

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND RATIFYING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITIES OF NORTH LITTLE ROCK, CONWAY, FAYETTEVILLE, FORT SMITH, BENTONVILLE, JACKSONVILLE AND WEST MEMPHIS FOR FAIR HOUSING ASSESSMENTS; AND FOR OTHER PURPOSES.

WHEREAS, Ark. Code Ann. §§ 25-20-101 et seq. (hereafter “the Interlocal Cooperation Act”) provides for interlocal cooperation agreements between various political subdivisions of the State of Arkansas; and

WHEREAS, Section 104(h) of the Interlocal Cooperation Act allows cities, counties, and other units of government to enter into informal agreements to share resources without burdensome procedural requirements; and

WHEREAS, the Cities of North Little Rock, Conway, Fayetteville, Fort Smith, Bentonville, Jacksonville and West Memphis (“Arkansas HUD Entitlement Cities Consortium”) desire to enter into a Memorandum of Understanding to provide financial support for the procurement and completion of Assessments of Fair Housing for their respective cities with the City of Fort Smith selected as Lead City acting on behalf of the other member cities (*see* Exhibit “A” attached hereto); and

WHEREAS, the cost share for the City of North Little Rock (“the City”) is projected to be \$14,625.00 (*see* Cost Proposal attached hereto as Exhibit “B”).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the Memorandum of Understanding (substantially similar to Exhibit “A” attached hereto) between the Cities of North Little Rock, Conway, Fayetteville, Fort Smith, Bentonville, Jacksonville and West Memphis is hereby authorized and ratified.

SECTION 2: That the City’s share of consultant costs, or \$14,625.00, for an Assessment of Fair Housing for the City has been included in the 2015 Budget for the Community Development Department..

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Joe A. Smith

SPONSOR:

ATTEST:

Joe A. Smith
Mayor Joe A. Smith *by Dae*

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

C. Jason Carter
C. Jason Carter, City Attorney *by Dae*

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/b

FILED	<u>11:05</u>	A.M.	_____	P.M.
By	<u>Asst. City Atty M^cFarlin</u>			
DATE	<u>6-16-15</u>			
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas				
RECEIVED BY	<u>J. Marshall</u>			

MEMORANDUM OF UNDERSTANDING

AUTHORITY

The Arkansas HUD Entitlement Cities Consortium of: Bentonville, Conway, Fayetteville, Fort Smith, Jacksonville, North Little Rock and West Memphis have entered into the Memorandum of Understanding to provide financial support for the procurement and completion of Assessment(s) of Fair Housing for their respective City. The term "consortium" refers to the Informal association of the Cities of Bentonville, Conway, Fayetteville, Fort Smith, Jacksonville, North Little Rock and West Memphis. The cities are cooperating on an Informal basis as authorized by Ark. Code Ann. ' 25-20-104(h).

FUNCTION AND PROCEDURE

To coordinate and obtain the best possible consultant to perform Assessments of Fair Housing for each respective Cities to comply with HUD requirements to affirmatively further fair housing plan in each community. This process will be completed using the RFP method of procurement. The Consultant will be selected based on rating criteria each City completed. Once the highest rated consultant has been determined, the cost proposal will be opened at a meeting to be held on March 3, 2015 at 10:30 a.m. and contract negotiations will begin with the selected consultant.

MEMBERSHIP

City of Bentonville	City of Conway	City of Fayetteville
City of Fort Smith, Lead City	City of Jacksonville	City of North Little Rock
City of West Memphis		

AUTHORITY OF LEAD CITY

The Lead City may have the authority to conduct meetings, establish working teams, submit group recommendations to member agencies, and remit monthly payment to consultant on behalf of the Arkansas HUD Entitlement Cities Consortium.

FINANCING

Salary, travel and incidental costs of representatives and committee members shall normally be borne by their respective agencies.

The Arkansas HUD Entitlement Cities Consortium Members are responsible for their respective Assessment of Fair Housing contract amount. This amount will be billed to the Consortium City monthly and should be submitted to the City of Fort Smith (Lead City) for remittance to the Consultant.

Joan Bokreman
Signed

12/17/14
Date

Matt Jennings
Matt Jennings, Director of Community Development
City of Fort Smith

12/17/2014
Date



NOTE: Place in SEALED ENVELOPE

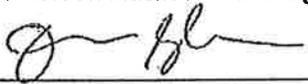
COST PROPOSAL

PROJECT: Arkansas HUD Entitlement Cities Consortium
To Prepare Analyses of
Impediments to Fair Housing

Entitlement City	Amount
Bentonville	\$11,325
Conway	\$14,625
Fayetteville	\$14,625
Fort Smith	\$14,625
Jacksonville	\$11,325
* North Little Rock	\$14,625 *
West Memphis	\$11,325

Name of Bidder (Legal Entity)	JQUAD PLANNING GROUP, LLC	
Name of Parent Corporation (If applicable)		
Address of Bidder	14683 Midway Road, Suite 210 Addison TX 75001	
City, State, Zip Code	Addison, Texas 75001	
Contract Person	James Gilleylen	Telephone Number with Area Code 972 458-0600

