



THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET, CHARLESTON, SC 29403

REQUEST FOR PROPOSALS (RFP)
PROJECT-BASED VOUCHER PROGRAM (PBV)
JOB#: 180220

DUE DATE: JANUARY 12, 2018
TIME: 11:00 A.M.

Purchasing Department
Priscilla Waring Lee, Procurement/Contracts Manager
Phone (843) 720-5345 Fax (843) 973-3481
Email: pml@chacity.org Website: www.chacity.org



RFP PROJECT-BASED VOUCHER PROGRAM (PBV)

JOB#: 180220

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*(The Forms below may be required by CHA and can be obtained from
The CHA Website or HUD Website)*

- NOTICE EMPLOYEE RIGHTS ON GOVERNMENT CONTRACTS
- NOTICE SECTION 3 CLAUSE
- FORM CHA SECTION 3 COMPLIANCE REPORT
- FORM CHA SECTION 3 BUSINESS SELF-CERTIFICATION
- FORM CHA SECTION 3 COMPLIANCE AFFIDAVIT
- FORM CHA NON-COLLUSIVE AFFIDAVIT
- FORM CHA CRIMINAL ACTIVITY CERTIFICATION
- FORM CHA SENSITIVE INFORMATION POLICY
- ILLEGAL IMMIGRATION REFORM ACT PROCUREMENT CERTIFICATION
- HUD FORM 52158 MAINTENANCE WAGE RATE DETERMINATION
- HUD FORM 4010 FEDERAL LABOR STANDARDS PROVISIONS FORM WH-347
PAYROLL/STATEMENT OF COMPLIANCE
- HUD FORM 5369-B INSTRUCTIONS TO OFFERORS NON CONSTRUCTION
- HUD FORM 5370-C I GENERAL CONDITIONS NON-CONSTRUCTION
- HUD FORM 5370-C II GENERAL CONDITIONS NON-CONSTRUCTION
- HUD FORM 5369-A CERTIFICATIONS & REPRESENTATION OF BIDDERS

RFP PROJECT-BASED VOUCHER PROGRAM (PBV)
JOB#: 180220

The Housing Authority of the City of Charleston (CHA) will receive proposals to develop up to 319 affordable Project Based Voucher (PBV) housing units within the Charleston Peninsula.

This Request for the Proposal Package will be evaluated by a third party. The Housing Authority of the City of Charleston or its designated representative may compete for this contract. Inquires must be directed to Mr. Priscilla Waring Lee, Procurement/Contracts Manager; email pml@chacity.org; phone (843) 720-5345; FAX (843) 973-3481.

One original and two hard copies of the proposal should be delivered no later than 11:00am., January 12, 2018 to Mr. Priscilla Waring Lee, Procurement/Contracts Manager (Job#: 180220), 550 Meeting Street, Room 232, Charleston, SC 29403.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within the project manual and any designated attachments or addendums in their entirety. CHA will utilize a third party to select the proposal that provides the best overall solution for the CHA.

CHA encourages Section 3 Residents; Section 3 Business Concerns; Small, Minority, and Women Owned Business to apply for employment and to participate in contracts involving its on-going purchasing of goods and services. CHA is obligated to ensure that contracts and/or employment that are fully and/or partially funded by HUD are in compliance with the Davis Bacon and Related Acts and the Section 3 provisions of the HUD Act of 1968.

The Housing Authority reserves the right to waive irregularities and to reject any and all proposals.

Donald J. Cameron
President & Chief Executive Officer

DESCRIPTION OF ENTITY

Requester's Address and Recipient of Proposals

The requester is:

Procurement/Contracts Manager
The Housing Authority of the City of Charleston
550 Meeting Street
Charleston, SC 29403

Questions concerning the proposal should be directed to:

Priscilla Waring Lee, Procurement/Contracts Manager
The Housing Authority of The City of Charleston
550 Meeting Street
Charleston, SC 29403
Phone: (843) 720-5345
FAX: (843) 973-3481
Email: pml@chacity.org

The Housing Authority of The City of Charleston was organized in the 1930s. The primary goal of the Housing Authority is to provide decent, safe, and sanitary housing for families that cannot afford standard private housing. The Housing Authority's programs are administered at the local level, in accordance with state law.

