



City of North Charleston Housing Authority

"Providing Safe and Decent Housing to the Citizens of North Charleston"

REQUEST FOR PROPOSAL (RFP)

FOR STRATEGIC PLANNING CONSULTANT SERVICES

RFP NUMBER 261102

DATE ISSUED: OCTOBER 12, 2026

QUESTIONS DEADLINE: OCTOBER 22, 2026, AT 4:00 PM

RESPONSE TO RFP DUE DATE: NOVEMBER 2, 2026, AT 4:00 PM

SUBMIT RESPONSES TO: Email: gabney@nchashousingauthority.com

OBTAIN BID DOCUMENTS FROM:

WWW.NORTHCHARLESTONHOUSINGAUTHORITY.ORG

The responsibility for submitting a response to this Request for Proposal to the stated North Charleston Housing Authority address on or before the stated time and date will be solely and strictly be the responsibility of the respondent. The respondent shall wholly absorb all the cost incurred in preparing and presenting this proposal.



6327 Rivers Avenue, North Charleston, S. C. 29406
Phone: 843-747-1793—Fax: 843-744-3466—TDD: 800-735-8583
Web: northcharlestonhousingauthority.org

RFP Document

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INTRODUCTION

The North Charleston Housing Authority (NCHA), located in North Charleston, South Carolina, was established in 1976 as a public entity responsible for providing federally subsidized housing and housing assistance to low-income families within the City of North Charleston.

NCHA is headed by an Executive Director (ED) and governed by a seven-member Board of Commissioners, authorized under the laws of the State of South Carolina. The Board of Commissioners is responsible for establishing housing policies and authorizing expenditures in accordance with applicable federal, state, and local requirements.

Currently, the North Charleston Housing Authority (NCHA) manages properties owned by North Charleston Renaissance, Inc., an affiliated entity of NCHA. These properties include: (a) one multi-family apartment complex RAD PBV only totaling 51 units; (b) one senior apartment complex (62 and over) which is RAD PBV only totaling 20 units; (c) 2 apartment complexes where 50% of the units are RADPBV and 50% are LIHTC totaling 136 units; and (d) one multi-family apartment complex and one mixed finance apartment complex where units are made up of RAD PBV, LIHTC and Market Rate totaling 322 managed by a third-party (e) NCHA administrates a total of 2,327 Section 8 Housing Choice Vouchers. NCHA currently has approximately 24 employees and owns scattered-site land throughout North Charleston that may provide opportunities for future affordable housing development.

In keeping with its commitment to providing efficient and effective services, the North Charleston Housing Authority (NCHA) is soliciting proposals from qualified, licensed, insured, and experienced entities to provide the services described herein. All proposals submitted in response to this solicitation must comply fully with all requirements and specifications outlined in this solicitation document and any designated attachments.

RFP INFORMATION AT A GLANCE

[Table No. 2]

HA CONTACT PERSON	Quiana Abney Telephone Number: (843) 266-5908
HOW TO OBTAIN THE RFP DOCUMENTS	Available on Monday, October 12, 2026 www.northcharlestonhousingauthority.org Select “Doing Business”
DEADLINE FOR QUESTIONS	Thursday, October 22, 2026, by 4:00 PM
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	As instructed within Section 3.4 of the RFP document. Submit to: North Charleston Housing Authority Quiana Abney, Executive Director 6327 Rivers Avenue North Charleston, SC 29406
PROPOSAL SUBMITAL DEADLINE	Monday, November 2, 2026, 4:00 PM
ANTICIPATED APPROVAL	Wednesday, November 18, 2026

1.0 HA'S RESERVATION OF RIGHTS:

- 1.1 Right to Reject, Waive, or Terminate the RFP.** The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- 1.2 Right to Not Award.** The HA reserves the right not to award a contract pursuant to this RFP.
- 1.3 Right to Terminate.** The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 Right to Determine Time and Location.** The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 Right to Retain Proposals.** The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).
- 1.6 Right to Negotiate.** The HA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7 Right to Reject Any Proposal.** The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S).

NCHA is seeking proposals from qualified, licensed, and experienced Strategic Planning Consultants to facilitate and off-site strategic planning retreat for its Board of Commissioners and Executive Director. This training will guide the development of a three to five - year strategic plan that defines NCHA's mission, vision, and organizational goals as it positions itself to develop and rehabilitate affordable housing in the City of North Charleston, SC.

