



WILLIAMSON COUNTY  
PURCHASING DEPARTMENT  
301 SE INNER LOOP - SUITE 106  
GEORGETOWN, TEXAS 78626

<http://www.williamson-county.org/Purchasing>

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## REQUEST FOR PROPOSALS

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### ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE AND FAIR HOUSING PLAN

PROPOSAL NUMBER: 11WCP1004

PROPOSALS MUST BE RECEIVED ON OR BEFORE:  
APRIL 20, 2011 - 3:00 PM

PROPOSALS WILL BE PUBLICLY ACKNOWLEDGED:  
APRIL 20, 2011 - 3:00 PM

### PROPOSAL SUBMISSION

**DEADLINE:** Proposals must be received in the Williamson County Purchasing Department at or before 3:00 pm on Wednesday, April 20, 2011. Proposals will be publicly acknowledged at 3:00 pm or soon thereafter in the Williamson County Purchasing Dept., 301 SE Inner Loop, Suite 106, Georgetown, Texas.

**METHODS:** Sealed proposals may be hand-delivered or mailed to the Williamson County Purchasing Department, Attn: Jonathan Harris, Suite 106, Williamson County Inner Loop Annex, 301 SE Inner Loop, Georgetown, Texas 78626.

**LOCATION DIRECTIONS:** Please see page 15 of this document for a map and directions to the Williamson County Inner Loop Annex.

**FAX/EMAIL:** Facsimile and electronic mail transmittals will not be accepted.

### PROPOSAL REQUIREMENTS

**QUADRUPLICATE:** All proposals must be submitted in quadruplicate (1 original complete proposal set and 3 copies of the proposal set). The proposal sets should be marked "original" or "copy". A "proposal set" consists of the COMPLETED AND SIGNED Proposal Form and any other required documentation. **All copies must have the same attachments as the original.**

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**SEALED:** All proposals must be returned in a sealed envelope with the proposal name, number, opening date and time clearly marked on the outside of the envelope. If an overnight delivery service is used, the proposal name, number, opening date and time must be clearly marked on the outside of the delivery service envelope.

**REFERENCES:** Williamson County requires proposer to supply with this proposal, a list of at least three (3) references where like services have been supplied by their firm in the last five (5) years. Include name of firm, address, telephone number, and name of representative.

**LEGIBILITY:** Proposals must be legible and of a quality that can be reproduced.

**FORMS:** All proposals must be submitted on the forms provided in this proposal document. Changes to proposal forms made by proposers shall disqualify the proposal. Proposals cannot be altered or amended after submission deadline.

**LATE PROPOSAL:** Proposals received after submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

**RESPONSIBILITY:** It is expected that a prospective proposer will be able to affirmatively demonstrate proposer's responsibility. A prospective proposer should be able to meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award.

Williamson County may request representation and other information sufficient to determine proposer's ability to meet these minimum standards listed above.

## **AWARD**

**THIRTY DAYS:** Awards should be made approximately thirty (30) days after the proposal opening date. Results may be obtained by contacting the Purchasing Contact.

**REJECTION OR ACCEPTANCE:** No more than one proposal will be awarded for any item, single department or area. Proposals may be rejected for some items, departments or areas, even though awards are made for others. The convenience of having a single source for similar items will be taken into consideration together with price in determining the lowest and best proposal.

It is understood that the Commissioners Court of Williamson County, Texas, reserves the right to accept or reject any and/or all proposals for any or all materials and/or services covered in this proposal request, and to waive informalities or defects in the proposal or to accept such proposal it shall deem to be in the best interest of Williamson County. In determining the overall best proposal, the County may exercise either (or both) of the following options granted to local government's under the Texas Local Government Code.

Option 1 – TLGC § 271.905. This option allows the County to consider a proposer's principal business location in determining the overall lowest and best proposal.

Option 2 – TLGC § 271.907. This option allows the County to evaluate proposals and give preference to goods and/or services of a vendor that demonstrates that the vendor meets or exceeds any and all state or federal environmental standards, including voluntary standards, relating to air quality. If the proposal being submitted will have an effect on air quality for Williamson County (as it relates to any state, federal, or voluntary air quality standard), then the proposer should provide information in narrative form indicating the anticipated air quality impact. Proposers are expected to meet all mandated state and federal air quality standards.

**CONTRACT:** This Proposal, when properly accepted by Williamson County, shall constitute a contract equally binding between the successful proposer and Williamson County.

