

# **REQUEST FOR PROPOSALS**

## **RAD CAPITAL NEEDS ASSESSMENT (CNA) AND CNA e-TOOL**

**for**

## **RENTAL ASSISTANCE DEMONSTRATION (RAD) CONVERSIONS**

**for**

**Dickson Housing Authority**

RFP NO: 2026-07-29

**Issue Date: July 29, 2026**

**Due Date: August 21, 2026**



**Request for Proposals – RAD Capital Needs Assessment**

The Dickson Housing Authority (DHA) is seeking quotes from contractors for consulting services to assist in the conversion of Public Housing properties to the Rental Assistance Demonstration (RAD) program. DHA has recently received a CHAP (Commitments to enter into a Housing Assistance Payment) for its Asset Management Project, which reflects the total Public Housing portfolio of the agency. The RAD application for the CHAP indicated a conversion to Project-Based Vouchers (PBV). DHA is planning to convert with current properties with no debt (straight conversion).

The PHA seeks proposals from qualified firms licensed to do a Rental Assistance Demonstration Capital Needs Assessment (CNA) with E-Tool and Energy Audit. A CNA is a systematic assessment to determine a property's physical capital needs over the next 20 years based upon the observed current physical conditions of a property. The CNA report provides a year-by-year estimate of capital replacement costs over this 20-year period to be used in planning the reserve account for replacements and other funding to cover these costs.

PHA anticipates selection of a Consultant based on the following schedule:

| <b>Date:</b>                           | <b>Action:</b>                                       |
|----------------------------------------|------------------------------------------------------|
| July 29, 2026                          | RFP issued and available                             |
| August 14, 2026                        | Final day to submit written questions                |
| Will issue addendum(s) as they come in | Issues responses to questions                        |
| August 21, 2026                        | Proposals due                                        |
| August 29, 2026                        | Selection of top ranked firm no later than this date |

Only written questions (including via email or other) received by PHA on or before Friday August 14, 2026 at 3pm CDT will be addressed. Any question or answer that materially impacts information contained in the RFP will be clarified by a written addendum or amendment and will be sent to all that initially received the RFP. If an addendum or amendment materially impacts the information in the RFP and there is not enough time for an adequate response, the submission date for proposals will be extended.

#### **Authority's Reservation of Rights**

1. DHA reserves the right to reject any and all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time if deemed by the Authority to be in its best interest.
2. DHA reserves the right not to award a contract pursuant to this RFP.

3. DHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
4. DHA reserves the right to determine the work schedule and locations that the successful proposer shall provide the services described in the RFP.
5. DHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving proposals without the written consent of the Authority.
6. DHA reserves the right to negotiate the fees proposed by the proposer entity as described in this RFP.
7. DHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
8. DHA shall have no obligation to compensate any proposer for any costs incurred in res DHA ponding to this RFP.
9. The Authority shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the required details herein.

### **Scope of Proposal**

The chosen firm must generate a written report for each of the properties and eTools, in conformance with all of HUD's requirements outlined under the RAD program. The CNA eTool contains two major components – the narrative (the description of each component and its condition and may include an energy audit) and the financial model (the 20-year schedule and associated determination of the Initial Deposit to Replacement Reserve, or IDRR, and the Annual Deposit to Replacement Reserve, or ADRR). The reports will also include:

1. Comparison between Traditional and Green Requirements
2. Energy Audit

DHA will evaluate and score each complete proposal based on the criteria outlined below, with a possible maximum score of one hundred (100) points assigned, subdivided as follows:

| <b>Criteria</b>                                                | <b>Points</b> |
|----------------------------------------------------------------|---------------|
| Experience with similar RAD PCA inspections and reports        | 30            |
| Capability to meet the required inspection and report schedule | 20            |
| Qualifications of firm/staff                                   | 20            |
| Cost                                                           | 20            |
| Local based firm and inspection staff                          | 5             |
| MBE/WBE/DBE firm                                               | 5             |
| <b>Total</b>                                                   | <b>100</b>    |

### **Description of Agency and Properties**

The Dickson Housing Authority (hereinafter, "DHA") is a public entity that was formed in 1967 to provide federally subsidized housing and housing assistance to low-income families, within the City of Dickson, Tennessee. The Agency is headed by an Executive Director (ED) and is governed by a five-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. Though brought into existence by a Resolution of the City of Dickson, it is a separate entity from the City.

