



CHEROKEE COUNTY

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

REQUEST FOR PROPOSAL

Proposal # 2027-05

FOR

Cherokee County Hazard Mitigation Plan Update

Issued on: Wednesday, September 9th, 2026

Due Date: Friday, October 23rd, 2026, at 12:00 P.M. EST

Administered by: Abi Reid, Administration Coordinator

EXPEDITED PROJECT

The County's current multi-jurisdictional hazard mitigation plan expires August 15, 2027. Respondents must demonstrate the capacity to begin immediately after contract execution and carry the updated plan through State and FEMA review, approvable-pending-adoption status, local adoption, and final FEMA approval on an accelerated schedule.

INTRODUCTION and INTENT of RFP:

Notice to Vendors:

REQUEST FOR PROPOSAL 2027-05 Cherokee County Hazard Mitigation Plan Update

Sealed proposals will be accepted until Friday, October 23rd, 2026, at 12:00 P.M. EST, 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 (the County) invites competitive proposals from qualified firms to provide professional planning and consulting services to update the County's 2022 Multi-Jurisdictional Hazard Mitigation Plan. The selected consultant will lead a FEMA-compliant planning process, coordinate a planning review team that includes public and critical-infrastructure partners, update the risk and vulnerability assessment and mitigation strategy, conduct meaningful public and stakeholder engagement, and prepare all materials required for State and FEMA review, local adoption, final approval, and grant closeout support.

This project is funded through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) following Hurricane Helene, FEMA-4829-DR-SC, Project 0012. The approved total project cost is \$73,500, consisting of a \$55,125 federal share (75 percent) and an \$18,375 County share (25 percent). A separate \$3,675 federal subrecipient-management-cost amount has been obligated for eligible County administrative costs and is not part of the consultant fee unless expressly incorporated through a FEMA-approved budget revision.

PROCUREMENT METHOD Although qualifications and relevant experience are heavily weighted, this solicitation requests and evaluates price. Under 2 CFR 200.320(b)(2), qualifications-based selection without price as a factor is reserved for architectural/engineering professional services. This planning-consulting engagement will be procured through competitive proposals.

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.

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, Friday, October 23rd, 2026, at 12:00 P.M. EST.

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.

BID OPENING: The proposal deadline , Friday, October 23rd, 2026, at 12:00 P.M. EST. and opened on Friday, October 23rd, 2026, at 3:00 P.M. EST., 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. An award recommendation will be made at the Cherokee County Council meeting on Monday, November 2nd, 2026 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, specific criteria requests have been included within the Special Provisions section of this Request for Proposals. The County may also 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.

Request for Proposal Special Provisions

1. Project Background

Cherokee County's current multi-jurisdictional plan was adopted in 2022 and is scheduled to expire on August 15, 2027. The update project traces to the County's post-Hurricane Helene hazard-mitigation work and its HMGP application with iParametrics. FEMA approved the project on August 17, 2026, after an extended review period. Because the plan-development window has been substantially compressed, schedule control and timely coordination with the South Carolina Emergency Management Division (SCEMD) and FEMA are central to this engagement.

The FEMA-approved scope requires Cherokee County to create a planning review team including representatives from public and critical-infrastructure partners; reference current and prior plans; incorporate information and findings developed through that process; and submit the updated plan to FEMA for approval. The planning process and plan must comply with 44 CFR Part 201, applicable FEMA local-mitigation-planning policy and guidance, the 2024 Hazard Mitigation Assistance Guidance, the award agreement, and all applicable State and federal requirements.

Federal Award: FEMA-4829-DR-SC, HMGP Project 0012

2. County Objectives

- Maintain uninterrupted eligibility tied to an approved local hazard mitigation plan by completing the update, review, adoption, and approval process before the current plan expires.
- Develop a practical, readable, data-supported plan that accurately reflects present-day hazards, vulnerabilities, capabilities, critical facilities, infrastructure, development patterns, and community priorities.
- Ensure meaningful participation by Cherokee County, the City of Gaffney, the Town of Blacksburg, other participating jurisdictions or special-purpose entities identified by the County, public agencies, utilities, critical-infrastructure owners/operators, community organizations, and residents.
- Incorporate lessons, damage, operational experience, and mitigation opportunities arising from Hurricane Helene and other events since the prior plan was prepared.
- Produce an actionable mitigation strategy with prioritized, implementable projects and clearly identified lead agencies, potential funding sources, schedules, and maintenance procedures.
- Provide a complete administrative record supporting grant reimbursement, State/FEMA review, adoption, and closeout.

3. Scope of Services

The consultant will provide all labor, project management, technical expertise, facilitation, analysis, mapping, writing, document production, and coordination necessary to complete the project. The following scope describes minimum requirements; respondents should identify any refinements needed to deliver an approvable plan within the required schedule.

3.1 Project Initiation and Management

- Conduct a kickoff meeting within ten calendar days after notice to proceed and confirm roles, communications, decision paths, data needs, milestones, review cycles, and risk controls.
- Prepare and maintain a detailed work plan, milestone schedule, responsibility matrix, contact list, data-request log, decision log, issue/risk log, and monthly status report.
- Coordinate routinely with the County project manager, Cherokee County Emergency Management, participating jurisdictions, SCEMD, and FEMA as directed by the County.

- Support the County's quarterly grant reporting by providing concise progress, schedule, cost, deliverable, and issue information in advance of January 1, April 1, July 1, and October 1 reporting deadlines.

3.2 Planning Review Team and Participation Framework

- Assist the County in identifying, inviting, and organizing a planning review team that includes participating jurisdictions, public agencies, emergency services, utilities, healthcare, schools, businesses, nonprofit/community organizations, vulnerable-population representatives, and owners or operators of critical infrastructure.
- Document opportunities for participation, attendance, input, decisions, and how comments were considered and incorporated.
- Prepare agendas, presentation materials, sign-in records, meeting summaries, comment logs, and follow-up materials for all meetings.

3.3 Review of Existing Plans, Studies, Data, and Actions

- Review the 2022 Multi-Jurisdictional Hazard Mitigation Plan and all relevant current or former County, municipal, regional, State, and federal plans and datasets.
- At minimum, evaluate the County comprehensive plan, emergency operations and continuity plans, land-development regulations, floodplain and stormwater information, capital plans, infrastructure and utility plans, prior disaster and damage records, grant projects, repetitive-loss information available through authorized channels, and the 2023 South Carolina Hazard Mitigation Plan.
- Assess progress on prior mitigation actions and clearly identify actions completed, deleted, deferred, revised, or carried forward, with reasons and supporting documentation.

3.4 Hazard Identification, Risk, and Vulnerability Assessment

- Update hazard profiles, locations, extent, previous occurrences, probability/future conditions, and potential impacts using current, defensible data and methods.
- Assess vulnerability of people, property, critical facilities, infrastructure, lifelines, natural/cultural resources, and community functions, including populations that may experience disproportionate impacts.
- Analyze changes in development, land use, population, buildings, infrastructure, capabilities, and hazard conditions since adoption of the existing plan.
- Incorporate Hurricane Helene impacts and lessons learned, as well as other significant hazard events since the previous plan.
- Prepare clear maps, tables, figures, and narrative suitable for public use and FEMA review. GIS deliverables must be provided in editable, nonproprietary or commonly used County-compatible formats, with metadata and sources.

3.5 Capability Assessment

- Evaluate each participating jurisdiction's legal/regulatory, administrative/technical, fiscal, planning/programmatic, education/outreach, and political capabilities relevant to hazard mitigation.
- Identify gaps, opportunities, intergovernmental dependencies, and practical measures to strengthen implementation and plan integration.

3.6 Mitigation Strategy

- Facilitate review and revision of goals and objectives.
- Develop a comprehensive range of mitigation actions informed by the risk and capability assessments, stakeholder input, prior-action status, and feasible funding opportunities.
- Apply and document a transparent prioritization method addressing benefits, costs, technical feasibility, environmental and social considerations, administrative capacity, timing, and community support.
- Prepare jurisdiction-specific action plans identifying priority, responsible party, potential funding, estimated timeframe and cost range, implementation steps, and status-monitoring measures.

3.7 Public and Stakeholder Engagement

- Prepare an engagement plan that meets FEMA requirements and provides meaningful opportunities for participation throughout plan development and before plan approval.
- Facilitate public meetings or workshops and targeted stakeholder sessions in formats approved by the County; provide accessible digital participation options where useful.
- Draft County-ready notices, web content, surveys, presentations, handouts, social-media copy, and summaries. The County will control official publication and messaging.
- Maintain a complete public-participation record and comment-response matrix.

3.8 Drafting, Review, Approval, and Adoption

- Prepare a complete administrative draft for County and participating-jurisdiction review; reconcile comments and provide a disposition log.
- Prepare and submit, through the County and SCEMD, a complete draft plan and applicable FEMA Local Mitigation Planning Policy Guide review tool/checklist.
- Respond promptly and completely to all SCEMD and FEMA comments and requests for information. The consultant's fee must include reasonable review cycles necessary to obtain an approvable-pending-adoption determination.
- Prepare jurisdiction-specific adoption resolutions, staff summaries, presentation materials, and adoption-ready plan documents; attend meetings requested in the proposal or negotiated scope.
- Following adoption, assemble and submit adoption documentation and make all final revisions required to obtain FEMA approval.

3.9 Final Products and Closeout Support

- Deliver final accessible PDF and editable source files for the plan, appendices, maps, tables, graphics, review tools, resolutions, presentations, engagement materials, meeting records, datasets, GIS files, and comment logs.
- Provide a concise implementation and maintenance guide identifying annual review procedures, progress tracking, integration opportunities, five-year update triggers, and responsible parties.
- Assist the County with final grant documentation, responses, and clarification related to consultant work through acceptance and project closeout.

4. Required Deliverables

No.	Deliverable	Minimum Content	Target
1	Project management package	Work plan, schedule, responsibility matrix, data request, contact list, issue/risk and decision logs	Within 10 days of NTP
2	Participation and engagement plan	Planning-team roster, outreach methods, meeting/public involvement schedule, documentation templates	Within 20 days of NTP
3	Existing-plan and prior-action assessment	Source inventory, change summary, status of all prior mitigation actions	Within 45 days of NTP
4	Risk, vulnerability, and capability assessment	Updated hazards, events, future conditions, vulnerability, critical facilities/lifelines, capabilities, GIS/maps	Per accepted schedule
5	Mitigation strategy	Goals, actions, evaluation/prioritization, jurisdiction-specific implementation information	Per accepted schedule
6	Administrative draft plan	Complete plan, appendices, review tool, source notes, and internal comment matrix	County target: March 2027 or earlier

7	State/FEMA review draft	Complete, quality-controlled submission addressing County comments	County target: April 2027 or earlier
8	Review response packages	Comment-response matrix and revised documents after each SCEMD/FEMA review	Within 10 business days unless approved otherwise
9	Adoption package	Approvable-pending-adoption plan, resolutions, presentations, staff materials, adoption instructions	In time for adoption before Aug. 15, 2027
10	Final approved plan and archive	FEMA-approved plan plus all editable source, GIS/data, engagement, meeting, and administrative files	Immediately after FEMA approval
11	Implementation/maintenance guide	Annual review, tracking, integration, amendment, and next-update procedures	With final plan

5. Schedule and Time Is of the Essence

Time is of the essence. The consultant must propose a credible critical-path schedule that protects time for County review, SCEMD review, FEMA review, revisions, approvable-pending-adoption determination, governing-body adoption, and final FEMA approval before the current plan expires on August 15, 2027. The County's preferred targets are shown below and may be refined during negotiations without changing the obligation to meet the expiration deadline.

Milestone	County Preferred Target
Notice to proceed	As soon as practicable following County approval and contract execution
Kickoff	Within 10 calendar days after NTP
Planning team and engagement launched	Within 30 calendar days after NTP
Administrative draft to County	No later than March 2027; earlier is preferred
Complete draft to SCEMD/FEMA	No later than April 2027; respondent shall propose exact date
Approvable pending adoption	Target June 2027
All participating-jurisdiction adoptions	Target July 2027
Final FEMA approval	Before August 15, 2027
Contract/grant closeout support	Following final acceptance; federal POP ends June 27, 2030

RESPONDENT DUTY Do not merely repeat the preferred dates. Provide a week-by-week or month-by-month critical-path schedule, identify assumed State/FEMA review durations, show County and jurisdiction review windows, and explain how schedule slippage will be recovered.

6. County Responsibilities and Available Information

- Designate a County project manager and assist with access to County departments, records, existing plans, participating jurisdictions, and local stakeholders.
- Provide the current 2022 plan and reasonably available County data, prior grant/application materials, plan records, and relevant plans and studies.
- Support meeting logistics, official notices, website/social-media publication, and governing-body coordination as agreed in the final work plan.
- Review deliverables and consolidate County comments within agreed review periods.

- Serve as the formal subrecipient and channel submissions and official communications through SCEMD/FEMA unless otherwise directed.
- Make no representation that every desired dataset is complete, current, or available; the consultant must identify gaps and propose defensible methods.

7. Minimum Qualifications

- All Cherokee County Minimum Procurement Guidelines must be met.
- Demonstrated successful experience preparing or updating FEMA-approved local or multi-jurisdictional hazard mitigation plans under 44 CFR Part 201.
- At least three comparable plan engagements completed or substantially completed within the last seven years; South Carolina and multi-jurisdictional experience is preferred but not an absolute qualification.
- A proposed project manager with direct responsibility for at least two FEMA-approved local mitigation plans and demonstrated ability to manage accelerated schedules.
- Technical capability in hazard/risk assessment, GIS and mapping, public engagement, mitigation strategy development, FEMA plan review requirements, document accessibility, and grant-funded project documentation.
- Sufficient staffing and immediate availability to perform the work within the County's required schedule.
- Active registration in SAM.gov with no exclusion or disqualification, and eligibility to contract under federal and South Carolina law.

8. Proposal Requirements

Organize the proposal in the order below. The technical proposal should not exceed 20 single-sided pages, excluding covers, section dividers, resumes (maximum two pages each), required forms, and the separate fee proposal. Minimum font size is 10 points.

Transmittal and certifications: Identify the legal firm name, address, primary contact, authorized signer, and acceptance period of at least 120 days. Acknowledge all addenda and certify the proposal is accurate and submitted without collusion.

Firm and team qualifications: Describe the firm, office(s) performing the work, organizational structure, proposed team and roles, subcontractors, licenses/certifications, and current workload. Include concise resumes and identify the percentage availability of key personnel.

Relevant experience and references: Provide at least three comparable projects, including client, jurisdictions covered, dates, contract value, project manager, FEMA approval status/date, schedule performance, and current reference contact information.

Project understanding and approach: Explain the respondent's understanding of Cherokee County's risks, multi-jurisdictional setting, post-Helene context, compressed schedule, engagement needs, FEMA requirements, quality-control approach, and proposed methods for every scope element.

Detailed schedule and capacity plan: Provide the critical path from kickoff through final FEMA approval, review assumptions, staffing by phase, dependencies, risk mitigation, and recovery actions if a milestone slips.

Deliverables and exceptions: Confirm every required deliverable and clearly identify any proposed exception, assumption, County dependency, or additional recommended task. Silence constitutes acceptance.

Fee proposal: Provide a separate, clearly marked fee proposal with a firm fixed or not-to-exceed total, labor by person/classification and hours, rates, task/deliverable costs, travel and reimbursables, subcontractor costs, and any optional services. Price must include all costs necessary to complete the proposed scope and reasonable State/FEMA review cycles.

Required disclosures: Disclose actual or potential conflicts, prior involvement in developing this solicitation, litigation or contract termination material to performance, debarment/suspension status, and any requested confidential treatment consistent with South Carolina law.

Forms: Complete and sign the Proposal Certification Form and federal certifications included with this solicitation.

9. Questions, Addenda, and Communications

All communications concerning this solicitation must be directed in writing to the County contact shown on the cover. Respondents may not contact County Council members, evaluation committee members, participating jurisdictions, or other County employees to influence this procurement. Unauthorized contact may be grounds for disqualification.

Questions due: Wednesday, September 30th, 2026 by 4:00pm emailed to abi.reid@cherokeecountysc.gov

The County will post written responses and addenda on its Finance/Purchasing webpage and any other publication site used for this solicitation. Oral explanations are not binding. Respondents are responsible for monitoring the posting locations and acknowledging all addenda.