PURPOSE AND ELIGIBLE ACTIVITIES

The Housing Authority of the City of Charleston is making available up to 319 Project-Based Vouchers to support affordable housing opportunities.

Project Based Vouchers will be awarded to a new construction projects and/or to rehabilitation projects .

Project-Based Vouchers may be awarded to multiple applicants up to the maximum number available. The minimal amount of units at any site will be 25. The Housing Authority of the City of Charleston reserves the right to award all, a portion or none of the vouchers applied for.

New construction is defined as: Housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between The Housing Authority of the City of Charleston and the owner for use under the PBV program.

Rehabilitation project is defined as: Housing units that exist on the proposal selection date, but do not substantially comply with the HQS on that date, and are developed, pursuant to an Agreement between the PHA and owner, for use under the PBV program.

CONDITIONS

Applying organizations should be aware of the following conditions:

1. All required land use approvals must be obtained. Any award of vouchers is contingent upon receiving all required land use approvals.
2. The Project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations. For more information see: <http://portal.hud.gov/hudportal/HUD?src=/hudprograms/projectbased>
3. The project will be subject to a HUD subsidy layering review, in accordance with HUD subsidy layering regulations (24 CFR 4.13) to prevent excess subsidy.
4. The housing project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable, and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
5. Construction may involve application of the Federal Davis-Bacon construction wage guidelines. Construction costs may be higher if Davis-Bacon applies.
6. Projects must comply with AICUZ requirements.

7. An Environmental Review and/or Assessment will be required. If an Assessment is required, The Housing Authority of the City of Charleston will select an appropriate contractor to complete the review at the expense of the applicant.
8. Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of construction.
9. Execution of an Agreement to enter into a Housing Assistance Payments Contract (AHAP) is contingent upon completion of all of the above requirements.

ELIGIBLE APPLICANTS

For-Profit or Non-profit, 501(c) (3) housing development organizations proposing to create housing, either by new construction or setting aside and rehabilitating existing units, that will serve elderly and /or disabled low or moderate income and/or homeless families and individuals.

FAMILY SIZE

	EXTREMELY LOW INCOME 30% of median	VERY LOW INCOME 50% of median	LOW INCOME 80% of median
1 person	13,900	23,100	37,100
2 person	16,020	26,400	42,250
3 person	20,160	33,000	47,550
4 person	24,300	35,650	52,800
5 person	28,440	38,300	57,050
6 person	32,580	40,950	61,250
7 person	36,730	43,600	65,500
8 person	40,890	53,400	69,700

The following housing types are not eligible for PBV awards under this RFP:

- a) Shared housing;
- b) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- c) Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, PBV assistance may be provided for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing;
- d) Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- e) Manufactured homes;
- f) Cooperative housing;
- g) Transitional Housing;
- h) Units occupied by an owner of the housing.
- i) Units occupied by a family ineligible for participation in the PBV program.

In addition, PBV assistance will not be provided to:

- a) A public housing dwelling unit;
- b) A unit subsidized with any other form of Section 8 assistance (tenant-based or project-based);
- c) A unit subsidized with any governmental rent subsidy (a subsidy that pays all or any part of the rent);
- d) A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- e) A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1).
- f) A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program).
- g) A Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
- h) Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
- i) Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
- j) A Section 101 rent supplement project (12 U.S.C. 1701s);
- k) A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b) (2)) (e.g., a unit
- l) Subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701 et seq.); A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by The Housing Authority of the city of Charleston in accordance with HUD requirements. For this purpose, "housing subsidy" does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes).

REQUIREMENTS FOR ORGANIZATIONS RECEIVING PROJECT-BASED VOUCHERS FROM THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON AND HUD

The organization must be incorporated in a South Carolina. Non-profit organizations must have received a 501(c) (3) tax exempt organization determination.

