**

Cherokee County is seeking proposals for the development of a master plan on approximately 175 acres of property owned by Cherokee County that would expand the sports, recreation, and hospitality footprint of what is currently the Midway Complex.

This property is located along Hyatt Street in Gaffney, South Carolina, less than half of a mile from Interstate 85 (mile marker 90.) The limits of this project are defined below.

A key goal in the development of this master plan that Cherokee County has identified is that the plan accounts for the feasibility of what is proposed and identifies key infrastructure needs/limitations/modifications required to implement the proposed elements within the master plan. Cherokee County wishes to make the Midway Complex a hub for recreation to generate revenue opportunities for the County directly as well as through hospitality and promoting economic development along the Hyatt Street Corridor.

For any questions about the scope of work or to view the site, please contact Kristy Bradley at 864-902-2257 or [Kristy.bradley@cherokeecountysc.com](mailto:Kristy.bradley@cherokeecountysc.com)



**GENERAL CONDITIONS and FINANCIAL PROVISIONS:**

**CHEROKEE COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT, AT THE DISCRETION OF THE COUNTY, ANY AND ALL BIDS OR PROPOSALS SUBMITTED.**

**PRICING:** The company warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract. A maximum of 5% per year during the second and third year will be accepted.

**PAYMENT TERMS:** Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:

Cherokee County  
Attn: Accounts Payable  
110 Railroad Avenue  
Gaffney, South Carolina 29340

Cherokee County is responsible for all payments to the Company under this contract.

**CHANGES:** Cherokee County shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made, and this agreement shall be modified in writing accordingly.

**AVAILABILITY OF FUNDS:** Any and all payments to the Company shall be deemed binding only to the extent of appropriate funds for the purpose set forth in this proposal.

**NON-DISCRIMINATION:** The Company shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

**GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of South Carolina.

**ADVERTISING:** In submitting a proposal to Cherokee County, the Company agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of Cherokee County Government.

**CONFIDENTIALITY OF PROPOSALS:** In submitting a proposal, the Company agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of Cherokee County Government until after the award of the contract. Companies not in compliance with the provision may, at the option of Cherokee County, be disqualified from contract award. Only discussions authorized by the issuing agency are exempt from this provision.

**COST FOR PROPOSAL PREPARATION:** Any costs incurred by a Company in preparing or submitting proposals are the Companies' sole responsibility. Cherokee County will not reimburse any Company for any costs incurred prior to award of this contract.

**TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days following the submittal date, Tuesday, May 27<sup>th</sup>, 2025, at 3:00 P.M. Although the contract is expected to be awarded prior to that time, the 90-day period is requested to allow for unforeseen delays.

**RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Company shall become the property of Cherokee County when received.

**COLLUSIVE BIDDING:** The vendor's signature on the Cherokee County "Request for Proposal" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Company and without effort to preclude Cherokee County Government from obtaining the lowest possible competitive price.

**ERRORS AND OMISSIONS:** The Contractor shall not take advantage of any errors or omissions in this RFP. The Company shall promptly notify Cherokee County Government of any omissions or errors found in this document.

**PROPOSAL OPENING:** The proposal deadline is Tuesday, May 27<sup>th</sup>, 2025, at 3:00 P.M. and opened at 4:00 P.M on Tuesday, May 27<sup>th</sup>, 2025, in the Cherokee County Council Chambers. On that date and time, the package containing the proposals from each responding Company will be publicly opened. At that time the name of the Company and the cost(s) offered will be announced. This is an open and public meeting. Interested parties may attend. However, it must be noted that these costs and their components are subject to further evaluation for completeness and correctness. Therefore, the cost(s) announced at that time may not be an exact indicator of the Companies pricing position. Neither can the assumption be made that the Company with the lowest price offered will be awarded the contract. See "**EVALUATION CRITERIA**" and "**AWARD OF RFP**" for further explanation on the components involved with the award of this contract. An award recommendation will be made at the Cherokee County Council meeting on Monday, June 9<sup>th</sup> at 5:00pm. This award recommendation does not institute a contractual agreement with the company recommended.

