

REQUEST FOR QUALIFICATIONS

(RFQ) No. 009-2025



**CHARLESTON COUNTY HOUSING &
REDEVELOPMENT AUTHORITY**
IMPROVING LIVES WITH DIGNITY & PRIDE

RFQ FOR ARCHITECTURAL FEASIBILITY AND MASTER PLANNING SERVICES

RELEASE DATE: October 9, 2025
DUE DATE: November 6, 2025
DUE TIME: 2:00 P.M. EST

PROCUREMENT AND CONTRACT MANAGEMENT DEPARTMENT

Procurement and Contracts Manager

Phone: (843) 628-6235

email: inventory@cchra.net

Web: <http://www.cchra.net>

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INTRODUCTION

The Charleston County Housing & Redevelopment Agency (hereinafter, "the Agency") is a public entity that was formed in 1972 to provide federally subsidized housing and housing assistance to low-income families, within Charleston County, SC. The Agency is headed by an Executive Director (ED) and is governed by a seven-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the Agency's procurement policy.

Currently, the Agency owns and/or manages: (a) Conventional Public Housing complexes totaling 381 units, (b) administers a total of 1,112 Section 8 Housing Choice Vouchers, (c) a non-profit affiliate Action Housing Corporation, which owns 14 single-family homes. The Agency is entrepreneurial in its mission to develop and provide housing to low-income families and individuals, and in serving the community at large. The Agency currently employs 21 staff.

In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting proposals from qualified, licensed and insured entities to provide the services described herein to the Agency. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

Thank you for your interest in bidding with the Charleston County Housing and Redevelopment Authority.

Angela Childers
Chief Executive Officer
Charleston County Housing and Redevelopment Authority



RFQ INFORMATION AT A GLANCE

Release Date	October 9, 2025
Optional Site Visit	October 27, 2025
Deadline to Submit Questions to CCHRA	October 30, 2025 - 2:00 PM EST
Response to Questions Posted by CCHRA	October 31, 2025
Submission Deadline - Electronic	November 6, 2025 – 2:00 PM EST
Submission Deadline - Hard Copy	November 7, 2025 – 5:00 PM EST

Proposers are to submit one electronic copy as a single PDF file not to exceed 10 MB in size to Angela Childers, CEO, CCHRA at achilders@cchra.net. **Electronic Submissions must be received by November 6, 2025, at 2:00 PM EST.**

Proposers are to submit 1 original signature copy (marked "ORIGINAL" (the proposal submittals shall have a hard cover and extending tabs) and 1 flash drive of the proposal submittal, it shall be placed unfolded in a sealed package. **Hard Copy Submission must be received by November 7, 2025, at 5:00 PM EST at:**

Charleston County Housing & Redevelopment Authority
Attention: PROCUREMENT AND CONTRACT MANAGEMENT DEPARTMENT
Procurement and Contracts Manager
2106 Mount Pleasant Street, Charleston, SC 29403
Phone: (843) 628-6235

THE AGENCY'S RESERVATION OF RIGHTS.

The Agency reserves the right to:

-  **Right to Reject, Waive, or Terminate the RFQ.** Reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.
-  **Right to Not Award.** Not award a contract pursuant to this RFQ.
-  **Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the Contractor(s).
-  **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer (hereinafter, "Contractor") shall provide the services called for in this RFQ.
-  **Right to Retain Proposals.** 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 Agency Contracting Officer (CO).
-  **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
-  **Right to Reject Any Proposal.** Reject and not consider any proposal or proposer that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposers offering alternate or non-requested services.
-  **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
-  **Right to Prohibit.** At any time during the RFQ or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein., and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective or actual proposer, of any responsibility pertaining to such an issue.

Architectural and Feasibility and Master Planning Services

CCHRA seeks Architectural and Development Feasibility Master Planning Services for the proposed Occupied Rehabilitation of the Joseph Floyd Manor Multifamily Residential Building, and adjacent Development Site and contiguous parcels. The property is currently controlled and operated by CCHRA.