2.1 OBJECTIVES.

The selected consultant will lead the NCHA Board of Commissioners and Executive Director through a collaborative strategic planning process designed to clarify organizational direction and establish actionable priorities with and emphasis on implementation.

This process may occur over one or more days (including a Saturday) and include the following components:

- 2.1.1** Facilitation of an in-person strategic planning retreat with the NCHA Board of Commissioners and Executive Director.
- 2.1.2** Conduct pre-session interviews and/or surveys with key stakeholders, including Board members, staff, residents, and community partners, to assess organizational needs, priorities, opportunities, and challenges.
- 2.1.3** Conduct an organizational assessment, including a review of existing organizational structures, policies, operations, programs, staffing, and service delivery.
- 2.1.4** Review existing NCHA documents and relevant materials, including prior strategic plans, community housing needs assessments, organizational documents, financial information, policies, and other materials necessary to inform the strategic planning process.
- 2.1.5** Facilitate the development and/or refinement of NCHA's mission, vision, and core values.
- 2.1.6** Develop a comprehensive portfolio and asset management strategy addressing the preservation, development, positioning, and long-term sustainability of NCHA-owned and affiliated properties, including opportunities related to RAD, affordable housing development, and other real estate initiatives.
- 2.1.7** Evaluate financial sustainability and operational efficiency, including strategies to strengthen financial performance, maximize available resources, improve operational processes, and identify opportunities for cost efficiencies and revenue generation.
- 2.1.8** Assess human capital and workforce development needs, including organizational structure, staffing capacity, leadership development, succession planning, employee development, and strategies to support organizational effectiveness.
- 2.1.9** Provide governance and leadership support, including recommendations regarding Board and Executive leadership roles, responsibilities, decision-making, accountability, and effective governance practices.
- 2.1.10** Develop strategies for resident and community engagement, including strengthening relationships with residents, community partners, local government, stakeholders, and other organizations supporting NCHA's mission.
- 2.1.11** Assess compliance and regulatory readiness, including identification of organizational risks, policies, procedures, and practices necessary to support compliance with applicable HUD requirements and other federal, state, and local regulations.
- 2.1.12** Evaluate technology, data, and innovation needs and recommend strategies to improve organizational efficiency, communication, information management, program administration, and service delivery.

- 2.1.13** Facilitate the identification of strategic priorities, goals, measurable objectives, performance indicators, and desired outcomes based on the organizational assessment and strategic planning retreat.
- 2.1.14** Develop a written, comprehensive strategic plan that incorporates NCHA's mission, vision, core values, strategic priorities, goals, measurable objectives, performance indicators, implementation strategies, and anticipated outcomes.
- 2.1.15** Develop an implementation framework identifying recommended action steps, responsible parties, timelines, priorities, and measures for monitoring progress and accountability.
- 2.1.16** Provide recommendations regarding funding strategies and resource development, including potential grant opportunities, partnerships, capital resources, and other funding mechanisms that support implementation of the strategic plan.
- 2.1.17** Provide recommendations for ongoing monitoring and evaluation of the strategic plan, including a process for periodically reviewing progress, measuring outcomes, and making adjustments as organizational needs and external conditions change.
- 2.1.18** Provide optional follow-up services, upon request, to support implementation of the strategic plan, organizational development, leadership support, grant opportunity identification, and other strategic initiatives identified through the planning process.

2.2 CONSULTANT QUALIFICATIONS AND EXPERIENCE.

NCHA seeks proposals from experienced consulting firms with demonstrated expertise in strategic planning, organizational development, affordable housing, housing authority operations, and portfolio and asset management. Proposers shall demonstrate the following:

- 2.2.1** Experience providing strategic planning and organizational consulting services to housing authorities, affordable housing organizations, governmental agencies, or similarly regulated entities, including facilitating strategic planning processes, Board retreats, and stakeholder engagement.
- 2.2.2** Experience with diverse housing portfolios, including Rental Assistance Demonstration (RAD) properties, Housing Choice Voucher (Section 8) programs, and mixed-finance or privately managed housing.
- 2.2.3** Knowledge of HUD programs and regulations, RAD, Section 8, asset management, affordable housing development, repositioning strategies, and applicable federal, state, and local compliance requirements.
- 2.2.4** Experience conducting organizational assessments, governance reviews, operational assessments, and workforce evaluations, with strong facilitation, communication, consensus-building, and stakeholder engagement skills.

