



GENERAL LEGAL SERVICES

RFP Number: CHA-LGL 2026-01

Issue Date: March 23, 2026

Due Date: April 17, 2026

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OVERVIEW

The Clarksville Housing Authority (“CHA”) is a Public Housing Agency in Clarksville, Tennessee, managing 510 low-income housing units across four city sites. The CHA also operates two maintenance shops, two community/Head Start buildings, and a central administrative office. CHA is a public body corporate and politic operating under the laws of the State of Tennessee and regulations of the U.S. Department of Housing and Urban Development (HUD).

The Clarksville Housing Authority (CHA) invites qualified law firms to submit proposals to provide General Legal Services to the Authority.

The selected firm will serve as general counsel to the Clarksville Housing Authority, providing legal advice, representation, and support on matters related to housing authority operations, governance, compliance, and housing programs.

CHA anticipates entering into a professional services agreement with one firm to provide legal services on an as-needed basis.

SCOPE OF SERVICES

The selected firm will provide legal advice and representation to CHA on a variety of matters including, but not limited to:

A. General Counsel Services

- Provide legal advice to the Executive Director and Board of Commissioners
- Interpret federal, state, and local laws applicable to housing authorities.
- Provide legal opinions regarding regulatory compliance.

B. Governance and Board Support

- Advise on governance issues.
- Assist with board resolutions and policy development.
- Attend Board of Commissioners meetings when requested.
- Provide guidance on conflicts of interest and ethics requirements.

C. Housing Authority Operations: Provide legal support regarding:

- Public Housing operations
- Housing Choice Voucher program matters
- Resident disputes and lease enforcement
- Evictions and landlord-tenant matters

- Grievance hearings

D. Procurement and Contract Review

- Review contracts, agreements, and MOUs.
- Provide guidance on procurement compliance.
- Assist with drafting and negotiation of contract.

E. Employment and Personnel Matters

- Provide legal advice related to personnel policies.
- Support employee relations issues.
- Provide guidance on disciplinary actions and investigations.
- Advice on employment law compliance

F. Development and Real Estate

- Assist with redevelopment projects.
- Provide legal review of development agreements.
- Advice on RAD conversions and LIHTC transactions
- Review of real estate transactions

G. Litigation Representation

- Represent CHA in legal proceedings when necessary.
- Coordinate with insurance counsel where applicable.
- Manage litigation matters involving CHA.

CONTRACT TERM

The contract term will be:

Three (3) years with the option for two (2) one-year extensions, subject to approval by the Clarksville Housing Authority.

MINIMUM QUALIFICATIONS

Firms must demonstrate:

1. Licensure to practice law in the State of Tennessee.
2. Minimum five (5) years' experience providing legal services.
3. Experience representing public housing authorities, municipalities, or governmental entities.
4. Knowledge of HUD regulations and affordable housing programs.

5. Ability to provide timely legal advice and representation.

PROPOSAL REQUIREMENTS

Proposals must include the following:

A. Firm Overview

- History and structure of the firm
- Office location
- Description of practice areas relevant to the scope of services

B. Key Personnel

Identify the attorney(s) who will provide services to CHA including:

- Name and title
- Years of experience
- Relevant qualifications
- Areas of expertise

C. Relevant Experience

Provide examples of similar legal work including experience with:

- Public Housing Authorities
- Affordable housing development
- HUD programs
- Governmental entities

Include references for at least three clients.

D. Proposed Approach

Describe the firm's approach to providing legal services to a public agency including

- Communication with leadership
- Responsiveness to urgent legal matters
- Conflict of interest management

E. Fee Proposal

- Provide proposed fee structure including:
- Hourly rates for attorneys and staff
- Alternative billing arrangements if available

- Estimated costs for typical services (if applicable)

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Experience with PHAs or Government Entities	30%
Qualifications of Legal Team	25%
Understanding of Housing Authority Operations	20%
Proposed Approach	15%
Cost	10%

CHA may invite top ranked firms for interviews prior to final selection.

PROCUREMENT COMPLIANCE

This procurement will be conducted in accordance with:

- 2 CFR Part 200
- HUD Procurement Standards
- CHA Procurement Policy

REQUIRED CERTIFICATIONS

Proposers must submit :

- Debarment Certification
- Non-Collusive Affidavit
- Section 3 Compliance Statement
- Lobbying Certification
- Equal Opportunity Certification

EQUAL OPPORTUNITY

The Clarksville Housing Authority is an Equal Opportunity Employer.

Minority-owned, women-owned, and Section 3 businesses are encouraged to submit proposals.

SUBMISSION INSTRUCTIONS

Proposals must be received no later than:

Date: April 17, 2026

Time: 11:59pm

Submit proposals to:

Clarksville Housing Authority
Attn: Executive Director
721 Richardson Street,
Clarksville, Tennessee, 37040

Electronic submissions may be sent to: wallen@cha-tn.org and cc: ayoung@cha-tn.org. Late submissions will not be accepted.

Contact for Questions:

Questions regarding this RFP must be submitted in writing to:

Wanda Allen and/or Analosa Young
Clarksville Housing Authority
wallen@cha-tn.org cc: ayoung@cha-tn.org

Questions must be received by April 13, 2026

RESERVATION OF RIGHTS

The Agency reserves the right to:

- Reject any or all proposals received in response to this RFP
- Waive any informalities, irregularities, or minor defects in proposals
- Request clarification of proposal information from any proposer
- Cancel, amend, or reissue this RFP at any time
- Negotiate with any, all, or none of the proposers
- Award a contract in whole or in part, if deemed in the best interest of the Agency
- Accept any proposal deemed most advantageous, regardless of price
- Conduct interviews or request additional information as needed
- Verify the accuracy of all information submitted

Issuance of this RFP does not obligate the Agency to award a contract or to pay any costs incurred in the preparation of proposals.

ADDENDA

Any changes to this RFP will be issued as written addenda. It is the responsibility of the proposer to acknowledge receipt of all addenda.

SIGNATURE

Authorized Representative: _____

Title: _____

Date: _____