The purpose of the Architectural Study is to advise CCHRA as to construction feasibility for a phased, occupied rehabilitation of the 156-unit building and to inform construction and tenant relocation planning for Joseph Floyd Manor. Additionally, CCHRA is exploring the potential for new multifamily construction using public and private debt and equity, including Low-Income Housing Tax Credits (LIHTC) on portions of the site adjacent to the north of Joseph Floyd Manor, and contiguous parcels. CCHRA intends to complete the lot separation prior to the start of construction on Joseph Floyd Manor. The purpose of the Master Planning is to guide planning for the entire site, to facilitate lot separation(s) where needed, and inform CCHRA leadership on the development potential for the assemblage.

Project Background

Joseph Floyd Manor is a 13-story tower with 11 stories of residential with the rooftop penthouse and ground floors housing CCHRA offices. Located in Charleston's up and coming NOMO neighborhood at the northwest corner of Mt. Pleasant and King Streets, the building is constructed of steel and brick veneer with cast stone accents. Originally christened the Darlington, the building was designed by Lyles, Bissett, Carlisle, and Wolff and completed in 1951. In 2024, the building was determined eligible for the National Register of Historic Places by the US Department of the Interior National Parks Service.

CCHRA acquired the building in 1977, and Joseph Floyd Manor now provides affordable housing for senior and disabled residents. The building retains its integrity with its exterior appearance and interior layout remain relatively unchanged with the most recent significant rehabilitation occurring in 1979. There are currently a mix of 156 studio, one- and two-bedroom units in the building with CCHRA offices located on the top and ground floors. The plan should explore options for commercial, office and community facility uses on the ground and penthouse floors. CCHRA offices could be permanently relocated off-site to allow for highest and best use of those spaces. .

CCHRA will pursue financing for the Occupied Rehabilitation project through the HUD Section 18 program and will leverage Historic Tax Credits. A Project Needs Assessment was completed in 2024 identifying significant upgrades or replacement needed to the building envelope, mechanical and electrical systems, facade, interior common spaces and individual dwelling units. Environmental investigations are currently underway.

Scope of Work and Deliverables

The completed Architectural and Development Feasibility Study must provide sufficient information and analysis to guide CCHA in planning for construction, tenant relocation and financing of Joseph Floyd Manor. Additionally, it must facilitate a lot separation from the vacant parcel adjacent to the existing structure and inform CCHRA on development potential for the separated parcel, and contiguous parcels. Analysis must consider the anticipated historic designation and environmental conditions for the site. At minimum, the Study should include the components listed below. Additionally, it should include any further analysis required to meet the study's purpose as described here. The selected firm will be responsible for subcontracting the survey and any engineering work required to complete the study.

1. Architectural Feasibility Study

Conduct a feasibility study for the occupied rehabilitation of the existing structure. CCHRA seeks a construction strategy that maximizes time and cost efficiency while minimizing disruption to tenant's lives. The study should inform CCHRA on the following items:

- Evaluate the feasibility of one or more construction strategies based on Physical Needs Assessment conducted in 2024
- Identify any issues not addressed in the PNA that warrant additional investigation
- Address any functionality and building code issues that may exist if building codes have changed since the previous rehabilitation
- Consider the impact of renovations on the building's structural integrity, systems, code compliance, and energy efficiency.
- Produce any relevant schematic drawings
- Create phased construction plan for rehabilitation that includes upgrades and/or replacement of building systems, mechanical, structural, roof and facade elements, site and dwelling unit upgrades as indicated in the PNA.
- Consider immediate health and safety repairs and replacement needs and plan for temporary utilities and other services during construction.
- Create tenant relocation strategy that seeks to maximize time and cost efficiency, while minimizing impact on tenants.
- Describe mitigation plan and communication protocols for tenants and management during construction.