- 2.2.5 Experience developing portfolio and asset management strategies, financial sustainability and operational efficiency initiatives, and identifying opportunities for property preservation, development, grants, partnerships, and other funding resources.
- 2.2.6 Ability to develop measurable strategic goals, implementation plans, performance metrics, and post-planning implementation support.
- 2.2.7 Proposals shall identify key personnel assigned to the project and include resumes demonstrating relevant qualifications and experience.
- 2.2.8 Proposers shall provide a minimum of three (3) references for similar projects completed within the past five (5) years, preferably for housing authorities or affordable housing organizations.
- 2.2.9 Demonstrated ability to manage and complete complex projects within established timelines and budgets.

2.3 DELIVERABLES.

The consultant shall provide, at a minimum:

- 2.3.1 Pre-planning interviews with key stakeholders and a proposed strategic planning agenda.
- 2.3.2 Project work plan and schedule outlining key activities, milestones, deliverables, and timelines.
- 2.3.3 Organizational assessment, including findings, opportunities, challenges, and data-driven recommendations.
- 2.3.4 Facilitation of offsite strategic planning sessions or retreat, including stakeholder engagement and consensus-building activities.
- 2.3.5 Draft Strategic Plan incorporating the organizational assessment, mission, vision, strategic priorities, measurable goals, objectives, and implementation strategies.
- 2.3.6 Final Strategic Plan document incorporating NCHA and Board of Commissioners feedback and recommendations.
- 2.3.7 Implementation and performance measurement framework, including measurable performance strategies, key performance indicators, timelines, and accountability measures.
- 2.3.8 Presentation of strategic planning findings, recommendations, and the Final Strategic Plan to the NCHA Board of Commissioners.
- 2.3.9 Optional follow-up consulting services, which may include implementation support, organizational capacity-building, grant funding guidance, and progress evaluation, to be negotiated separately.

2.4 TIMELINE.

[Table No. 3]

RFP Issued	October 12, 2026
Questions Due	October 22, 2026
Responses Due	November 2, 2026
Consultant Selection	November 18, 2026
Strategic Planning Meeting	December 2026-January 2027 (TBD)

3.0 PROPOSAL FORMAT.

3.1 Proposal Submittal. The HA intends to retain the Contractor pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value,” in that the HA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the HA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered dividers and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

[Table No. 4]

RFP Section	Tab No.	Description
3.1.1	1	Form of Proposal. This Form is attached hereto as Attachment A to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.
3.1.2	2	Form HUD-5369-B, <i>Certifications and Representations of Offerors, Non-Construction Contract.</i> This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.
3.1.3	3	Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this section as a part of the proposal submittal.
3.1.4	4	Proposed Services. The proposer shall place under this section documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements of the preceding Section 2.0 herein, including, but not limited to:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer’s DEMONSTRATED UNDERSTANDING of the HA’S REQUIREMENT.
3.1.4.2		As detailed with Section 4.1, Evaluation Factor No. 3, here in the proposer’s QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED.
3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer’s TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).
3.1.4.4		As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer’s DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and SUCCESSFUL PAST PERFORMANCE (especially pertaining to such with housing agencies) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.

3.1.5	5	Managerial Capacity/Financial Viability/Staffing Plan. The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.
3.1.6	6	Client Information. The proposer shall submit a listing of former or current clients, including Housing Authorities and/or Public Entities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.6.1		The client's name;
3.1.6.2		The client's contact name;
3.1.6.3		The client's telephone number and e-mail address;
3.1.6.4		A brief narrative description and scope of the service(s) and the dates the services were/are provided.
3.2	7	Proposal Compensation Form
	8	References- Client information with contact information for whom the proposer has performed similar or like services to those being proposed Herin.
5.4	9	License- Professional licenses or Firm licenses to practice in the state.
5.4	10	Insurance- Professional liability coverage a copy must be included in submitted proposal. (The HA must be listed on COI if awarded contract).