Dickson Housing Authority provides housing in 125 Public Housing units & manages 648 Housing Choice Vouchers and 81 VASH Vouchers for a total of 729 Section 8 Vouchers for area Landlords. DHA Fund Inc. (Dickson Housing Authority Non-profit) manages 45 units in Dickson County.

In keeping with its mandate to provide efficient and effective services, DHA is now soliciting proposals from qualified, licensed and insured entities to provide the above-mentioned services to DHA. 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.

## **Dickson Housing Authority:**

The Dickson Housing Authority consists of a total of 125 public housing units located across three separate sites:

- Evans Heights (75 units)
- Crosby Terrace-North Main (20 units)
- Crosby Terrace- Family Site (30 units)

## **Scope of Work**

To provide the PHA with the following items separately and in addition to the services covered by “Services” section of this RFP collectively referred to as “CNA”:

- a. RAD Physical Condition Assessment,
- b. Green Physical Condition Assessment
- c. ASHRAE Level 2 Energy Audit
- d. CNA e-Tool
- e. True-Up CNA e-Tool

## **Services**

In addition to required services listed in the MAP Guide Chapter 5, services shall include:

1. Meet with PHA staff to prepare for capital needs assessments. Review HUD CNA requirements, CNA forms and data to be provided by PHA. Review planned schedule for completing the various components of the CNA.
2. Conduct each site inspection as required and complete each draft CNA in accordance with HUD requirements.
3. Submit each draft CNA to the PHA for review and comments. The draft shall include a categorization of immediate needs, needs to be funded in years 2 through 5, and needs to be funded years 6 through 20.
4. Revise draft CNAs as necessary to gain PHA approval.
5. Submit CNAs to HUD for review.
6. Revise submitted CNAs as necessary to gain HUD and PHA approval.
7. Submit two bound hard copies and one electronic copy of each final CNA to the PHA.

## **Preferred Qualifications**

The Capital Needs Assessor's Qualifications and Assessments must be completed by a qualified, independent third-party professional as required by the MAP Guide Chapter 5.2 B2a and:

1. Have training and experience to evaluate building systems, health, and safety conditions, and physical and structural conditions, and to provide cost estimates for maintaining, rehabilitating, or improving deficiencies, using both traditional and Green principles. Must also have environmental expertise, as inspection will include environmental issues as well. Must have any required licenses.
2. Have the designation of Leadership in Energy and Environmental Design Accredited Professional (LEED AP), in either the United States Green Building Council's LEED New Construction and Major Renovation or the LEED Existing Building Maintenance and Operations examination tracks, or an equivalent designation.
3. Have completed 10-hours of education in the last calendar year in the areas of Green Building, Sustainability, Energy Efficiency, or Indoor Air Quality.
4. Have knowledge of the requirements for the "green building" standard, if any, identified by the owner, which may include: Enterprise Green Communities, LEED-H, LEED-H Midrise, LEED-NC, ENERGY STAR New Homes, ENERGY STAR Multifamily High Rise, EarthCraft House, EarthCraft Multifamily, Earth Advantage New Homes, Greenpoint Rated New Home, Greenpoint Rated Existing Home (Whole House or Whole Building label), and the National Green Building Standard (NGBS) or other industry- recognized green building standard deemed acceptable by HUD in its sole discretion. Have acceptably completed written evaluation reports for similar types of multifamily rental housing projects in similar physical condition and age in the subject market or in similar areas, preferably including two (2) or more buildings that were receiving Section 8 or public housing assistance when the report was prepared and anticipated utilizing LIHTC for the renovations.
5. Have experience completing the RPCA e-Tool and truing up the e-Tool prior to submission. This step involves revisiting the e-Tool financing plan submission, and rectifying construction cost data and hard bids.
6. Have an acceptable record of performance with HUD. Not be under suspension or debarment by HUD, or involved as a defendant in criminal or civil action with HUD.

