

CITY OF SIMPSONVILLE, SOUTH CAROLINA  
REQUEST FOR PROPOSAL (RFP SCH 2026-02)  
IMPACT FEE STUDY



**RFP No: RFP SCH 2026-02**

**ISSUE DATE: May 1, 2026**

**DUE DATE: May 15, 2026 – 12:00PM EST**

**SUBMIT ELECTRONICALLY TO: [ROrr@simpsonville.com](mailto:ROrr@simpsonville.com)**

City of Simpsonville, South Carolina



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Any revisions to this Request for Proposal will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the RFP will be posted on the City of Simpsonville website at: [www.simpsonville.com](http://www.simpsonville.com)





## City of Simpsonville Request for Proposal (RFP SCH 2026-02) – Impact Fee Study

Project: City of Simpsonville Impact Fee Study

Request for Proposal (RFP SCH 2026-02)

Issue Date: May 01, 2026

Proposal Due: **May 15, 2026 - 12:00 P.M. EST**

City Procurement Contact: Russell Orr, [ROrr@simpsonville.com](mailto:ROrr@simpsonville.com)

### 1. INTRODUCTION

The City of Simpsonville (“City”) is soliciting proposals from qualified professional consultant firms (“Consultants”) with expertise in performing Development Impact Fee Studies and Capital Improvement Plans. The purpose of the study is to determine appropriate fees, and ensure compliance with applicable state laws, essential nexus requirements, and proportionality standards. The selected Consultant will provide recommendations for fee structures that support long-term capital improvement needs attributed to new development.

### 2. BACKGROUND

The City of Simpsonville is known as a bedroom community with an estimated population just over 28,078, (2024 U.S. Census estimate) located approximately 15 miles southeast of the City of Greenville, South Carolina. The City of Simpsonville has experienced extensive growth over the last decade, expanding to over 9 square miles. The City seeks to establish a fair and transparent impact fee structure to fund improvements including parks and recreation services, police and fire, and other public safety services, which are necessary to provide for and promote harmonious living conditions and to maintain quality standards of living for the City’s residents and to encourage tourism.

Impact fees are a key mechanism for ensuring that growth pays for growth without outpacing undue financial burden on existing residents. The goal is to ensure that new development contributes its proportionate share to the cost of capital improvements necessary to maintain existing service levels, pursuant to S.C. Code § 6-1-910 (the South Carolina Development Impact Fee Act.)





### 3. PROJECT OBJECTIVES

The selected consultant will:

1. **Assess existing and future infrastructure needs** related to new development.
2. **Quantify proportionate capital cost** for facilities and services affected by growth.
3. **Develop an impact fee schedule** that is transparent, equitable, and legally defensible.
4. **Provide implementation tools** (e.g., fee calculation worksheets, update formulas, draft ordinances).
5. **Ensure compliance with South Carolina statutory requirements** for impact fees and local planning goals.

### 4. SCOPE OF WORK

#### Task 1 – Project Initiation and Data Collection

- ✚ Kickoff meeting with City staff to confirm scope, data needs, and schedule
- ✚ Review of City of Simpsonville existing capital improvement plans, utility plans.
- ✚ Inventory of current fees, tap charges, and funding mechanisms.
- ✚ Review legal requirements for implementation under South Carolina Law

#### Task 2 – Growth Projects and Service Demand

- ✚ Analyze historical development trends, buildout potential, and population/employment forecasts.
- ✚ Identify service units (e.g., population, dwelling units) and service areas relevant for each fee category.

#### Task 3 – Infrastructure Needs and Capital Cost Allocations

- ✚ Quantify future capital needs and identify LOS (Level of Service) attributed to growth for each service:
  - Parks, Recreation, and Trails
  - Government Facilities
  - Storm Drainage
- ✚ Determine existing levels of service and allocate cost between existing and new development.





