

HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET, CHARLESTON, SC 29403

ADDENDUM NO. 2
DATE ISSUED: OCTOBER 1, 2026

JOB NO.: 260801
JOB NAME: RFQ DEVELOPMENT PARTNER SERVICES

A. NOTICE TO ALL INTERESTED OFFERORS:

This Addendum is issued pursuant to the Conditions of the Contract and is hereby made part of the above named project. The addendum serves to clarify, revise, and supersede information in the Project Manual and the Drawings. The Offeror shall acknowledge receipt of this Addendum in the space provided on the Addendum Acknowledgement Form. Failure to do so may subject the Offeror to disqualification.

B. CHA RESPONSE TO QUESTIONS

(similar questions with the same response have been combined under a single question tab).

1. QUESTION:

Tab B requests that financial information be submitted in a separate sealed envelope, while Sections II and VII require electronic submission. Please advise how Tab B should be delivered (e.g., as a separate confidential PDF, separate email, or physical delivery).

Financials – Should these be mailed to the CHA office, or can they be submitted under a separate email cover to you?

The RFQ requests a sealed envelope. If mailed in an envelope, to what address?

RESPONSE:

Delete “submit financial information required in a separate sealed envelope marked “TAB B-Confidential”

Add:

“submit financial information required as a separate document attached to the email. Label the document ““TAB B-Financial Information – Confidential”

2. QUESTION:

For the RFQ submittal, can that be emailed to you?

RESPONSE:

See Project Manual:

QUALIFICATION SUBMISSION

RFQ response must be submitted in writing by email to pwaring@chacity.org no later than **3:00 p.m. EST on October 27, 2026**. Late submissions and modifications to previously submitted packages after this deadline will not be accepted. Place in the subject line “Job No. 260801- RFQ Response Developer Partner”.

3. QUESTION:

Insurance – The document notes varying requirements for insurance. Page 15 says that insurance certifications are required upon award, yet page 21 says that it is needed with the RFQ submission. Can you confirm that insurance certifications can be submitted upon award?

RESPONSE:

Clarification Statement Insurance for Qualification Versus Contract Award Requirement

For purposes of this RFQ, CHA will evaluate the Respondent's demonstrated ability to maintain appropriate insurance coverage as part of its responsibility and qualifications review. To demonstrate responsibility respondents shall submit with their Qualifications Statement a current Certificate of Insurance ("COI"), or other satisfactory evidence of existing insurance coverage or insurability, identifying the Respondent's insurance carrier(s), applicable policy limits, policy expiration dates, and types of coverage maintained. Respondents are **not required to obtain project-specific insurance policies solely for the purpose of submitting a Qualifications Statement.**

The selected Development Partner will be required to satisfy all insurance requirements established by CHA before execution of the Development Partner Agreement and/or commencement of the applicable services. Additional insurance requirements may be established as individual development projects proceed based upon the scope, risk, financing, construction activities, property ownership, and requirements applicable to each project. Where commercially available and applicable to the coverage, the selected Development Partner shall name **the Housing Authority of the City of Charleston as Additional Certificate Holder.**

4. QUESTION:

Authorization to do business -Section VI.A notes that successful developers must be legally authorized to conduct business in South Carolina. Must a respondent be registered and in good standing with the South Carolina Secretary of State at the time of the qualification's submission, or is registration required only upon selection or contract award?

RESPONSE:

Delete:

A. General Requirements:

CHA is seeking Developers with a wealth of experience in creatively financing affordable and mixed-income development housing projects, locally and nationally, and is not solely restricted to financing affordable housing units with allocations of Low- Income Housing Tax Credits (LIHTC). Note: Successful developers must be legally authorized to conduct business in South Carolina.

Add:

A. General Requirements

CHA is seeking Developers with a wealth of experience in creatively financing affordable and mixed-income development housing projects, locally and nationally, and is not solely restricted to financing affordable housing units with allocations of Low- Income Housing Tax Credits (LIHTC). Note: At the time of submission of the RFQ the Respondent may be organized under the laws of South Carolina or another jurisdiction. The selected Development Partner shall be responsible for obtaining and maintaining any Certificate of Authority, registration, license, permit, or other authorization where required by applicable South Carolina law, prior to transacting business or performing activities in South Carolina for which such authorization is required to perform the services contemplated by the resulting Agreement.

5. **QUESTION:**
Financials – for Joint Venture Is it ok if Company Y provides a personal financial statement? The larger firm, Company X, will provide company audited financials.
- RESPONSE:**
Yes.
6. **QUESTION:**
General requirements -Are all projects expected to include a mix of low-income, workforce, and market rate units, as described in Section VI.A.1.b? Or will considerations be made on a project-by-project basis?
- RESPONSE:**
Considerations will be made on a project-by-project basis.
7. **QUESTION:**
Partnership structure- Section VI.E notes that CHA will receive not less than 30 percent of developer fees together with other compensation, and that "it is expected that the Co-developer will exit the partnership after stabilization and upon approval of the limited partner, CHA should elect to become the managing general partner." Is CHA's expectation that the co-developer's exit is mandatory, or that CHA holds an option it may or may not exercise?
- RESPONSE:**
CHA holds an option that it may or may not exercise.
8. **QUESTION:**
Team composition- May a respondent pre-qualify as a single entity and subsequently add a co-developer, local partner, or other team members at the site-specific RFP stage?
- RESPONSE:**
No.
9. **QUESTION:**
Is the development team identified in a Tab A submission fixed for purposes of any later award, or may it be supplemented or changed with CHA's consent?
- RESPONSE:**
No.
10. **QUESTION:**
Timing of site-specific RFPs -Section V provides that CHA will issue Requests for Proposal for specific sites after selection of qualified developers. Does CHA have an anticipated schedule for the site-specific RFPs?
- RESPONSE:**
No.

11. QUESTION:

Has CHA engaged with HUD to start any repositioning activity on the list of sites shared in the RFQ (demo/dispo application, RAD, etc)?

RESPONSE:

Not for the entire portfolio

12. QUESTION:

Are the listed sites vacant with residents already relocated?

RESPONSE:

Some are vacant and some have residents.

13. QUESTION:

Can you share if any PCNAs have been done or analysis on obsolescence?

RESPONSE:

PCNAs or analysis on obsolescence has not been done for the entire portfolio.

14. QUESTION:

Will any of the sites include a rehabilitation of the existing building vs demo/new construction?

RESPONSE:

Yes.

C. REMAINDER OF SOLICITATION REMAINS UNCHANGED:

Except as expressly modified by this Addendum, all other terms, conditions, requirements, specifications, provisions of the Solicitation, Project Manual and previous Addendum remain unchanged and in full force and effect.

END OF ADDENDUM NO. 2