The successful proposer may be required to sign an additional agreement containing terms necessary to ensure compliance with the proposal.

**CONTRACT ADMINISTRATION:** Under this contract, Sally Bardwell, 512-943-3757, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between Williamson County Commissioners Court and the successful proposer.

**CONTRACT PERIOD:** The Initial Term of the Contract shall commence on the Date of Award and continue for twelve (12) months thereafter. The Contract Agreement may be reviewed on an annual basis and may be renewed as described and set forth under "CONTRACT EXTENSIONS" below.

**CONTRACT EXTENSIONS:** On or before the Termination Date of each twelve (12) month contract term, the Williamson County Commissioners Court reserves the right to extend the Contract, by mutual agreement of both parties, as it deems, in its sole discretion, to be in the best interest of Williamson County. Any such extensions will be in twelve (12) month increments for up to three (3) additional years, with the terms, covenants and conditions of the Contract Agreement remaining the same for any extension. Each new extension of the Contract Agreement is contingent upon the approval of Williamson County Commissioners Court. The County and the proposer agree that termination shall be the proposer's sole remedy if the Williamson County Commissioners Court decides not to extend the Contract for additional term(s), as set forth above.

## **PROPOSAL CONTACTS**

Any questions, clarifications or requests for general information should be directed to the contacts listed below. Question submittals are **due by 5 PM CST on April 18, 2011**. Every effort will be made to answer questions within 24 hours of receiving them.

### **PURCHASING CONTACT:**

Jonathan Harris  
301 SE Inner Loop, Suite 106  
Georgetown, TX 78626  
(512) 943-1692  
[joharris@wilco.org](mailto:joharris@wilco.org)

**TECHNICAL CONTACT:**

Sally Bardwell  
710 S. Main Street  
Georgetown, TX 78626  
512-943-3757  
[sbardwell@wilco.org](mailto:sbardwell@wilco.org)

**MISCELLANEOUS**

**FOB DESTINATION:** All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, unless otherwise specified in the Request for Proposal. The title and risk of loss of the goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

**FIRM PRICING:** All of the items listed are to be on a "per unit" basis, stating a firm price per unit or unit quantity of each item. This price must be good from the date of proposal opening for a fixed period of time. Unless the Proposal expressly states otherwise, this period shall be until the end of the fiscal year on September 30, 2011. Proposals which do not state a fixed price, or which are subject to change without notice, will not be considered. The Court may award a contract for the period implied or expressly stated in the lowest and best proposal, but for no longer than the current fiscal year.

**ESTIMATED QUANTITIES:** The estimated quantity of each item listed in the notice is only an estimate -- the actual quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the proposal.

**FUNDING:** Funds for payment have been provided through the Williamson County Community Development Block Grant budget approved by Commissioners Court for the October 1, 2010 thru September 30, 2011 fiscal year.

**SALES TAX:** Williamson County is by statute, exempt from the State Sales Tax and Federal Excise Tax.

**STATEMENTS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Proposal Packages and/or Proposal Instructions/Requirements.

**DELIVERY:** The delivery time and location for the commodity and/or service covered by this proposal shall be as stated in the various proposal packages.

**PURCHASE ORDER:** If required by the Williamson County Purchasing Department, a purchase order(s)

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may be generated to the successful proposer for products and/or services. If a purchase order is issued the purchase order number must appear on all itemized invoices and/or requests for payment.

**PAYMENT:** Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the Invoice to the ordering department for work specified by this Contract Document. All payments owed will be paid no later than thirty (30) days after the goods or services are received OR the date that the invoice is received by the Auditor's Office whichever is later. As a minimum, invoices shall include:

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address
- (2) County contract, Purchase Order, and/or delivery order number
- (3) Identification of items or service as outlined in the contract
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be called for by the contract

Payment inquiries should be directed to the Auditor's Office, Accounts Payable Department: Donna Baker, (512) 943-1558.

**CONFLICT OF INTEREST:** No public official shall have interest in a contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

As of January 1, 2006 Vendor's are responsible for complying with Local Government Code Title 5, Subtitle C, Chapter 176. Additional information may be obtained from the County website at the following link:  
<http://www.wilco.org/CountyDepartments/Purchasing/ConflictOfInterestDisclosure/tabid/689/language/en-US/Default.aspx>

***The Williamson County Conflict of Interest Statement is located on Page 14 of this RFP. This form must be completed, signed, and submitted with your Proposal.***

**ETHICS:** The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Williamson County.

**DOCUMENTATION:** Proposer shall provide with this proposal response, all documentation required by this proposal. Failure to provide this information may result in rejection of the proposal.

