



NORTH CHARLESTON HOUSING AUTHORITY

*Providing Quality Housing.
Building Stronger Communities.*



SCOPE OF WORK PROFESSIONAL PHOTOGRAPHER

The North Charleston Housing Authority (NCHA) is seeking a professional photographer to provide high-quality photography for use on our website and in other official communications.

Capturing the places and people that make our communities strong.



PROJECT OVERVIEW

NCHA is seeking a professional photographer to provide high-quality photography for use on our website and in other official communications.



PHOTOGRAPHY REQUIREMENTS

- ✓ **8 APARTMENT DEVELOPMENTS**
Exterior and interior photos of each property.
- ✓ **12 EXECUTIVE STAFF HEADSHOTS**
Professional headshots of executive staff.
- ✓ **DELIVERABLES**
High-resolution digital images suitable for use on the agency's website, organizational directory, newsletters and other official agency materials.



SCOPE OF WORK INCLUDES

- Planning, coordinating and photographing 8 apartment developments (exterior & interior)
- Photographing 12 executive staff headshots
- Editing and delivering high-resolution digital images
- Providing images in formats appropriate for web and print
- Adhering to NCHA branding guidelines and professional standards



DEADLINE FOR QUOTES:
THURSDAY, SEPTEMBER 17, 2026 – 3:00 PM

SUBMISSIONS SHOULD INCLUDE:

- Brief statement of experience
- Portfolio of work
- Proposed timeline
- Pricing proposal

NCHA reserves the right to accept or reject any submission and to waive informalities.



SUBMISSION REQUIREMENTS

- All proposals must be received by the deadline.
- Proposals must be complete and include all required information listed above.
- Provide a detailed cost proposal, including any additional fees.
- Include examples of similar work completed.
- NCHA reserves the right to request additional information or clarification.



ATTENTION:

Rhonda Scott
rscott@nchashousingauthority.com
Questions regarding this Scope of Work may be submitted via email.



QUESTIONS?

Please contact our office at
(843) 266-5932

Thank you for your interest in supporting NCHA!