

**NORTH CHARLESTON HOUSING AUTHORITY OF THE CITY OF NORTH CHARLESTON
REQUEST FOR PROPOSALS-STRATEGIC PLANNING CONSULTANT RFP. No 261102**

ADDENDUM #1-ISSUED OCTOBER 23, 2026

RESPONSE TO QUESTIONS RECEIVED

The following is in response to questions received regarding the Request for Proposal for Strategic Planning Consultant.

Question #1: Has the North Charleston Housing Authority (NCHA) established a budget or not-to-exceed amount for this engagement?

Response: No, North Charleston Housing Authority does not have an not-to-exceed amount for this engagement.

Question #2: How many retreat days does NCHA anticipate? Will NCHA provide the venue and catering, or should those costs be included in the firm fixed fee?

Response: North Charleston Housing Authority (NCHA) anticipates that the retreat will span approximately one to two days. NCHA will be responsible for all expenses associated with the retreat, including venue rental, catering, and any other related costs necessary to facilitate the event.

Question #3: Should the Board of North Charleston Renaissance, Inc. participate in the strategic planning process?

Response: The Board of Commissioners for the North Charleston Housing Authority (NCHA) also serves as the governing board for North Charleston Renaissance, Inc.

Question #4: The cover page directs responses to an email address, while Section 3.4 requires one original signature copy in a sealed package. Please confirm the required submission method. If hard copy, is an electronic copy also required?

Response: Due to an error in the RFP, proposals will be accepted via email or U.S. Mail.

Question #5: Tab 10 requests a copy of professional liability coverage, while Section 5.4.6 states that insurance certificates should not be attached. Which applies?

Response: Please use Attachment A – Form of Proposal when preparing and submitting your proposal. Under Tab 8, include any licenses or certifications you hold that are relevant to this field.

You are not required to include copies of your insurance certificates with your proposal. The North Charleston Housing Authority will obtain the necessary insurance documentation from the successful proposer prior to contract execution. The Certificate of Insurance (COI) must list the North Charleston Housing Authority as the certificate holder.

Question #6: How will addenda be distributed? Is registration on an eProcurement system required to receive them?

Response: All addenda will be emailed to respondents who have submitted questions in reference to the RFP. Addenda will also be posted on the North Charleston Housing Authority's website for public access.

Question #7: Experience: May the required similar project experience be demonstrated through work completed by proposed key personnel at prior employers, provided the proposal clearly identifies the organization under which the work was performed and does not represent that experience as corporate past performance of the proposing firm?

Response: Yes. The required similar project experience may be demonstrated through work completed by proposed key personnel at prior employers, provided the proposal clearly identifies the organization under which the work was performed and does not misrepresent that experience as corporate past performance of the proposing firm.

Question #8: References: Must the three references for similar projects be clients of the proposing corporate entity, or may they include individuals or organizations with firsthand knowledge of qualifying work performed by the proposed principals before formation of the proposing firm?

Response: Yes. The three references may include individuals or organizations with firsthand knowledge of qualifying similar project work performed by the proposed principals before the formation of the proposing firm. References are not required to be clients of the proposing corporate entity, provided they can verify the relevant experience.

Question #9: Solicitation package: Please confirm the controlling RFP number and required proposal tab/form sequence where references within the solicitation appear to differ.

Response: The controlling RFP number is RFP No. 261102. Please refer to Attachment A – Form of Proposal for the required proposal tab and form sequence.

Question #10: Is there a reason December 2026 – January 2027 is identified for potential dates for the Strategic Planning Retreat? Is there flexibility in the schedule? What is the preferred delivery date for the plan?

Response: NCHA would prefer to hold the Strategic Planning Retreat in December 2026 or January 2027. The proposed timeframe reflects the Authority's preferred schedule for conducting the retreat. The preferred delivery date for the plan will be determined at a later date.

Question #11: The proposal asks for client information in Tab 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;
- 3.1.6.4** 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.

The RFP also asks for references on Tab 8 - References-Client information with contact information for whom the proposer has performed similar or like services to those being proposed Herin.

Are both necessary and if so what is the minimum amount of references needed for each Tab?

Response: NCHA will allow Tab 6-Client Information and Tab 8-References.

