



Cherokee County Request for Qualifications (RFQ)

Proposal #2026-10

for

**A Comprehensive Fee Study, Development Impact Fees, and a Cost
Allocation Plan**

Issue Date: September 17th, 2025

Proposal Due Date: December 14th, 2025

Submit responses to:

Cherokee County Administration
Attn: Abi Reid, Administration Coordinator

110 Railroad Avenue

Gaffney, SC 29340

Email address: abi.reid@cherokeecountysc.com

RFQ Overview

Introduction and Background

Cherokee County is known for ‘small-town’ hospitality and friendliness, but the county is actively growing year over year in population. The major operating departments and offices of the county are: County Administration, Cherokee County Sheriff’s Office, Finance and Purchasing, Public Works, Treasurer’s Office, Auditor’s Office, Tax Assessor’s Office, Cherokee County Dispatch, Emergency Management Office, County Building Codes Office, County Animal Shelter and Rescue, and the Cherokee County Detention Center. The county population is approximately 57,770 and it is approximately 397 square miles. The county shares borders with Spartanburg County, York County, Union County, and Cleveland County (North Carolina.)

Purpose of RFQ

The purpose of Cherokee County’s request for qualifications is to identify and select a vendor with a proven record of accomplishment in performing a comprehensive study to best build Development Impact Fees and Cost Allocation Plans. Cherokee County has not to date performed any type of study or imposed any type of residential development or commercial development impact fees.

The Development Impact Fee Study would be used to assess a variety of residential and commercial development impact fees on new development to assist in mitigating county-wide impacts on public improvements, public services, and county recreation amenities. The county’s impact fee program must comply with all relevant sections of the Government Code.

Schedule of Events

The RFQ schedule of events identifies the County’s best estimate of the schedule that will be followed.

RFQ Issued – September 17th, 2025
Deadline for Written Questions - November 14th, 2025 at 5:00 pm
Deadline for Letter of Intent to Respond - November 14th, 2025 at 5:00 pm
County Issues Response to Written Questions - November 21st, 2025
Deadline for Submitting a Proposal - January 14th, 2026 at 12:00 PM
County Evaluation of Proposals - January 19-30th, 2026
Estimated time when County Determines Finalist - February 6th, 2026
Contract Awarded - February 13th, 2026

The County reserves the right to adjust this schedule as it deems necessary.

RFQ Coordinator

All communications concerning this RFQ must be submitted in an e-mail to the RFQ Coordinator, Abi Reid, Administration Coordinator. The RFQ Coordinator will be the sole point of contact for this RFQ. The coordinator can be reached via email at abi.reid@cherokeecountysc.com

RFQ Amendment and Cancellation

The County reserves the unilateral right to amend this RFQ in writing at any time. The County also reserves the right to cancel or reissue all or any part of the RFQ at its sole discretion. This information will be posted to the County's website. If an amendment is issued, it will also be provided to all vendors who have submitted a Letter of Intent to Respond.

Letter of Intent to Respond

Vendors who anticipate submitting a proposal should submit an email indicating a vendor's intent to respond to this RFQ. The letter of intent should be emailed to the RFQ Coordinator. The subject line should read, "Company Name – Letter of Intent to Respond". The following information should be included in the Letter of Intent to Respond:

- Name of Vendor
- Vendor's Address
- Vendor's Contact Person
- Contact Person's Telephone Number & E-mail Address
- Name and version of system to be proposed

Submittal of a Letter of Intent to respond, by the specified deadline, is highly desirable for submitting a proposal, and is necessary to ensure a vendor's receipt of RFQ amendments and other communications regarding the RFQ. The Letter of Intent does not bind vendors to submitting a proposal. Not submitting a Letter of Intent does not preclude a vendor from submitting a proposal by the required deadline.

Questions Pertaining to the RFQ

All questions pertaining to this RFQ must be submitted by e-mail to the RFQ contact: Abi Reid, Administration Coordinator at abi.reid@cherokeecountysc.com. All vendors who have notified the County of their intent to respond to the RFQ will be provided, via e-mail, a copy of all questions submitted as well as the County's response.

Scope of Work and Specifications

Overview of the Project

Cherokee County is interested in engaging a consultant to work with staff to prepare a Development Impact Fee Study and a Cost Allocation Plan (Projects). The contract will be awarded for all of the studies.