1. The organization must have a board of directors (or a similar oversight body) that hires the executive director and sets policy and financial guidelines.
2. The organization must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a grievance procedure.
3. The organization must be annually audited by a certified public accounting firm and the results must be provided to The Housing Authority of the City of Charleston. The latest audit must be part of and submission to this RFP.
4. The organization must have in place the following insurance which shall be written by companies authorized to do business in the State of South Carolina and acceptable to the HOUSING AUTHORITY OF THE CITY OF CHARLESTON. Binders will be required before completion of contract:
 - a) Comprehensive general liability insurance at limits not less than one million dollars (\$1,000,000.00) combined single limits
 - b) Commercial general liability insurance including contractual liability coverage's in the amount not less than one million dollars (\$1,000,000.00) combined single limits
 - c) Employees dishonesty bond at limits not less than one million dollars (\$1,000,000.00)
 - d) Workers Compensation Insurance.
5. The organization must comply with all the laws and regulations of the State of South Carolina, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance.
6. The organization must list current litigation or contractual dispute.
7. The organization must designate a point of contact for The Housing Authority of the city of Charleston.
8. The organization must provide to The Housing Authority of the City of Charleston, HUD or its agents reports, financial and other information as requested that may be needed to ensure compliance with local, state and federal laws and regulations.
9. The organization must provide full and clear recognition of their contribution in its publications, fund raising documents and other materials that are used to seek funding or promote the organization.
10. Organizations must be able to enter into an Agreement for Housing Assistance Payment (AHAP) contract and start the project for which PBV's have been requested within a 12 month period after the announcement of award of PBV's or The Housing Authority of the City of Charleston reserves the right withdraw the award.

PROPOSAL RESPONSE INSTRUCTIONS

All proposals must include:

- All requirements under the five tabs as described in “Format of Proposal Response”
- A minimum of two (2) years of financial statements
- A Copy of the most recent audit.

Respondents must submit three copies of their proposal by 2:00 P.M., January 12, 2018to:
The Housing Authority of the City of Charleston,
550 Meeting Street, Charleston, SC 29403

Emailed or faxed proposals will not be considered. Copies must be mailed or hand-delivered.

PROPOSAL RESPONSE INSTRUCTIONS

Tab 1 – Owner Experience (Pass/Fail)

The Housing Authority of the City of Charleston will forward all proposals received to a third party review committee who will evaluate the relevant previous experience and qualifications of the Owner in owning/developing multifamily real estate. The proposed Owner (individual, corporation, or in the case of a limited partnership, the general partner(s) of the Ownership entity) must demonstrate prior ownership experience in multi-family rental housing projects.

List and briefly describe 3 projects within the last 10 years that exhibit the Owner’s experience in multi-family real estate, focusing on the experience most relevant to this RFP. For each project, provide the following information:

1. Project Name and location
2. Brief description of the project (indicate if new construction or Rehabilitation and indicate financing sources and amounts)
3. Owner Entity or Developer Team members
4. Dates during which services were performed
5. Describe the services performed and your firm’s role
6. Brief description of community
 - a. Population type and income levels served
 - b. Type of local/state/federal funding or rental assistance (if applicable)
 - c. Physical description (number of units, number of buildings/stories, square footage, site acreage)

Also provide the following:

- Identify the Respondent's ownership status as a for-profit or nonprofit Owner. Provide a complete disclosure of all entities and individuals comprising the Owner.
 - Provide complete organizational charts that clearly show all principals of the Owner. (Any change to the Respondent's Owner status after the submission of the Project Proposal is not permissible without THE THIRD PARTY REVIEW COMMITTEE's express consent.)
 - Provide a summary list of the Owner's current portfolio of properties.
 - Indicate whether the Owner has ever experienced a foreclosure or bankruptcy.
 - If the Owner or Management Team has previous experience with the low-income housing tax credit program, or HUD or other federal or state programs, describe any unresolved audit findings.
- The minimum qualifications to receive a passing evaluation are:
 - A complete disclosure of ownership status and organizational structure.
 - Owner has demonstrated at least three continuous years of prior ownership experience in at least three multifamily rental housing projects of similar size (number of dwelling units) to the proposed project.
 - Owner has not experienced a foreclosure or bankruptcy in the last three years.
 - Owner or Management Team does not have any unresolved compliance agency audit findings.

TAB 2 - Management Team (Pass/Fail)

Respondent must demonstrate the experience and capabilities of the Management Team in managing affordable multifamily rental properties. List and briefly describe 3 projects within the last 5 years that exhibit the Management Team's experience in multi-family real estate, focusing on the experience most relevant to this RFP.