**Task 4 – Impact Fee Calculation and Methodology**

- ✚ Develop nexus and proportionality methodology consistent with SC Code 6-1-910.
- ✚ Prepare draft fee calculations by land use (residential, commercial, industrial)
- ✚ Identify fee basis (per dwelling unit, per sq ft. etc.)
- ✚ Evaluate credits, exceptions, and special considerations

**Task 5 – Reporting and Documentation**

- ✚ Draft Impact Fee Report with full methodology, calculations, and findings
- ✚ Provide fee tables, charts, and explanations suitable for policy discussions
- ✚ Present draft report to City staff for review
- ✚ Provide impact fee implementation strategy to accomplish capital improvement goals

**Task 6 – Public & Council Presentations**

- ✚ Present findings to Planning Commission and City Council (2 Council Meetings)
- ✚ Prepare summary materials for the public
- ✚ Incorporate feedback and finalize report

**5. DELIVERABLES**

- ✚ Kickoff meeting and project schedule
- ✚ Technical memorandum and summarizing data and assumptions
- ✚ Draft Impact Fee Study
- ✚ Final Impact Fee Study
- ✚ Public presentation materials
- ✚ Editable calculation spreadsheets

**6. SCHEDULE**

Issue Date for Release of RFP	May 1, 2026
Deadline to Submit Written Questions	May 8, 2026 - 12:00 P.M.
Deadline to Submit Proposals	May 15, 2026 - 12:00 P.M.
Award of Contract (anticipated)	June 9, 2026

Note that this schedule is preliminary. The schedule may be adjusted, as needed, by the City. The City anticipates a total project duration of **4-6 months**.





## 7. PROPOSAL REQUIREMENTS

- ✚ **Cover Letter** summarizing understanding of the assignment.
- ✚ **Project Team and Qualifications** — identify key personnel and relevant South Carolina experience.
- ✚ **Relevant Project Experience** — provide up to 5 recent impact fee or nexus studies for South Carolina municipalities.
- ✚ **Approach and Work Plan** — describe methodology, data needs, and deliverable structure.
- ✚ **Proposed Schedule**
- ✚ **Fee Proposal** — itemized by task (lump-sum or not to exceed). The fee proposal shall include an itemized cost breakdown by task.

## 8. EVALUATION CRITERIA

Proposals will be evaluated by the following weighted criteria. Each category will be scored on a 0-4 scale based on rubric below, then multiplied by its weight for a total score out of 100 points.

Evaluation Criteria Table

Evaluation Category	Relative Weight	Max Score (0-4)	Weighted Points (Max)
1. Demonstrated experience with South Carolina impact fee and nexus studies	25%	4	25
2. Understanding of project objectives and statutory requirements	20%	4	20
3. Methodology and work plan	20%	4	20
4. Qualifications of project manager and key staff	20%	4	20
5. Cost and schedule reasonableness	15%	4	15
<b>Total Possible Points</b>	—	—	<b>100</b>

Evaluators will also consider the clarity of cost allocation between general fund and enterprise fund components to ensure transparency and fiscal compliance.





### Scoring Rubric (0-4 Scale)

Score	Descriptor	Definition / Evaluation Guidance
4- Excellent	Exceeds expectations	Proposal demonstrates superior qualifications, exceptional understanding of Simpsonville’s goals, and a comprehensive, innovative approach with no notable weaknesses.
3- Good	Meets expectations	Proposal fully addresses the scope and demonstrates strong qualifications and understandings; only minor weaknesses or omissions.
2- Fair	Partially meets expectations	Proposal demonstrates general capability but lacks sufficient detail or depth in key areas. Moderate weaknesses noted.
1- Poor	Below expectation	Proposal minimally addresses requirements; major weaknesses or gaps in understanding or relevant experience.
0- Unacceptable / No Response	Fails to meet expectations	Criterion not addressed, response is incomplete, or proposer fails to demonstrate competence.

## 9. GENERAL CONDITIONS

- The City reserves the right to reject any or all proposals.
- The City may request additional information or clarification from proposers.
- All materials submitted become the property of the City.
- The City is not responsible for any costs incurred in the preparation of proposals.

## 10. QUESTIONS and SUBMITTAL INSTRUCTIONS

Submit Proposals electronically to:

Russell Orr

City Procurement Contact

City of Simpsonville, SC

Email: [ROrr@simpsonville.com](mailto:ROrr@simpsonville.com)

Proposals must be received by 12:00 P.M. EST on May 15, 2026. Proposals will be noted at Simpsonville City Hall Council Chambers at that time. **Late submissions will not be considered.**