**TERMINATION FOR CAUSE:** In the event of breach or default of this contract or any other additional agreement containing terms necessary to ensure compliance with the Proposer's proposal, Williamson County reserves the right to enforce the performance of this contract or any additional agreement by any manner prescribed by law or deemed to be in the best interest of Williamson County. At Williamson County's sole discretion, the Proposer may be given a reasonable opportunity to cure its breach or default prior to Williamson County's termination under this provision. Williamson County's option to offer time to cure a default or breach shall, however, in no way be construed as negating the basis for termination for non-performance.

**TERMINATION FOR CONVENIENCE:** Williamson County may terminate this contract and/or any additional agreement containing terms necessary to ensure compliance with the Proposer's proposal, for convenience and without cause or further liability, upon thirty (30) days written notice to Proposer. In the event Williamson County exercises its right to terminate without cause, it is understood and agreed that only the amounts due to Proposer for goods, commodities and/or services provided and expenses incurred to and including the date of termination, will be due and payable. No penalty will be assessed for Williamson County's termination for convenience.

**SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**COMPLIANCE WITH LAWS:** The successful proposer shall comply with all applicable federal, state and local laws and regulations pertaining to the practice of the profession and the execution of duties under this proposal including the TEXAS HAZARD COMMUNICATION ACT and THE WILLIAMSON COUNTY HAZARD COMMUNICATION PROGRAM POLICY.

**PROPRIETARY INFORMATION:** All material submitted to the County becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The County will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

## **WORKER'S COMPENSATION**

This contract contemplates services that do not require worker's compensation insurance coverage. However, if it becomes necessary that the bidder provide services related to the project such as delivering equipment or materials, an amended contract will be executed which fully complies with the Texas Labor Code and the Texas Worker's Compensation Commission requirements.

## PROJECT SUMMARY

Williamson County is requesting proposals from qualified firms, agencies or individuals who are interested in providing an Analysis of Impediments to Fair Housing Choice (AI) and a Fair Housing Plan (FHP) for Williamson County in compliance with regulations from the U.S. Department of Housing and Urban Development (HUD). The organization will prepare the AI and FHP under the supervision of the Williamson County Community Development Block Grant Department.

Vendor qualifications shall include:

- Experience conducting an Analysis of Impediments to Fair Housing Choice and making policy recommendations on fair housing issues.
- Knowledge of the Fair Housing Planning Guide.
- Demonstrated knowledge of how other communities address fair housing needs, particularly innovative approaches in programs, policies, financing and ordinances.
- Demonstrated proficiency with professional methods of research data collection and analysis relevant to housing issues, including such factors as demographics, household income, housing profile etc.
- Experience meeting with and working with a variety of constituencies, agencies, nonprofits and governmental bodies.
- Excellent verbal and written communication skills.
- The ability to meet established deadlines.
- The ability to incorporate any new guidelines that HUD may have provided before the submission of the final AI and FHP.

## REQUIRED DOCUMENTATION

**The Offeror is cautioned to read the entire RFP to determine all requirements. WILLIAMSON COUNTY RESERVES THE RIGHT TO REJECT A PROPOSAL THAT DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THIS RFP.**

Williamson County requires that proposals be submitted with an original (**marked "original"**) and **three (3) copies**. They are to include the following:

**Title Page** - The Title page must show the RFP subject and number; the Offeror's name; the name, address, and telephone number of a contact person; and the date of the proposal.

**Transmittal Letter** - Submit a signed letter briefly summarizing the proposed approach for conducting the AI and FHP and highlights of the respondent's qualifications.

**Proposal Form** – Completed and signed.

**Williamson County Conflict of Interest Statement** – Completed, signed, and notarized.

**References** - The Offeror must furnish at least three (3) references for which you or your firm has provided similar services during the past five (5) years. These references must include (a) a description of the service and location of the contract and (b) the name, address and telephone number of at least one (1) person that represents the Offeror's customer, and a detailed description of the key issues worked on for those organizations. Williamson County may contact or visit any of the listed customers to evaluate the services proposed in response to this RFP.

