



CHEROKEE COUNTY

110 Railroad Avenue
Gaffney, South Carolina 29340
Phone : 864-902-2299
Email : abi.reid@cherokeecountysc.com

REQUEST FOR QUALIFICATIONS

Proposal # 2026-25

FOR

HVAC & Electrical Design for Cherokee County Emergency Operations Building

Issued on: 03/19/26

Due Date: 04/30/26 at 12:00PM EST

Administered by: Abi Reid, Administration Coordinator

**THERE WILL BE A MANDATORY PREBID MEETING ON APRIL 7th, 2026 AT 10:00 AM
213 Alma Street, Gaffney, SC 29340 (Cherokee County Emergency Operations Center.)**

INTRODUCTION and INTENT of RFQ:

Notice to Vendors

Sealed proposals will be received by Cherokee County from **commercial** general contractors only that are experienced and qualified in the presented scope of work:

REQUEST FOR QUALIFICATIONS 2026-25 HVAC & Electrical Design for Cherokee County Emergency Operations Building

Proposals will be accepted until **April 30th, 2026 at 12:00 PM** at the Administration Office in the Cherokee County Administration Building, 110 Railroad Avenue, 2nd Floor, Gaffney, South Carolina 29340. Complete specifications and instructions are attached herewith.

Cherokee County, South Carolina is issuing a **Request for Qualifications (RFQ)** to solicit qualified design firms to provide professional engineering and design services for upgrades to the County's Emergency Operations Center (EOC).

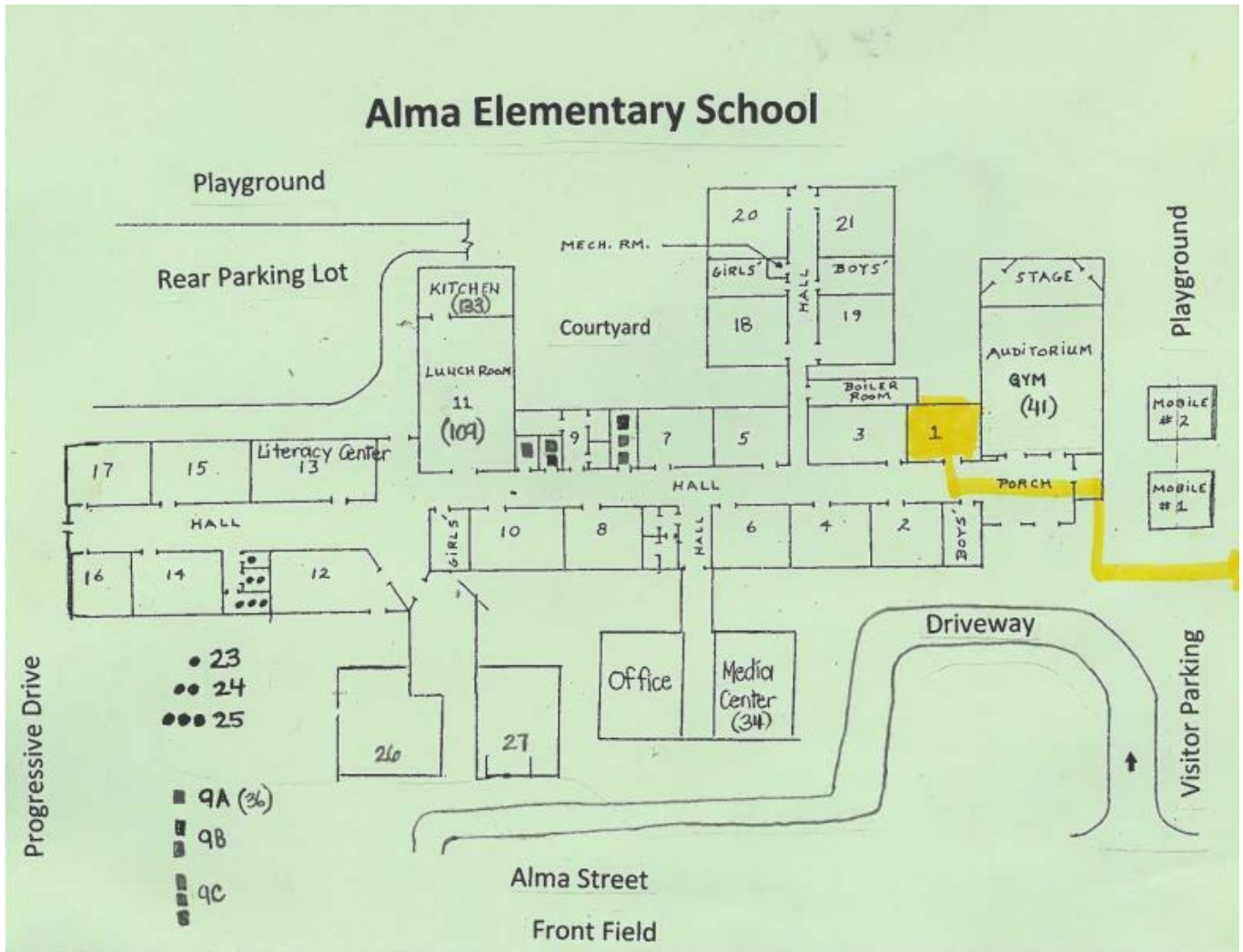
The facility, a former school building, is currently being upfitted to serve as a fully functional Emergency Operations Center to support countywide emergency management operations. As part of this effort, Cherokee County seeks to engage a qualified firm to develop **complete design drawings and technical specifications** for the installation and upgrade of **electrical and HVAC systems** throughout the portions of the facility that have not yet been renovated.

