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BMC

**ALBERTSON CLARK ASSOCIATES**

Planning ♦ Historic Preservation ♦ Community Participation

December 16, 2001

Bonnie Hughes, Director  
Community Development Department  
300 Sixth Street  
Rapid City, South Dakota 57701-2724

Dear Bonnie:

This letter and attachments serve as my proposal in response to the City of Rapid City's RFP for an Analysis of Impediments (AI) to Fair Housing Choice. Enclosed you will find my resume, listing of projects, and proposal including a schedule and fees for completion of all work specified under the scope of services of this RFP.

I believe you will find my qualifications and experience in successfully completing five other AI's to be of interest to you for this project. I have completed AI's for Fort Collins, Loveland, Grand Junction and Greeley, Colorado; and Casper, Wyoming. As a planner with 24 years of experience, I have a significant amount of experience in real estate practices and building and zoning codes and understand how they may impact fair housing choice. I have also gained experience in housing issues as a member of the Board of Directors for The Resource Assistance Center for Non-Profits (TRAC), a non-profit agency in Fort Collins devoted to providing affordable home ownership. My work on preparing the Disaster Recovery Action Plan following the Fort Collins flood in July of 1997 gave me a different perspective on housing issues, focusing on displacement, as well as availability and condition of housing. This plan was the basis for the City's grant application which was funded with \$511,740 from the Disaster Recovery Initiative.

I believe my experience and skills offer the combination you need to successfully complete the City's AI and I look forward to the consideration of my proposal. If you need further information or have any questions, please do not hesitate to contact me.

Sincerely,



Sherry Albertson-Clark, AICP

**Proposal: Analysis of Impediments to Fair Housing Choice (AI)  
Rapid City, South Dakota**

This proposal is to prepare an Analysis of Impediments to Fair Housing Choice report (AI) for the City of Rapid City, South Dakota to be submitted for review and approval by the Region VIII Office of the U. S. Department of Housing and Urban Development (HUD).

Under the terms of this proposal, I would prepare an Analysis of Impediments to Fair Housing Choice report, using HUD guidelines. A first draft would be submitted to you for review and comment and necessary revisions would then be prepared and incorporated for the final draft report that is presented for public review. Two (2) sets of revisions are expected and factored into the total cost. This proposal also includes my attendance at one (1) public meeting held on the report. Additional meeting attendance, if requested by the City, will be provided at additional cost, based on actual travel expenses and time billed at \$75.00 per hour.

Total cost for completion of this project will not exceed \$8,000 (cost includes time - interviews, data collection and analysis, travel expenses for two (2) trips to/from Rapid City from Denver, CO; as well as any reimbursables - telephone, postage and printing costs, if any directly attributed to this project). I would propose to begin work by March 1, 2002 and have the first draft completed and submitted to you by May 1, 2002. Completion of all work under this proposal is expected to be by July 1, 2002.

Partial payment would be requested upon submittal of the first draft of the report, to cover the work completed to that point. Final payment would not be submitted until completion of the final report. Under the terms of this proposal, I would provide one (1) hard copy of up to two (2) draft reports, as well as one (1) bound original and two (2) bound copies of the final report and one (1) copy on diskette in WordPerfect or Word format, whichever is preferred by the client.