



REQUEST FOR APPLICATIONS

CHARLESTON HOME PROGRAM: PHASE IV

5317 Alvie St, North Charleston, SC 29418

3989 Paramount Dr, North Charleston, SC 29405

6992 Vista Court, North Charleston, SC 29406

4828 Foxwood Dr, Charleston SC 29418

1118 Carverwood Ln, Charleston, SC 29406

September 16, 2024

Community Development and Revitalization
3660 W. Montague Ave.
North Charleston, SC 29418
communitydev@charlestoncounty.org
(843) 202-6960

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CHARLESTON COUNTY COMMUNITY DEVELOPMENT & REVITALIZATION

CHARLESTON HOME PROGRAM

1. Overview

DATE:	September 16, 2024
SOLICITATION:	Request for Applications (RFA)
DESCRIPTION OF REQUEST FOR APPLICATIONS:	Solicitation for nonprofit or for-profit organizations with experience in affordable housing development to rehabilitate residential properties owned by Charleston County into viable, affordable housing and rentals.
SITE VISITS:	<p>MANDATORY</p> <p><i>Interested parties MUST attend a site visit or watch videos corresponding to the property for which they intend to submit an application. Site visit dates and locations are provided below:</i></p> <p>SEPTEMBER 21, 2024, 9:00 to 10:00AM EST 5317 Alvie St, North Charleston, SC 29418</p> <p>SEPTEMBER 21, 2024, 10:30-11:30AM EST 3989 Paramount Dr, North Charleston, SC 29405</p> <p>SEPTEMBER 25, 2024, 9:30-10:30AM EST 6992 Vista Court, North Charleston, SC 29406</p> <p>SEPTEMBER 25, 2024, 11:00- 12:00PM EST 4828 Foxwood Dr, Charleston, SC 29418</p> <p>SEPTEMBER 25, 2024, 12:30- 1:30PM EST 1118 Carverwood Ln, Charleston, SC 29406</p>
DUE DATE FOR WRITTEN QUESTIONS:	<p>Friday, September 27, 2024, at 5:00 PM</p> <p>Addendum to be posted October 1, 2024</p> <p>Questions should be sent to: housing@charlestoncounty.org</p>
APPLICATION DUE DATE/TIME:	<p>October 16, 2024, at 5:00PM</p> <p>**Late Applications will not be accepted**</p>
APPLICATION SUBMISSION:	PART ONE: Submit an electronic application and attachments via Neighborly Software

* See Section 5 for a list of requirements.

2. Application Submission Guidelines

i Read this document thoroughly before completing application.

- **PART ONE: FILL OUT THE APPLICATION COMPLETELY.** All applications must be submitted electronically. Available at [Neighborly Software](#). Applications must comply with requirements detailed in this document and the application.
- **PART TWO:** Submit all require attachments via [Neighborly Software](#). All attachments should be labeled clearly and sent in one singular email. Please see Section 5 for a full list of requirements.
- **PART THREE:** Attend the mandatory site visit for the corresponding site(s) or watch the corresponding scoping video(s) for the home(s) you wish to bid on and upload the Video Certification Form if you watched the videos.
- **DUE DATE: Wednesday, October 16, 2024, at 5:00PM**
- ***Because this application submission is internet-based, you are strongly encouraged to submit early to ensure no technical difficulties are encountered.***
- All applications must be complete and convey all the information requested. If significant errors are found in the application, or if it fails to conform to the essential requirements of the RFA, staff will determine whether the variance is significant enough to deem the application as non-responsive.
- Applications should be prepared simply and economically, providing a straightforward, concise description of the proposed project. Emphasis should be on completeness, clarity of content and measurable outcomes.
- Applicants may submit applications and be awarded for no more than (3) properties; however, each project must be submitted separately via the Neighborly portal.

3. Request for Applications Summary

i Charleston County's Community Development and Revitalization Department is the administering agency for the Charleston Home Program and will lead all correspondence between applicants and selected partners.

BACKGROUND

The shortage of affordable housing is a significant challenge in our community. Charleston County Government recognizes the need for innovative solutions to increase the supply of affordable housing and rental units. This RFA seeks to support initiatives that focus on the rehabilitation of residential properties to provide safe, sustainable, and affordable housing options for residents in need. In February 2022, Charleston County Council entered an agreement to purchase 18 homes from the Charleston County Housing & Redevelopment Authority to preserve the properties as affordable rather than sold at market rate. Sixteen of these homes have been designated to be rehabilitated through the Charleston Home Program. The Charleston Home Program is an opportunity for interested parties to submit site-specific applications to rehabilitate the existing dwellings into livable, affordable housing units. Interested parties may be nonprofit organizations or private entities with experience in the production of affordable housing. Selected recipients will be expected to cover all upfront costs of the project. Upon project award, Charleston County and the partner organizations will enter into a developer agreement contract outlining the partner organization's responsibility for managing the sale, rental, or other use of the property as affordable housing.

To maximize the range of potentially interested parties, the Charleston Home Program will allow applicants to make the following determinations:

- Intended use: Homeownership, rental, other.
- Target income range for future residents; and
- Property utilization (ex: subdivision, conversion to multi-family, accessory dwelling unit, etc.).

The Charleston Home Program Request for Applications (RFA) will be solicited in four phases. Interested parties may submit separate applications and eligible to receive up to (3) properties. Phase III and IV of the Charleston Home Program are listed below:

PHASE III (04/15/2024-05/15/2024)

2225 Doris Dr, Charleston, SC 29414
1912 Morgan, N.Charleston, SC 29406
6306 Brandt St, Charleston, SC 29406
9789 Peatwood Dr, Ladson, SC 29456
1980 Dogwood, Charleston, SC 29414
7646 Allwood Avenue, N. Charleston, SC 29412
6992 Vista Ct, North Charleston, SC 29406

PHASE IV (09/16/2024)

5317 Alvie St, North Charleston, SC 29418
3989 Paramount Dr, North Charleston, SC 29405
6992 Vista Ct, North Charleston, SC 29406
4828 Foxwood Dr, North Charleston, SC 29418
1118 Carverwood Ln, Charleston, SC 29407

REQUEST FOR APPLICATIONS

The RFA is being solicited for proposed rehabilitation projects that meet the goals aim to utilize each property to its highest and best use with an emphasis of high-quality livability for future residents. The application must identify the intended use of the property (i.e., homeownership, rental, other), future resident eligibility (i.e., income ranges and any other requirements), and describe a creative effort to maximize the use of the property (i.e., subdivision, accessory dwelling unit, multifamily redevelopment, etc.). The application must demonstrate an effort to conduct due diligence to identify any potential challenges or barriers that might be encountered with its proposed project in relation to the corresponding jurisdiction's zoning and building codes. To ensure that the County's investment continues to support affordable housing initiatives, each application will also be required to include a contingency plan for recovered funds that exceed total project costs. This contingency plan should specify how additional recovered funds will be used to further affordable housing efforts in Charleston County.

