



PROPOSAL

Joe Pepplichtsch, City Manager  
And members of the Lexington City Council  
City of Lexington  
Lexington, NE 68850

Ladies and Gentlemen:

The undersigned declares that this Proposal is made in good faith, without fraud or collusion with any person or persons submitting a proposal on the same Contract; that the undersigned has carefully read and examined the "Request for Proposal" documents, including Information and Instructions, Scope of Service, Information Required, all Addenda (if any), and understands them. Further, the undersigned declares that it has extensive experience in successfully providing the services required under the specifications of this Request for Proposal.

The undersigned acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Lexington, its agents or employees, and that this Proposal is based solely upon the undersigned's own independent business judgment.

In submitting this Proposal, it is understood that the right is reserved by the City to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make the award in any manner the City believes to be in its best interest.

DAWSON COUNTY AREA ECONOMIC DEVELOPMENT COUNCIL  
1501 Plum Creek Parkway, Suite 2B  
LEXINGTON, NE 68850

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TAX IDENTIFICATION: 47-40726051

AUTHORIZED SIGNATURE:   
PRINTED NAME OF SIGNER: Jennifer Wolf  
TITLE OF SIGNER: Executive Director  
EMAIL OF SIGNER: jen@dawsonareadevelopment.com



## **SCOPE of SERVICES**

Deb Jensen, Community Development Coordinator, will be the Project Manager for Administration of CDBG funds for the City of Lexington, for the Majestic Theater project, namely 12-TD-001.

The services to be provided will include, (as needed and/or required):

Preparing all written reports, checklists, or legal notices required to assure compliance with federal and state environmental requirements;

Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant including: Project Status Reports, Job Creation/Retention Reports, Program Income Reports, Notification of Annual Audit, Final Close-Out Reports.

Assisting the City of Lexington with procurement for work to be completed, in conformance with applicable procurement requirements, including assistance to the engineer with the preparation of bidding documents;

Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget;

Assuring compliance with all applicable civil rights requirements, including preparation of an equal employment opportunity plan and a fair housing resolution;

Attending City of Lexington's council meetings to provide project status reports and representing the CDBG project at any other public meetings deemed necessary; and

Preparing all required performance reports and closeout documents and assisting the City of Lexington with the determination of applicable audit requirements.

<u>CDBG 12-TD-001 Majestic Theater Project</u>	<u>PRICE</u>
<u>Activity 1) Environmental Review</u>	<u>\$ 3,000.00</u>
<u>Activity 2) Fair Housing Activities</u>	<u>\$ 500.00</u>
<u>Activity 3) Special Conditions for Release of Funds</u>	<u>\$ 3,000.00</u>
<u>Activity 4) Preparation of Semi-Annual Reports</u>	<u>\$ 2,000.00</u>
<u>Activity 5) Preparation of Drawdowns</u>	<u>\$ 2,000.00</u>
<u>Activity 6) Labor Standards</u>	<u>\$ 1,500.00</u>
<u>Activity 7) File Maintenance/Prepare for Monitoring</u>	<u>\$ 3,000.00</u>
<b>TOTAL BID PRICE</b>	<b><u>\$ 15,000.00</u></b>