2. Master Plan/Development Feasibility Analysis:

Conduct a comprehensive zoning and site feasibility analysis for new multifamily development at parcel(s) adjacent to Joseph Floyd Manor controlled by CCHRA, and contiguous parcels. This feasibility analysis will serve as a guide for internal planning and stakeholder discussions as CCHRA explores the potential for future development. CCHRA expects to split the Joseph Floyd Manor lot prior to closing on financing for the rehabilitation. Analysis must include at minimum, the following items:

- Proposed Subdivision Plan to separate the Joseph Floyd Manor site from adjacent properties
- Comprehensive Zoning Analysis and proposed zoning relief, if any
- Detailed Site Plan that includes site boundaries, street access, parking footprint, utility access and other necessary preliminary site information
- Additional development constraints or considerations, if any
- Massing study illustrating options for Proposed New Construction
- Schematic Building Plan with proposed unit mix and square foot breakdown by use)
- Schematic timeline and critical path for development
- 1-2 Renderings (at client request)

Professional Standards & Qualifications

The selected firm must have needed capacity with breadth of knowledge, experience, and resources to undertake and successfully complete the Study. Applicants should demonstrate sufficient capacity including effective staffing, management and record keeping abilities. This includes the experience, qualifications and stability of staff and subcontractors who would be involved in the project. Respondents must have the skills to work with construction documentation and management including but not limited to, plans, specifications, cost estimates, schedules, building codes and other local requirements. Experience with historic rehabilitation construction management and approvals

from NPS and SHPO are an important component of this project that the selected firm must be equipped to manage. The selected firm will be responsible for subcontracting with the surveyor and any engineering work required to complete the study.

Evaluation Criteria

- Demonstrated experience in the design and construction management of high-rise occupied multifamily rehabilitation (+10 stories)
- Demonstrated experience with multifamily projects leveraging HUD, Historic Tax Credit and/or Low-Income Housing Tax Credits and other public financing.
- Demonstrated experience with construction administration with federal NPS and state SHPO historic preservation process, including obtaining the NPS Part 2 requirement.
- Familiarity with local building codes, zoning ordinances, industry requirements, building standards and regulations in Charleston and/or South Carolina.
- Demonstrated experience with projects utilizing clean energy, building decarbonization, solar-energy systems, sustainable materials and energy efficiency standards
- Demonstrated success working with PHAs and not-for-profit organizations
- Experience in providing services for housing low- and moderate-income households
- Must be legally licensed Architects under applicable laws in the State of South Carolina.
- All subcontractors must be legally licensed under applicable laws of the City of Charleston and State of South Carolina.

Project Approach and Schedule

Submission Requirements

Please provide a detailed description of the proposed methodology, techniques, and procedures, means and methods to be used in carrying out the components of the Study described above and process by which the final deliverable(s) will be produced, specifically noting any suggested additions to the requested scope. Include a proposed schedule of deliverables and critical path for completion of scope. CCHRA anticipates completion within 6 months from notice to proceed. The proposal should include the following:

- Synopsis of the firm's background, history, and services provided (including areas of expertise).
- Statement indicating the firm's understanding of the project's objectives, scope, and requirements.
- Description of the firm's experience with affordable housing developments, including those with Public Housing Authorities or non-profits.
- Project list with location, project type, client name and contact information for similar projects the firm has completed in the past 10 years.

Project lists must include the following data: Project name, Client Name, Location, Project Type, Project size (units/GSF/stories), Work Performed, Date of Completion (anticipated)

- List of projects and statement indicating the firm's experience using HUD (Section 18/RAD), LIHTC or Historic Tax Credit financing.
- List of projects and statement indicating the firm's experience with occupied rehabilitation of buildings seeking historic designation, specifically with the South Carolina State Historic Preservation Office (SHPO) and the U.S. National Park Service (NPS) Part 2 approval.
- List of projects and statement indicating the firm's experience with local building codes, zoning regulations and

industry practices in Charleston and South Carolina.

- Organizational chart and staffing plan with the name and role of each team member who will be assigned to perform work on this project and their qualifications
- Summary analysis of firm's current workload in relation to its staffing and other resources to demonstrate capacity to complete the proposed scope of work.
- List of proposed sub-contractors including but not limited to survey and engineering firms and their qualifications.
- Three (3) client references for whom you have completed relevant work. At least one reference should be in South Carolina. Include project name, location, work performed completion/anticipated completion date, client contact information.

