



PROPOSAL

John Fagot  
President, 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.

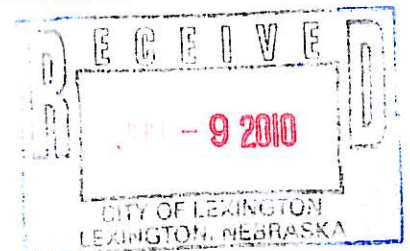
In submitting this Proposal, it is understood that the right is reserved by the City to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make the award in any manner the City believes to be in its best interest.

DAWSON COUNTY AREA ECONOMIC DEVELOPMENT COUNCIL  
P. O. BOX 106  
COZAD, NE 69130

TELEPHONE: 308-784-3902  
FAX: 308-784-3941  
TAX IDENTIFICATION: 47-40726051

AUTHORIZED SIGNATURE: \_\_\_\_\_  
PRINTED NAME OF SIGNER: Jennifer Wolf  
TITLE OF SIGNER: Executive Director  
EMAIL OF SIGNER: jwdad@cozadtel.net

A handwritten signature in black ink that reads "Jennifer Wolf".





## **SCOPE of SERVICES**

Deb Jensen, Community Development Coordinator, will be the Project Manager for Administration of NAHTF funds for the City of Lexington, for the Project 09-TFRHHP-6030.

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, if needed;

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 NAHTF 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.

**09-TFRHHP-6030 New Neighborhood Initiative Phase I Project    PRICE**

<u>Activity 1) Fair Housing Activities</u>	<u>\$ 500.00</u>
<u>Activity 2) Special Conditions for Release of Funds</u>	<u>\$ 1,500.00</u>
<u>Activity 3) Preparation of Semi-Annual Reports</u>	<u>\$ 5,000.00</u>
<u>Activity 4) Preparation of Drawdowns</u>	<u>\$ 8,000.00</u>
<u>Activity 5) File Maintenance/Prepare for Monitoring</u>	<u>\$ 15,000.00</u>
<b>TOTAL BID PRICE</b>	<b><u>\$ 30,000.00</u></b>



**DESCRIPTION OF FIRM:**

DAWSON COUNTY AREA ECONOMIC DEVELOPMENT COUNCIL  
P. O. BOX 106  
COZAD, NE 69130  
TELEPHONE: 308-784-3902  
FAX: 308-784-3941  
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**PHILOSOPHY STATEMENT:** The Dawson County Area Economic Development Council (DAD) was formed to provide broad-based policy guidance and implementation of a Dawson County Economic Development Action Plan. The organization is made up of representatives from key sectors whose actions will collectively shape the area's future, including city government, county government, chambers of commerce, local development organizations, the regional economic development district and others as deemed appropriate.

**MISSION STATEMENT:** To promote a spirit of unity and cooperation in order to plan, organize, and effect the future development of the Dawson County area. The Council shall endeavor to diversify the local economy, foster a favorable business climate, help existing businesses grow and expand, retain existing jobs, create new jobs and career opportunities, and develop the area's resources to their full potential.

**HISTORY & RELATED EXPERIENCE:**

Dawson County Area Economic Development Council has actively been involved in community and economic development projects since 1989. During DAD's history they have provided a supportive role in the application for CDBG funding for various economic development projects including; MidPlains Holdings, Inc.; Orthman Manufacturing, Inc.; Cornhusker Energy Lexington; Marshall Engines, Inc.; Colorado BioLabs; Baldwin Filters; Frito Lay; Designer Craft Woodworking; Eilers Machine and Welding; LiquidTech; plus various projects involving CDBG reuse funding from Gothenburg, Cozad, and Lexington.

DAD has administered three CDBG OOR housing grants and a CDBG Public Works grant for Lexington. Also, four CDBG ED projects have been administered for various Dawson County communities, and a planning grant for the Village of Eddyville. DAD was also awarded the administration for three CDBG street improvement projects— Sumner, Gothenburg, and Lexington. Cozad and Gothenburg have completed Downtown

Revitalization Studies using CDBG funding and DAD was the administrator for these projects. Phase II of the Downtown Revitalization is now underway in both cities under the administration of DAD. Lexington Downtown Revitalization Phase I (Planning) was administered by DAD and is now complete. DAD is now administering a Neighborhood Stabilization Project grant and has worked with the BECA funding several times.

In 2006, Dawson Area Development was named as a NIFA Outreach Partner to build capacity in housing programs. This three year commitment was extended two more years to allow more housing programs to be compiled by the DAD Housing Committee. From this committee, a Spec House Risk Sharing Program was initiated. DAD also became a REACH certified Homebuyer Education provider in both English and Spanish classes.