**Detailed Proposal** - The detailed proposal must address the Offeror's ability to conduct an Analysis of Impediments to Fair Housing Choice and to create a Fair Housing Plan. The detailed proposal must address each requirement set forth in this RFP, including but not limited to, responses to the following items:

- 1) A summary of qualifications, including a description of prior experience conducting an Analysis of Impediments to Fair Housing Choice (AI) and creating a Fair Housing Plan (FHP).
- 2) Identification and resumes of project manager(s), consultant(s) or other key personnel that will be directly involved with the AI and FHP.
- 3) A proposed methodology for implementing the services to be provided;
- 4) A project management schedule for completion of major tasks of the project;
- 5) Measurable benchmarks for project completion; and
- 6) A "sample" document, which represents a completed and submitted federal AI and FHP -- preferably one that has been reviewed by HUD and has been found acceptable.

**Proposal Fee Schedule** – Completed with any possible fees charged for the proposer's services.

## **EVALUATION FACTORS**

The following (5) five criteria will be used by the Evaluation Committee in determining its recommendation to the Commissioners Court. Please provide thorough responses to these criteria items:

1. Consultant's experience in years and projects developing an Analysis of Impediments to fair Housing Choice and Fair Housing Plan and related planning documents. (minimum of three (3) years preferred)
2. Experience in years and projects of qualified personnel that consultant shall provide to perform all work in accordance with the statement of work. (minimum three (3) years of experience preferred)
3. Recent experience in using the Fair Housing Planning Guide as provided by the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity.
4. Experience of a qualified Project Manager the consultant shall provide for the project. Will the Project Manager be accessible throughout the project, as requested?
5. Fees for Consulting Services

**EVALUATION PROCESS:** All Proposals received by the specified deadline will be reviewed by a County Evaluation Committee for content, fee, related experience, and professional qualifications of consultants. After initial screening, the Evaluation Committee may select those firms deemed most qualified for this project for further evaluation. Interviews of these selected firms may be conducted as part of the final selection process. Proposers are advised that the County, at its option, may award a contract strictly on the basis of the initial Proposals. The consultant selected by the Evaluation Committee will be recommended to the County's Commissioners' Court for this project, but the Court is not bound to accept the recommendation or award the project to the recommended consultant.

The County reserves the right to reject any and all Proposals and to waive informalities and minor irregularities in any Proposals received. Absence of required information may render a Proposal non-responsive, resulting in rejection of the Proposal by the County.

The County may, during the evaluation process, request from any proposer additional information which the County deems necessary to determine the proposer's ability to perform the required services. If such information is requested, the Proposer shall be permitted five (5) working days to submit the information requested.

An error in the Proposal may cause the rejection of that Proposal. However, the County may, in its sole discretion, retain the Proposal and make certain corrections. In determining if a correction will be made, the County will consider the conformance of the Proposal to the format and content required by the RFP, and any unusual complexity of the format and content required by the RFP. If the proposer's intent is clearly established based on review of the complete Proposal submittal, the County may, at its sole option, correct an error based on that established content. The County may also correct obvious clerical errors. The County may also request clarification from a proposer on any item in a Proposal that County believes to be in error.

The County reserves the right to select the Proposal which in its sole judgment best meets the needs of the County. **The lowest proposed cost is *not* the sole criterion for recommending contract award.**

## **SCOPE OF SERVICES**

**(NOTE: This Scope of Services will become attached to the Professional Services Agreement at the time of Contract Award)**

### **INTRODUCTION**

Williamson County, as a grantee of Community Development Block Grant (CDBG) funds through the U.S. Department of Housing and Urban Development (HUD), is required to complete an "Analysis of Impediments to Fair Housing Choice (AI) and a Fair Housing Plan." An Analysis of Impediments (AI) is a review of impediments or barriers that affect the rights of fair housing choice and serves as the basis for fair housing planning, provides essential information to housing stakeholders and assists in building public support for fair housing efforts. A fair Housing plan identifies the actions to eliminate fair housing barriers.

Williamson County is seeking proposals from qualified firms to develop an Analysis of Impediments and develop a Fair Housing Plan with priorities, milestones and a timeframe. The analysis should concentrate on understanding Williamson County as a whole, with particular emphasis on

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CHOICE AND FAIR HOUSING PLAN**

unincorporated areas, all the cities within the county, and the relationship between incorporated and unincorporated areas. A final report will be prepared for presentation, adoption and implementation.

## **SCOPE OF SERVICES**

**2.1** In conjunction with and under the supervision of the Williamson County Community Development Block Grant Department, the selected vendor will provide the following services:

**A. Prepare a comprehensive AI**

The AI will be prepared in accordance with HUD's Fair Housing Planning Guide, Volume I, available at: <http://www.hud.gov/offices/fheo/images/fhpg.pdf>. Any new guidelines provided by HUD before completion of the AI must be incorporated before the submission of the final document.

