



308-324-2341 ♦ Fax: 308-324-4590 ♦ [www.cityoflex.com](http://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,

A handwritten signature in black ink, appearing to read "Joe Peplitsch".

Joe Peplitsch  
City Manager



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 Peplitsch  
City Manager