The Bidder's signature affixed hereon shall constitute the Bidder's intent to comply with all requirements specified in the RFP

Signature of Person Authorized to Sign Bid 	Date Signed 5/20/15
Name and Title (Print or Type)	James Gilleylen, President



SECTION 5: COST PROPOSAL

BUDGET - JQUAD's cost and level of effort for the **Analysis of Impediments** is **\$11,325** and **151 total hours** for each of the **Consortium Jurisdictions of Bentonville, Jacksonville, and West Memphis, Arkansas**. The cost and level of effort for the **Analysis of Impediments** is **\$14,625** and **195 total hours** for each of the **Consortium Jurisdictions of Conway, Fayetteville, Fort Smith and North Little Rock, Arkansas**. The hourly rate is **\$75 per hour**, and the rate is inclusive of overhead, administrative and travel cost. Cost for printing, assembly, shipping of 1 hard copy of the final report, and one digital pdf reproducible including maps and graphics is also included in the cost below. This effort is being proposed on a firm fixed price basis and all overhead, travel and administrative cost is included in the total price below for each jurisdiction.

Consortium Jurisdiction	Hours	Cost
Bentonville, Arkansas	151 Hours	\$11,325
Conway, Arkansas	195 Hours	\$14,625
Fayetteville, Arkansas	195 Hours	\$14,625
Fort Smith, Arkansas	195 Hours	\$14,625
Jacksonville, Arkansas	151 Hours	\$11,325
North Little Rock, Arkansas	195 Hours	\$14,625
West Memphis, Arkansas	151 Hours	\$11,325

EXCEPTIONS AND CITY ASSISTANCE - Consortium Cities will be expected to assist by providing documents such as previous AI, Consolidated Plans, Annual Plans, CAPERS, Five Year Consolidated Plan and Annual Plan, City Development and Building Codes and other documentations, reports and regulations maintained by the City and Housing Authority, and will assist with developing an invitation list for community forums and focus group sessions, notification to participants, and hosting the sessions at a City facility. JQUAD staff will conduct the public input sessions. JQUAD will make available an electronic version of the final reports and one hard copy and the City will be responsible for all reproduction cost and distribution of the final reports at its discretion.

Conway, Fayetteville, Fort Smith, North Little Rock

Consortium Jurisdiction	Impediment Analysis Task Applied to each Jurisdiction	Hours for each Jurisdiction	Cost for each Jurisdiction
Conway Fayetteville Fort Smith North Little Rock	Initiation, Strategic Planning, Data Collection and Background Research	25	\$2250
Conway Fayetteville Fort Smith North Little Rock	Assessment of Community Attitudes, Focus Groups, Interviews	20	\$1500
Conway Fayetteville Fort Smith North Little Rock	Fair Housing Law/Case Review, Complaints, Public Policy Analysis	10	\$750
Conway Fayetteville Fort Smith North Little Rock	Community Profile Analysis	40	\$3000
Conway Fayetteville Fort Smith North Little Rock	Home Mortgage Disclosure Act Analysis	30	\$2250
Conway Fayetteville Fort Smith North Little Rock	Fair Housing Index and Equity Assessment, R-ECAP Assessment	10	\$750
Conway Fayetteville Fort Smith North Little Rock	Review of Barriers in Development Policies, Public Policies, Assessment of Entitlement Programs	10	\$750
Conway Fayetteville Fort Smith North Little Rock	Identification of Impediments, Remedial Actions and Best Practices, Draft Report	40	\$3000
Conway Fayetteville Fort Smith North Little Rock	Final Report AI	10	\$750
Conway Fayetteville Fort Smith North Little Rock	Total Hours and Cost for each Jurisdiction	195	\$14,625

Bentonville, Jacksonville, West Memphis

Consortium Jurisdiction	Impediment Analysis Task Applied to each Jurisdiction	Hours for each Jurisdiction	Cost for each Jurisdiction
Bentonville Jacksonville West Memphis	Initiation, Strategic Planning, Data Collection and Background Research	10	\$2250
Bentonville Jacksonville West Memphis	Assessment of Community Attitudes, Focus Groups, Interviews	18	\$1500
Bentonville Jacksonville West Memphis	Fair Housing Law/Case Review, Complaints, Public Policy Analysis	8	\$750
Bentonville Jacksonville West Memphis	Community Profile Analysis	30	\$3000
Bentonville Jacksonville West Memphis	Home Mortgage Disclosure Act Analysis	20	\$2250
Bentonville Jacksonville West Memphis	Fair Housing Index and Equity Assessment, R- ECAP Assessment	10	\$750
Bentonville Jacksonville West Memphis	Review of Barriers in Development Policies, Public Policies, Assessment of Entitlement Programs	10	\$750
Bentonville Jacksonville West Memphis	Identification of Impediments, Remedial Actions and Best Practices, Draft Report	35	\$3000
Bentonville Jacksonville West Memphis	Final Report AI	10	\$750
Bentonville Jacksonville West Memphis	Total Hours and Cost for each Jurisdiction	151	\$11325