**EVALUATION CRITERIA:** Cherokee County Government, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Company. The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Company's ability to follow the specifications, the Company's ability to provide a team of skilled, trained employees, the Company's experience with similar projects and the Company's responses to "Mandatory Issues". In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all the responding Company's to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Companies are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Company.

Cherokee County reserves the right to make independent investigations as to the qualifications of the Company. Such investigations may include contacting existing customers. Companies should keep in mind that this is a Request for Proposals and not a request to contract. Cherokee County reserves the unqualified right to accept or reject all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of Cherokee County.

**REFERENCE TO OTHER DATA:** Only information which is received in response to this RFP will be evaluated. Reference to information previously submitted shall not be evaluated.

**AWARD OF RFP:** Cherokee County Government, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Company. Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on “**BEST VALUE.**” “**BEST VALUE**” will allow Cherokee County to consider factors beyond pricing such as whether the responsible Company is able to meet and/or exceed the required specifications. “**BEST VALUE**” will permit and reflect prudent stewardship of public funds and trust. Award of the contract to one Company does not mean that the other proposals lacked merit. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to Cherokee County

**NOTIFICATION OF AWARD:** After all prerequisites and specifications have been met by the Company, the successful Company will be notified within ten (10) working days of this award. Cherokee County will notify the successful Company in writing, either by a LETTER OF AWARD or a PURCHASE ORDER or both. VERBAL NOTIFICATION OF THE AWARD OF THIS CONTRACT IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.

**TERMINATION FOR CAUSE:** Cherokee County reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause.

**TERMINATION WITHOUT CAUSE:** Cherokee County and the Company may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

**EMPLOYEE GUIDELINES:**

**DRUG POLICY:** The Company certifies that it maintains a drug-free workplace environment to ensure worker safety and workplace integrity. The Company further agrees their employees shall comply with Cherokee County’s Drug-Free Workplace Policy.

**EMPLOYEE GUIDELINES:** The Company shall use only qualified personnel to provide the required services. The Company shall be responsible for insuring that employees abide by all rules and regulations set forth for the buildings and grounds.

**SAFETY:**

**State and Federal Regulations:** The Company shall perform all work in accordance with State and Federal safety regulations regarding work zones, work areas, equipment, vehicles, tools and supplies. The Company shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

**Public Safety:** The Company shall protect the safety and convenience of the public. The Company shall perform work as needed and necessary to protect the public from hazards.

**SPECIAL CONDITIONS:**

**HISTORICALLY UNDERUTILIZED BUSINESSES:** Cherokee County invites and encourages participation in this Request for Proposals process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

**PROPOSAL INFORMATION:**

- Proposals will be received by Cherokee County by Tuesday, May 27<sup>th</sup>, 2025, at 03:00 P.M. Proposals may be submitted by mail or delivered in person. **NO** faxed or email proposals will be accepted. Cherokee County must receive all proposals at the following location **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Company.

Each proposal must be submitted in a sealed envelope, addressed to:

**Cherokee County  
Attn: Abi Reid  
110 Railroad Avenue  
Gaffney, South Carolina 29340**

- Each sealed envelope containing a proposal must be plainly marked with the **“COMPANY’S NAME”, “RFP TITLE”, “RFP NUMBER”, and the “RFP OPENING DATE & TIME”.**
- All proposals must be submitted on the required forms. All blank spaces for bid prices must be completed in ink or typewritten. The Bid Forms must be completed, signed, and dated by an official of the company authorized to bind the firm. Unsigned proposals will not be considered. Proposals must consist of one (1) original and one (1) copy. These proposals shall be marked as such – Original and Copy.
- A conditional or qualified proposal will not be accepted.

- Prior to receiving the contract, the successful bidders will be required to submit a Certificate of Liability Insurance with Cherokee County as the named certificate holder, current W9 form, and a vendor application form.
- All on-site contractors, including 1099 vendors who perform work on Cherokee County property and the premises of Special Tax Districts utilizing County collected funding, are required to carry Workers Compensation Insurance Coverage. Proof of insurance (certificates) must be on file before a purchase order can be issued or work begun. Any exceptions to this requirement must be approved by the County Administrator. The requirements are as follows:           Workers Comp = Statutory Limits  
    Employers Liability: \$100,000 Minimum  
    General Liability: \$1,000,000 Minimum  
    Auto Liability: \$1,000,000 Minimum

If selling products for a building project, the general liability must include Products and Completed Operations coverage. For high-risk jobs (i.e. asbestos removal) a higher limit may be required. For businesses not required by law to obtain Worker’s Compensation Insurance, the cost of WC coverage on the part of Cherokee County may be factored into the bid/quoted price.



