

**2012 Request for Qualifications- Market Analysts**  
**South Carolina State Housing Finance & Development Authority**

To meet the objectives of the Low-Income Housing Tax Credit Program (LIHTC), Section 42(m)(1)(A)(iii) of the Internal Revenue Code of 1986, as amended, (the "Code"), as administered by the SC State Housing Finance and Development Authority ("Authority"), all LIHTC Applicants must provide an independent third party market study for their proposed LIHTC development as part of the 2012 LIHTC funding cycle. Only market studies prepared by Authority approved market analysts will be accepted. In order to be on the Authority's list you must respond to this Request for Qualifications as outlined below.

**I. Background**

The Authority is a South Carolina State Government Agency created by Act No. 500 on June 22, 1971. By law, the Authority's responsibilities are to investigate housing conditions; acquire, own, and lease personal property; construct, reconstruct, and operate housing developments; and aid in planning and constructing housing for members of the Beneficiary Classes. The Beneficiary Classes are individuals or families whose gross annual income falls within the low or moderate-to-low income limits as defined by State and Federal legislation.

**II. General Requirements for Market Analysts**

The Authority is seeking experienced professionals to conduct third party market study reports for proposed LIHTC Applicants. Reports submitted in conjunction with the 2012 Tax Credit funding cycle must adhere to the Authority's 2012 Market Study Guideline Procedures. The Authority will only accept market study reports from entities approved and included on the Authority's Approved Market Study Provider List. It is the LIHTC Applicant's responsibility to contract directly with an approved market analyst for preparation of a market study. In order to be placed on the Authority's Approved Market Study Provider List, the market analyst must meet the following qualifications:

1. Must have:
  - a) As a minimum, the Principal(s) must have an Undergraduate Degree in Economics, Business, City and Regional Planning, or other relevant course of study; and
  - b) No less than five (5) years experience as the primary author of market studies for LIHTC rental housing projects; and
  - c) Demonstrated experience in the area of LIHTC market research in the state of South Carolina; and
  - d) Primary business operation of the company must be dedicated to market study preparation and not other business related interests such as appraisal, survey, financial, etc. services; and
2. The Authority prefers:
  - a) The Principal(s) of the firm to be a certified member, in good standing, with the National Council of Affordable Housing Market Analysts; and
  - b) Demonstrated experience in working with or contracted by other State Housing Finance Authorities.

The Authority reserves the right to remove a market analyst from the Approved Market Study Provider List at any time due to the failure of the analyst to adhere to the Authority market study requirements as outlined in the 2012 Market Study Guideline Procedures or other actions deemed by the Authority to be harmful and/or detrimental to the LIHTC Applicant or the Authority.

**III. Proposal Package**

To be considered and evaluated for inclusion on the Authority's Approved Market Study Provider List, market analysts must submit the following:

1. A completed application form.
2. A sample market study. If you were an Authority commissioned market analyst in 2010 or 2011 a sample study is not needed.
3. At least two (2) letters of reference from clients requiring similar work in the past three (3) years..
4. A resume outlining staff, education, experience and credentials.
5. The proposal package must be delivered in original paper form not later than Tuesday, November 1, 2011 to:

South Carolina State Housing Finance Authority  
LIHTC Program, Attn: Laura Nicholson  
300-C Outlet Pointe Blvd.  
Columbia, SC 29210

The Authority will not consider proposals received after this deadline. Emails and faxes will not be accepted.

**APPLICATION FORM  
APPROVED MARKET STUDY PROVIDER**

SC State Housing Finance and Development Authority

1. Provider Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Years of experience conducting LIHTC market studies? \_\_\_\_\_ years
3. Have you been a Commissioned Market Analyst with the Authority? \_\_\_\_ Yes \_\_\_\_ No
4. Do you belong to the National Council of Affordable Housing Market Analysts? \_\_\_\_ Yes \_\_\_\_ No
5. References:
  - a) Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
  - b) Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

I certify to the best of my knowledge that the information provided is true and complete. I also understand that to remain on the Authority's list of Approved Market Study Providers for the 2012 Program, I must adhere to the Authority's 2012 Market Study Guideline Procedures as outlined in the 2012 Tax Credit QAP and 2012 Tax Credit Manual and agree to remain informed of program updates.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_