The selected firm will be responsible for:

- Evaluating existing conditions within the facility
- Developing comprehensive **engineering designs** for electrical and HVAC systems
- Preparing detailed **construction drawings and technical specifications**
- Ensuring all designs meet applicable **codes, standards, and operational requirements** for an emergency operations facility
- Providing a complete design package suitable for **competitive bidding by contractors**

The intent of this RFQ is to select a firm capable of delivering a **fully coordinated and constructible design** that will support the County's goal of completing the EOC upfit in a cost-effective and efficient manner.

There will be a mandatory pre-bid meeting to discuss specific scope items and to investigate the facility to assist in preparation of a brief proposal at 213 Alma Street, Gaffney, SC 29340. The meeting will be held on April 7th 2026 at 10:00 AM, and a general project approach with company background information and approximately timeline proposal not to exceed 8 pages total will be required with the bid submittal that will be due on April 30th, 2026 at 12:00 PM.



Schedule of Events

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

RFQ Issued – March 19th, 2026

Required Pre-Construction/Scope Clarification Meeting – April 7th, 2026 10:00 AM

County Issues Formal Response to Questions Asked at Preconstruction Meeting (if question could not be answered on-site) – April 14th, 2026

Deadline for Submitting a Proposal – April 30th, 2026 at 12:00 PM

County Evaluation of Proposals – April 30th – May 7th, 2026

Estimated time when County Determines Finalist and Recommends Further Price Negotiations – May 18th, 2026

Price Negotiations and Full Scope/Timeline Proposal: May 19th – May 29th, 2026

Contract Recommended for Award by County Council – June 1st, 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 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.

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 with an anticipated time period, 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.
- Proposed 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 8 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, Facilities Maintenance, Emergency Management, and Public Works.
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 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 Respondent's full understanding of the county's goals and scope of this project, with an emphasis on ultimate project budget/value engineering within the design.
 - 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,
- 35% - Experience of the Respondent on similar projects,
- 35% - Project Scope Understanding and Project Approach,
- 10% - 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 April 30th, 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 April 24th, 2026. Any 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.
8. 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.
9. 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.
10. 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.
11. 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

GENERAL CONDITIONS and FINANCIAL PROVISIONS:

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. **Pricing will not be requested for this project until a firm has been recommended post evaluation period for this project.**

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 recommendation to County Council date of May 18th, 2026. 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 Qualifications" 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.

QUALIFICATIONS PROPOSAL OPENING: The proposal deadline is April 30th, 2026 at 12:00 PM, and proposals will be opened 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 will be announced. This is an open and public meeting. Interested parties may attend. However, it must be noted that the proposal components are subject to further evaluation for completeness and correctness. At the time of opening proposals, no evaluation will occur until the evaluation committee has had an initial meeting post opening of the proposals. No pricing will be discussed until the evaluation committee recommends to County Council to move into price negotiation for the project. This 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 recommend moving forward into price negotiations on this contract based on the following criteria:

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,
- 35% - Experience of the Respondent on similar projects,
- 35% - Project Scope Understand and Project Approach,
- 10% - Responsiveness to the Request for Qualifications (Quality of Response.)

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 Qualifications 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 RFQ will be evaluated. Reference to information previously submitted shall not be evaluated.

AWARD OF RFQ: Cherokee County Government, at its sole discretion, following an objective evaluation and a price negotiation phase, will award this contract to the most responsible, responsive Company. If price negotiations fail to reach a 'best value qualifier' for Cherokee County with the initially selected firm based on initial proposal, Cherokee County will move onto the firm with the second highest evaluation score for this project and commence price negotiations. 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 per the RFQ process, the successful Company will be notified within ten (10) working days of this award if County Council votes to move forward on the recommendation. 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:

- Initial Proposals will be received by Cherokee County by April 30th, 2026, at 12:00 P.M. EST. Proposals may be submitted by mail or delivered in person. **NO** faxed or email proposals will be accepted. The PDF version of the proposal required shall be submitted via flash drive. Abi Reid must receive all proposals at the following location **PRIOR** to the date and time specified; however, within 24 hours of the bid opening, bids must be electronically sent in PDF form to Abi Reid as well. 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”, “RFQ TITLE”, “RFQ NUMBER”, and the “RFQ OPENING DATE & TIME”.**
- Prior to receiving any contract, the successful firm will be required to submit a Certificate of Liability Insurance and a current W9 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: _____



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

REQUEST FOR PROPOSAL

RFP TITLE: **HVAC & Electrical Design for Cherokee County Emergency Operations Building** RFP NUMBER: # **2026-25**

Issue Date:03/19/26

Purchasing Contact & Telephone
Abi Reid
864-902-2299

PROPOSAL DUE DATE & TIME:

April 30th, 2026 at 12:00PM EST

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

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.

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:

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.

AUTHORIZED SIGNATURE:

TYPED OR PRINTED

NAME:

TITLE:

DATE:
