



**TOWN OF SUMMERVILLE, SOUTH CAROLINA
REQUEST FOR PROPOSALS**

**EVALUATION AND UPDATE OF EXISTING IMPACT FEE
STRUCTURE
AND
CREATION OF CAPITAL IMPROVEMENTS PLAN
RFP 2025-000301**



**200 S. Main St.
Summerville, SC 29483**



PURPOSE

Pursuant to this Request for Proposals (RFP), the Town of Summerville, South Carolina (“the Town”) is currently soliciting proposals from qualified firms to evaluate and update the Town’s current Impact Fee structure and create a Capital Improvements Plan in order to comply with South Carolina state law.

Interested firms are invited to submit proposals for consideration in accordance with this RFP

Bid package will be available beginning **Monday, March 10, 2025** on the Town website (www.summervillesc.gov/rfp) under the Formal Sealed Bids/Proposals/Quotes menu. Sealed bids are due by **1 pm. on Monday, April 14, 2025**, and will be opened via online bidding website www.bidnetdirect.com/south-carolina/townofsummerville

Late bids will not be accepted.

All inquiries and questions related to this project must be submitted online to the BIDNET portal accessed through the Town of Summerville Website [Town of Summerville - Bid Opportunities and RFPs | BidNet Direct](#) and will be answered and addressed through a posted addendum.

The cut-off date for questions is **Monday, March 31, 2025 at 5:00 p.m.** Any and all addendums issued will be posted to the Town’s website (www.summervillesc.gov/rfp) and will become an official part of the bid package. **All addendums will need to be acknowledged and included with the submitted bid package.** Any bid packages which do not include the signed addendum(s) will be disqualified.

**Additional Contact of record is Sandra Hatton - Finance Dept. -
shatton@summervillesc.gov**

PROPOSAL DOCUMENTS SUBMITTAL AND SELECTION

All costs of preparation of proposals will be borne by the proposer. This RFP does not constitute an offer of employment or contract for services. The Town reserves the option to reject any or all proposals, wholly or in part, received by reason of this RFP, to terminate the procurement process at any time, to waive any irregularities or omissions in any proposal, to award in whole or in part to one or more proposers, or to take any other such actions that may be deemed in the best interest of the Town.

The Town reserves the option to retain all proposals, whether selected or rejected. All proposals will be reviewed and evaluated by a selection committee of staff, and final approval will be made by the Mayor and Town Council. The selection committee may deem it necessary to interview proposers as part of the evaluation and selection process.



BACKGROUND

The Town of Summerville is located approximately 22 miles northwest of Charleston in the Lowcountry region of South Carolina with jurisdictional boundaries lying in portions of three counties: Dorchester, Berkeley, and Charleston. Incorporated in 1847, Summerville covers over 22 square miles and has over 52,000 residents. The Town has doubled its population since the early 2000s, and it is anticipated that a high rate of growth will continue over the next decade. The Town employs approximately 445 employees and has an annual general fund budget of just under \$50 million.

The Town implemented Development Impact Fees in 2003, with updated studies completed in 2010, 2015, and 2021. Impacts Fees were last increased by Town Council in July 2023 based on the maximum rates identified in the 2021 study and the needs identified in the 2021-2026 Capital Improvements Plan (CIP).

The Town is seeking a firm to create a CIP (working with Town staff) and create an Impact Fee structure related to the CIP which complies with South Carolina statute.

PROJECT SCHEDULE

The following project schedule is tentative and subject to change by the Town, in its sole discretion, at any time during the procurement process.

- March 10, 2025 - RFP issued
- March 31, 2025 @ 5 PM – Deadline for questions from proposers regarding RFP
- April 14, 2025 @ 1 PM – Responses due
- Late April 2025 - Selection Committee review
- May - June 2025 - Town Council approved firm, contract signed, project begins

The project timeline is negotiable, but the Town believes a 6-month project timeline is reasonable.

ADDENDA TO RFP

During the period provided for the preparation of proposal documents, the Town may issue Addenda answering questions, clarifying or modifying this RFP. Such Addenda will be numbered consecutively and shall be posted on the Town's website at www.summervillesc.gov (www.bidnetdirect.com/south-carolina/townofsummerville) and issued via online notifications.



COMMUNICATIONS PROTOCOL

All questions, inquiries, requests for clarification and additional information, and correspondence concerning this RFP or the project requirements must be directed to the online website. Questions will be addressed by the Director of Planning and posted by our Procurement Office by the question deadline.

All communications between the proposer and the Town shall be subject to distribution to all proposers. Responses to questions or requests for information will be provided to all proposers.

PROPOSER EXPENSES

The Town accepts no liability for the costs and expenses incurred by the Proposers in responding to this RFP, site visits or interviews, due diligence and inquiries, subsequent negotiations, and all other activities associated with this procurement process, which shall be the sole responsibility of the proposers.

PROJECT SCOPE

The primary purpose of this project is to locate a firm to create a Capital Improvements Plan (working with Town staff) and an Impact Fee structure related to the Capital Improvements Plan which complies with South Carolina statute.

DATA COLLECTION AND REVIEW

The firm shall work with designated staff to collect and review all available data and update any existing data as necessary to perform the Impact Fee study, and recommend an economically and legally supportable set of impact fees.

FEE CALCULATION AND ANALYSIS

Fees shall be calculated to provide for the identified infrastructure needs to support the anticipated growth in the Town over a 20-year period. The fee analysis shall take into account existing fees, if any, and be compared to surrounding and comparable cities or counties to ensure reasonableness, consistency and feasibility. This comparison may be expanded beyond those cities or counties which may be considered “surrounding” in order to determine reasonableness, consistency and feasibility.



DRAFT IMPACT FEE STUDY

The firm shall 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 base, if appropriate.

PRESENTATION OF MATERIALS

Upon completion of the various reports, the firm shall be prepared to present the study, including all elements and recommendations as directed by the Town.

PROPOSAL REQUIREMENTS AND SUBMITTAL

The following should be submitted for a proposing firm to be considered:

- Title page showing the contact person's name, address, e-mail address and telephone number and the date of the proposal
- Certificate of Familiarity.
- The proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, 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 (if any)
- A list of the staff assigned to the project including their work history, educational background and any similar projects they have completed
- A clear cost proposal covering the project from start to finish including an affordable housing study, the research necessary to calculate fees, and the development of a capital improvements plan (with the input of Town staff) which conforms with all applicable laws

OTHER SUPPORTING DOCUMENTATION

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 20 pages.



PROPOSAL EVALUATION

The Selection Committee will review, evaluate, and make recommendations regarding the proposals according to the criteria set forth in this RFP. The Selection Committee shall have the right to seek written clarifications and/or additional information from proposers, verify information submitted and check project references.

Upon receiving the Selection Committee's recommendation, the Mayor and Town Council shall make the final selection and direct staff to negotiate a contractual services agreement with the selected proposer.



CERTIFICATE OF FAMILIARITY

The undersigned, having fully familiarized him or herself with the information contained within this entire solicitation and applicable amendments, submits the attached bid, and other applicable information to the Town of Summerville, which I verify to be true and correct to the best of my knowledge. I further certify that this bid response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this solicitation and certify that I am authorized to sign this bid. ***By submission of a signed bid, I certify, under penalty of perjury, that the company identified below complies with section 12-54-1020(B) for the SC Code of Law 1976, as amended, relating to payment of applicable taxes.*** I further certify all prices submitted shall remain effective for a minimum period of ninety (90) days, unless otherwise stated.

Company Name, as registered with the IRS

Authorized Signature

Correspondence Address

Printed Name

City, State, Zip

Title

Date

Telephone Number

Remittance Address

Fax Number

City, State, Zip

Cell Number

Federal Tax ID (FEIN)/SS Number

SC Sales Tax Number

SC General Contractors License

SC Sales Tax Number

TYPE OF BUSINESS ENTITY (*check one*):

____ Individual/Sole Proprietor _____ Partnership

____ Corporation _____ Limited Liability Company

____ Other (*please specify:* _____)

Note: All information submitted in or in connection with a bid is submitted under penalty of perjury. The Town of Summerville shall have the right to terminate at any time any contract awarded pursuant to a bid that contains false information.



BIDDING PROCESS

We're excited to announce that we have joined the South Carolina Purchasing Group, an e-procurement system from Bidnet Direct that provides local government agencies throughout South Carolina with a solution for bid and vendor management. We invite all potential vendors to register online with www.bidnetdirect.com/south-carolina/townofsummerville to access our upcoming solicitations.

Moving forward into the digital era, we can publish all bid opportunities on the South Carolina Purchasing Group site. By doing this, we will be able to track every step of the process and have a more transparent bid process. As a participating government agency utilizing the South Carolina Purchasing Group, we can track vendors interested in a specific bid and find out which ones download the documents.

We invite all local vendors to receive access to our upcoming solicitations by joining the South Carolina Purchasing Group. Vendor benefits of registering on www.bidnetdirect.com/south-carolina/townofsummerville include:

- Centralized Location to Opportunities from all Participating Agencies
- Notification of Term – Contract Expiration
- Bid Alerts Customized to the Vendors' Products or Services Provided
- Full Customer Service Support