10. Evaluation and Selection

An evaluation committee may include representatives of County Administration, Emergency Management, participating jurisdictions, GIS/planning, public safety, infrastructure, and finance/procurement. The County may verify references, request clarifications, conduct interviews, require presentations, and negotiate with the highest-ranked responsible respondent. Award will be made to the responsible respondent whose proposal is most advantageous to the County, considering price and the stated factors.

Criterion	Weight	What the County Will Evaluate
Comparable experience and performance	25%	FEMA-approved local/multi-jurisdictional plans; performance, references, SC familiarity, and outcomes.
Project understanding and technical approach	30%	Completeness, methodology, plan compliance, data/GIS, engagement, mitigation strategy, quality control, and practical value.
Schedule, capacity, and key personnel	25%	Credibility of accelerated critical path, availability, roles, continuity, review assumptions, and recovery plan.
Price and cost effectiveness	15%	Total evaluated price, task allocation, reasonableness, completeness, and value; lowest price is not automatically selected.
Responsiveness and quality of proposal	5%	Compliance, clarity, organization, certifications, and absence of material exceptions.

The County may establish a competitive range and invite the highest-ranked firms to interview. If negotiations with the top-ranked firm do not produce a fair, reasonable, compliant agreement, the County may end negotiations and proceed to the next-ranked firm. County Council approval may be required before award.

PROPOSAL INFORMATION:

- Proposals will be received by Cherokee County by Friday, October 23rd, 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. Abi Reid 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. Please also provide a digital form of this proposal within the package.
- 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 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:
Cherokee County Hazard Mitigation Plan Update

RFP NUMBER: # **2027-05**

Issue Date: September 9th, 2026

Purchasing Contact & Telephone

Abi Reid 864-902-2299

PROPOSAL DUE DATE & TIME:
Friday, October 23rd, 2026, at 12:00 P.M. 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:

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 and a current W9.

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.

Required Attachments to be Included Within this Proposal

Attachment A - Proposal Certification Form

This form must be completed, signed, and returned with the proposal.

Legal firm name	
Mailing address	
City, state, ZIP	
Federal Employer Identification Number	
Unique Entity Identifier (UEI)	
Primary contact and title	
Telephone	
Email	
SAM.gov registration expiration	
Addenda acknowledged (list)	

The undersigned certifies that: (1) the proposal is made without collusion, fraud, or improper understanding with another respondent; (2) the signer is authorized to bind the respondent; (3) all information is true, correct, and complete; (4) the respondent accepts the solicitation requirements except for exceptions expressly identified in its proposal; (5) the offer will remain valid for at least 120 days after the due date; (6) neither the respondent nor its principals or affiliates are excluded or disqualified from covered federal transactions; and (7) the respondent will comply with applicable federal, State, local, and award requirements.

Authorized signature: _____

Printed name: _____

Title: _____

Date: _____

Attachment B - Price Proposal Form

Submit this form and a supporting task/hour/rate schedule as the separate fee proposal.

Task/Deliverable	Labor	Other Direct Costs	Total
Project initiation and management			
Planning team and engagement			
Existing plans and prior actions			
Risk/vulnerability assessment and GIS			

Capability assessment			
Mitigation strategy			
Drafting and review			
Adoption and final approval			
Final archive/closeout support			
Optional services (identify)			
TOTAL NOT-TO-EXCEED PRICE			

The total includes all labor, overhead, profit, travel, printing, meetings, technology, subcontractors, review cycles, and other costs necessary to perform the proposed scope, except exclusions expressly stated here:

Attachment C - Reference Form

Comparable Project 1

Client / jurisdictions	
Plan title and FEMA approval date/status	
Contract value and completion dates	
Respondent project manager	
Scope and relevance	
Reference name, title, phone, email	

Comparable Project 2

Client / jurisdictions	
Plan title and FEMA approval date/status	
Contract value and completion dates	
Respondent project manager	
Scope and relevance	
Reference name, title, phone, email	

Comparable Project 3

Client / jurisdictions	
------------------------	--

Plan title and FEMA approval date/status	
Contract value and completion dates	
Respondent project manager	
Scope and relevance	
Reference name, title, phone, email	