Submit a proposed management plan that will be evaluated on the basis of its completeness, sound policies and procedures, demonstration of coordination with the Service Provider and Owner, and demonstration that the Existing Housing Units will be managed in accordance with professional standards and approaches.

The minimum qualifications to receive a passing evaluation are:

- The proposed Management Team must demonstrate prior experience in the management of at least three affordable multi-family rental housing properties of similar size (number of dwelling units) and scope to the proposed project over the last five years.

- Have a complete management plan that demonstrates sound policies and procedures and demonstrates that the Existing Housing Units will be managed in accordance with professional standards and approaches recognized in the industry.

TAB 3 – Site Requirements (Pass/Fail)

Respondent must provide the following:

- Evidence of site control including option agreements, sales contracts or proof of current ownership.
 - Documentation of zoning status.
 - If applicable, a letter of intent to enter into an intergovernmental agreement from another housing authority who will authorize The Housing Authority of the City of Charleston to operate within their jurisdiction.
- The minimum qualifications to receive a passing evaluation are:
 - Project Proposal must have at least 10 Existing Housing Units.
 - Property must meet Inspection Standards
 - Evidence of site control (e.g., option agreements, sales contract, deed, etc.). Contracts must be executed prior to execution of this Agreement, including the legal description of the property and must provide legal control of the site to the proposed General Partner or proposed limited partnership. Site control must be in place through the term of the Agreement.
 - Documentation establishing that the property is appropriately zoned or in the process of being rezoned for the intended use (includes expected timing of rezoning completion).
 - If applicable, letter of intent to enter into an intergovernmental agreement.

TAB 4 - Financial Feasibility (Pass/Fail)

Third Party Review Committee will conduct a financial review to ensure that the Existing Housing Units have appropriate financing.

- Respondent must provide the following:
 - A 2-year operating budget and pro forma for the operation of the Existing Housing Units covered by the Project Proposal
 - Proof of funding sources (e.g. letters of interest or commitments) for all proposed funding sources for at least 2 years.
 - Certification identifying whether the Existing Housing Units are currently receiving rental assistance or operating subsidy from any source (local, state, or federal sources as well as other public or private sources including other project-based assistance, rent supplement and/or tenant-based voucher programs).
- The minimum qualifications for a passing evaluation are:
 - A determination that the Project Based Rental Assistance is needed and the Existing Housing Units would not be receiving more subsidy than is needed to ensure feasibility
 - Confirmation that the costs funded do not exceed the maximum per unit limits
 - The projected cash flows provide reasonable assumptions given current economic conditions

- Note: If sources and uses change prior to closing, The Housing Authority of the City of Charleston shall perform a final review. In the event financial feasibility analysis changes throughout the commitment and is not deemed satisfactory to The Housing Authority of The City of Charleston's underwriting requirements, The Housing Authority of the City of Charleston may cancel the commitment.

Tab 5 – All other certifications and documentation required by this RFP

SCORING CRITERIA:

MAXIMUM POINTS PER PROPOSAL				100	
UNITS PER SITE	POINTS			MANAGEMENT EXPERIENCE	POINTS
10 or more units	15			10 or More Years	15
5 to 9 units	10			5 - 9 Years	10
2 to 4 units	5			2 - 4 Years	5
Subtotal	30			Subtotal	30
BEDROOM SIZE	POINTS			LOCATION	POINTS
3 AND 4 Bedroom Units	10			Charleston Peninsula	15
3 OR 4 Bedroom Units	5			Outlying City of Charleston	5
Subtotal	15			Subtotal	20
RELOCATION	POINTS				
No Relocation	5				
Subtotal	5				

PAYMENTS

The Housing Authority of the City of Charleston will enter into a Housing Assistance Payments (HAP) contract with the owner for the site selected and approved for PBV assistance upon completion of construction and issuance of an occupancy permit, and provided that all other requirements under this RFP have been met. The Housing Authority of the City of Charleston will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term.

The Housing Authority of the City of Charleston has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by The Housing Authority of the City of Charleston to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size. No families shall be approved whose income exceeds fifty percent (50%) of the median income for this area as determined by HUD and as adjusted by family size.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner must not exceed the lowest of:

- An amount determined by The Housing Authority of the City of Charleston, not to exceed 110 percent of the applicable fair market rent (FMR) for the unit bedroom size minus any utility allowance;
- The reasonable rent (similar unit in a similar market); or
- The rent requested by the owner.