4. Application Eligibility & Responsibilities

ELIGIBLE APPLICANTS

Any governmental, community, neighborhood, faith-based, or nonprofit organization engaged in a public service may apply. Private for-profit agencies engaged in affordable housing development are also eligible. Nothing herein is intended to, nor should it be construed to, limit competition; instead, it is for the purpose of meeting the direct benefit or area benefit of persons or communities eligible to be selected as a partner using a system of fair, impartial, and free competition among all Applicants.

APPLICANT REQUIREMENTS

Charleston County has identified a set of criteria that applicants must meet to be selected as an implementation partner. Applicants must:

- Have experience in the production of affordable house AND be a 501(c)(3) organization and provide IRS certification OR private entity and provide business license;
- Provide approval from Board of Directors or other governing body to participate in the Charleston Home Program;
- Demonstrate capacity to complete construction-related activities;
- Provide reasonable assurance of project start-up within sixty (60) days of contract execution;
- Provide a detailed description of vision for repairs and updates for selected project site, minimally including all repairs listed in the initial scope of work;
- Demonstrate financial capacity to cover project costs upfront; and
- Provide a detailed contingency plan that dedicates funds exceeding total projects recovered through home sale/rental to specified efforts that further affordable housing initiatives in Charleston County.

SCOPE OF WORK

Selected recipients will be expected to complete all repairs necessary to bring each dwelling into a high-quality, livable state. The scope of this work will include project oversight, personnel management, procurement of materials, etc. An initial scope of work outlining required repairs and estimated costs is provided for each Phase IV property in Appendix A. Applicants are encouraged to elaborate upon this scope to increase overall quality and longevity of final product.

PRIME CONTRACTOR RESPONSIBILITIES

The Applicant will be required to assume the sole responsibility for the complete effort as required by this RFA. The Applicant's designated consultants may act and interact with County staff on behalf of the Applicant as set forth in a signed agreement between the Applicant and its designee. However, the Applicant maintains the sole responsibility for the project-related and financial performance outlined under the agreement.

APPLICATION CONSTITUTES OFFER

By submitting an application, the Applicant agrees to be governed by the terms and conditions as set forth in this document. Any applications containing variations from the terms and conditions set forth herein may, at the discretion of the Administrative Entity (Charleston County Community Development and Revitalization Department) be deemed as non-responsive. Any inconsistencies between this RFA and any other contractual instrument shall be governed by the terms and conditions of this RFA except where subsequent amendments to any contract resulting from this RFA are specifically agreed to in writing by the parties to supersede any such provisions of this RFA.

5. Application Requirements

i Use the application checklist below to organize your submission. Please note that submissions that do not contain all required elements may be considered non-responsive. All elements listed on the respective checklist should be present or indicates as “not applicable”.

Submit Part 1: Online Application

Submit Part 2: Mandatory Forms and Attachments – A checklist for required attachments is provided in Appendix B. Each applicant must review this checklist in detail and have an authorized official sign to certify that all required documents are being provided. This signed checklist MUST be included the part two submission. All attachments should be submitted via [Neighborly Software](#). All attachments MUST also follow the clear labeling instructions provided. A list of attachments is provided below:

- ‘ORGANIZATION NAME’ CHP PART II SUBMISSION
- A signed copy of the checklist provided in Appendix B.
 - LABEL: ‘ORGANIZATION NAME’_CHECKLIST (ex: CHASCOUNTY_CHECKLIST)
- 501(c)(3) certification (nonprofits) OR business license (for-profits)
 - LABEL: ‘ORGANIZATION NAME’_CERTIFICATION
- A letter from the organization’s governing body providing evidence of approval to submit application.
 - LABEL: ‘ORGANIZATION NAME’_APPROVAL
- Resume(s) of project management that demonstrates knowledge of construction industry standards and experience in affordable housing development (see #3 in section 5).
 - LABEL: ‘ORGANIZATION NAME’_QUALIFICATIONS
- Evidence of financial capacity to complete the required repairs provided in Appendix A (at a minimum).
 - LABEL: ‘ORGANIZATION NAME’_RESOURCES
- A project budget included estimated costs for all intended project activities. These costs should include administration, personnel, materials, labor, permitting, etc.
 - LABEL: ‘ORGANIZATION NAME’_BUDGET
- A signed copy of the addendum posted on the Community Development and Revitalization website on October 1, 2024
 - LABEL: ‘ORGANIZATION NAME’_ADDENDUM
- A signed copy of the Video Certification form if opted not to attend site visits.
 - LABEL: “ORGANIZATION NAME ‘_Video Certification form
- OPTIONAL: Applicants are invited to include any other attachments they believe would strengthen their overall application. This might include sight plans, documentation of correspondence with jurisdictional zoning or building departments, evidence of intended partnerships with other organizations, etc.

NOTE: To ensure that no technical difficulties hinder the complete submission of your application, all emails containing part 2 attachments should receive a confirmation of receipt within 24 hours. If the applicant does not receive this confirmation, please call (843) 202-7234.

6. Evaluation Criteria

A selection committee will evaluate each Applicant's proposal and rank each organization based on the following criteria. (Note: these criteria are not necessarily listed in order of importance, see Attachment C for Scoring Matrix.) The County will award a contract to the responsible Applicant whose proposal conforms to the requirements of the RFA and provides the most advantageous proposal (best value) to the County, price and other factors considered. Representatives of the County will evaluate individual proposals. Any Applicant determined to be technically unqualified, or whose proposal is deemed unresponsive.

1. REQUIRED: Be a nonprofit entity in good standing with the IRS able to provide documentation of prior construction or rehabilitation of affordable housing – provide 501(c)(3) certification; OR
A private for-profit entity able to provide business license and documentation demonstrating prior construction or rehabilitation of affordable housing.
2. REQUIRED: Provide evidence of approval from governing body for proposal submission (i.e., Board of Directors).
3. Provide evidence of demonstrated capacity to complete construction-related activities, including:
 - a. Identifying personnel needs;
 - b. Providing effective management oversight on project sites;
 - c. Maintaining fiscal control and financial oversight; and
 - d. Knowledge of construction industry standards;
4. Provide reasonable assurance of ability to begin project within 60 days of contract execution.
5. Provide tentative project timeline of execution schedule and estimate time to completion.
6. Demonstrate financial capacity to maintain adequate personnel and execute estimated cost of repairs provided by County.
7. Application completeness & creativity: An Application includes a list of intended repairs/updates that matches or expands upon the original site scope (see Appendix A). The project vision intends to utilize the property to its highest and best use (i.e., subdivision, accessory dwelling unit, multi-family dwellings). Description of proposed project must demonstrate that due diligence has been performed related to the zoning standards of the corresponding jurisdiction.
8. Target residents: Proposal must identify the target income range for future residents of the property, whether the Offeror intends to sell or rent the rehabilitated dwelling, and the eligibility process to be used for selecting future residents.
 - a. Rental projects must choose between extremely low-income residents (<30% AMI) and very low-income residents (<80% AMI).
 - b. Homeownership projects must choose between low-income residents (<80% AMI) and moderate-income residents (<120% AMI).
 - c. If the applicant is interested in a use other than rental or homeownership, their application must provide details of program type and eligible residents.
9. Budget and Project Quality: Submissions will be evaluated on the completeness and level of detail of the submitted Budget Proposal. Line items should demonstrate plans to provide repairs and updates of a high, long-lasting quality.

