



INVITATION

RFP WEBSITE DESIGN SERVICES

JOB NO.: 260807

The Housing Authority of the City of Charleston (CHA) is seeking proposals from highly qualified, experienced website development companies to influence, design, develop and implement its public-facing website. The preferred strategic partner should have experience in managing local government website design projects, with expertise in best practices regarding Successful Website Design and other compliance regulations.

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 July 30, 2026. Late submissions and modifications to previously submitted packages will not be accepted. Place in the subject line "Response to Job No. 260807 – RFP Website Design Services.

Questions concerning this RFP must be submitted in writing by email to pwaring@chacity.org (Procurement and Contracts Director). Questions must be received no later than July 20, 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: Completeness of proposal and overall solution and congruence with the goals and objectives of CHA 25%; Team qualifications and expertise, open knowledge-sharing communication 20%; Features and function of CMS and available CMS training solutions 25% Proposed cost/fees 25%; 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