7. Have produced reports that are well regarded in the marketplace in terms of content, timeliness and responsiveness. The contractor should have this personal experience, not just the company.
8. Have the capacity to complete the project inspection and prepare the report in a time frame acceptable to the Lender/Owner.
9. Hold State and local license as required.
10. At least 4 years of experience performing physical property inspections and cost estimations for PHAs for the purposes of RAD transactions; demonstrated knowledge of applicable multifamily building standards and codes; demonstrated knowledge of energy-efficiency practices; and a working knowledge of commonly used computer technology (MS Excel, Access, etc.).

**Energy Audit (EA); UCB; and Engineered Utility Allowances:**

1. State and/or local license as required.
2. Basic knowledge and experience to produce a useful and reliable energy audit pursuant to ASHRAE Level 2 standards.
3. Certification (“energy auditor,” “certified energy auditor,” “certified energy manager,” “HERS Rater”) from a state or national energy auditing certifying agency. Acceptable certifications include those provided by the American Association of Energy Auditors (AEE), the Building Performance Institute (BPI), and the Residential Energy Services Network (RESNET).
4. Demonstrated knowledge of the EPA Energy Star Portfolio Manager System
5. Demonstrated performance of producing engineered Utility Allowances which have been used to document resident utility reductions.

## **Submission Requirements**

Respondents must submit three (3) mailed in submissions. All materials will become the property of the PHA. Additionally, respondents will be responsible for all costs incurred in preparing a response to this RFP.

All proposals must be received via mail no later than August 21, 2026 at 4PM and addressed as follows:

RFP NO.:2026-07-29 RAD CNA AND OTHER DELIVERABLES

Bernadette Mekalska, Executive Director & Contracting Officer

Dickson Housing Authority

333 Martin Luther King Jr. Blvd.

Dickson, TN 37055

Phone: (615) 446-9371

bernadette.mekalska@dicksonhousing.gov

The above stated deadline is firm as to the date and hour. PHA will treat as ineligible for consideration any submission received after that deadline. PHA may elect to deem a submission non-responsive if the submission fails to comply with specific requirements of this solicitation. Each firm shall carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.

## **Proposals**

Proposals should be submitted in the following format, with dividers and include the applicable noted attachments, separating each section:

1. Letter of Transmittal (TAB 1). A transmittal letter signed by the Contractor authorized to submit the proposal and to make commitments on behalf of the company.
2. Table of Contents (TAB 2). A table of contents shall be provided that lists each section of the proposal.
3. Organization History (TAB 3). Give a brief description of the firm and its history.
4. Qualifications (TAB 4). A description of the firm's qualifications to perform the three-part RPCA with the CNA e-Tool.



5. Experience (TAB 5). Provide a list of the organizations for which the Contractor has performed RAD relevant work, going back at least 4 years. Particular emphasis should be on contracts with public housing agencies and performance of physical needs assessments within the CNA e-Tool, energy audits for properties of similar character and environmental review. This section will include contact information for reference verification.
  - a. Provide a list of clients, including the organization name, contact person, telephone number, and address as well as brief descriptions of the scope of work. (No fewer than three references and no more than five).
6. Staffing (TAB 6). Provide a list of staff members who will work on this contract, including principals and staff- level personnel, along with qualifications of each.
7. Evaluation Criteria (TAB 7). Provide any additional information addressing each of the evaluation criteria that is not included in Tabs 1-6.
8. Pricing (TAB 8). Provide pricing separately for providing the services covered by this RFP:
  - f. RAD Physical Condition Assessment,
  - g. Green Physical Condition Assessment
  - h. ASHRAE Level 2 Energy Audit
  - i. CNA e-Tool
  - j. True-Up CNA e-Tool

Show each staff member, hours proposed, and hourly rates (fully loaded). Also show material and other costs, including travel, general, administrative, overhead, and profit. Contractor may use a lump sum pricing, however it must separate travel cost. If using a lump sum, please include staff members and proposed hours.

9. HUD Forms (TAB 9). Each Respondent must complete the Certifications and Representations of Proposers as provided in Exhibit A. Certifications and Representations of Offerors - Non-Construction (HUD-5369-C), Instructions to Offerors Non-Construction (HUD-5369-B), General Conditions for Non-Construction Contract -With or Without Maintenance Work (HUD-5370-C)

### **Insurance Requirements**

Contractors must obtain minimum insurance requirements as follows, and provide evidence of such coverage. General and Automobile Liability policies are to contain, or be endorsed to name Dickson Housing Authority and each properties partnership name as an additional insured.

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage
3. Worker's Compensation insurance as required by the State of Idaho and Employer's Liability Insurance
4. Professional Liability (Errors and Omissions): \$2,000,000 per occurrence

### **General Conditions of the RFP**

1. **LATE SUBMISSIONS WILL NOT BE ACCEPTED OR CONSIDERED.**
2. PHA reserves the right to accept or reject any and all proposals submitted, either in whole or part, with or without cause; to waive any informalities of any proposal; to extend, amend or cancel this RFP at any time; and, to make the award in the best interest of PHA.
3. PHA reserves the right to request additional information, if needed, from prospective contractors.
4. In the event, that it becomes necessary for PHA to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective contractors who picked up or were delivered the initial RFP, providing a name, address, telephone number, fax number and e-mail address have been provided to PHA. PHA may issue and require Respondents to acknowledge addendums to the RFP.
5. Submissions that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents should note carefully the submission requirements.
6. All proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent will provide a presentation regarding proposal submitted, if requested to do so by PHA.
8. Respondents may modify or withdraw a submission prior to the submission deadline by an authorized representative of that organization. All submissions will become the property of PHA after the submission deadline.
9. The Respondent affirms that he/she is of lawful age and that no person, firm, partnership, or corporation has any interest in this submittal or in the proposed contract.
10. The Respondent affirms that its proposal is made without any additional understandings or agreements in connection with any other person, firm, partnership

or corporation making a submittal for the same purpose and is in all respects fair and without collusion or fraud.

11. The Respondent has clearly read the provisions, terms and conditions of the RFP document and does hereby agree to be bound thereby.
12. PHA retains the right to negotiate with the selected firm(s).
13. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between PHA and respondent.
14. Respondent must meet PHA's insurance requirements as requested by PHA.
15. The respondent will not offer any gratuity, favor or anything of monetary value to any officials or employee of PHA, for the purpose of influencing consideration of a response to this RFP.
16. PHA reserves the right to disqualify any submission that may present a conflict of interest between PHA, its employees or Board members, Respondent or parties identified in the submission.

### **Contract Award**

Subject to the rights reserved in the RFP, PHA will award a contract by written notice to the selected Respondent. The award of a contract is subject to the approval of the PHA Board of Commissioners and/or PHA Executive Director, and it shall be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation of proposals. A contract shall be awarded in accordance with the terms and conditions of the RFP to the Respondent whose proposal is most advantageous to PHA considering price, qualifications, technical and other factors as specified in this RFP. PHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in RFP received as in the best interest of PHA.

### **Acceptance of RFP and Contract Terms**

Respondent's submission of a proposal in response to the RFP shall constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event, that the Respondent's proposal is accepted for contract award, the Respondent agrees to enter into a negotiated contract with PHA at a later date and time.