The selected vendor must have the ability to develop and utilize a methodology in preparing the AI that will include a review of impediments to fair housing choices in the public and private sectors, including but not limited to:

1. A review of demographic patterns in the County (using census, American Community Survey and other available, recent and accurate data), especially patterns that may indicate whether protected classes are concentrated within specific areas of the County. This analysis should show how the unincorporated and incorporated areas compare to the county as a whole in racial composition, homeownership by race and poverty and trends since 1990.
2. A comprehensive review of the County's codes, ordinances, administrative policies, practices and procedures. An assessment of how those laws, etc., affect the location, availability and accessibility to housing choice. An assessment of current land use authority within the county.
3. An assessment of current land use and group home practices.
4. An analysis of differences in property tax rates, controlling for home value and year of purchase, for different racial groups within the County.
5. An assessment of job opportunities in relationship to area or residential concentration of minorities and other classes of persons protected by the Fair Housing Act. An analysis of the links between employment-housing-and transportation.
6. Documentation of the nature and extent of fair housing complaints/lawsuits or other data that may evidence achievement of or lack of fair housing choices.
7. Results of testing or case studies of incidents or problems of discrimination occurring within the County, including hate crimes, land use practices, occupancy standards, and advertising.
8. Records showing geographic patterns of occupancy in Section 8; Public and Assisted Housing, and private rental housing. An analysis of problems faced by Section 8 Certificate and Tenant-Based Rental Assistance housing vouchers in exercising opportunities to select housing on a metropolitan wide-basis.

9. A housing profile describing the degree of segregation and restricted housing by race, ethnicity, disability status, and families with children and how segregation and restricted housing supply occurred. The segregation analysis should look at historic patterns or residential segregation and factors perpetuating such segregation including data on residential, transportation and employment patterns. An analysis of the existence and impact of race discrimination on housing opportunities and choice.
10. An analysis of gentrification and any links to race and residential segregation. An analysis of the effects of gentrification on displacement and the movement of residents to the unincorporated areas.
11. An analysis of problems of providing housing for persons with disabilities in residential neighborhoods, and the availability of accessible housing.
12. An analysis of private sector practices that affect sale or rental of houses and real estate practices. An assessment of local residents and the real estate industry's awareness of fair housing issues. An assessment of lending and property insurance practices.
13. An analysis of home sales trends, median and average sale prices by type, number of households and size, and banking and lending practices. Compilation data indicating the frequency and amount of those financial institutions' lending in Williamson County over the past five-year period.
14. Home Mortgage Disclosure Act (HMDA) data, including FHA/VA loans, conventional home loans, housing refinance loans and home improvement loans. An analysis of problems faced by African American, Asians and Latinos in securing mortgage loans as indicated in numerous audits, surveys, and other research on lending practices. An analysis of the relationship between race and predatory lending, redlining, steering and foreclosures.
15. Patterns of ownership versus rental, housing density, housing age and/or condition, overcrowding, income, family size, residency tenure, bank loans by type, etc.
16. A vacancy rate study for rental properties by type and number of bedrooms and rental rates over the past two-year period.
17. Comprehensive usage of maps, including the usage of dot density and overlays maps, to show spatial relationships and the interrelationship between various phenomena in particular locations or areas.
18. Description of methodology used in data collection, surveys and research used in compiling the AI. Surveys and interviews should be scientifically designed and given to a random or stratified sample. Online surveys should only be used as anecdotal information unless they are able to meet these criteria.
19. Recommendation of changes in practices and policies.

**B. Develop a Fair Housing Plan**

The selected vendor will provide the following sections as part of the Fair Housing Plan:

1. Based on the conclusions and recommendations contained in the AI, define a clear set of objectives to be achieved based on a realistic assessment of available resources. For

each objective: define a list of the fair housing actions to be taken, and determine the time period for the completion of each action.

Define the objectives according to the following criteria:

- i. The first set of recommendations must include objectives that can be realistically achieved within a five-year time frame within the budgetary constraints of the Williamson County CDBG program.
  - ii. The second set of recommendations should include those that Williamson County as a whole can implement without additional resources, i.e. using the County's existing staff and programs.
  - iii. The third set of recommendations should include those that can be implemented should additional funding be secured for fair housing.
2. Identify resources from local, State and Federal agencies or programs as well as from financial, nonprofit, and other organizations that have agreed to finance or otherwise support fair housing actions.
3. Identify individuals, groups and organizations to be involved in each action and define their responsibilities.
4. Create the structure for the design and implementation of the actions, set priorities and schedule actions for a set time period.