7. Technical Assistance and Site Visits

i Charleston County will hold one mandatory site visit per property as well as video views of each property on Community Development and Revitalization website. We will accept written questions to provide applicants with assistance sufficient to submit competitive applications for program. Applicants must attend the corresponding site visit or watch the videos for their application to be considered.

Interested parties MUST attend a site visit corresponding to the property for which they intend to submit an application OR watch the associated scoping video(s) posted online and submit a signed video verification form. This time should be used to review the initial scope of work on-site and to visually determine needs for additional repairs. Site visit dates and locations for Phase IV are provided below:

SEPTEMBER 21, 2024, 9:00-10:00AM EST

5317 Alvie St, North Charleston, SC 29418

SEPTEMBER 21, 2024, 10:30-11:30AM EST

3989 Paramount Dr, North Charleston, SC 29405

SEPTEMBER 25, 2024, 9:30-10:30AM EST

6992 Vista Court, North Charleston, SC 29406

SEPTEMBER 25, 2024, 11:00-12:00PM EST

4828 Foxwood Dr, Charleston, SC 29418

SEPTEMBER 25, 2024, 12:30-1:30PM EST

1118 Carverwood Ln, North Charleston, SC 29407

**Applicants may attend anytime within the specified time frame*

WRITTEN QUESTIONS DEADLINE

The deadline for submittal of written questions shall be no later than Friday, September 27, 2024, at 5:00 PM.

Applicants may ask procedural questions seeking clarification of the submittal process orally; however, substantive questions should be submitted in writing. Written questions should be emailed to housing@charlestoncounty.org. Substantive requests for information received prior to the deadline for questions may be responded to in writing by the County in the form of an addendum to this RFA. If an Applicant finds any inconsistency in this RFA, the Applicant should contact the County for resolution of the issue. Any clarification may become an addendum.

8. Application Review Process

i The application review process will involve the following steps:

- A. The Community Development and Revitalization Department will accept via **Neighborly Software** online applications and attachments and review ALL applications and determine if they are responsive to this RFA. All application attachments and forms must be submitted via **Neighborly Software** by the deadline. Applicants may be asked to provide additional information. Applications deemed as non-responsive.

Applications may be considered non-responsive if:

- It is received after the deadline.
 - No budget form is submitted by the deadline.
 - Proof of financial capability is not submitted.
 - It is not signed and completed in its entirety.
 - The information contained in the application is found to be unsubstantiated.
- B. A scoring committee made up of qualified staff and community leaders will review and rate all applications based on the criteria included in this RFA. For each phase, the scoring committee will recommend selected applicants for each property (no more than three properties may be awarded per applicant). Final approval will be requested from County Council, who will review selected applicants and their contingency plans.
- C. All discussions during the evaluation process are to be considered confidential.

ADDITIONAL DOCUMENTATION

If an agency is awarded funding, a subrecipient agreement will be drafted. The Applicant may be required to submit documents and information prior to release of the contract, such as:

- | | |
|---|---|
| • Detailed Budget Back-Up/Justification | • Participant Accident Insurance Plan |
| • Letters of Reference | • Agency's Citizen Grievance Policy |
| • Audit Reports/Resolutions/Management Letter | • Banking Arrangement Documentation |
| • Documentation of Contracting Authority | • IRS Identification Number |
| • Performance and/or Fidelity Bond Documents | • Procedures for Prevention of Fraud and Abuse |
| • Cost Allocation Plan/Indirect Cost Plan | • Certification of Program Accessibility for Disabled Persons |
| • Copies of Sub-agreements | |
| • Updated List of Board of Directors and Bylaws | |
| • Conflict of Interest Policy | |
| • Procurement, Financial, and Internal Control Policies | |

9. General Terms and Conditions

i *This solicitation does not commit the County of Charleston to award a contract, to pay any cost incurred in the preparation of Applications submitted, or to procure or contract for the services. The County reserves the right to accept or reject any, all or any part of the Applications received as a result of this request, or to cancel in part or in its entirety this Request for Applications if it is in the best interest of the County to do so. The County will be the sole judge as to whether Applications submitted meet all requirements contained in this solicitation.*

GENERAL INFORMATION

- A. There is no expressed or implied obligation for Charleston County (hereinafter “the County”) to reimburse responding firms (hereinafter “the Applicants”) for expenses incurred in preparing applications in response to this request.
- B. During the evaluation process, the County reserves the right, where it may serve the County’s best interest, to request additional information or clarification from Applicants or to allow corrections of errors or omissions.
- C. The terms and conditions in this Request for Applications (RFA) shall prevail unless otherwise modified by the County in an addendum to this RFA. The County reserves the right to reject, in whole or in part, any application which does not comply with such terms and conditions.
- D. The County reserves the right to retain all applications submitted. Submission of an application indicates acceptance by the Applicant of the conditions contained in this RFA, unless clearly and specifically noted in the application submitted and confirmed in any resulting contract between the County and the Applicant selected.

SUBMISSION AND WITHDRAWAL OF APPLICATIONS

- E. Applicants are encouraged to submit the application attachment and forms package and electronically submit the project application early.
- F. Applications may be withdrawn by written request received from the Applicant prior to the submittal deadline.

PREPARATION OF THE ONLINE APPLICATION

- G. All proposals should be complete and carefully worded and must convey all the information requested by the County. If errors or exceptions are found in the Applicant’s proposal, or if the proposal fails to conform to the requirements of the RFA, the County will be the sole judge as to whether that variance is significant enough to reject the proposal.
- H. Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form and reproducible upon request “at cost” for the County’s internal use. The County reserves the right to reproduce proposals for internal use in the evaluation process.
- I. All proposals shall provide a straightforward, concise description of the Applicant’s ability to satisfy the requirements of the RFA.
- J. The Applicant is solely responsible for all costs and expenses associated with the preparation of their response and of any supplementary presentation (including any oral presentation) requested by the County.
- K. Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

COMPETITION

- A. Governmental, non-profit, and private non-profit organizations may respond to this solicitation. It is the intent and purpose of the Community Development and Revitalization Department that this RFA permit fair and open competition. Nothing

herein is intended to, nor should it be construed to limit competition, but instead is for the purpose of meeting the full needs of the program using a system of fair, impartial, and free competition among all Applicants.