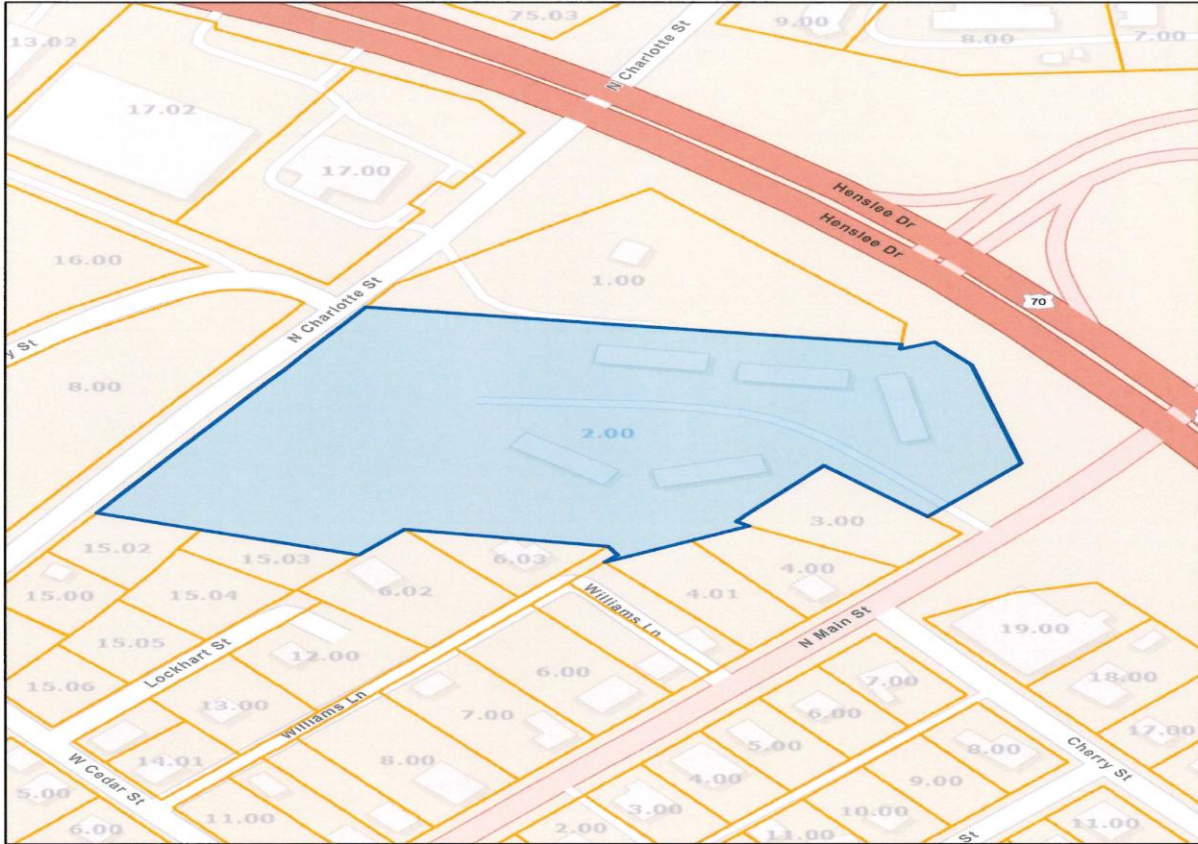
### **Federal Wage Guidelines**

Funds used for this project are derived from federal funds. Certain regulatory requirements will be included in the contract, including but not limited to Federal Wage Guidelines.