The following Fair Market Rents are proposed to become effective 1/1/2018; however, these amounts are subject to change by HUD prior to the effective date:

HUD Published Fair Market Rents by Bedroom Size Bedroom Size Fair Market Rent for Charleston County:

0 BR (efficiency or studio)	\$713
1 BR	\$818
2 BR	\$973
3 BR	\$1,290
4 BR	\$1,665
5 BR	\$1,915

In no event will the rent exceed HUD Fair Market Rents, less utility allowances, which are currently listed on the table FOR APARTMENTS (not Duplexes or Townhomes) (Exhibit A):

EXHIBIT A:
Housing Authority of the City of Charleston, South Carolina

Apartment

1/1/2018

Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating							
a. Natural Gas	\$11	\$13	\$15	\$16	\$17	\$19	
b. Bottle Gas	\$54	\$61	\$70	\$75	\$83	\$90	
c. Oil / Electric	\$19	\$22	\$25	\$27	\$30	\$32	
d. Coal / Other	\$0	\$0	\$0	\$0	\$0	\$0	
Cooking							
a. Natural Gas	\$2	\$3	\$3	\$3	\$4	\$4	
b. Bottle Gas	\$12	\$13	\$15	\$16	\$18	\$19	
c. Oil / Electric	\$6	\$7	\$9	\$10	\$11	\$12	
d. Coal / Other	\$0	\$0	\$0	\$0	\$0	\$0	
Other Electric	\$23	\$30	\$34	\$43	\$50	\$59	
Air Conditioning	\$7	\$8	\$10	\$11	\$12	\$14	
Water Heating							
a. Natural Gas	\$8	\$11	\$15	\$21	\$28	\$34	
b. Bottle Gas	\$37	\$51	\$66	\$95	\$124	\$153	
c. Oil / Electric	\$21	\$29	\$38	\$54	\$71	\$88	
d. Coal / Other	\$0	\$0	\$0	\$0	\$0	\$0	
Water	\$12	\$15	\$18	\$24	\$30	\$36	
Sewer	\$29	\$31	\$42	\$66	\$89	\$113	
Trash Collection	\$0	\$0	\$0	\$0	\$0	\$0	
Stove	\$5	\$5	\$5	\$5	\$5	\$5	
Refrigerator	\$5	\$5	\$5	\$5	\$5	\$5	
Other - specify	\$0	\$0	\$0	\$0	\$0	\$0	

Address of Unit

Address of Unit

Number of Bedrooms

An independent reasonable rent study in accordance with HUD requirements will be prepared to determine the initial contract rent. The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by The Housing Authority of the City of Charleston in accordance with the HAP contract.

RFP ADMINISTRATIVE TERMS AND CONDITIONS

Ownership of Documents

All documents and information generated, prepared, assembled and provided to The Housing Authority pursuant to this RFP become the property of The Housing Authority of The City of Charleston upon receipt. Respondents shall not copyright, or cause to be copyrighted, any portion of any document submitted to The Housing Authority of the City of Charleston as a result of this RFP.

Public Access to Procurement Records

The laws of the State of South Carolina, including the South Carolina Open Records Act, require certain public records be made available for public inspection. Even though information (financial or other information) submitted by a Respondent may be marked as "confidential", "proprietary", etc., The Housing Authority of the city of Charleston will make its own determination regarding what information may or may not be withheld from disclosure.

Withdrawal of Proposals

Proposals may be withdrawn by written notice received any time before contract award. Proposals may be withdrawn in person by Respondent or its authorized representative if the identity of such representative is established and a signed receipt of the withdrawn proposal is received by The Housing Authority of the City of Charleston prior to the contract award.

Advertising

Respondent agrees not to use the fact of or the results from submission of a proposal as a part of any commercial advertising. The Housing Authority of the City of Charleston does not permit the use of The Housing authority of the City of Charleston's relationship with an entity for purposes of marketing efforts, unless The Housing Authority of the City of Charleston specifically agrees otherwise.

Funding Limitations

This procurement may be funded, in whole or in part, by grant funds provided by the U. S. Department of Housing and Urban Development ("HUD"). The Housing Authority of The City of Charleston will not be bound to any contract if funding has been disallowed by HUD.