**COMPANY INFORMATION:**

- 1. Owner of the Company \_\_\_\_\_
- 2. Location of the Company \_\_\_\_\_
- 3. List the number of years in business \_\_\_\_\_
- 4. Is your business full or part-time? \_\_\_\_\_
- 5. List the number of people employed on a regular basis. \_\_\_\_\_
- 6. Do you maintain an office that is staffed during normal daily working hours?  
\_\_\_\_\_
- 7. Who is the County's contact person in the event your firm is awarded the contract?  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

- 8. List at least four (4) references of firms (not residences) in which your company has provided services within the past two (2) years.

<b>Company Name</b>	<b>Contact Name</b>	<b>Telephone Number</b>



**CHEROKEE COUNTY  
110 RAILROAD AVENUE  
GAFFNEY, SOUTH CAROLINA 29340**

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**REQUEST FOR PROPOSAL**

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RFP TITLE: **Sports Facilities, Recreation, & Land Development Master Plan** RFP NUMBER: # **2025-29**

Issue Date:  
**Tuesday, April 15<sup>th</sup>, 2025**

Purchasing Contact & Telephone  
**Abi Reid  
864-902-2299**

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**PROPOSAL DUE DATE & TIME:**

**Tuesday, April 27<sup>th</sup>, 2025, at 3:00 P.M.**

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**NOTE: Proposals received after the opening date and time will not be accepted.**

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Cherokee County Government solicits your company to submit a proposal on the above referenced project. By signing this form, the Company signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. Two (2) copies of your proposal must be sealed and delivered to: CHEROKEE COUNTY, Administration Office, 110 Railroad Ave, Gaffney, South Carolina, 29340 before the RFP deadline. The package containing proposals for this project must reference the "COMPANY'S NAME", "RFP TITLE", "RFP NUMBER", and the "RFP OPENING DATE & TIME". **NO** faxed or email proposals will be accepted. Cherokee County Government will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Company. Proposals may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

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**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.**

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER:

TELEPHONE NUMBER:

FAX NUMBER:

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I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID AS OR FOR THE COMPANY.

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AUTHORIZED SIGNATURE:  
NAME:

TYPED OR PRINTED

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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# REQUEST FOR PROPOSALS