In order to best allocate resources for budgeting purposes, this project will be split into two parts, with the selected consultant performing BOTH parts of this project. In price negotiations, the first part of the project to be billed will be the Fee Study. The second part of the project will be the full cost allocation plan and recommendations. This will be paid for out of the County's 2026-2027 budget (begins July 1st, 2026.)

The consultant will ensure that all project documents are both accurate and appropriate for the County's current needs, all studies and proposed development impact fees and funding allocations fall within the parameters of what is acceptable by South Carolina Law, and work with County staff on strategies to maximize cost recovery based on provided County Infrastructure Priorities. General steps for each individual project would include:

- Work with staff to define the purpose, uses, and goals of each Study or Plan.
- Meet with staff and conduct interviews to gain an understanding of the County's practices and operations.
- Review any existing documentation/ordinances related to fees.
- Provide any suggestions or strategies to improve cost recovery levels, and recommend any new fees.
- Offer assistance in developing fee modification strategies that incentivize local policy goals.
- Develop and present draft a final report for County staff to review of finding related to general County fees.
- Produce a final written report based on specific project needs, which could include comparison with similar organizations.
- Gather information as required from all agencies necessary, prepare background reports as well as technical reports to compile required information needed to conduct an impact fee study within Cherokee County. The result of these studies should allow the consultant to effectively produce and recommend an economically and legally supportable set of Impact Fees and associated Capital Improvements Plan (by working with County staff) in order to comply with South Carolina law section 6.1.910 "Development Impact Fee Act."
- Utilizing Impact Fee Study, calculate fees to provide for the identified infrastructure needs to support anticipated growth in Cherokee County over a 20-year period. The fee analysis shall take into account existing fees and be compared to surrounding and/or comparable South Carolina counties to ensure reasonableness, consistency, and feasibility. The Development Impact Study is to be aligned with updated long-range planning policies to complement development within the County and meet

policy objectives.

- Prepare and provide a report that documents the fee study results, including, but not limited to, a description of the overall methodology, findings, supporting justification, recommended fees and the calculations that provide the legal nexus between fee implementation and infrastructure improvements, as set forth in South Carolina law.
The report will identify any legal consideration for the recommended impact fee schedule including the minimum requirements for a legally defensible impact fee system. The recommendations should be allocated between residential and commercial customer bases.
- Upon completion of the various reports, the firm shall be prepared to present to County Council and the Cherokee County Planning Commission the study, including all elements and recommendations as directed by County Administration.
- Provide County staff with an interactive tool that will ensure predictable and intuitive fees that are easily accessible and understandable to customers interested in calculating fees on their own for a particular type of project

Proposal Requirements and Submittal:

The following should be submitted for a proposing firm to be considered. Failure to provide the following will be considered as an insufficient submittal:

Title page showing the contact person's name, address, e-mail address and telephone number and the date of the proposal

The proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period outlined by the proposer, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for a minimum of ninety (90) days.

A list of references including clients for similar projects the proposer has completed, particularly those in the state of South Carolina. The proposer must have completed a similar project within the State of South Carolina within the last seven years.

A list of the staff assigned to the project including their work history, educational background and any similar projects they have completed.

Letters of recommendation and references.

Sub-consultant Information (If Any). The preferred firm will have the in-house resources to perform work.

Design schedule showing all critical paths and key milestones.

The firm may submit any additional supporting information which it deems relevant or important to its proposal under this section. Additional supporting information is limited to no more than 20 pages.

The maximum page amount for this submittal shall not exceed 80 pages.

Selection Process:

1. An RFQ, as the first step, will be issued to all parties via the Cherokee County website and the South Carolina Business Opportunities (SCBO) website.
2. Cherokee County will assemble an evaluation committee consisting of members of Cherokee County and the Cherokee County Economic Development Board.
3. Once the responses are collected, the evaluation committee will have an initial meeting and be separately distributed the responses and an evaluation spreadsheet.
4. The evaluation committee will convene after all members have scored each response individually for a discussion and recommendation of a consultant. If this recommendation cannot be unanimously made at this time, 2-3 firms will be shortlisted and requested to conduct a 30-minute interview via Microsoft Teams with the evaluation committee.
5. The committee will then meet to discuss the short-listed firms post-interview process.
6. A final firm selection will be made by the evaluation committee based on the following matters:
 - a. The Respondent's work history (including work done under other names). Work history will include experience, conduct and performance on previous contracts, management skills, programming experience, and ability to fulfill the contract properly and on established schedules.
 - b. The Respondent's record of consistent client satisfaction, including projects comparable to or larger and more complex than this project. If a respondent team's member operates other related firms or has project management experience with a prior firm, the County may consider these connections in determining qualification for the Project. The Respondent, by submitting an RFQ, authorizes the County and its representatives to contact the owners and others familiar with these prior qualification connections. Furthermore, the respondent authorizes anyone from the prior work relationship to provide the County with a candid evaluation of the respondent's past performance.
 - c. The Respondent's prior experience on other projects undertaken for the County to include their demonstrated ability to complete work on these projects in accordance with the contract documents and the respondent's ability to work with the County during the process and on any and all follow-up issues that arise after project completion.
 - d. The County's RFQ evaluation committee's appreciation of the proposed approach to the project recommended by the Respondent, including all assessments and evaluations of existing and anticipated conditions.
 - e. Such other factors as the County may determine reasonable or necessary at its sole discretion.