3.2 ENTRY OF PROPOSED FEES.

3.2.1 The proposed fees shall be submitted by the bidder and received by NCHA on **the Proposal Compensation Form** provided only. A proposer must enter a **proposed fee** for each item (*failure to provide a bid fee may deem your bid to be unresponsive*) "No Bid" will not be allowed for any item, though a "No Charge" will be allowed for certain items.

3.2.2 Pricing Items. Unless otherwise stated herein, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the HA; etc.

[Table No. 5]

RFP Section	Pricing Item No.	Qty	U/M	Description
3.2.2.1	Strategic Planning Services			
3.2.2.1.1	1	1	Each	Firm Fixed Fee
3.2.2.1.2	2	1	Hours	Hourly fees on additional services outside the RFP Scope of Services

3.3 ADDITIONAL INFORMATION PERTAINING TO THE PRECEDING LISTED PRICING ITEMS.

3.3.1 Realistic Fees. Proposers must enter a realistic and reasonable proposed cost for all Pricing Items. Whereas no additional proposed costs can or will be received after the proposal submittal deadline, any proposer that does not comply with this requirement will be rejected without further consideration

3.3.2.1 Realistic Cost for Pricing Items. Each proposer is strongly encouraged to enter a realistic hourly cost for all Pricing Items. For example, if the Contractor enters \$1.00 per hour for the hourly Pricing Item (proposers typically do so in an effort to improve their position in regards to Evaluation Factor No. 1, as detailed within the preceding Table No. 5 herein), then the \$1.00 per hour is what the Contractor will charge the HA for any additional work that the HA may retain the Contractor to provide if the HA deems such retention is in the HA's best interests to do so. Accordingly, it is the HA's opinion that it is very much in the best interests of the proposer to propose a realistic hourly fee for this Pricing Item. If, despite this warning, the Contractor proposes an hourly fee that the HA deems is not realistic, then the HA reserves the right to require the Contractor to, at contract execution, present a cash bond in a suitable amount (i.e., \$5,000.00) to ensure that the Contractor will fulfill his/her obligation in this matter.

3.3.2.2 No Post-submittal Deadline Corrections Allowed. The HA WILL NOT, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, proposers are strongly cautioned to submit a realistic price for the Pricing Items identified within the preceding Table No. 5 herein.

3.3.3 Prior HA Approval Required. Please note that the successful proposer shall NOT conduct any additional work without the prior written authorization of the HA representative (via delivery of a Task Order, which may take the form of an e-mail). Failure to abide by this directive shall release the HA of any obligation to pay the successful proposer for any work conducted without the noted prior written authorization.

3.3.4 No Deposit/No Retainer. The HA will NOT pay any deposits or retainer fees as a result of award of the ensuing contract. This means that the HA will pay the successful proposer(s) for firm fixed fee proposed only.

3.4 PROPOSAL SUBMISSION.

All proposals must be submitted and time-stamped received in the designated HA office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

**North Charleston Housing Authority
Attn: Quiana Abney
6327 Rivers Avenue
North Charleston, SC 29406**

The package exterior must clearly denote the RFP number and must have the

bidder's name and return address. Late Bids. Bids received after the published deadline will not be accepted.

3.4.1 Submission Conditions. DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the HA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the HA decides that any such entry has not changed the intent of the proposal that the HA intended to receive, the HA may accept the proposal and the proposal shall be considered by the HA as if those additional marks, notations, or requirements were not entered on such. By accessing the eProcurement Marketplace, registering, and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the HA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

3.4.2 Submission Responsibilities. It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the HA, including the RFP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the HA requirements contained within the documents may cause that proposer to not be considered for award.

3.5 PROPOSER'S RESPONSIBILITIES — CONTACT WITH THE HA.

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other HA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the HA to not consider a proposal submittal received from any proposer who may not have abided by this directive.

3.5.1 Addenda. All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the HA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other

than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.6 PROPOSER'S RESPONSIBILITIES — EQUAL EMPLOYMENT OPPORTUNITY AND SUPPLIER DIVERSITY.

Both the Contractor and the HA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within 2 CFR §200.321 it states:

3.6.1.1 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

3.6.1.2 (a) The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 (2) Affirmative steps must include:

3.6.1.3.1 (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

3.6.1.3.2 (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3.6.1.3.3 (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

3.6.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

3.6.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development HA of the Department of Commerce; and

3.6.1.3.6 (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.7 PRE-PROPOSAL CONFERENCE.