## SPORTS FACILITIES, RECREATION, LAND DEVELOPMENT MASTER PLAN



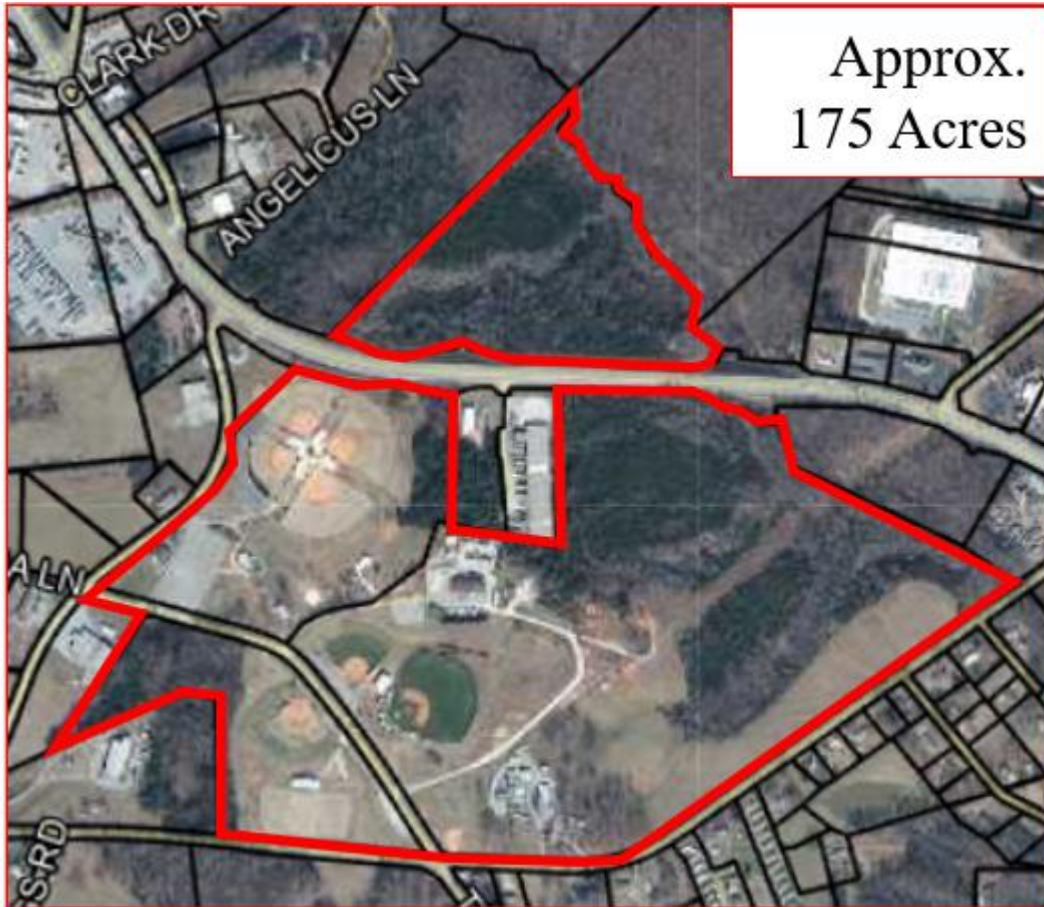
**CHEROKEE COUNTY  
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## REQUEST FOR PROPOSAL 2025-29

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This property is located along Hyatt Street in Gaffney, South Carolina, less than half of a mile from Interstate 85 (mile marker 90.) The limits of this project are defined below.



A key goal in the development of this master plan that Cherokee County has identified is that the plan accounts for the feasibility of what is proposed and identifies key infrastructure needs/limitations/modifications required to implement the proposed elements within the master plan. Cherokee County wishes to make the Midway Complex a hub for recreation to generate revenue opportunities for the County directly as well as through hospitality and promoting economic development along the Hyatt Street Corridor.

## **Scope:**

It is understood by Cherokee County that the proposal may include subcontracted consultant needs to fulfill the full scope of this project.

The prime consultant selected for this project must have experience in sports facility planning as well as parks/recreation planning. If the prime consultant does not have the equipment/expertise in land surveying, utility locating, land development, and/or soil suitability testing, the prime consultant must provide in their proposal subconsultants and those subconsultant's qualifications.

### **The scope of this project will include the following meeting requirements:**

- One in-person meeting at the Cherokee County Administration Building with Administration staff to ensure the scope of work is understood by all parties.
- Five to Seven formal virtual meetings with administration staff based on submittals by the consultant.
- Short virtual meetings as needed.
- Physical services on site by prime consultant and/or subconsultant to fulfill required scope submittals (utility plans, site condition assessments though testing, etc.)

### **The following submittals are required to Cherokee County by the Prime Consultant:**

#### **Submittals Related to Existing Site Conditions**

SUE (Subsurface Utility Engineering) Level A to develop a thorough plan sheet detailing locations of all existing subsurface and overhead utilities. The prime consultant would utilize this submittal in order to be able to navigate relocations/limitations/etc. when creating proposed master plan.

A detailed plan sheet(s) to provide existing elevations based on an advanced survey on the entire property. The master plan should include a topographic plan set of the entire bounds of the property that shows all elevations, a page identifying any environmental/geological hazards, a page outlining any unsuitable areas based on physical inspection, elevations, water table assessments, and soil testing. The prime consultant would utilize this submittal to determine boundaries for building and determining the most practical ways those areas should be developed and notated in the master plan proposal such as (trails/water features/any purpose for recreation and/or revenue.) Or, if it is the desire of the County to place a specific item in a specific area, this submission would allow for the prime consultant to provide the county with the detailed remedies based on physical testing and assessment of the area (through soil testing, boring, etc) that would be required to accommodate the proposed structure in those areas (parking garage, fields, buildings, etc.)