- B. It shall be each Applicant's responsibility to advise the County if any language, provision, or other requirement, or any combination thereof, inadvertently restricts or limits competition. Such notification must be submitted in writing and must be received by the County's Community Development and Revitalization Department no later than the last date and time for written questions. Any such notification shall be reviewed by the County's staff.

GRATUITIES AND KICKBACKS

- A. **Gratuities.** It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal therefore.
- B. **Kickbacks.** It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or to hire any subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. Violation of this clause may result in Contract termination.

ADDENDA/CHANGES

- A. If it becomes necessary to revise any part of the RFA, all changes will be provided in writing as an addendum to the RFA and will be made available to all Applicants via **Neighborly Software**. Verbal comments or discussions relative to this RFA cannot add, delete, or modify any written provision.
- B. Any additions, deletions, modifications, or changes made to this RFA shall be processed through the County's Community Development and Revitalization Director. Any deviation from this procedure may result in the disqualification of the application or the cancellation of any contract resulting from this RFA.
- C. Requests for interpretation of this RFA and any other questions concerning the RFA shall be made in writing and addressed to the County's Community Development and Revitalization Director, 3660 West Montague Avenue, Charleston, SC 29418. Questions may be via **Neighborly Software**, but it shall be the responsibility of the sender to confirm receipt by the County.
- D. These requests must be submitted by the deadline for written questions. Responses to said requests shall be made at the discretion of the County's Community Development and Revitalization Director. Any interpretation, correction or change of the solicitation will be made by addendum. It is the Applicant's responsibility to monitor the Community Development and Revitalization website <https://www.charlestoncounty.org/departments/community-development/index.php> for any additional information, revisions, or addenda that may be posted. All such addenda shall become part of the RFA, and each Application shall be bound by such addenda whether or not received by the Applicant. All responses will be sent via **Neighborly Software**.

PUBLIC ACCESS TO COMMUNITY DEVELOPMENT INFORMATION

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFA which is deemed privileged and confidential by the Applicant will also not be disclosed after the award. Such privileged and confidential information includes information which if disclosed, might cause harm to the competitive position of the Applicant supplying the information. All Applicants, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their proposal which it considers containing proprietary or other privileged information. Additionally, all Applicants shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as "EXEMPT FROM FREEDOM OF INFORMATION ACT" each specific part of their proposal which they deem to be so exempt and shall further be solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. Do not mark the entire proposal as confidential or exempt from disclosure. Doing so will necessitate an independent determination of confidentiality by the County pursuant to applicable law. The County hereby disclaims

any responsibility for not disclosing information identified by any Applicant as exempt from the Freedom of Information Act; for any information which is disclosed as a result of an Applicant's failure to visibly mark it as "CONFIDENTIAL"; and for any results of an independent verification of confidentiality necessitated by the marking of an entire proposal as confidential or exempt from disclosure.

OWNERSHIP OF DOCUMENTS

All proposals and supporting materials, including all data, material, and documentation originated and prepared for the County pursuant to this RFA and including correspondence relating to this RFA, shall, upon delivery to the County, become the property of the County.

SELECTION PROCESS

- A. Following the deadline for submittal of the applications, a selection committee will review, analyze, and rank all Applicants based on their response to the information requested.
- B. The County reserves the right to reject any and or all applications, and to waive defects, technicalities and/or irregularities in any submittal.

AWARD

Award may be made to the Applicant whose application is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this RFA.

NOTICE OF AWARD

The successful Applicant will be notified of acceptance of its application by a written Notice of Award.

MODIFICATION OF CONTRACT

Any alteration to the contract must be in the form of a written, signed amendment agreed to by all parties who are subject to the terms of this agreement. Verbal comments or discussions relative to the contract cannot add, delete, or modify any written provision.

REPRESENTATIONS OF THE APPLICANT

- A. Each Applicant, by submitting an application represents that:
- B. The Applicant has read and understands this RFA (including all specifications and attachments), and that the application is made in accordance therewith.
- C. The application is based on the terms, materials, systems, and equipment required by this RFA, without exception.
- D. The Applicant is qualified to provide the services required under this RFA.

NON-DISCRIMINATION

The Applicant shall certify agreement to abide by the requirements under Title VI of the Civil Rights Act of 1964. The Applicant shall abide by the requirements under the Federal Executive Order Number 11246, as amended, and specifically the provisions of the equal opportunity clause.

COMPLIANCE WITH LEGAL REQUIREMENTS

The Applicant shall comply with all federal, state, and local laws, ordinances, rules, and regulations of any authorities throughout the duration of the Contract. The Applicant shall be responsible for compliance with any such law, ordinance, rule, or regulation, and shall hold the County harmless and indemnify in the event of non-compliance.

GOVERNING LAW

Upon award of a contract under this request, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful

Applicant from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed application, the Applicant and sponsoring agency agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

ASSIGNMENT

The Applicant shall not assign, in whole or in part, any contract resulting from this RFA without the prior written consent of the County.

INDEMNIFICATION

Except for expenses or liabilities arising from the negligence or intentional acts of the County, the Applicant hereby expressly agrees to indemnify and hold the County harmless against all expenses and liabilities arising out of the negligent performance, action, or inaction of the Applicant in conduct of this RFA as follows:

For matters other than those arising from the rendering or failure to render professional services, the Applicant expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the Applicant and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage) that is suffered by the County and/or its officers or employees or by any member of the public, to indemnify and save the County and its officers and employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the negligence, action or inaction of the successful Applicant, regardless of whether such liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses are caused in part by the County. Such costs are to include, without limitation, defense, settlement, and reasonable attorney's fees incurred by the County and its employees. This promise to indemnify shall include, without limitation, bodily injuries or death occurring to the Applicant's employees and any person, directly or indirectly employed by the Applicant (including, without limitation, any employee of any subcontractor), the County's officers or employees, the employees of any other independent contractors, or occurring to any member of the public. When the County submits notice, the Applicant shall promptly defend any aforementioned action.

For matters arising out of the rendering or failure to render professional services, the Applicant will indemnify and save the County and its officers and employees harmless from and against all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of or resultant from any negligent act, error, or omission of the Applicant in the rendering or failure to render professional services under this Contract. Such costs are to include, without limitation, defense, settlement, and reasonable attorneys' fees incurred by the County and its officers and employees. This promise to indemnify shall include, without limitation, bodily injuries or death occurring to the Applicant's employees and any person, directly or indirectly employed by the Applicant (including, without limitation, any employee of any subcontractor), the County's officers or employees, the employees of any other independent contractors, or occurring to any member of the public. When the County submits notice of a claim that triggers the indemnity, the Applicant shall promptly defend any aforementioned action at its own cost.