There is not a pre-proposal conference scheduled as a part of this RFP.

4.0 PROPOSAL EVALUATION.

4.1 EVALUATION FACTORS.

The following factors will be utilized by the HA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Table No. 6]

(1) No.	(2) Max Point Value*	(3) Factor Type	(4) Factor Description
1	15 points	Objective	The PROPOSED COSTS submitted by the proposer.
2	20 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the HA'S REQUIREMENT.
3	25 Points	Subjective (Technical)	The QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED.
4	30 points	Subjective (Technical)	The proposer's DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and the DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or the information submitted within the proposal.
5	10 Points	Subjective (Technical)	The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points		Total Points
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.			

4.2 Evaluation Method.

4.2.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

4.2.2 Evaluation Packet. An evaluation packet will be prepared for each evaluator, including the following documents:

4.2.2.1 Instructions to Evaluators;

4.2.2.2 Proposal Tabulation Form;

4.2.2.3 Written Narrative Form for each proposer;

4.2.2.4 Recap of each proposer's responsiveness;

4.2.2.5 Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee. The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she shall not make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the HA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may cause such proposer(s) to be eliminated from consideration for award.

4.2.4 Evaluation. The CO will evaluate and award points pertaining to Evaluation Factors No. 1 (the “Objective” Factors). The appointed evaluation committee, independent of the CO or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, and 3 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

4.2.4.1 Points Awarded Range. Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding Section 4.1):

[Table No. 7]

Points Awarded Range					
Classification*	Rating	%	10	30	100**
Acceptable	Excellent	95%/+	10	29-30	95-100
Acceptable	Very Good	90%/+	9	27-28	90-94
Potentially Acceptable	Good	80%/+	8	24-26	80-89
Potentially Acceptable	Average	70%/+	7	21-23	70-79
Unacceptable	Poor	<70%	0-6	0-20	0-69
*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.					
**Total available points to be awarded, including cost points, minus preference points.					

4.2.5 Potential "Competitive Range" or “Best and Finals” Negotiations. The HA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the HA in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 Determination of Top-ranked Proposer. Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the

ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

4.2.6.1 Minimum Evaluation Results. To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).

4.2.6.2 Ties. In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.2.7 Notice of Results of Evaluation. If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.2.7.1 Which proposer received the award;

4.2.7.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

4.2.7.3 The cost or financial offers received from each proposer;

4.2.7.4 Each proposer’s right to a debriefing and to protest.

4.2.8 Restrictions. All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 Contract Form. By completing, executing, and submitting a proposal, the proposer acknowledges and agrees to comply with all terms, conditions, and requirements of this RFP. The successful proposer shall be required to execute the contract provided by the HA. The HA will furnish the contract to the successful proposer following the award, in accordance with the terms and conditions of this RFP.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP.

5.2.1 Mandatory HUD Forms. Please note that the HA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.2 Assignment of Personnel. The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that

such change is in the best interest of the HA and the completion of the contracted work.

- 5.2.3 Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the HA, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 5.3 Contract Period.** The HA anticipates that it will initially award a contract for the period of 1 year with the option, at the HA's discretion, of 4 additional one-year option periods (for the Annual Updates), for a total maximum contract period of 5 years.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide (NOTE: The HA reserves the right to increase the following limits based on the requirements of specific funding sources, or the based on the size of the contract executed with the chosen firm, or based on the size of the ensuing construction contract):
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
- 5.4.3 Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
- 5.4.4 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned

by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

5.4.5 City/County/State Business License. If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of North Charleston, and/or the State of South Carolina.

5.4.6 Certificates/Profile of Firm Form. Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).

5.5 Right to Negotiate Final Fees. The HA shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the HA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the HA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the HA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The HA shall also retain the right to negotiate with and make an award to more than one proposer.

5.6 Contract Service Standards. All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws, and regulations.

5.7 Prompt Return of Contract Documents. Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the HA within 10 workdays of notification by the HA.