A plan sheet containing the existing stormwater management structures in place on the entire property to include ditches (natural or manmade,) dry/wet detention ponds, piping utilized for stormwater purposed, etc. This will provide the consultant with determining what existing drainage structures may need to be changed based on what is proposed and would ensure the consultant can effectively provide the county with an accurate stormwater management plan that incorporates existing stormwater management features as feasible.

A submission report based on the thorough study by the consultant or subconsultant of any limitations that the property may contain (i.e. floodplain.)

#### **Submittals Related to Proposed Site Conditions**

Submission of a Stormwater Management Plan based on proposed improvements and implications on stormwater management of those improvements and the most effective location for any required detention ponds (wet or dry detention ponds) etc. An effective study should be completed with a corresponding report to the County regarding the anticipated stormwater flow patterns based on the improvements, where existing drainage structures would tie in to new drainage, etc. on the property. The proposed stormwater management plan should be placed in plan format on the properties.

Submission of a utility report and associated plan set on changes required based on the proposed improvements. A shovel ready utility relocation plan set to include all lighting. This should also include photometric plans associated with the proposal to ensure utilities are placed properly to efficiently feed the lighting and to ensure spaces are properly lit for their purpose. Reports should be generated providing the County with lumen requirements on different types of sports and recreation fields, as well as parking areas and walking paths.

Submission of a plan set detailing site preparation (borrow, excavation, replacement of unsuitable soil amounts, etc.) in all proposed improvement locations. This submission should pinpoint the most efficient ingress and egress points for the proposed plans as well as for the adjacent traffic flows. (Twin Lake Road and Hyatt Street.) The proposed submissions should address any adjustments to the section of Twin Lake Road that runs through the property in enough detail to provide the groundwork for discussion with SCDOT regarding requirements and ownership of that section of Twin Lake Road.

The development of the submission detailing new topographic elevations along the entire property should utilize the elevations pulled from the topographic mapping to keep the plan in line as closely as possible with existing contours and natural features but also determine the best path forward regarding which natural features/contours to keep and which would change. The proposed plan should provide a correlating topographic map with elevations that match the proposed uses of every area.

Along with the initial submission of proposed planning for the property, submissions of parking studies based on the feedback provided by the County, as well as the capacity of proposed new facilities to ensure parking needs are directly related to what is being proposed should accompany proposed plan sets and reports. The County would like to assess the incorporation of different types of parking arrangements (parking garage, angled parking, horizontal parking lots, etc.) and the parking density needs in the various locations would need to be addressed in the master plan based on anticipated capacity of the proposed purpose.

After all existing condition submittals are completed and accepted by the County, the consultant will utilize the 'wants/needs/existing' information for this property from the County along with the experience of the consultant in sports facility/parks and recreation planning to develop an initial proposal for the entirety of the property taking into account existing conditions and providing the county with preliminary implications (utility relocations, site development information, etc.) The consultant will submit this proposal to the County and a subsequent review meeting will be held to discuss questions, changes, etc.

Based on the feedback from the County, the consultant will incorporate all adjustments into a second, more thorough proposal submission for the entirety of the property. This submission will be presented to the County and a subsequent review meeting will be held to discuss questions and any minor modifications to this submittal.

Based on the feedback from the County, the consultant will incorporate all final feedback and produce a full and detailed submission for the property. The goal of this final submission will be to be able to take areas within the master plan as funding becomes available and understand the land development/utility relocation/parking/stormwater management needs for preliminary cost estimating ahead of further plan development for the specific proposed item. For marketing purposes of the proposed uses, part of the submission

will also need to include renderings of each proposed upgraded or new purpose, overall renderings of the property from above, as well as approximate costs to build each proposed item based on size and market averages.

