



**Town of Ridgeland, South Carolina  
1 Town Square /P.O. Box 1119  
Ridgeland, SC 29936  
(843)726-7521**

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**RFP: 2026-01: Request for Proposals (RFP) 2026 Town of Ridgeland  
Impact Fee Assessment and Capital Improvements Plan**

**DUE: Friday, September 26, 2025 @ 2:00 PM E.S.T.**



**DELIVER RESPONSE TO:**

Town of Ridgeland Planning  
ATTN. Aaron C. Rucker, Director of Planning & Community Development  
1 Town Square / P.O. Box 1119  
Ridgeland, SC 29936

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**Introduction:**

The Town of Ridgeland (the “Town”) is currently soliciting proposals from qualified firms to evaluate and produce the Town’s Impact Fee Structure and create a Capital Improvements Plan in order to comply with South Carolina state law Section 6.1.910 “Development Impact Fee Act”.

**Background:**

Ridgeland is a unique community with unique challenges and opportunities. The town of Ridgeland is nestled right off of interstate 95 and is conveniently located near the cities of Hilton Head, Savannah, Charleston and Beaufort. Ridgeland’s land mass is 47.65 square miles and is home to approximately 3,758 residents (2020 Census). Ridgeland is located in Jasper County, one of the fastest-growing counties in the United States.

Over the past few years the Town has experienced significant growth, fueled by being centrally located of one of the fastest growing regions in the country. This growth has posed challenges to the Town in regard to the impact this has on public safety, growth management, infrastructure, and the overall character of the community.

**Project Scope and Deliverables:**

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 Improvement 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 that conform to South Carolina Statutes.

**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 municipalities or counties to ensure reasonableness, consistency and feasibility. This comparison may be expanded beyond those municipalities or counties which may be considered "surrounding" in order to determine reasonableness, consistency and

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feasibility.

**Draft Impact Fee Study/Capital Improvement Plan:**

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. It will also include a report on the potential effects of impact fees on affordable housing prior to the imposition of impact fees.

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 to the Town Council 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. 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
- 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
- Include the dollar value for each project task to include:

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- Billing rates for each individual assigned to the work
- Travel rates per diem
- Letters of recommendation and references.
- Sub-consultant Information (If Any). The preferred firm will have the in-house resources to perform work.
- Design schedule showing all critical paths and key milestones.

**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 no more than 20 pages.

**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.ridgelandsc.gov/bid-opportunities](http://www.ridgelandsc.gov/bid-opportunities) Notifications will also be sent by email to registered bidders.

**Project Schedule:**

SCHEDULE FOR CONSULTANT SELECTION	
July 3rd, 2025	RFP Released
Friday, August 22nd @ 5pm	Deadline for submitting questions. All questions must be submitted via email to Aaron C. Rucker AICP at: <a href="mailto:arucker@ridgelandsc.gov">arucker@ridgelandsc.gov</a> , by 5:00 P.M., E.D.T. Email subject: "RFP 2025-01_IMPACT FEE STUDY_NAME OF FIRM"
Friday, September 26th, 2025 @ 2pm	Proposals Due
September 29th, 2025	Review of Proposals
October 1st-14th, 2025	Selection Committee Review
October 16, 2025 (TENTATIVE)	Town Council Award
TBD	Legal Review/Contract signed
TBD	Issue Notice to Proceed
TBD	Begin Work

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**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 the Director of Planning and posted by our Procurement Office by the question deadline in order to appear on the Addendum.

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.

**Selection Process:**

The Town will use a two-step process in making its selection.

1. An RFP, as the first step, will be issued to all parties who respond to South Carolina Business Opportunities (SCBO) notice advising of the proposed project or who otherwise learn of the project and register their interest as instructed.
2. After an evaluation of all RFP submittals received, the Town intends to invite a short list of respondents to make presentations to the selection committee. The selection of the short-listed firms will be based on the criteria established in this RFP. Firms not short-listed will be notified. Selection/advancement to the short-list will be made at the Town's sole discretion and will consider matters that may include but not be limited to:
  - 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 Town may consider these connections in determining qualification for the Project. The Respondent, by submitting a RFP, authorizes the Town 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 Town with a candid evaluation of the respondent's past performance.
  - c. The Respondent's prior experience on other projects undertaken for the Town 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 Town during the process and on any and all follow-up issues that arise after project completion.
  - d. The Town's RFP short-list selection committee's appreciation of the proposed

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approach to the project recommended by the Respondent, including all assessments and evaluations of existing and anticipated conditions.

- e. Such other factors as the Town may determine reasonable or necessary at its sole discretion.

**Evaluation Criteria:**

The criteria used to evaluate the RFP responses will include, but not be limited to, the following:

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| 20 % | Qualifications of the Respondent, specifically as they relate to this Project.   |
| 20 % | Experience of the Respondent on similar projects and the individuals who would be assigned to this Project.  |
| 15 % | Public participation strategies and past participation results from similar projects.  |
| 20 % | Available resources to complete the project and overall cost-effectiveness. This criterion would include any tools, personnel, resources, or methodologies commonly used by the Respondent that may be applicable to the project categories. |
| 15 % | Responsiveness to the RFP.   |
| 5 %  | Professional References.   |
| 5 %  | Body of work, both completed and ongoing.  |

(Items listed above are not necessarily listed in order of importance)

**Submission and Delivery:**

**Firm(s) interested in being considered for this project should submit six (6) bound copies and one (1) electronic copy via email or flash drive of their Statement of Qualifications no later than 2:00 P.M. EST on Friday August 29th, 2025.**

Proposals should be delivered to the attention of:

Aaron C. Rucker, AICP  
Director of Planning &  
Community Development  
Town of Ridgeland  
1 Town Square / P.O. Box 1119  
Ridgeland, SC 29936  
Email: [arucker@ridgelandsc.gov](mailto:arucker@ridgelandsc.gov)  
Office: 843-726-7521



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**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 Town 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 Town 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. RFP process progress inquiries may be directed to:

Aaron C. Rucker, AICP  
Director of Planning &  
Community Development  
Town of Ridgeland  
1 Town Square / P.O. Box 1119  
Ridgeland, SC 29936  
Email: [arucker@ridgelandsc.gov](mailto:arucker@ridgelandsc.gov)  
Office: 843-726-7521

6. All inquiries must be submitted by 2pm on Friday, August 22nd, 2025. All inquiries will be answered via addendum. Proposers should sign all addenda and include them in the RFP.
7. Do not contact the Mayor, Town Council, or the Selection Panel to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so.
8. **The Town will not be held responsible for the costs incurred by any respondent in the development of the submittal of RFP responses to this solicitation or responses to the short-list RFP. No submittal documents will be returned.**
9. This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the Town, the specific scope of work, associated fees, and other contractual matters will be confirmed during contract negotiations. The Town reserves the right to make the inclusion of a “key persons” clause a part of the contract negotiations.
10. The Town reserves the right to evaluate the responses submitted, waive any irregularities therein, select candidates for the submittal of more detailed or

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alternate proposals, accept any submittal or portion of submittal, and reject any or all Respondents submitting responses should it be deemed in the Town'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.