Fee Proposal

Because specifications cannot be made sufficiently specific to permit an award based on either the lowest bid price or the lowest evaluated bid price, this solicitation is being issued as a Request for Qualifications and will be awarded based on the best quality bid. However, respondents should provide a typical fee schedule for their services in their proposal.

Additional Resources

The following items will be available to the selected firm:

- As-built drawings of the existing structure
- Phase 1 and Phase 2 ESA Assessments
- Capital Needs Assessment – Completed May 2024
- National Register Historic Places Nomination

Proposal Submittal Format

Submitted proposals must be formatted according to the sequence noted below.

- Section 1 Signed Proposal Cover Sheet
- Section 2 Narrative providing Firm Overview and Relevant Experience
- Section 3 Project Approach and Schedule
 - Describe in detail how your firm will complete the required services
 - Describe specific deliverables included as part of the scope of work
 - Provide a timetable and critical path for completion of the project
- Section 4 Attachments
 - A - Staff Qualifications
 - B - List of Proposed Subcontractors and Qualifications
 - C - List of Relevant Projects
 - D - References
 - E - Fee Structure & Proposal

Section 5 HUD Documents Listed

HUD Form 5369-C

Certifications and Representations of Offerors Profile of Firm Form
[5369 C](#)

HUD Form 5369-B Instructions to Offerors Non-Construction

[HUD 5369 B](#)

HUD Form 5370-C General Conditions for Non-Construction Contracts HUD Section 3 Clause and Business Information

[HUD 5370 C](#)

HUD Form 2992-Certification Regarding Debarment and Suspension

[HUD 2992](#)

HUD Form-50071- Certification of Payments to Influence Federal Transactions - Disclosure of Lobbying Activities

[HUD 50071](#)

Basis of Selection – Evaluation Committee

The CCHRA evaluation committee will review and evaluate the submitted proposals based on the following criteria:

1. Project Team and Qualifications—60% of total score
 - a. Firm Experience with design and construction management of occupied multifamily rehabilitation
 - b. Firm Experience in South Carolina
 - c. Firm Experience with Affordable Housing and Public Housing Authorities
 - d. Firm Experience and Knowledge of Historic Preservation
 - e. Firm References
2. Project Approach and Schedule—40% of total score
 - a. Understanding of Project Goals
 - b. Project Approach and Proposed Methodologies
 - c. Timeline for completion date and deliverable submission

Proposals will be evaluated and scored based upon the above selection criteria for those firms that have complied with the minimum requirements. CCHRA solely, at its own discretion, may or may not choose to invite firms for an interview before making a final selection.

Procurement Process

The process of accepting Proposals and choosing the successful proposer shall be Requests for Proposals (“RFQ’s”) using the competitive negotiation process.

Proposers are to submit one electronic copy as a single PDF file not to exceed 10MB in size to achilders@cchra.net by November 6, 2025, at 2:00 PM EST.

Proposers are to submit 1 original signature copy (marked “ORIGINAL” (the proposal submittals shall have a hard cover and extending tabs) and 1 flash drive of the proposal submittal, it shall be placed unfolded in a sealed package. Submission must be received by November 7, 2025, at 5:00 PM EST at:

Charleston County Housing & Redevelopment Authority
Attention: PROCUREMENT AND CONTRACT MANAGEMENT DEPARTMENT
Procurement and Contracts Manager
2106 Mount Pleasant Street, Charleston, SC 29403

If CCHRA chooses to award a contract based on this Proposal, it shall do so on the basis of the Proposal which is most advantageous to it based upon the Evaluation Criteria set forth herein.

To maintain a fair and impartial competitive process, written questions will be the only opportunity for respondents to inquire as to form and content. CCHRA will only answer written inquiries received by e-mail before the submission deadline. All inquiries to this RFQ must be submitted in writing to Angela Childers achilders@cchra.net and Amber Seely-Marks aseelymarks@naht.org. Inquiries must refer to specific section numbers of this RFQ and where appropriate, paragraph numbers. Offeror questions and the answers to these questions will be communicated to all potential Offerors. CCHRA and its representatives may conduct written or oral discussions with all responsible proposers who submit Proposals determined in writing to be reasonably susceptible of being selected for award.