**The following purposes to be required in the development of this Master Plan:**

- Existing Youth Baseball Complex (4 Fields)
  - This must remain in the same location; however, we would like to ensure we are utilizing the area to its full capacity and would like a ‘recommendation’ section in the final proposed submission for improvements that can be performed at the existing facility to maximize future revenue opportunities.
- High School Softball and Baseball Field and Facilities
  - The area where these two fields and facilities sit currently will not change with the plan; however, recommendations for improvement should be provided in the final proposed submission to assist the school district in future capital projects on this site. There will be input solicited from the school district and provided to the consultant to ensure the design at this site is feasible and addresses all future needs of the school district.
- Adult Softball Complex and Facilities (4 Fields)
  - This is not currently at the Midway location but will be the next priority at the Midway Complex.
- Handicap Accessible Children’s Park
  - This is currently located on the Midway property. This park will remain and any expansion of the park and recommendations for improvement would be required, as well as parking studies and best placement.
- Walking Track/Trails
  - There is currently a small walking track located in this complex; however, as we are looking to largely expand our recreation footprint, the master plan should capitalize on an extensive trail feature that encompasses much of the property.
- Splash Pad
  - There is currently a small splash pad available at Midway that was recently constructed. This can be looked at for more play water feature expansions and how it would best tie into adjacent recreation activities.
- Gymnasium/Indoor Facility
  - Currently Cherokee County has a critical need for indoor recreation and event hosting. We need direction regarding a facility that can provide the most use with the least economic impact but still fit the needs of the activities of the structure. Along with County hosted recreation activities (i.e. youth basketball,) Cherokee County would like to explore revenue-generating options that this facility could house as well (large conference spaces, birthday party rental space, hosting paid indoor sporting events, concerts, etc.) Or the feasibility of having two large indoor facilities on the property based on specific purposes.
- Football Field
  - There is currently a youth football field facility on the midway property that is utilized for youth football and youth soccer. This would remain in the existing location; however, this master plan should incorporate improvement recommendations within that site to maximize future revenue, capacity, and use opportunities.
- Recreation District Office Building
  - There is currently a fairly new building that acts as the office for the recreation department that facilitates youth sports activities. This would remain.
- Batting Training Area
  - There is currently a small outdoor batting area setup on the property. There is a need for an excellent training space for baseball (youth up to adult.)
- Large Multi-purpose Field
  - Love Field is currently utilized as a ‘multi-purpose’ field; however, it is not necessarily designed to accommodate this. A large true multipurpose sports field with appropriate seating capacity to house events is something that a feasibility study completed in 2022 by AECOM notated as a beneficial addition to the Midway Complex.

*All Public Works Related Buildings/Facility Areas will be relocating off of this property.*



**The following purposes to be explored in the development of this Master Plan:**

- Cherokee County would like to incorporate a fair amount of revenue generating opportunities within this Master Plan. This could include some form of commercial developments on the county owned property to assist in the generation of hospitality tax funding and attracting tourists to the complex and recreation items, the ability to host certain types of sporting events, the ability to facilitate rented space opportunities (indoor and outdoor.)
- Disc golf is an attractive recreation activity that we would like to see incorporated into this plan, as it can be built in areas with varying elevations and can be incorporated into walking path areas to a degree.
- An outdoor amphitheater incorporating natural landscapes that allows for revenue generation (fenced in)

**Timeline**

Initial Submission Period:

*8-12 Weeks*

Proposal Submission Period:

*12-16 Weeks*

**This timeline is open to negotiation; however, there are two specific location needs that must be identified in this project in a more expeditious fashion due to funding availability.**

- Adult Softball Complex (4 Fields)
- Expansion of Handicap Accessible Park

*A Cherokee County Outdoor Sports Facilities – Executive Summary Market Demand and Feasibility Analysis report completed in 2022 will be provided as a reference to the consultant awarded the contract for this Master Plan. It should be noted that although the Midway Complex will primarily be a ‘sporting event and recreation area,’ Cherokee County is also looking to incorporate other forms of recreation/park features, commercial development opportunities, and revenue generating hospitality features into the Master Plan for this property.*

## **Proposal Requirements**

Proposals shall include the following:

- 1) A Cover Letter by Consultant, if a sole proprietor, or a Principal of the Firm. (If subconsultants are being utilized to fulfill the scope of this project, an additional cover letter from each subconsultant should be provided)
- 2) Executive Summary: Provide a brief statement of the consultant's or firm's history, legal structure, and why you believe the consultant or firm is the best choice for Cherokee County. Provide information on your philosophy of service, volume of work, financial stability and relevant experience, techniques, and methods. (If subconsultants are being utilized to fulfill the scope of this project, an additional executive summary from each subconsultant should be provided)
- 3) Project Approach: Describe your approach to providing the services outlined in the Request for Proposals (Scope.) Discuss how you would provide leadership to facilitate teamwork and communication. Describe the scheduling techniques you will use, and the software(s) employed to produce effective deliverables. Describe how you will identify activities and their duration and how you propose to ensure subconsultants or staff members mobilize, perform, and complete their work according to the schedule agreed upon. (If subconsultants are being utilized to fulfill the scope of this project, an additional project approach for the scope of work they are fulfilling from each subconsultant should be provided)
- 4) Project Team: Provide information for you or the firm and brief resumes for the personnel to whom responsibility for the project will be assigned. Provide the title, roles, and responsibilities for each team member and their experience in performing these responsibilities. Provide an organization chart clearly illustrating proposed staffing.
- 5) Relevant Experience: Briefly describe specific projects that were similar in scope to the Cherokee County Midway Complex Master Plan Request for Proposals and provide reference contacts. (If subconsultants are being utilized to fulfill the scope of this project, an additional brief relevant experience for the scope of work in which they are fulfilling should be provided.)
- 6) A proposed cost for the project with the following line items:
  - Utility Plan Development (Existing and Proposed)
  - Site Surveying & Full Assessment and Associated Deliverables (Existing and Proposed)
  - Development and Submission of Final Proposed Deliverables

For any questions about the scope of work or to view the site, please contact Kristy Bradley at 864-902-2257 or [Kristy.bradley@cherokeecountysc.com](mailto:Kristy.bradley@cherokeecountysc.com)

**NOTICE TO BIDDERS:** Bids must be submitted on this form with the accompanying proposal outlining all proposal requirements. Bids made otherwise will be subject to rejection.

Utility Plan Development (Existing and Proposed)

\$ \_\_\_\_\_

Site Surveying & Full Assessment and Associated Deliverables (Existing and Proposed)

\$ \_\_\_\_\_

Development and Submission of Final Proposed Deliverables

\$ \_\_\_\_\_

**Grand Total \$** \_\_\_\_\_

Do your services/product come with a warranty? \_\_\_\_\_

If yes, Please explain \_\_\_\_\_

\_\_\_\_\_

**NOTICE TO BIDDERS:** Bids must be submitted on this form. Bids made otherwise will be subject to rejection

Cost Proposal/Execution of Proposal

By submitting this proposal, the potential Company certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The cost and availability of all materials and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All costs, direct and indirect, have been determined and included in the proposed cost.
- The potential Company has read and understands the conditions set forth in this BID and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet
- Prior to receiving the contract, the successful bidders will be required to submit a Certificate of Liability Insurance with Cherokee County as the named certificate holder, current W9 form, and a vendor application form.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, to perform the services in accordance with the specifications and conditions in this BID at the prices quoted, if this proposal is accepted within 90 days from the date of the opening.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BY: \_\_\_\_\_

Signature

\_\_\_\_\_

Typed or printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.**



### CHEROKEE COUNTY VENDOR PREFERENCE AFFIDAVIT

\_\_\_\_\_, who being duly sworn, (company name/company representative) certifies that the vender identified in this Bid Response meets all qualifications for the preference as defined in Part 8 of the Cherokee County Purchasing Policy and Procedure Ordinance, as amended.

By this written claim, Bidder requests that the preference be exercised in consideration of the award of this Bid.

BIDDER CERTIFIED THAT HE MEETS ALL QUALIFICATIONS FOR THE (CHECK ONLY ONE OF THE FOLLOWING):

\_\_\_\_\_ 1. **CHEROKEE COUNTY VENDOR PREFERENCE**

Bidder Signature: \_\_\_\_\_

Bidder Name: \_\_\_\_\_

Position: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC FOR SOUTH CAROLINA

MY COMMISSION EXPIRES: \_\_\_\_\_

**\*\*\*\*This page ONLY applies to vendors that are located in Cherokee County**