**STAFF:**

Jennifer Wolf, Executive Director

Certified CDBG Administrator since 1996 Certification Expires 2012

Ms. Wolf has been directly involved in the Administration of the following CDBG projects within the past 5 years:

06ED003	City of Cozad	\$300,000	Tabora Farms Economic Development
07PW014	City of Gothenburg	\$250,000	Street Improvements
08DTR006	City of Gothenburg	\$ 28,200	Planning Grant for Downtown Revitalization
08DTR106	City of Gothenburg	\$250,000	Downtown Revitalization

Contact Information for the Above Projects for Reference on Past Performance:

TOWN	CONTACT	ADDRESS	ZIP	PHONE #
Village of Sumner	Maria Hollander	P. O. Box 85	68878	308-752-3015
Village of Elwood	Roland Cooksley	P.O. Box 14	68937	308-785-2480
Village of Smithfield	Ila Mae Anders	P. O. Box 356	68976	308-785-2677
Village of Farnam	Norma Darnall	PO Box 7	69029	308-569-2355
City of Gothenburg	Bruce Clymer	409 9 <sup>th</sup> St.	69138	308-537-3677
City of Cozad	Susan Kloepping	P. O. Box 309	69130	308-784-3907
City of Lexington	Joe Peplitsch	P. O. Box 70	68850	308-324-2341

In addition Ms. Wolf has been involved with the following local, state, and federal programs:

- USDA-Community Facility Loan Funds
- USDA-Community Facility Grant Funds
- USDA-Housing Grant & Loan Programs
- FHLB of Topeka RFHGB
- NDED-Community Development Assistance Act—BECA funds
- Weatherization Funds
- EDA-Public Works Funds

Foundation Grants including; Peter Kiewit, Mid-Nebraska Community Foundation; Lute Foundation; KM for Kids Foundation; Pony Express Foundation; Gothenburg Area Community Foundation  
 Assistance to Firefighters Grant Program

**Debra Jensen, Community Development Coordinator:**

Certified CDBG Administrator since 1995 Certification Expires 2011

Ms. Jensen has been directly involved in the Administration of the following CDBG projects within the past 5 years:

05-PW-008	Lexington	\$350,000	Addition/renovation of Grand Generation Center
05-HO-313	Lexington	\$150,000	Rehabilitation of 9 Owner-Occupied Housing Units
06-PP-018	Eddyville	\$ 18,000	Planning grant for Housing study
07-HO-3090	Lexington	\$108,600	Rehabilitation of 6 Owner-Occupied Housing Units
08DTR002	Cozad	\$ 28,200	Planning Grant for Downtown Revitalization
08DTR102	Cozad	\$250,000	Downtown Revitalization
07PW015	Lexington	\$250,000	Street Paving
09-PW-00	Sumner	350,000	Street /Drainage improvements
09-DTR-004	Lexington	\$30,000	Downtown Revitalization Plan—Phase I

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- USDA-Housing Grant & Loan Programs
- NDED-Community Development Assistance Act
- Weatherization Funds
- EDA-Public Works Funds
- Foundation Grants including; Peter Kiewit, Nebraska Community Foundation, Lexington Area Community Foundation
- Assistance to Firefighters Grant Program
- Nebraska Lied Main Street Program
- NE Department of Roads—Transportation Enhancement
- NE State Arboretum
- NE Game and Parks Land and Water Conservation Fund



June 7, 2010  
Kearney, Nebraska



**Miller & Associates**  
CONSULTING ENGINEERS, P.C.

1111 Central Ave. Kearney, NE 68847-6833

Tel: 308-234-6456

Fax: 308-234-1146

[www.miller-engineers.com](http://www.miller-engineers.com)

Joe Pepplitsch  
City Manager  
City of Lexington  
P.O. Box 70  
Lexington, NE 68850

Re: Request for Proposals  
NAHTF Administrative Services

Dear Joe,

Thank you for sending Miller & Associates a Request for Proposals for NAHTF Administrative Service for the City's New Neighborhood Initiative Project Phase I. Miller & Associates will not be responding to the Request for Proposal. We would, however, like to be notified of any future projects we may be able to assist you with.

Again, thank you for requesting information from Miller & Associates. We look forward to future contacts regarding any upcoming projects for the City of Lexington.

Sincerely,  
MILLER & ASSOCIATES  
CONSULTING ENGINEERS, P.C.

A handwritten signature in blue ink that reads "Candy Kuntz".

Candy Kuntz  
Grant Administrator

