



NOTICE OF REQUEST FOR PROPOSALS

PREPARATION OF AN ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING

The City of Texarkana, Arkansas is seeking proposals from qualified persons or organizations to conduct and prepare an Analysis of Impediments to Fair Housing. The consultant will develop the City's Analysis of Impediments according to Federal Regulations at 570.904 and Certification to Affirmatively Further Fair Housing at Section 91.225, assuring participation by special interest groups (low-income persons, disabled, families with children, etc.).

The required services include: Researching and analyzing data to identify possible impediments to fair housing, making recommendations to remedy any fair housing impediments identified, and developing an action plan for implementation of any programs or policy changes required as a result of the identification of impediments to fair housing; presenting the draft Analysis of Impediments to the public for comment and to the governing entity for comment and approval, with applicable graphics, maps, and photographs; producing thorough and complete documents that consolidate all elements in a format and organization structure that meets the federal regulations, guidelines and notifications; and summarizing recommendations of the Analysis of Impediments into reader-friendly Executive Summary using graphs, tables, pictures and charts.

Persons or organizations interested in submitting a proposal for consideration may obtain a Request for Proposals (RFP) at the following location or by making a request for an RFP in writing, by telephone or online <http://www.txkusa.org/ar/departments/community-development/index.html> :

City of Texarkana, Arkansas
ATTN: Barbara A. Pitts Director of
Housing & Community Development
216 Walnut Street
Texarkana, AR 71852
(870)779-4918

The RFP contains a description of the required services, submission requirements, and the criteria to be used in rating the proposals received. Proposals will be received at the address listed above before 2:00 P.M. on Friday, September 28, 2007. Submissions of proposals received after that time will not be considered, nor will incomplete submissions of proposals be considered.

The City of Texarkana, Arkansas
Ensures Equal Housing and Employment Opportunity



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Request

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Scope of Services

The consultant will be requested to provide the following services:

- (a) Researching and analyzing data to identify possible impediments to fair housing;
- (b) Making recommendations to remedy any fair housing impediments identified;
- (c) Developing an action plan for implementation of any programs or policy changes required as a result of the identification of impediments to fair housing;
- (d) Presenting the draft Analysis of Impediments to the public for comment and to the governing entity for comment and approval, with applicable graphics, maps, and photographs;
- (e) Producing thorough and complete documents that consolidate all elements in a format and organization structure that meets the federal regulations, guidelines and notifications; and
- (f) Summarizing recommendations of the Analysis of Impediments into reader-friendly Executive Summary using graphs, tables, pictures and charts.

Proposal Content

1. Complete name, address, phone number, e-mail address, and facsimile number of person or organization submitting the proposal.
2. Name, address, phone number, e-mail address, and facsimile number of designated contact person representing the responding organization.
3. Evidence of incorporation or authorization to conduct business in the State of Arkansas.
4. Federal identification number or social security number.
5. Evidence of capacity to perform required services (designated persons who will perform research and conduct analysis, support staff, availability to perform required services within designated time frame, etc.).

6. Description of qualifications of persons designated to provide requested services.
7. Evidence of experience in providing requested services in a similar or same venue.
8. Evidence of any professional association memberships or other endorsements relevant to the required services.
9. Proposed schedule for completing all required services.

Submission Requirements

- *Copies Required:*
 - Respondents should include five (5) copies of all proposal and qualification materials in an envelope marked “Envelope A”.
 - One (1) copy of the proposed cost for providing the required service should be in a separate envelope than the qualifications and should be marked “Envelope B.”
- *Submission Address:* The proposal shall be submitted to the following address:

City of Texarkana, Arkansas
Attn: Barbara Pitts HCD Director
216 Walnut Street
Texarkana, AR 71854
- *Deadline.* Proposals will be received at the address listed above until 2:00 p.m. on Friday, September 28, 2007.
- *Questions.* Further questions should be directed to Barbara Pitts HCD Director, at 870-779-4914 or 870-779-4918.
- *Incomplete or Tardy Proposals.* Proposals received that are incomplete and do not contain all submission requirements or do not meet the deadline may be deemed unresponsive and as such will not be considered for selection.

Selection Process

The City has formed a selection committee to review and evaluate proposals received. The selection committee will evaluate and rate the proposals according to selection criteria and associated values established by the City, including qualifications, experience, capacity, and professional associations or endorsements.

The City will consider only the persons or organizations rating at least 90% by the selection committee. Envelope B will be opened on those persons or organizations only and the City will negotiate an agreement with the persons or organizations submitting the lowest bid.

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**SELECTION CRITERIA
FOR RATING OF PROPOSALS
IN RESPONSE TO REQUEST FOR PROPOSALS**

PROJECT: PREPARE A AN ANALYSIS OF
IMPEDIMENTS TO FAIR HOUSING

NAME OF RESPONDENT: _____

	MAXIMUM POINTS AVAILABLE	POINTS AWARDED
Experience of persons designated to provide required services in preparing studies or reports	35	_____
Experience of persons designated to provide required services in research and data analysis	25	_____
Qualifying credentials of persons designated to provide required services	15	_____
Capacity to perform required Services within required time frame	15	_____
Professional association membership or endorsements of persons designated to perform required services	10	_____
TOTAL	100	_____