# ATTACHMENT A

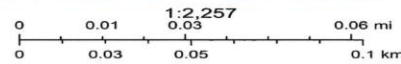
## Site Maps

Dickson County - Parcel: 103L C 002.00



Date: June 24, 2026

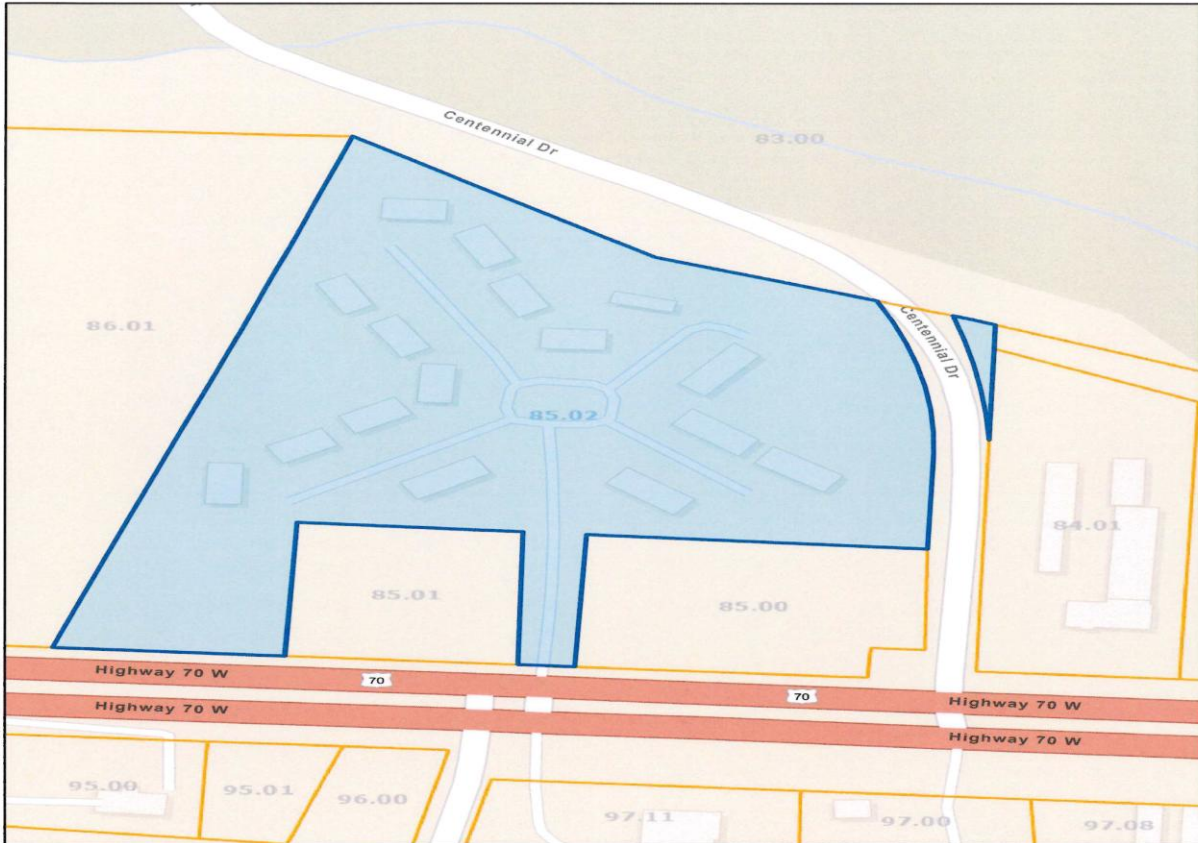
County: DICKSON  
Owner: DICKSON HOUSING AUTH  
Address: CROSBY TERRACE  
Parcel ID: 103L C 002.00  
Deeded Acreage: 5.06  
Calculated Acreage: 0



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc. METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local