The limits of insurance required in the Contract shall not limit the Applicant's obligations under this Section. The terms and conditions contained in this Section shall survive the termination of the Contract or the suspension of the Work hereunder. To the extent that any liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses are caused in part by the acts of the County, the Applicant's obligations shall be reduced in proportion to the County's fault. The obligations herein shall also extend to any actions by the County to enforce this indemnity obligation. The recovery of costs and fees all extend to those incurred in the enforcement of this indemnity.

DISCLAIMER OF LIABILITY

The County, or any of its agencies, will not hold harmless or indemnify any Applicant for any liability whatsoever except as may otherwise be specified in this RFA.

SEVERANCE

Should any part of any contract resulting from this RFA be determined by a Court of competent jurisdiction to be invalid, illegal, or against public policy, said offending Section shall be void and of no effect and shall not render any other Section herein, nor the Contract as a whole, invalid. Any terms which, by their nature, should survive the suspension, termination or expiration hereof shall be deemed to so survive.

ADHERENCE TO FEDERAL REGULATIONS

Applicants agree to comply with the following federal regulations as found in Subpart K in 24 CFR 570.600-614 as condition of your award:

- Affirmatively Further Fair Housing (570.601)
- Equal Opportunity and Prohibition Against Discrimination (570.602)
- Labor Standards (570.603)
- Environmental Standards (570.604)
- National Flood Insurance Program (570.605)
- Uniform Relocation Act (570.606)
- Employment and Contracting Opportunities (570.607)
- Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135
- Lead-Based Paint (570.608)
- Debarred, Suspended or Ineligible Contractors (570.609)
- Uniform Administrative Requirements (570.610)
- Conflict of Interest (570.611)
- Review and Public Comment for Entitlement Programs (570.612)
- Restrictions for Resident Aliens (570.613)
- Architectural Barriers Act and ADA (570.614)

In addition to the above applicants agree to complete with the rules and regulations within 2 CFR 200, Uniform Administrative Requirements.

Appendix A – SCOPE OF WORK

5317 ALVIE STREET (1961)	QUANTITY	COST FACTOR(S)	COST
EXTERIOR			
Permit fees	1		
Pressure wash house	1900 sf		
Trim shrubs/trees to allow airspace with brick siding	ALL		
Service HVAC system and check for proper operation	1		
Prep, caulk and paint all exterior woodwork/doors and ironwork	750 sf		
Replace missing dryer vent cover	1		
Ensure all windows are readily operable, lock and have screens	10		
Provide and install new mailbox	1		
Prep and paint all exterior woodwork, doors, shutters	750		
Secure all foundation vents	8		
Demo rotted rear deck and remove debris	192 sf		
Replace rusted front stair handrail post	1		
Fabricate and install new crawlspace covers	2		
Replace water damaged brickmold on rear door with vinyl brickmold	1		
Fabricate and install handrail for rear steps	1		
Furnish and install storm door on rear steps	1		
		EXTERIOR TOTAL	
INTERIOR			
Rewire house to provide grounded outlets and GFCI outlets for kitchen, bath and exterior outlets and hardwired smoke detectors	ALL		
		SUBTOTAL	
LIVING ROOM 18'0 x 11'6 (=/- 210 sf)			
Prep & paint ceiling, walls, doors, windows, and trim with 2 coats acrylic latex	624 sf		
Replace hollow core entry door with solid core door	1		
Clean existing stained woodwork	ALL		
Furnish and install new carpet	210 sf		
Furnish and install new floor registers	2		
Furnish and install new thermostat	1		
		SUBTOTAL	
KITCHEN/DINING AREA 16'0 x 11'0 (+/- 176 sf)			
Prep & paint ceiling and walls with 2 coats acrylic latex	380 sf		

Furnish and install new countertops and backsplash	21 sf		
Remove contact paper and clean existing cabinets	ALL		
Provide and install new dining area light fixture	1		
Remove existing vinyl and install new vinyl flooring	165 sf		
Clean all existing stained woodwork	ALL		
Furnish and install new floor registers	2		
		SUBTOTAL	
HALLWAY 3'0 x 14'0 + 2'0 x 3'0 (+/- 48 sf)			
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	220 sf		
Furnish and install smoke detector circuit	INC		
Remove single saloon door	1		
Replace broken closet door hinge	1		
Clean all existing stained woodwork	ALL		
Remove existing vinyl and install new vinyl flooring	48 sf		
		SUBTOTAL	
BEDROOM 1 12'6 x 9'8 (+/- 120 sf)			
Box and drywall return ductwork in closet	1		
Prep & paint ceiling and walls, with 2 coats acrylic latex	424 sf		
Furnish and install 4'0 bifold door and hardware	1		
Provide and install new hardwired smoke detector	INC		
Furnish and install new carpet	120 sf		
Clean existing stained woodwork	ALL		
Furnish and install new floor register	1		
		SUBTOTAL	
BEDROOM 2 10'0 x 12'0 (+/- 130 sf)			
Prep & paint ceiling and walls, with 2 coats acrylic latex	432 sf		
Furnish and install 2'0 bifold door and hardware	1		
Provide and install new hardwired smoke detector	INC		
Furnish and install new carpet	130 sf		
Clean existing stained woodwork	ALL		
Furnish and install new floor register	1		
		SUBTOTAL	
BEDROOM 3 12'0 x 10'3 (+/- 136 sf)			

Prep & paint ceiling and walls, with 2 coats acrylic latex	448 sf		
Furnish and install 4'0 bifold door and hardware	1		
Provide and install new hardwired smoke detector	INC		
Furnish and install new carpet	136 sf		
Clean existing stained woodwork	ALL		
Furnish and install new floor register	1		
Replace ceiling light fixture	1		
		SUBTOTAL	
BATH 6'0 x 8'0 (+/- 48 sf)			
Demo all and replace fixtures, flooring, paneling, etc.	ALL		
		SUBTOTAL	
DEN 29'0 x 12'0 (+/- 348 sf)			
Replace discolored ceiling tiles (spares in attic)	ALL		
Furnish and install new carpet	348 sf		
Clean existing stained woodwork	ALL		
Furnish and install new floor register	2		
		SUBTOTAL	
UTILITY ROOM 16'0 x 6'3 (+/- 100 sf)			
Furnish and install new water heater and expansion tank	1		
Replace hollow core door and stain to match	1		
Prep and paint ceiling with 2 coats acrylic latex	100 sf		
Furnish and install smoke detector circuit	INC		
Clean all existing stained woodwork	ALL		
Remove existing vinyl and install new vinyl flooring	100 sf		
		SUBTOTAL	
REPAIR/RENOVATION COSTS ESTIMATED AT \$35,000-45,000.			

