

308-324-2341◆Fax: 308-324-4590◆www.cityoflex.com 406 East 7th Street◆P.O. Box 70◆Lexington, Nebraska 68850-0070

October 22, 2021

RE: Architectural Services - Veterans Pavilion / Amphitheater Project

To Whom It May Concern:

Enclosed is information pertaining to the City of Lexington's interest in obtaining consulting services for a capital improvement project consisting of the construction of a new building space to be used as an amphitheater and veterans memorial.

If your firm is interested in submitting a letter of interest on the project, please follow the instructions enclosed.

Thank you for your time and consideration on this issue.

Sincerely,

Joe Pepplitsch City Manager





CITY OF LEXINGTON REQUEST FOR PROFESSIONAL CONSULTING SERVICES

The City plans to select a consultant to complete the work on the following project:

Project Title: Veterans Pavilion at Kirkpatrick Memorial Park.

The selected firm for this project will be required to provide design, bidding, and construction management services for a new facility consisting of an open-air amphitheater, spectator seating/viewing area, and integrated veterans memorial features throughout the project area.

The estimated funding available for the construction of this project is estimated at approximately \$800,000 to \$1,000,000.

Firms responding to this invitation must address the following:

- 1. A proposed Scope of Work.
- 2. Qualifications and experience of key individuals who would be working on the project.
- 3. Proposed time schedule for undertaking and completing the project.
- 4. Basic professional fee schedule for services.

The selection of a project consultant will be according to the following evaluation factors:

- 1. Specialized/Past experience in design and construction services on similar projects 40 points
- 2. Past record of performance on contracts with clients, including quality of work, timeliness, and cost control 25 points.
- 3. A timeline, along with capacity of the firm to perform the required work within the proposed timeline, taking into consideration the current and planned workload of the firm 25 points.
- 4. Fee schedule for services 10 points.

Submittals must be sent or delivered to: City of Lexington

P.O. Box 70 406 E. 7th Street Lexington, NE 68850

All information must be received by 5:00 p.m., Monday, November 29, 2021. No exceptions to the deadline will be given.

Submittal Requirements:

- 1. A letter of interest must not exceed two pages.
- 2. A narrative responding to the various evaluation factors established by the City must not exceed ten pages.
- 3. A maximum of seven pages of additional supportive material such as charts, tables, and/or photos.

Notes:

- 1. One (1) hard copy of submittals are required for firms submitting on the project.
- 2. A page is considered to be 8 ½" by 11", printed on one side, single or double-spaced.
- 3. Submittal covers and dividers between the sections will be allowed and not counted in the page limit.
- 4. A PDF version of the same.
- 5. A feasibility study (with conceptual facility design) has been completed and can be accessed at http://info.cityoflex.com/vetspavilion.pdf
- 6. This notice and link to the feasibility study can be found at: https://cityoflex.com/bids-rfps/

The City will notify short-listed firms within 5 days following review by the Selection Committee to schedule interviews.

Interviews will be 30 minutes. The short-listed firms will be allowed 20 minutes for presentation, and there will be 10 minutes for questions and answers. The presentation time will be strictly enforced.

The City will notify the final selected firm by telephone following the voting by the Selection Committee. A copy of the Selection Committee review will be mailed to all of the short-listed firms.

EQUAL OPPORTUNITY EMPLOYER

City of Lexington Joe Pepplitsch City Manager