Profile of Properties

Property	Type and Bedrooms
Liberty Hill Apartments 4830 Courtyard Sq North Charleston, SC 29405	52-RAD Units <i>1, 2, 3 and 4 bedrooms</i>
Buskirk Apartments (62 and over) 5641 Buskirk Avenue North Charleston, SC 29405	20-RAD Units <i>1-bedrooms</i>
Alston Lake Apartments 2430 Alston Avenue North Charleston, SC 29406	36-RAD Units 36-LIHTC Units Total-72 <i>2 and 3 bedrooms</i>
Birchwood Apartments 2001 Stokes Avenue North Charleston, SC 29406	32—RAD Units 32-LIHTC Units Total-64 <i>2 and 3 bedrooms</i>
Barony at Horizon Village 3835 Spruill Avenue North Charleston, SC 29405	56-Senior LIHTC 126-RAD Units 99-LIHTC Units 25-Market Rate <i>1, 2, 3 and 4 bedrooms</i>
The Manor at Horizon Village 4040 Gullah Avenue North Charleston, SC 29405	56-LIHTC Units <i>1 and 2 bedrooms</i>
Phoenix Apartments 3835 St. Johns Avenue North Charleston, SC 29405	9-RAD Units 7-LIHTC Units Total-16 <i>1, 2 and 4 bedrooms</i>
The Villas at Horizon Village 3800 Rivers Avenue North Charleston, SC 29405 (This development is only managed by NCHA.)	71 Senior Units Various Programs <i>1 and 2 bedrooms</i>

Profile of Vacant Lots

Eagle Landing – 2055 Eagle Landing Blvd.

TMS: 484-00-00-121 | 6.44 acres

Northside Drive (Oak Leaf Drive)

TMS: 484-00-00-324 | 2.27 acres

Liberty Hill (E. Montague Avenue)

TMS: 471-13-00-114 | 0.90 acres

TMS: 471-13-00-073 | 0.14 acres

TMS: 471-13-00-074 | 0.10 acres

**FORM OF PROPOSAL
(Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the "hard copy" tabbed proposal submittal.)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer. Also, complete the Proposer's Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(One copy of each proposal, including one with original signature)</i>	
☐	Tab 1	Form of Proposal (Attachment A)
☐	Tab 2	Form HUD-5369-C (Attachment B)
☐	Tab 3	Profile of Firm (Attachment C)
☐	Tab 4	Proposed Services
☐	Tab 5	Managerial Capacity/Financial Viability/Staffing Plan
☐	Tab 6	Client Information
☐	Tab 7	References
☐	Tab 8	Licenses/Insurance
☐	Tab 9	Conflict of Interest (Attachment D)
☐	Tab 10	Proposed Fees (Attachment E)
☐	Tab 11	Non-Collusive Affidavit (Attachment F)

PROPOSER'S STATEMENT

The undersigned proposer hereby states that, by completing and submitting this Form and all other documents required as part of this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate. The undersigned further acknowledges that if the Housing Authority (HA) discovers that any information submitted is false or materially misleading, such shall entitle the HA to reject the proposal, not make an award, or cancel any award previously made to the undersigned party.

Further, by completing and submitting this proposal, including all required forms, attachments, and fee information, the undersigned proposer agrees to abide by all terms and conditions pertaining to this RFP as issued by the HA.

Pursuant to all RFP Documents, this Form of Proposal, and all attachments, the undersigned proposes to provide the HA with the services described herein for the fee(s) stated in the submitted proposal.

Signature

Date

Printed Name

Company

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

REQUEST FOR PROPOSAL (RFP) NO. 261102, STRATEGIC PLANNING CONSULTANT

**PROFILE OF FIRM FORM
(Attachment C)**

(This Form must be fully completed and placed under Tab No. 3 of the "hard copy" tabbed bid submittal.)

- (1) Prime ____ Sub-contractor ____ (This form must be completed by and for each).
- (2) Name of Firm: _____ Telephone: _____ Fax: _____
- (3) Street Address, City, State, Zip: _____
- (4) Please attached a brief biography/resume of the company, including the following information:
 (a) Year Firm Established; (b) Year Firm Established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).
- (5) Identify Principals/Partners in Firm (submit under Tab No. 5 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

- (6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

- (7) Bidder Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

☐ Caucasian American (Male) _____%
 ☐ Public-Held Corporation _____%
 ☐ Government Agency _____%
 ☐ Non-Profit Organization _____%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

☐ Resident-Owned* _____%
 ☐ African American _____%
 ☐ **Native American _____%
 ☐ Hispanic American _____%
 ☐ Asian/Pacific American _____%
 ☐ Hasidic Jew _____%
 ☐ Asian/Indian American _____%