Question #12: Tab 2 requires *Form HUD-5369-B, Certifications and Representations of Offerors, Non-Construction Contract*. The instructions state "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." However, there is no signatory line on the form. Should the authorized representative simply add their signature (Sign and date) at the bottom of that HUD Form or is there another way to "fully complete and execute" this form?

Response: Please sign the last page of Form HUD-5369-B, *Certification and Representations of Offerors, Non-Construction Contract*.

- Question #12: Tab 2 requires *Form HUD-5369-B, Certifications and Representations of Offerors, Non-Construction Contract*. The instructions state "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." However, there is no signatory line on the form. Should the authorized representative simply add their signature (Sign and date) at the bottom of that HUD Form or is there another way to "fully complete and execute" this form?
- Response: Please sign the last page of Form HUD-5369-B, *Certification and Representations of Offerors, Non-Construction Contract*.
- Question #13: Does NCHA expect the organizational assessment to be based primarily on existing records, performance data, and interviews, or does the assignment require independent financial, operational, compliance, and personnel evaluations?
- Response: NCHA expects the consultant to conduct a comprehensive organizational assessment, including a review of existing organizational structures, policies, operations, programs, staffing, and financials. The assessment should identify strengths, weaknesses, and opportunities for improvement and provide actionable recommendations to enhance organizational effectiveness, operational efficiency, and overall performance.
- Question #14: Does NCHA expect a portfolio-wide strategy identifying preservation, investment, and development priorities, or property-specific assessments, financial feasibility studies, and development plans? Is an assessment of the development potential of NCHA's vacant land included in the assignment?
- Response: Yes. The consultant will work with the North Charleston Housing Authority (NCHA) Board of Commissioners and staff to develop a strategy for expanding affordable housing opportunities. This will include reviewing NCHA's existing portfolio, assessing current properties and vacant land owned by the Authority, and identifying potential opportunities for preservation, investment, redevelopment, and new affordable housing development. The consultant will provide recommendations to help NCHA establish priorities and guide future housing development decisions.
- Question #15: Has the Board identified particular institutional priorities, challenges, or decisions that it expects the strategic planning process to address?
- Response: The Board would like the strategic planning process to address the Housing Authority's current and anticipated priorities, challenges, and opportunities, particularly those affecting its ability to develop and preserve affordable housing. The process should identify strategies to overcome existing barriers, strengthen organizational capacity, maximize available resources, and establish clear

priorities to support NCHA's long-term goals for expanding affordable housing opportunities.

Question #16: What existing plans, assessments, financial and operational reports, and property studies will NCHA make available to the selected consultant? Are there recent studies that NCHA expects the consultant to build upon?

Response: NCHA will make available the most recent plans, assessments, financial and operational reports, property information, and other relevant documentation available to the Authority. During the strategic planning process, if it is determined that additional or more current information is needed, NCHA will work with the consultant to identify and obtain the necessary information, as appropriate, to support the planning process and inform recommendations.

Question #17: Does NCHA expect the organizational assessment to be completed before the retreat? What are the anticipated deadlines for the draft and final strategic plans? What additional services, if any, does NCHA anticipate during the remainder of the initial one-year contract period?

Response: The organizational assessment does not need to be completed prior to the strategic planning retreat. The anticipated deadlines for the draft and final strategic plans will be determined once the retreat dates have been established. Additional consulting services during the remainder of the initial one-year contract period may include implementation support, organizational capacity-building, grant funding guidance, and progress evaluations to help NCHA advance its strategic priorities and achieve its goals.

Question #18: What services and deliverables does NCHA anticipate during the four optional annual update periods? Will those services be separately negotiated and compensated? For additional services outside the initial scope, may proposers provide different hourly rates based on the personnel assigned, or does NCHA require a single hourly rate?

Response: NCHA includes provisions in its RFPs for an initial contract term with up to four optional annual extensions to provide flexibility and avoid the need to conduct a new procurement each year if continued services are needed. At this time, NCHA has not determined whether services will be required during all optional annual periods or what specific deliverables may be necessary.

If additional services or an extension of the contract are needed, the selected consultant will be asked to submit the proposed fees, scope of services, and requirements for consideration by NCHA. Any additional services, associated compensation, and applicable hourly rates will be reviewed and addressed as appropriate at that time.

