

REQUEST FOR PROPOSALS (RFP)

PROVISION OF TOWN ATTORNEY SERVICES

TOWN OF CHAPEL HILL, TENNESSEE

- **Date Issued:** September 15, 2026
 - **Proposal Submission Deadline:** October 16, 2026, at 12:00 PM CST
 - **Submitting Agency:** Town of Chapel Hill, Board of Mayor and Aldermen
 - **Contact Location:** Town Hall, 4650 Nashville Highway, Chapel Hill, TN 37034
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1. Introduction and Project Overview

The Town of Chapel Hill, Tennessee ("Town"), a vibrant municipality located in Marshall County, is seeking sealed proposals from qualified and licensed law firms or individual attorneys to serve as the **Town Attorney**.

The selected attorney or firm will act as the chief legal advisor to the Board of Mayor and Aldermen, the Town Administrator, the Planning Commission, the Board of Zoning Appeals, and all other town departments, boards, and commissions as directed.

2. Scope of Services

The appointed Town Attorney will be expected to provide comprehensive legal services, including but not limited to:

- **Meeting Attendance:** Attend regular and special meetings of the Board of Mayor and Aldermen (typically held monthly), and Planning Commission (monthly) or Zoning sessions as required.
- **Legal Opinions:** Provide verbal and written legal opinions on municipal matters, ordinances, resolutions, and administrative actions under Tennessee law (including Tennessee Municipal Technical Advisory Service - MTAS guidelines and Tennessee Code Annotated - TCA).
- **Drafting & Review:** Draft, review, and approve ordinances, resolutions, contracts, deeds, leases, and other legal documents.

- **Litigation Representation:** Represent the Town in judicial and administrative proceedings, or coordinate and oversee specialized outside counsel when necessary.
- **Code Enforcement Support:** Advise the Town Codes Enforcement Officer and Police Department on municipal code compliance and violation enforcement.
- **Public Records & Open Meetings:** Ensure town compliance with the Tennessee Open Meetings Act ("Sunshine Law") and the Tennessee Public Records Act.

3. Minimum Qualifications

Respondents must meet the following criteria:

- Admission to the **Tennessee Supreme Court Bar** and licensed to practice law in the State of Tennessee in good standing.
- Minimum of **five (5) years** of active experience in Tennessee municipal law, local government operations, or closely related public sector fields.
- Demonstrated working knowledge of Tennessee planning, zoning, annexation, municipal finance, and open records laws.

4. Proposal Submission Requirements

Please submit one (1) original hard copy and one (1) electronic PDF copy (via email to the Town Administrator) of your proposal in a sealed envelope marked "**RFP – Town Attorney Services**" no later than **October 16, 2026, at 12:00 PM** to:

Town of Chapel Hill
Attn: Phillip Dye
P.O. Box 157
Chapel Hill, TN 37034

Email to: phillipdye@townofchapelhilltn.gov

Required Proposal Contents:

1. **Letter of Transmittal:** Basic firm profile, contact details, and statement of availability.
2. **Firm Background & Experience:** Overview of the firm or individual attorney, highlighting municipal representation experience.
3. **Key Personnel:** Resumes of the designated primary Town Attorney and any backup or associate attorneys.

4. **References:** Three (3) professional references from comparable local government or public sector clients in Tennessee.
5. **Fee Proposal:** Proposed rate structure, detailing hourly rates for general advisory work, litigation rates, and any retainer options considered.

5. Selection Criteria

The Board of Mayor and Aldermen will evaluate submissions based on:

- Relevant experience in Tennessee municipal law.
- Qualifications and availability of the primary attorney.
- Past performance and client references.
- Cost effectiveness and fee structure.