



# **Cherokee County Request for Qualifications (RFQ)**

***Proposal #2026-17***

***for***

**Development and Implementation of Comprehensive Safety Action Plan  
(SS4A Grant)**

**Issue Date: December 22nd, 2025**

**Proposal Due Date: February 16<sup>th</sup>, 2026**

Submit responses to:

Cherokee County Administration  
Attn: Abi Reid, Administration Coordinator

110 Railroad Avenue

Gaffney, SC 29340

Email address: [abi.reid@cherokeecountysc.com](mailto: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.) As of today, Cherokee County does not contain a planning, zoning, or engineering department internally. All planning and engineering work is performed via County Administration or third-party consulting. Because of the rural nature of the county and limited staff, the infrastructure focus to date has always been maintenance. The county does not have funding for road paving and relies solely on funding from the State of South Carolina through the Cherokee Transportation Committee to select and pave county-owned asphalt roads. The hope is that through planning and inventory efforts, the county will be more eligible for grant opportunities in the future and perform more than basic maintenance activities on county-owned infrastructure.

## Purpose and Scope 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 developing and implementing Comprehensive Safety Action Plans for county governments through engineering, planning, public engagement, and collaborative efforts. Cherokee County has not yet performed any such plan.

Cherokee County was awarded funding through the Safe Streets 4 All grant to develop a comprehensive safety action plan and to develop a central asset management system for county-owned and maintained roadways with GIS integration that collects information on condition, signage, pavement markings, etc., and sets maintenance priorities utilizing a future software, (to be selected by Cherokee County,) utilizing the guidance of the CSAP.

Cherokee County is seeking a qualified engineering consultant to engage with to produce the comprehensive safety action plan and assist Cherokee County with producing material for public engagement related to the CSAP. The selected firm will work with Cherokee County to form the leadership/oversight team, develop a robust and inclusive public engagement strategy, and measure progress. The selected firm will conduct safety analysis, including mapping and analyzing the locations and severity of crashes and the mapping and analyzing the locations to be impacted subject to proposed development in Cherokee County. The firm selected will conduct policy analysis and recommend updated policy and processes based on the findings within the CSAP.

The safety analysis to be developed by the selected firm will consider public health approaches, built and proposed to be built environment, demographics, structural issues, etc. It will identify unsafe conditions that may have contributed to crashes, such as sight distance, loose grip, low shoulders, or lack of signage. The firm will then develop strategies based on data collected.

Cherokee County will utilize the CSAP to contract with a separate firm for pavement assessment and inventory and to create a five-year maintenance plan for improving road conditions.

The selected firm will be responsible for compiling data vital to the creation of a practical Comprehensive Safety Action Plan to Cherokee County specifically by engaging with agencies required to obtain specific data and Cherokee County Administration to obtain other needed data such as proposed development and existing internal systems and processes. The selected firm will also be responsible for guiding Cherokee County through the public engagement portion of this process.

The final plan is expected prior to December 2026.

### **Schedule of Events**

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

RFQ Issued – December 22<sup>nd</sup>, 2025

Deadline for Written Questions - January 12<sup>th</sup>, 2026 at 5:00 pm

County Issues Response to Written Questions – January 16<sup>th</sup>, 2026

Deadline for Submitting a Proposal – February 16<sup>th</sup>, 2026 at 12:00 PM

County Evaluation of Proposals - February 17- March 3<sup>rd</sup>, 2026

Estimated time when County Determines Finalist - March 11<sup>th</sup>, 2026

Contract Awarded - March 17<sup>th</sup>, 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](mailto: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 be available with the initial RFQ posting on the Cherokee County, SC Finance Page.

### **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](mailto: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.

## **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 on 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.

Development and Engagement 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 2 pages.

The maximum page amount for this submittal shall not exceed 15 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 Administration, Roads and Bridges, Building Codes, and the Palladian Group.
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
- 15% - Public participation strategies
- 30% - Project Approach
- 15% - Responsiveness to the Request for Qualifications (Quality of Response)

## **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 February 16<sup>th</sup>, 2026.

Proposals should be delivered to the attention of:

Abi Reid

Administration Coordinator

110 Railroad Avenue

Gaffney, SC 29340

Email : [abi.reid@cherokeecountysc.com](mailto: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](mailto:abi.reid@cherokeecountysc.com)

6. All inquiries must be submitted by 12pm on February 16<sup>th</sup>, 2026. All inquiries will be answered via addendum.

**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.