

PUBLIC NOTICE
RFQ ARCHITECTURAL AND ENGINEERING SERVICES
JOB NO.: 260305

The **Housing Authority of the City of Charleston (CHA)** is soliciting qualification statements from firms to provide Architectural and Engineering Services under an Indefinite Delivery/Indefinite Quantity (ID/IQ) contract for various CHA entity properties and facilities. Multiple contracts may be awarded.

The RFQ package may be obtained from the A&E Digital Plan Room at <https://www.aeplanroom.com>. Questions regarding this solicitation may be directed to **Priscilla M. Waring, Procurement and Contracts Director**, at pwaring@chacity.org or (843) 727-3152.

Submission Deadline: Qualification packages must be received no later than 3:00 p.m. EST on March 17, 2026. Late submissions and modifications to previously submitted packages will not be accepted. **Submission Methods:** Email submissions to pwaring@chacity.org or hand delivery to the Housing Authority of the City of Charleston, Procurement and Contracts Management Department, Suite 102, Charleston, SC 29403.

Qualification Evaluations will be conducted in two phases. Phase 1 will be based on the criteria outlined in the RFQ. Phase 2 may include a short-list evaluation process as detailed in the RFQ. Evaluation criteria include: Firm's professional qualifications and experience 10%; Qualifications and experience of assigned staff to CHA 10%; Specialized experience (with public housing agencies similar to CHA 10%, Experience with Low-Income Housing Tax Credits (LIHTC) 5%, Historic Tax Credits (HTC) 5%, FHA financing 5%, HUD Rental Assistance Demonstration (RAD) conversions 5%); Team capacity and approach 15%; Availability for on-site services and board meetings 10%; Fee schedule 20%; Completeness of submission 5%; Section 3 Business/Plan 5%. Total possible 105%.

This is a federally assisted project. The selected firm(s) will be required to comply with all applicable federal requirements, including submitting all required federal and CHA forms and not discriminating in employment practices. Section 3 businesses, Minority-owned, Women-owned, and Veteran-owned enterprises are strongly encouraged to respond. CHA reserves the right to negotiate contract terms, including fee schedules; retain and use any ideas from submitted qualifications; waive informalities; reject any or all submissions; and cancel this solicitation at its discretion.

Arthur S. Milligan, Jr.,
President & Chief Executive Officer