C. Design a records maintenance system

The system should reflect the analysis and recommended actions to be taken.

D. Attend Meetings

The selected vendor will attend required project related meetings (i.e., meetings with staff, community members, Commissioners, and other stakeholders).

E. Coordinate and facilitate community workshops and focus groups

A minimum of four (4) focus groups and/or workshops will be held during the process to invite the participation of all affected people in the community including but not limited to community residents, seniors, special needs populations, realtor associations, developers, and property investors. Public Meetings should be accessible to persons with Limited English Proficiency and persons with hearing and or/sight impairments or other disabilities.

Vendor tasks related to community meetings will include:

- 1) Conduct public outreach;
- 2) Prepare agendas, handouts and other presentation materials as appropriate;
- 3) Maintain detailed meeting notes; and
- 4) Summarize the results of each group meeting.

County staff will assist in conducting outreach for participation, arranging for use of facilities, and other associated tasks.

F. Present Draft AI and FHP to County Staff

The selected vendor will present the draft AI and FHP to County Staff for review.

G. Present Draft AI and FHP for public comment:

The selected vendor will present the draft AI and FHP at a Williamson County Commissioners Court meeting and/or a CDBG public hearing. A thirty-day comment period will follow this presentation to receive public comment on the draft.

H. Present Final AI and FHP

The selected vendor will present the final AI and FHP for approval and adoption at Williamson County Commissioners Court.

## **2.2 DELIVERABLES**

Project deliverables will include:

1. A detailed work plan in digital format.
2. Monthly progress reports in digital format.
3. A draft AI and FHP in digital format.
4. A final AI and FHP, submitted as six (6) bound copies, one (1) loose copy and in digital format.
5. A records maintenance design.
6. Four (4) community/stakeholder meetings.
7. Two (2) presentations of the draft AI and FHP; one for County Staff and one for Public Comment.
8. One (1) presentation of the final AI and FHP.

## **2.3 TIME FRAME**

The time frame of the project is four (4) months. The projected start-up period is May, 2011 with a final report to be due by September, 2011.

**COMPLIANCE:** SELECTED VENDOR shall comply with all federal, state, county, and city laws, rules, regulations and ordinances applicable to the provision of services, the conduct of activities and the performance of all obligations undertaken pursuant to this Agreement.

# PROPOSAL FEE SCHEDULE

Offeror’s **PROPOSAL FEE SCHEDULE** will be based on the full and satisfactory performance of the services and activities described in the Scope of Services.

Item #	Item Description	Unit	Cost p/unit	Notes (Condition for Pricing if any)

The notes column is also provided in case a bundle cost has a specific time associated with it or a group has a specific number of participants for it to be valid.

**WILLIAMSON COUNTY PROPOSAL FORM**  
**ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**  
**CHOICE AND FAIR HOUSING PLAN**

**PROPOSAL NUMBER: 11WCP1004**

NAME OF PROPOSER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_

The undersigned, by his/her signature, represents that he/she is authorized to bind the proposer to fully comply with the terms and conditions of the attached Request for Proposal, Specifications, and Special Provisions for the amount(s) shown on the accompanying proposal sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

\_\_\_\_\_  
Signature of Person Authorized to Sign Proposal

Date of PROPOSAL: \_\_\_\_\_

Printed Name and Title of Signer: \_\_\_\_\_

**DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT**

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL**



## WILLIAMSON COUNTY CONFLICT OF INTEREST STATEMENT

I hereby acknowledge that I am aware of the Local Government Code of the State of Texas, Section 176.006 regarding conflicts of interest and will abide by all provisions as required by Texas law.

**Printed name of person submitting form:**

**Name of Company:**

**Date:**

**Signature of person submitting form:**

Notarized:

**Sworn and subscribed before me  
by:** \_\_\_\_\_

**on** \_\_\_\_\_  
**(date)**

# Williamson County Inner Loop Annex

## Address:

**301 SE Inner Loop  
Georgetown, TX 78626**

## Directions:

### From South (Austin, Round Rock)

Take IH-35 Northbound

Exit 259

Stay on frontage road for approximately 2 miles

At stop sign, go right on Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

### From North (Georgetown, Jarrell)

Take IH-35 Southbound

Exit 259

At stop sign, go left under the overpass

At stop stay straight onto Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

