INVITATION

RFP UNDERWRITER BANKING SERVICES
JOB NO.: 260805

The Housing Authority of the City of Charleston (CHA) is soliciting Proposals from qualified firms interested in serving as underwriter (and, where applicable, placement agent) for a planned bond financing.

The RFP package is available for download from the A&E Digital Plan Room at https://www.aeplanroom.com.

All proposals must be submitted in writing by email to pwaring@chacity.org no later than 2:00 p.m. EST on August 11, 2026. Late submissions and modifications to previously submitted packages will not be accepted. Place in the subject line "Response to Job No. 260805 – RFP Underwriter Banking Services.

Questions concerning this RFP must be submitted in writing by email to jerling@chacity.org, (Mr. Jeremy Erling, Chief Financial Officer). Questions must be received no later than July 30, 2026 by 12:00 noon ET to be considered for response. CHA will respond to relevant questions with an addendum.

Proposal Evaluation will be based on the following factors: Firm Qualifications and Experience with Public Housing Authorities and Affordable Housing Issuers 25%; Volume and Track Record of Bond Issuance Transactions 20%; Recommended Financing Approach and Bond Structuring 25%; Proposed Team and Key Personnel 10%; Fee Structure and Estimated Cost of Issuance 10%; Firms Section 3 Business status or Section 3 plan 5%. Total points 100%. CHA reserves the right to establish a competitive range and invite one or more of the highest-ranked proposers to participate in interviews, presentations, or discussions. If interviews are conducted, they will be evaluated as part of the selection process.

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 against 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 proposals; waive informalities; reject any or all submissions; and cancel this solicitation at its discretion.

Nathan F. Simms, Jr.
President & Chief Executive Officer