

DICKSON HOUSING AUTHORITY  
REQUEST FOR PROPOSALS (RFP)  
FOR LEGAL SERVICES  
TO THE DICKSON HOUSING AUTHORITY

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Closing Date: March 31, 2026

Engagement Period: July 1, 2026 – June 30, 2029

## **I. Background and Overview**

The Dickson Housing Authority (DHA), located in Dickson, Tennessee, is a public housing agency that provides affordable housing opportunities and administers HUD-funded programs including Public Housing and Housing Choice Vouchers. DHA is governed by a Board of Commissioners and operates in accordance with federal HUD regulations, Tennessee law, and DHA policies.

DHA seeks proposals from qualified law firms or individual practitioners to provide legal services across a range of housing-related, administrative, regulatory, and operational matters. DHA intends to establish a pre-qualified panel of legal service providers for a three-year period. Firms on the pre-qualified list may be assigned matters without additional procurement steps.

This RFP is issued pursuant to DHA procurement policies and HUD procurement requirements (2 CFR 200). Current legal service providers must submit a proposal to remain eligible for future work. Respondents may propose services in one or multiple practice areas but may submit only one proposal.

## II. Approach

The Dickson Housing Authority reserves the right to select one or more firms or individuals to provide legal services as needed. DHA may assign work based on expertise, availability, cost, and performance.

## III. Types of Legal Services Sought

1. HUD regulations and compliance, including Public Housing and Housing Choice Voucher programs.
2. Landlord-tenant law, including evictions, lease enforcement, and grievance procedures.
3. Affordable housing development, including LIHTC, RAD, mixed-finance, and related transactions.
4. Contracting and procurement, including review and drafting of agreements.
5. Employment and personnel matters, including HR policies and disciplinary actions.
6. Real estate transactions, including acquisitions, dispositions, easements, and title matters.
7. Fair Housing Act compliance, ADA/Section 504, and reasonable accommodation matters.
8. Litigation, administrative hearings, and representation in state or federal court.
9. Policy development, including updates to DHA policies, procedures, and governing documents.
10. General counsel services as requested by DHA's Executive Director or Board.

### Delivery of Services May Include:

11. Legal research, written opinions, and advisory memoranda.
12. Attendance at DHA Board meetings or staff meetings as requested.
13. Drafting and revising DHA policies, procedures, resolutions, and contracts.
14. Negotiation and preparation of transactional documents.
15. Representation in administrative, judicial, or HUD proceedings.

#### **IV. Conflict of Interest**

Respondents must identify all known or potential conflicts of interest. DHA reserves the right to determine whether a conflict is disqualifying.

#### **V. Evaluation**

DHA will evaluate proposals based on qualifications, experience, cost, capacity, and demonstrated expertise. Preference may be given to firms with experience representing public housing authorities or other HUD-funded agencies. DHA reserves full discretion in selecting firms and negotiating contracts.

#### **VI. Proposal Content**

16. Transmittal letter.
17. Firm/attorney information, including names, addresses, and primary contacts.
18. Scope of proposed engagement, identifying practice areas and services offered.
19. Resumes of key personnel, including attorneys who will perform work. Include Certificates of Good Standing.
20. Fee structure, including hourly rates, blended rates, or alternative fee arrangements.
21. Billing policies, including invoicing cycles, reimbursable costs, and documentation practices.
22. Tax treatment for services performed inside or outside Tennessee.
23. Document management and confidentiality policies.
24. Fee dispute resolution policies.
25. Conflict of interest disclosures.
26. Experience with public housing authorities or governmental entities.
27. Capacity and capability to perform the required services.
28. Additional services the firm may provide.

#### **Past Performance:**

Provide at least three references who can speak to the firm's performance.

## **VII. Evaluation Process**

A DHA review committee will evaluate proposals and may conduct interviews. DHA will select the respondent(s) whose proposal is most advantageous to the Authority.

## **VIII. Questions**

Dickson Housing Authority  
Attn: Bernadette Mekalska, Executive Director  
333 Martin Luther King Jr., Blvd  
Dickson, TN 37055  
Phone: (615) 446-9371  
Email: Bernadette.mekalska@dicksonhousing.gov

## **IX. RFP Submission Deadline**

Submit proposals no later than 11:59PM on March 31, 2026, as a PDF emailed with subject line "RFP – Legal Services" to [Bernadette.mekalska@dicksonhousing.gov](mailto:Bernadette.mekalska@dicksonhousing.gov) or by visiting Market Place procurement website at <https://www.housingagencymarketplace.com/>

## **X. Contract Award**

DHA anticipates awarding a contract in June 2026, effective July 1, 2026 – June 30, 2029.