

Request For Proposals

Release Date: January 10, 2019

Job Name: RFP for Rental Assistance Demonstration (RAD) and Financial Advisory Consultant

Job No.: 190202

Due Date and Time: February 5, 2019, 2:00 PM EST

The Housing Authority of the City of Charleston (CHA) is requesting proposals from qualified professional firms to provide a variety of planning and financial advisory services for the purposes of pursuing the Rental Assistance Demonstration Program (RAD) or alternatives to RAD and Financial Advisory Consulting services.

Proposal package (three complete sets) must be submitted to The Housing Authority of the City of Charleston, 550 Meeting Street Room 232, Charleston, SC 29403 no later than 2:00 p.m. on Tuesday, February 5, 2019. After this deadline, no other proposals or modifications to previously submitted proposals packages will be accepted.

Information requests for the proposal package and other inquiries may be directed to Priscilla Waring Lee, Procurement & Contracts Manager; email pml@chacity.org; phone (843) 720-5345; Fax (843) 973-3481 or to the address listed above.

Proposal packages submitted will be evaluated by a CHA selected committee. The evaluation criteria is as follows: Knowledge of HUD regulations and programs, requirements for development feasibility, planning and portfolio strategy development under RAD and alternatives to RAD as well as applicable federal, state and local laws 25%; Prior experience providing RAD and alternatives to RAD development and financial advisory consulting services to Public Housing Authorities, including Public Housing Authorities of similar size and program composition as CHA 40%; Price/Cost Proposal 20%, Availability of the Consultant(s) for on-site consultation including attendance of regular Board Meetings when needed 10%; Section 3 Business and/or Section 3 plan 5%.

This contract is federally assisted; and will obligate the awardee not to discriminate in employment practices as mandated by applicable laws. Minority and women owned business are encouraged to respond. CHA reserves the rights to retain all proposal packages submitted and use any idea in a package regardless of whether the package is selected. The Housing Authority reserves the right to wave irregularities and to reject any and all proposals.

Donald J. Cameron, NAHRO Fellow, President & CEO