

## REQUEST FOR PROPOSALS

Job No. 220501

Property Management Various Residential Properties  
Charleston, South Carolina

The Housing Authority of the City of Charleston (CHA) is requesting proposals from qualified firms to provide Property Management at Various Residential Properties. The agent will rent, lease, operate and manage the properties. The properties are located within or near the City of Charleston, South Carolina. There are no subsidies associated with the properties.

The contract will be awarded under three divisions. Division 1) Ashley Oaks Apartments; Division 2) Magnolia Downs Sites; Division 3) Grace Homes Site. Please see listing of properties included with this proposal package for the locations of the Divisions that will be managed under this contract. CHA reserves the right to award this contract to multiple Property Management Firms or to a single firm whichever is most advantageous to CHA.

Proposal package (three complete sets) must be submitted to The Housing Authority of the City of Charleston, 550 Meeting Street Room 102, Charleston, SC 29403 no later than 2:00 p.m. on May 10, 2022. After this deadline, no other proposals or modifications to previously submitted proposals packages will be accepted. Questions must be submitted no later than 12:00 noon on May 3, 2022.

Information requests for the proposal package and other inquiries may be directed to the Procurement and Contracts Management Department email [contracts@chacity.org](mailto:contracts@chacity.org)

Proposal packages submitted will be evaluated by a CHA selected committee. The evaluation criteria are as follows: Experience 20%; Qualification of Team Members 20%; Approach and Methodology 20%; Competitiveness of Fee Proposal 40%; Section 3 Business/Section 3 Plan 5%; Possible Percentage 105%. The proposals rated the highest based on the above criteria may be selected for oral presentation prior to the final selection and award. CHA reserves the right to award this contract to multiple Property Management Firms or to a single firm whichever is most advantageous to CHA.

Each respondent must be an Equal Opportunity Employer, and comply fully with all government regulations regarding nondiscriminatory employment practices. Acceptance of this contract will obligate the contractor and subcontractors to comply with local, state and federal regulations for employment and business practices. The Contractors and Subcontractors must comply with the current Federal Labor Standards provisions; The Section 3 Provisions of the Housing and Urban Development Act of 1968. Minority and Women Owned Business and Veterans Owned Businesses are encouraged to respond.

The Housing Authority reserves the right to wave irregularities, to reject any and all Proposals and to retain all proposal packages submitted and use any idea in a package regardless of whether the package is selected; to award multiple contracts under this solicitation and/or re-advertise for this proposal.

Arthur S. Milligan, Jr. President & CEO