



HOUSING AUTHORITY OF THE CITY OF CHARLESTON

550 MEETING STREET, CHARLESTON, SOUTH
CAROLINA 29403 TELEPHONE (843) 720-3970
Nathan F. Simms, Jr., *President & CEO*

INVITATION

RFP COMPENSATION, CLASSIFICATION & JOB DESCRIPTION STUDY JOB NO.: 260816

The Housing Authority of the City of Charleston (the "Authority" or "CHA") is soliciting proposals from qualified firms (each, a "Proposer" or "Consultant") to conduct a comprehensive Compensation, Classification and Job Description Study.

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 12:00 Noon EST on August 27, 2026. Late submissions and modifications to previously submitted packages will not be accepted. Place in the subject line "Response to Job No. 260816 – RFP Compensation, Classification and Job Description Study".

Proposal Evaluation will be based on the following factors: Proposed Methodology and Work Plan 30%; Firm's Demonstrated understanding of the CHA's Needs 20%; Firm's Qualifications and Verified Relevant Experience 20%; Cost/Price Proposal 25%; Section 3 Business status or Section 3 plan 5%. Total points 100%.

This is a federally assisted project. The selected firm(s) shall comply with all applicable federal requirements and applicable nondiscrimination and equal employment opportunity requirements. Section 3 businesses and Minority-, Women-, and Veteran-owned enterprises are strongly encouraged to submit proposals. CHA reserves the right to negotiate contract terms and fees, use ideas contained in submitted proposals, waive informalities, reject any or all proposals, and cancel this solicitation at its discretion.

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