Dickson County - Parcel: 103 085.02



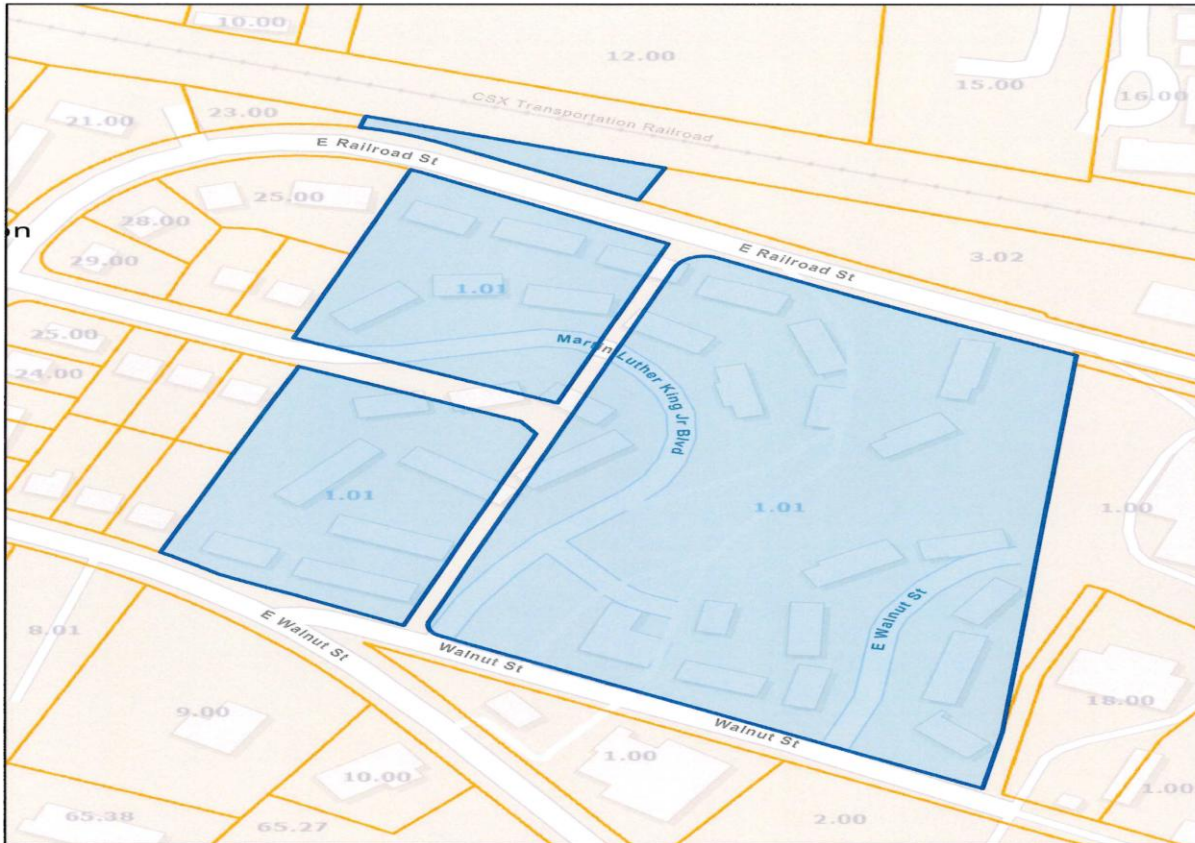
Date: June 24, 2026

County: DICKSON  
Owner: DICKSON HOUSING AUTHORITY  
Address: HWY 70  
Parcel ID: 103 085.02  
Deeded Acreage: 0  
Calculated Acreage: 8.63

1:2,257  
0 0.01 0.03 0.06 mi  
0 0.03 0.05 0.1 km  
State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METU, NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS  
The property lines are compiled from information maintained by your local

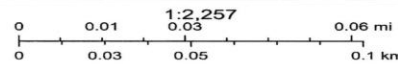


# Dickson County - Parcel: 111H F 001.01



Date: June 24, 2026

County: DICKSON  
 Owner: DICKSON HOUSING AUTHORITY  
 Address: WALNUT ST  
 Parcel ID: 111H F 001.01  
 Deeded Acreage: 0  
 Calculated Acreage: 12.2



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The property lines are compiled from information maintained by your local

Dickson County - Parcel: 111H G 001.00



Date: June 24, 2026

County: DICKSON  
Owner: DICKSON HOUSING AUTHORITY  
Address: E WALNUT ST  
Parcel ID: 111H G 001.00  
Deeded Acreage: 0  
Calculated Acreage: 0

1:1,128  
0 0.01 0.01 0.03 mi  
0 0.01 0.02 0.04 km  
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The property lines are compiled from information maintained by your local