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following:

20% - Qualifications of the Respondent, specifically as they relate to this Project.

20% - Experience of the Respondent on similar projects and the individuals who would be assigned to this Project.

15% - Public participation strategies and past participation results from similar projects

20% - Available resources to complete the project

15% - Responsiveness to the Request for Qualifications (Quality of Response)

10% - Professional References

Submission and Delivery

Firms interested in being considered for this project should submit 1 bound copy and 1 electronic PDF copy via flash drive of their response to this Request for Qualifications no later than 12:00 PM EST on January 14th, 2026.

Proposals should be delivered to the attention of:

Abi Reid

Administration Coordinator

110 Railroad Avenue

Gaffney, SC 29340

Email : abi.reid@cherokeecountysc.com

Additional Questions, Notifications, and Information:

1. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials, will be grounds for exclusion from the selection process.

2. By submitting a response, Respondents represent and warrant to the County that all information provided in the response submitted shall be true, correct, and complete.

3. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the County for consideration in the selection process shall be excluded.

4. Respondents who are “short-listed” should expect and anticipate questions that will most likely focus not only on the Respondent team’s stated approach to the project but also on an appraisal of the professionals who would be directly involved in the Project.

5. RFQ process progress inquiries may be directed to:

Abi Reid

Administration Coordinator

110 Railroad Avenue

Gaffney, SC 29340

Email : abi.reid@cherokeecountysc.com

6. All inquiries must be submitted by 12pm on January 14th, 2026. All inquiries will be answered via addendum. Proposers should sign all addenda and include them in the response to the Request for Qualifications.

7. Cherokee County will not be held responsible for the costs incurred by any respondent in the development of the submittal of RFQ responses to this solicitation or responses to the short-list RFQ. No submittal documents will be returned.

9. This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the County, the specific scope of work, associated fees, and other contractual matters will be confirmed during contract negotiations. The County reserves the right to make the inclusion of a “key persons” clause a part of the contract negotiations.

10. The County reserves the right to evaluate the responses submitted, waive any irregularities therein, select candidates for the submittal of more detailed or alternate proposals, accept any submittal or portion of submittal, and reject any or all Respondents submitting responses should it be deemed in the County’s best interest, or cancel the entire process.

11. The Respondent shall have in effect, for the duration of the contract period, the appropriate liability insurance written by an insurer authorized to transact insurance in the State of South Carolina.

12. All parties in a Response shall, if applicable, be properly licensed by SC LLR to offer said services in the State of South Carolina or be capable of obtaining such license before entering into the contract.

Reserved Rights

The Owner reserves the right to accept or reject any and/or all proposals, to cancel the Project as defined herein, to waive irregularities and technicalities, and to request resubmission. The Owner shall be the sole judge of whether any proposal and/or the resulting Construction Contract is in its best interest, and the Owner's decision shall be final. The Owner reserves the right to accept or reject all or any part of a submission, if it is deemed in the best interest of the Owner. The Owner, in its sole discretion, may expand the scope of work to include additional requirements. The Owner reserves the right to investigate as it deems necessary to determine the ability of any proposer to perform the work or services requested.

Final decision and selection the RFQ rests solely with the Owner. The Owner makes no guarantee that any award will be made as a result of the solicitation and reserves the right to accept or reject any or all submittals; waive any informalities, irregularities or minor technical inconsistencies; or delete any item or requirement from this solicitation or any resultant contract when deemed to be in the Owner's best interest.

Please note that the Owner considers responses to this RFQ by competing firms as purely voluntary, and that the Owner is under no financial obligation to said firms regarding the contents of their proposal.