☐ Woman-Owned (MBE) _____%
 ☐ Woman-Owned (Caucasian) _____%
 ☐ Disabled Veteran _____%
 ☐ Other (Specify): _____%

WMBE Certification Number: _____

Certified by (Agency): _____

(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO BID - ENTER IF AVAILABLE)

Signature _____

Date _____

Printed Name _____

Company _____

Housing Authority of the City of North Charleston (HA)

REQUEST FOR PROPOSAL (RFP) NO. 261102, STRATEGIC PLANNING CONSULTANT

**PROFILE OF FIRM FORM
(Attachment C)**

(This Form must be fully completed and placed under Tab No. 3 of the "hard copy" tabbed bid submittal.)

- (8) Federal Tax ID No.: _____
- (9) [APPROPRIATE JURISDICTION] Business License No.: _____
- (10) State of _____ License Type and No.: _____
- (11) Worker's Compensation Insurance Carrier: _____
Policy No.: _____ Expiration Date: _____
- (12) General Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____
- (13) Professional Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____
- (14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _____, or any local government agency within or without the State of _____? Yes ☐ No ☐
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes ☐ No ☐
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (16) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said bid are true.
- (17) Verification Statement: The undersigned bidder hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature

Date

Printed Name

Company

Housing Authority of the City of North Charleston (HA)

Attachment D

CONFLICT OF INTEREST

The respondent's warrant that to the best of their knowledge and belief, and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that: Respondents may have an unfair competitive advantage; or the respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondents shall disclose such conflict of interest fully in the proposal submission.

The respondents agree that if, after award he, she or it, discovers and organizational conflict of interest with respect to this solicitation, he, she or it, shall make an immediate and full disclosure in writing to NCHA that shall include a description of the action, which the respondents have taken or intends to take to eliminate or neutralize the conflict. NCHA may however, disqualify the respondents or if a contract has been entered into with the respondents, terminate said contract, at its sole discretion. In the event the respondents were aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to NCHA, NCHA may disqualify the respondents.

This Conflict-of-Interest Provision shall be included in all subcontracts or other agreements wherein he work to be performed is similar to the service provided by the respondents. The respondents shall include in such subcontracts and other such agreements any necessary provisions to eliminate or neutralize conflicts of interest.

No member or Resident Advisor to the Board of Commissioners, shall be allowed to share in any part of the contract awarded under this solicitation or to any benefit that may arise therefrom. No member, officer, or employee of NCHA, the governing body of the locality in which the project is situated; the governing body in which NCHA was activated; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any contract or the proceeds thereof resulting from this solicitation. No member, officer or employee of the respondents selected to perform the services described above shall, during the term of their contract, or for one year thereafter, have any interest direct or indirect, in any contract that they are responsible for procuring, managing or overseeing on in the proceeds of any such contract.

This provision shall be construed to extend to any contract made with the successful respondents.

By: _____
(Signature of authorized Representative)

Date

Printed Name: _____

Title: _____

Notary: _____

SEALED

Date

ATTACHMENT E – PROPOSED FEES

North Charleston Housing Authority

RFP 261102 Strategic Planning Consultant

A. FIRM FIXED FEE: _____

B. ADDITIONAL FEES

Service/Item

Proposed Fee

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

D. VENDOR CERTIFICATION

The undersigned certifies that the prices submitted in this Proposed Fees are complete and include all costs necessary to provide the Strategic Planning consulting required by the North Charleston Housing Authority.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Attachment F

NON-COLLUSIVE AFFIDAVIT

TO OWNER: North Charleston Housing Authority
6327 Rivers Avenue, North Charleston, SC 29406

State of South Carolina)

Ss

County of Charleston)

Being first duly sworn, deposes and says,

That he or she is a representative of the company listed below, the party making the proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed directly or indirectly, with any offeror or person to put in a sham proposal or bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person, to fix the proposal or bid price or any other offeror, or to fix any overhead, profit or cost element of said bid price, or of that of any other offeror, or to secure any advantage against NCHA or any person interested in the proposed contract; and hat all statement in said proposal or bid are true.

By:_____

(Signature of authorized Representative)

Date

Printed Name:_____

Title:_____

Notary:

SEALED