3989 PARAMOUNT DRIVE (1966)	QUANTITY	COST FACTOR(S)	COST
EXTERIOR			
Permit fees	1		
Pressure wash house	1800 sf		
Trim shrubs/trees to allow airspace with brick siding	ALL		
Service HVAC system and check for proper operation	1		
Enclose hole in brick veneer with new brick, match as is possible	4 sf		
Replace missing dryer vent cover	1		
Demo existing shingles and felt paper	1850 sf		
Install new aluminum drip edge	194 lf		
Install new #15 felt and architectural shingles	1850 sf		
Install new ridge vent	50 lf		
Replace 2 missing vents and secure all foundation vents	ALL		
Replace rotted fascia	76 lf		
Replace rotted soffit	44 sf		
Replace rotted/missing bedmold on left gable	16 lf		
Prep, caulk and paint all exterior woodwork/doors	750 sf		
Replace existing slider with new single swing French door	1		
Fabricate and install new crawlspace cover	1		
Replace water damaged brickmold on rear door with vinyl brickmold	1		
Fabricate and install handrail for rear steps	1		
Ensure all windows are readily operable, lock and have screens	12		
Provide and install new mailbox	1		
Provide and install new 4" PVC cleanout plug	1		
		EXTERIOR TOTAL	
INTERIOR			
Rewire as needed to provide outdoor front and rear GFCIs, and GFCI outlets for kitchen and baths. Ensure all attic splices are to code	ALL		
		SUBTOTAL	
LIVING ROOM 12'0 x 13'6 (=/- 162 sf)			
Prep & paint ceiling, walls, doors, windows, and trim with 2 coats acrylic latex	424 sf		
Replace broken glass panes in entry door	2		
Furnish and install new storm door	1		
Remove railing between LR and den	1		
Furnish and install new carpet	162 sf		

Furnish and install new ceiling HVAC register	1		
Furnish and install new ceiling light fixture	1		
		SUBTOTAL	
DEN 18'0 x 12'6 (+/- 225 sf)			
Clean existing stained woodwork	ALL		
Furnish and install new carpet	225 sf		
Furnish and install new ceiling HVAC register	1		
Furnish and install new fan/light	1		
		SUBTOTAL	
KITCHEN 10'0 x 10'6 (+/- 105 sf)			
Prep & paint ceiling and walls with 2 coats acrylic latex	265 sf		
Prep and paint existing cabinets	ALL		
Clean existing countertops and seal/paint end caps	21 lf		
Provide and install new light fixture	1		
Remove existing vinyl and install new vinyl flooring and shoe mold	95 sf		
Furnish and install new ceiling light fixture	1		
Furnish and install new ceiling registers	2		
		SUBTOTAL	
DINING ROOM 14'0 x 10'0 (+/- 140 sf)			
Prep & paint ceiling and walls with 2 coats acrylic latex	375 sf		
Provide and install new light fixture	1		
Remove existing vinyl and install new vinyl flooring and shoe mold	140 sf		
Furnish and install new ceiling registers	2		
		SUBTOTAL	
UTILITY ROOM 12'6 x 8'0 + LOFT (+/- 170 sf)			
Furnish and install new water heater and expansion tank	1		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	300 sf		
Replace broken door with new hollow core Masonite door	1		
Prep and paint concrete floor	100 sf		
		SUBTOTAL	
HALLWAY 3'0 x 18'0 + (2) 2'0 x 3'0 (+/- 66 sf)			
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	335 sf		

Furnish and install new hardwired smoke detector	1		
Replace broken door with new hollow core Masonite door	1		
Furnish and install new ceiling HVAC register	1		
Furnish and install new carpet	66 sf		
Provide and install new light fixture	1		
		SUBTOTAL	
BEDROOM 1 12'0 x 9'0 (+/- 112 sf)			
Furnish and install 4'0 bifold door and hardware	1		
Prep & paint ceiling and walls, with 2 coats acrylic latex	410 sf		
Repair damage to entry door	1		
Furnish and install new hardwired smoke detector	1		
Furnish and install new carpet	112 sf		
Furnish and install new light fixture	1		
Furnish and install new ceiling register	1		
		SUBTOTAL	
BEDROOM 2 12'0 x 13'0 (+/- 162 sf)			
Furnish and install 4'0 bifold door and hardware	1		
Prep & paint ceiling and walls, with 2 coats acrylic latex	432 sf		
Replace broken door with new hollow core Masonite door	1		
Furnish and install new hardwired smoke detector	1		
Furnish and install new carpet	156 sf		
Furnish and install new light fixture	1		
Furnish and install new ceiling register	1		
BEDROOM 3 10'0 x 14'0 (+/- 146 sf)			
Furnish and install 6'0 bifold door and hardware	1		
Prep & paint ceiling and walls, with 2 coats acrylic latex	400 sf		
Replace broken door with new hollow core Masonite door	1		
Furnish and install new hardwired smoke detector	1		
Furnish and install new carpet	140 sf		
Furnish and install new light fixture	1		
Furnish and install new ceiling register	1		
		SUBTOTAL	
BATH 1 7'0 x 8'0 (+/- 56 sf)			

Demo all and replace fixtures, flooring, etc.	ALL		
BATH 2 7'6 x 3'0 (+/- 23 sf)			
Furnish and install 1'6 bifold door and hardware	1		
Prep & paint ceiling and walls, with 2 coats acrylic latex	120 sf		
Furnish and install new basin and faucet	1		
Furnish and install new toilet	1		
		SUBTOTAL	
REPAIR/RENOVATION COST ESTIMATED AT \$45,000-55,000.00			