Procurement Schedule

Release Date	October 9, 2025
Optional Site Visit	October 27, 2025
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Response to Questions Posted by CCHRA	October 31, 2025
Proposal Submission Deadline - Electronic	November 6, 2025 – 2:00 PM EST
Proposal Submission Deadline - Hard Copy	November 7, 2025 – 5:00 PM EST
Interview Requests sent to Selected Respondents	November 11, 2025
Selected Respondent Interviews	November 17-21, 2025, 9:00-11:30 AM EST
Award Announced	December 5, 2025

Proposal Conditions

- All Proposals must be signed by a duly authorized officer, agent, or employee of the Proposer. The Proposer promises that the individual signing the Proposal document for the Proposer has the authority to bind the Proposer.
- CCHRA reserves the right to cancel this RFQ or to reject any and all proposals received in response to this RFQ. Further, CCHRA reserves the right to waive any minor informalities in any proposals received, if in the best interest of CCHRA. The determination of the selection criteria and the process whereby proposals are evaluated shall be made at the sole discretion of CCHRA.
- Changes, Clarifications, Errors, Addenda:
 - Should a prospective Proposer find a discrepancy in or omissions from the specifications or be unclear as to what the specifications mean, the Proposer shall notify CCHRA through email. The Procurement Contract Specialist will provide written clarification to all prospective Proposers. The proposer agrees that CCHRA will not be responsible for any oral instructions.
 - Clarification of Submittal: CCHRA may obtain clarification or additional information from a Proposer.
 - Changes/Alterations: Proposer may change or withdraw its Proposal at any time prior to Proposal closing date and time.
 - The Proposer must respond as required in this Proposal; failure to make any required response or provide required information may cause rejection of the Proposal as nonresponsive.
 - Once this Proposal has been signed by Proposer and officially submitted to the Purchasing Department of CCHRA, Proposer will not be allowed to alter or withdraw its Proposal except with the written permission of the Contract Officer.
- Addenda: CCHRA may issue an addendum, or addenda, changing some aspect of the Proposal. All addenda, if any, shall be considered in making the Proposal, and such addenda shall be made a part of this Proposal. Before submitting a Proposal, it is incumbent upon each Proposer to be informed as to whether any addenda have been issued, and the failure to cover in the Proposal any such addenda may result in disqualification of that Proposal.
- CCHRA shall not permit a Proposer to withdraw its Proposal for sixty (60) days after Proposals are opened, unless CCHRA makes a specific exception in writing. Further, Proposal prices shall be firm for a minimum of six (6) months after the Proposal closing date.
- CCHRA shall not be responsible for any cost incurred by the Proposer in the preparation of its Proposal.
- If the award is divided among or between vendors, written notification will be given to each vendor of the specific items covered on their respective contracts.
- In the case of rejection of all proposals, CCHRA reserves the right to advertise for new qualifications or to proceed to do the work otherwise if in the best interest of CCHRA.

Neither the consultant nor employees hired by the consultant who are awarded this contract and work directly or indirectly on the activities described in this RFQ shall do any of the following:

- Use their position for actual or apparent purpose of private gain for themselves or for another person, other than payment for services rendered; or
- Convey inside information to any person for the purpose of private gain for their or for another person, when that information has not become part of the body of public information, and would not be available upon request; or
- Engage in teaching, lecturing, or writing that is dependent upon information obtained as a result of their activities under this contract, except when that information has been made available to the general

public, or will be made available upon request, or with the written authorization of CCHRA.

INSURANCE REQUIREMENTS

The Contractor must demonstrate Worker's Compensation Insurance and at least \$1,000,000 separately for both casualty and professional liability insurance.

CONTRACT TERM

The Agency anticipates that it will initially award a contract for the duration of the project, once the project is complete this contract will end.

CCHRA EXHIBIT FORMS

HUD Form 5369-C Certifications and Representations of Offerors Profile of Firm Form
[5369 C](#)

HUD Form 5369-B Instructions to Offerors Non-Construction
[HUD 5369 B](#)

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