AUTHORIZED PROCUREMENT AUTHORITY

In accordance with The Housing Authority of the City of Charleston's Procurement Policy Statement contracts shall be subject to approval by The Housing Authority of the City of Charleston's Board of Commissioners prior to award and contract execution.

Cancellation of Solicitation

The Housing Authority of the City of Charleston reserves the right to cancel a solicitation when it is determined to be in the best interest of The Housing Authority of the City of Charleston to do so.

Notices

All notices, demands, requests, and claims pertaining to the award of the contract must be addressed in writing to:

Priscilla Waring Lee, Contracts Manager
550 Meeting Street
Charleston, SC 29403

Any actual or prospective Contractor may protest the solicitation or award of a contract. All protests of the solicitation must be received five days prior to the proposal due date. All protests of the contract award must be received within five days (i) after the basis of the protest is known or (ii) after the actual or prospective Contractor is notified of the award. All protests shall be in writing and submitted to the Contracting Officer (or designee), who shall issue a written decision on the matter. The Contracting Officer (or designee) may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

RESERVATION OF RIGHTS

The Housing Authority of the City of Charleston reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by The Housing Authority of the City of Charleston to be in its best interests.

The Housing Authority of the City of Charleston reserves the right not to award a contract pursuant to this RFP.

The Housing Authority of the City of Charleston reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).

The Housing Authority of the City of Charleston reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

The Housing Authority of the City of Charleston reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for

receiving proposals without the written consent of The Housing Authority of the City of Charleston.

The Housing Authority of the City of Charleston reserves the right to negotiate the fees proposed by the proposer entity.

The Housing Authority of the City of Charleston reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

The Housing Authority of the City of Charleston shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

The Housing Authority of the City of Charleston shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein and/or reject the Proposal of any firm who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to PHAs, and reserves the right to reject the proposal of any firm who has previously failed to perform contracts properly.

PROCUREMENT SCHEDULE

Note: There will not be a pre-proposal conference)

Release/Advertisement of RFP	Wednesday, December 27, 2017
Last day for Questions:	Monday, January 08, 2018
Responses due by	Friday, January 12, 2018 no later than 11:00 AM

Vote to award contract to recommended proposer - Board Meeting January 22, 2018.

Estimated Contract start date – January 1, 2019

PROPOSER'S RESPONSIBILITIES

It is the responsibility of the proposer to complete the RFP response in accordance with the terms and conditions as outlined for the response including all forms, certifications and affidavits.

It is the responsibility of the proposer to disclose any potential conflicts of interest, maintain and provide proof of insurance and personal/business financial statements relevant to this contract.

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Contracting Officer's representative, Priscilla Waring Lee, Procurement/Contracts Manager only. Proposers must not make inquiry or communicate with any other The Housing Authority of the City of Charleston staff member or official (including members of the Board of Commissioners) pertaining to this RFP.

Failure to abide by this requirement may be cause for The Housing Authority of the City of Charleston to not consider a proposal submittal received from any proposer who may has not abided by this directive.

Addendums

All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents).

During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between The Housing Authority of the City of Charleston and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers.

This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

All addenda to this solicitation will be posted on The Housing Authority of the City of Charleston's website.

It is the responsibility of the Respondent to monitor The Housing Authority of the City of Charleston's website for any addenda issued.

Respondent is responsible for contacting their local city and county authorities (usually the Clerk of the Superior Court's Office) and the State of South Carolina to ensure that Respondent has complied with all laws and is authorized and/or licensed to do business in South Carolina. All applicable fees associated therewith are the responsibility of Respondent now or hereafter in effect during the contract.

Respondent and its employees, agents and subcontractors shall also comply with all Federal, State and local laws regarding business permits and licenses that may be required to perform under the contract.

Cost of Proposals

All costs incurred, directly or indirectly, in response to this solicitation, including the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the Respondent. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Respondent. The Housing Authority of the City of Charleston will not provide reimbursement for such costs.

Section 3 Business (Informational Purposes):

If you are a Section 3 Business please check the Self- Certification that applies to your firm:

_____ Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended

_____ Business concerns, whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.

_____ Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

_____ Business concerns whose workforce include 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.

_____ Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

_____ Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

_____ Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.