6992 VISTA COURT (1970)	QUANTITY	COST FACTOR(S)	COST
EXTERIOR			
Permit fees	1		
Pressure wash house	1176 sf		
Clean debris from roof	1		
Trim tree limbs making contact with roof edge	8"		
Trim shrubs to give at least one foot clearance to house	8"		
Reglaze and paint windows, ensure all are operable and lock	8		
Repair electrical weather head	1		
Rewire to add front GFCI protected weatherproof outlet	1		
Provide and install new mailbox	1		
Check A/C condenser unit and system for proper operation	1		
Replace front and rear storm doors	2		
Prep, caulk, paint exterior woodwork, shutters 2 coats acrylic latex	420 sf		
Prep, caulk and paint front and rear doors	2		
Remove and reinstall storm windows to allow access	8		
Plumb and anchor front porch posts	4		
Remove shingle cap and install shingle over ridge vent	16 lf		
Repair roof leak over Bedroom 2	1		
		EXTERIOR TOTAL	
INTERIOR			
LIVING ROOM 12'6 x 15'0 (=/- 188 sf)			
Prep & paint walls, ceiling, doors/trim with two coats acrylic latex	512 sf		
Provide and install new carpet and pad	188 sf		
Provide and install new HVAC ceiling register and return grill	2		
		SUBTOTAL	
DINING ROOM 8'6 x 11'0 (+/- 94 sf)			
Replace two broken window panes	2		
Prep and paint walls, ceiling, and doors/trim two coats acrylic latex	282 sf		
Install new sheet vinyl flooring and shoe mold	94 sf		
		SUBTOTAL	
KITCHEN 8'6 x 11'0 (+/- 94 sf)			
Clean all stained cabinets and countertops	140 sf		
Prep and paint walls, ceiling, and doors/trim two coats semi-gloss	164 sf		
Provide and install new vinyl flooring	94 sf		
		SUBTOTAL	
HALLWAY 3'0 x 15'6 (+/- 46 sf)			
Prep and paint walls, ceiling, and doors/trim two coats acrylic latex	210 sf		
Provide and install new carpet and pad	100 sf		
Provide and install hardwired smoke detector	1		
		SUBTOTAL	
BEDROOM 1 10'0 x 11'6 (+/- 115 sf)			
Replace broken hollow core door	1		
Remove cables and patch holes in drywall	2		
Prep and paint walls, ceiling, and doors/trim two coats acrylic latex	450 sf		
Provide and install new carpet and rebond pad	115 sf		
Provide and install new hardwired smoke detector	1		
		SUBTOTAL	
BEDROOM 2 11'6 x 11'6 (+/- 132 sf)			
Replace broken hollow core door	1		
Patch hole in drywall in ceiling	1		
Prep and paint walls, ceiling, and doors/trim two coats acrylic latex	490 sf		
Provide and install new carpet and rebond pad	136 sf		
Provide and install hardwired smoke detector	1		

Replace fan/light fixture			
		SUBTOTAL	
BEDROOM 3 10'6 x 13'6 (+/- 142 sf)			
Prep and paint walls, ceiling, and doors/trim two coats acrylic latex	510 sf		
Provide and install new carpet and rebond pad	142 sf		
Provide and install hardwired smoke detector	1		
Replace fan/light fixture			
BATH 5'0 x 7'0 (+/- 35 sf)			
Prep and paint walls, ceiling, and doors/trim two coats semi-gloss	110 sf		
Rewire as required to provide GFCI protected outlet	1		
Provide and install ventilation fan ducted to exterior	1		
Patch hole in drywall from doorknob	1		
Replace missing ceramic towel bar holder and bar	1		
Clean bath and recaulk tub	1		
		SUBTOTAL	
UTILITY ROOM 5'0 x 7'0 (+/- 35 sf)			
Provide and install new water heater, pan and expansion tank	1		
Remove door and install new 2'8 prehung metal door	1		
Prep and paint walls, ceiling, and doors/trim two coats semi-gloss	225		
RENOVATION COSTS ESTIMATED TO BE \$25,000-\$35,000			

4828 FOXWOOD DRIVE (1979)	QUANTITY	COST FACTOR(S)	COST
EXTERIOR			
Permit fees	1		
Pressure wash house	1580 sf		
Demo existing shingles, felt paper and satellite dish	1600 sf		
Install aluminum drip edge & new #15 felt and architectural shingles	1600 sf		
Repair water damage to porch beam as needed and caulk/paint	4 lf		
Repair water damage fascia and soffit	10 sf		
Replace broken 2'8 exterior door to garage	1		
Replace sliding door with 6'0 French door (one fixed door)	1		
Service HVAC system and check for proper operation	1		
Prep, caulk and paint all exterior woodwork/doors and ironwork	750 sf		
Replace missing globe on front porch light	1		
Ensure all windows are readily operable and lock	8		
Provide and install new mailbox	1		
INTERIOR			
LIVING ROOM 16'10 x 11'0 (=/- 192 sf)			
Prep & paint ceiling, walls, doors, windows and trim with 2 coats acrylic latex	580 sf		
Remove existing vinyl and install new vinyl flooring	192 sf		
DINING ROOM 11'0 x 10'6 (+/- 116 sf)			
Prep & paint ceiling, paneling, French door and trim with 2 coats acrylic latex	360 sf		
Remove existing vinyl and install new vinyl flooring	116 sf		
KITCHEN 10'0 x 11'0 (+/- 110 sf)			
Prep & paint ceiling, paneling, door, window and trim with 2 coats acrylic latex	240 sf		
Clean countertops and replace broken end cap	16 lf		
Clean and paint existing cabinets	20 lf		
Replace sink basket strainers	2		
Check to ensure all outlets are GFCI protected	All		
Provide and install new kitchen light fixture	1		

Provide and install door lock repair plate	1		
Remove existing vinyl and install new vinyl flooring	90 sf		
GARAGE 22'6 x 11'6 (+/- 260 sf)			
Replace broken pull down stair	1		
Install bollard in front of water heater	1		
Patch missing drywall by water heater	6 sf		
Install new water heater and expansion tank	1		
Prep & paint ceiling, walls, doors, trim with 2 coats acrylic latex	675 sf		
Check electric panel for proper grounds and neutrals	1		
HALLWAY 3'0 x 15'6 + 2'0 x 2'6 and 1'0 x 3'0 (+/- 55 sf)			
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	240 sf		
Remove whole house fan and patch drywall	4 sf		
Install new smoke detector (hardwiring already in place)	1		
Remove existing vinyl and install new vinyl flooring	55 sf		
BEDROOM 1 11'3 x 9'0 (+/- 110 sf)			
Patch small hole in drywall	1 sf		
Prep & paint ceiling, walls, doors, window and trim with 2 coats acrylic latex	435 sf		
Reinstall closet sliding door and install new hardware as needed	2		
Provide and install new hardwired smoke detector	1		
Remove existing vinyl and install new vinyl flooring	110 sf		
BEDROOM 2 10'0 x 11'3 (+/- 124 sf)			
Prep & paint ceiling, walls, doors, windows and trim with 2 coats acrylic latex	475 sf		
Provide and install new bifold closet door	1		
Provide and install new hardwired smoke detector	1		
Remove existing vinyl and install new vinyl flooring	124 sf		
BEDROOM 3 13'0 x 11'0 (+/- 150 sf)			
Prep & paint ceiling, walls, doors, windows and trim with 2 coats acrylic latex	515 sf		

Provide and install new hardwired smoke detector	1		
Remove existing vinyl and install new vinyl flooring	124 sf		
BATH 5'2 x 11'0 (+/- 56 sf)			
Prep & paint ceiling, walls, cabinets, doors, window and trim with 2 coats acrylic latex	260 sf		
Provide and install new shower rod	1		
Provide and install new towel bar	1		
RegROUT and recaulk tub	1		
Remove existing vinyl and install new vinyl flooring	36 sf		
RENOVATION/REPAIR COSTS ESTIMATED AT \$30,000-\$40,000			

1118 CARVERWOOD LANE (1972)	QUANTITY	COST FACTOR(S)	COST
EXTERIOR			
Permit fees	1		
Pressure wash house	1300 sf		
Demo existing shingles and felt paper	1300 sf		
Install aluminum drip edge & new #15 felt and architectural shingles	1300 sf		
Repair damage to rear porch roof due to missing support post	25 sf		
Repair destroyed brick utility room and install new door unit	25 sf		
Repair damaged brick veneer at rear window	12 sf		
Replace rear 2'8 exterior door unit	1		
Replace wood single pane windows with new vinyl single hung windows	10		
Install new gas furnace and AC	1		
Demo shutters, Prep, caulk and paint all exterior woodwork/doors	600 sf		
Replace front and rear porch lights	2		
Replace foundation vents	10		
Anchor existing front porch columns	2		
Provide and install new mailbox	1		
INTERIOR			
Remove trash and debris from house			
LIVING ROOM 13'0 x 14'0 (=/- 188 sf)			
Remove peeling ceiling stipple	188 sf		
Repair holes in drywall	24 sf		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	516 sf		
Refinish existing hardwood floor	188 sf		
DINING ROOM 8'0 x 10'6 (+/- 84 sf)			
Remove peeling ceiling stipple	84 sf		
Repair holes in drywall	32 sf		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	296 sf		
Refinish existing hardwood floor	84 sf		
KITCHEN 8'6 x 10'0 (+/- 86 sf)			
Demo all existing cabinets	ALL		
Demo existing flooring	86 sf		
Allowance for new cabinets, countertops, sink, flooring	ALL		

HALLWAY 3'0 x 15'0 + 2'0 x 2'6 (+/- 50 sf)			
Remove ceiling stipple	50		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	230 sf		
Refinish existing hardwood floor	50 sf		
Install new smoke detector circuit and smoke detector	1		
Furnish and install new lockset	1		
BEDROOM 1 9'6 x 10'6 (+/- 108 sf)			
Patch hole in drywall	6 sf		
Remove ceiling stipple	108 sf		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	425 sf		
Furnish and install new locksets	2		
Provide and install new hardwired smoke detector	1		
Refinish existing hardwood flooring	108 sf		
BATH 5'0 x 7'0 (+/- 35 sf)			
Demo all and install new fixtures and flooring	ALL		
BEDROOM 2 10'0 x 11'0 (+/- 118 sf)			
Patch hole in drywall	6 sf		
Remove ceiling stipple	118 sf		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	440 sf		
Furnish and install new locksets	2		
Provide and install new hardwired smoke detector	1		
Refinish existing hardwood flooring	118 sf		
BEDROOM 3 14'0 x 10'0 (+/- 140 sf)			
Remove ceiling stipple	140 sf		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	510 sf		
Furnish and install new Masonite door	1		
Furnish and install new locksets	2		
Provide and install new hardwired smoke detector	1		
Refinish existing hardwood flooring	140 sf		
HALF BATH 5'0 x 7'0 (+/- 35 sf)			
Remove ceiling stipple	35 sf		
Prep & paint ceiling, walls, doors, and trim with 2 coats acrylic latex	200 sf		
Provide and install new basin/faucet and toilet	1		
Furnish and install new locksets	1		

Furnish and install new sheet vinyl flooring	35		
RENOVATION/REPAIR COSTS ESTIMATED AT \$60,000-\$70,000.			

Appendix B – PART TWO CERTIFICATION

**CHARLESTON COUNTY HOME PROGRAM RFA
PART TWO CERTIFICATION**

Please initial next to each checklist item below to certify that the attachment has been included in your Part Two submission. If for any reason an applicant is not able to provide a required attachment, please provide an explanation in the space provided.

_____ 501(c)(3) certification (nonprofits) OR business license (for-profits)

_____ A letter from the organization's governing body providing evidence of approval to submit application.

_____ Resume(s) of project management that demonstrates knowledge of construction industry standards and experience in affordable housing development (see #3 in section 5).

_____ Evidence of financial capacity to complete the required repairs provided in Appendix A (at a minimum).

_____ A project budget included estimated costs for all intended project activities. These costs should include administration, personnel, materials, labor, permitting, etc.

_____ Video Certification

_____ Signed Addendum

Explanation of missing attachments:

By signing this form, I hereby certify that I have reviewed this RFA instruction packet in detail and have included all required attachments in this part two submission (or an explanation for attachments not included. I also certify that all attachments have been labeled according to the instructions provided in Section 4 of this document.

Signature, Date

Name, Title

Appendix C– SCORING MATRIX

SCORING MATRIX

		MAX POINTS
		110
Technical Proposal	CAPACITY (25 pts)	
	Provides evidence of experience in identifying personnel needs and effective hiring practices.	5
	Provides evidence of effective project site management strategies.	10
	Provides documentation outlining policies for maintain fiscal control and financial oversight.	5
	Provides documentation asserting knowledge of industry standards either through list of professional qualifications, letters of reference, or other materials that demonstrate this requirement.	5
	PROJECT STARTUP & PLANNING (20 pts)	
	Provides reasonable assurance that the Applicant begin the proposed project within sixty (60) days of project execution.	5
	Includes a project timeline with execution schedule and estimated time to completion.	5
	Demonstrates financial capacity to cover project costs upfront until reimbursement following completion of rehabilitation. This might include an organizational chart highlighting staff to be dedicated to the project or evidence of existing financial assets.	10
	PROPOSAL COMPLETENESS (20 pts)	
	Includes draft list of repairs to be completed that match or expands upon the original site scope.	10
	Demonstrates performed due diligence to ensure that proposed project complies with the zoning code of the corresponding district OR that the Applicant is aware of necessary special exceptions, variances, or other related avenues to complete project vision.	10
	TARGET RESIDENTS (15 pts)	
	Identifies the income range to be required for future residents. (SALE: 80-100% AMI (10 pts) OR 100-120% AMI (5 pts); RENT: < 30% AMI (10 pts) OR <80% AMI (5 pts).	10
Budget Proposal	Establishes if Applicant intends to sell or rent rehabilitated home. If Applicant plans to rent, the proposal must include documentation showing success in management of affordable rental property and policies in place for existing rental program.	5
	BUDGET & PROJECT QUALITY (20 pts)	
	Includes a complete list of estimated costs for all personnel, labor, materials, permits, etc. needed to complete the project.	5
	Demonstrates that estimated costs are for repairs of high, and long-lasting quality to ensure longevity of the final product.	5
	Provides detailed contingency plan for funds recovered through home sale or rental. Plan must demonstrate that funds will be dedicated to furthering affordable housing initiatives in Charleston County.	10
CREATIVITY (10pts) EXTRA POINTS		
The project vision intends to utilize the property to its highest and best use (i.e., accessory dwelling units, tiny houses, co-housing, multi-family dwellings (10 pts)		10