AGENDA
CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING

CITY HALL, COUNCIL CHAMBERS, 406 IVINSON AVE
TUESDAY, MARCH 17, 2026, 6:30 PM
(Pre-Council Meeting begins at 6:15 pm)

City Council Meetings are open to the public in accordance with W.S. 16-4-403. Meetings are currently available in-person on a first come first serve basis, YouTube Live Feed (www.youtube.com/cityoflaramie/live), Cable Channel 191, or Zoom Webinar- Meeting ID: 863 2838 9241 Passcode: 246850 via internet, app, or telephone 1(669)900-9128. Public comments during the meeting may be provided in-person or via Zoom meeting. Public comments may also be submitted via email: council@cityoflaramie.org. Please email: clerk@cityoflaramie.org to request speaking time during the 30-minute public comment periods on non-agenda items by no later than 3:00 pm on the day of the meeting. Limited speaking slots may be assigned by lottery for non-agenda items when more than 10 requests are received; public comments may also be submitted in writing to council@cityoflaramie.org for the record. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting. Pre-meetings are held prior to Regular Council Meetings at 6:15 pm for the purpose of discussing items on the Council's consent agenda for the Regular Meeting and the scheduling of items on Council's agenda.

Please be advised no additional agenda item will be introduced at a Regular City Council meeting after the hour of 9:30 pm, unless the majority of the City Council members present vote to extend the meeting.

Public comment is limited to three (3) minutes per speaker. When attending a meeting remotely, the public must have their video cameras enabled and turned on when addressing the council. See Rule 1.G. When commenting on non-agenda items , the comments must be germane to City business over which Council has control. Written public comment shall be submitted to the City Clerk for dissemination and retention for official City records, or submitted to the City Council through electronic correspondence at council@cityoflaramie.org. Full text available in Council Rules of Procedure and Code of Conduct 4.02 and Appendix B and C.

Written materials and other items must be submitted six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.

Zoom Link: https://cityoflaramie.zoom.us/j/86328389241?pwd=V32buNHYOShSV1Uti0YJyESjdgHjp4.1

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)**

   (Limit of 3 minutes per speaker. No public comments on non-agenda related items will be taken via web-conferencing for the public comment period at the beginning of the meeting. When commenting on non-agenda items, the comments must be germane to City business over which Council has control. Written or other materials must be submitted to the City Clerk for public record and dissemination six (6) days prior to the meeting per City Council Rules of Procedure Appendix B.)

5. **Consideration of Changes in Agenda and Setting the Agenda**

   a. Public Request to Remove a Consent Agenda Item and Place it on the Regular Agenda to Allow for Public Comments (No public comment will be taken during this item. Items will be considered at the discretion of the council. Available in-person and web conferencing.)

   b. Council Acknowledgement of Requests for Changes to the Agenda (Councilors may request an item be moved from the consent agenda to the regular agenda.)

   c. MOTION BY ___, seconded by ___, that the following changes to the Agenda be approved:

   d. MOTION BY ___, seconded by ___, that the Agenda be set as submitted or changed.

6. **PROCLAMATIONS/PUBLIC HEARINGS/NOTIFICATIONS**

   6.A. **PROCLAMATIONS & PRESENTATIONS**

   6.B. **PUBLIC HEARING**

      6.B.i. **PUBLIC HEARING: Original Ordinance No. 2118, Repealing Laramie Municipal Code (LMC) Chapter 13.80 Related to Surface Water Drainage**

         Documents:

         PH OO2118 Repealing LMC 13.80 Storm Water Drainage 3-17-26.pdf

      6.B.ii. **PUBLIC HEARING: Original Ordinance No. 2119, Amending Laramie**

Municipal Code Title 8 Related to Nuisance Abatements

Documents:

Legal Ad CC Public Meeting -3-17-2026 - Revised.pdf

6.B.iii. PUBLIC HEARING: Original Ordinance No. 2120, Amending Laramie Municipal Code Title 15 Related to the Unified Development Code

Documents:

Legal Ad CC Public Meeting -3-17-2026 - Revised.pdf

6.C. ANNOUNCEMENTS

7. Disclosures and/or Conflicts of Interest by City Council Members

8. Approval of Consent Agenda

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

MOTION BY _____, seconded by _____, that the Consent Agenda be approved and that each specific action on the Consent Agenda be approved as indicated.

9. CONSENT AGENDA

9.A. MINUTES: Minutes from the City Council Regular Meeting and Public Hearings from March 3, 2026

Action:
I move that Laramie City Council approve the Minutes from the City Council Regular Meeting and Public Hearings of March 3, 2026.
[Nancy Bartholomew, City Clerk]

Documents:

PH OO 2117 Amend LMC 2.10 3-3-26.pdf
PH New Restaurant LL Momo House and Grill 3-3-26.pdf
CC Minutes 3-3-26.pdf

9.B. MINUTES: Minutes from the Laramie Regional Airport Joint Powers Board Regular Meeting on January 14, 2026

Action:
to acknowledge receipt of the minutes from the Laramie Regional Airport Joint Powers Board regular meeting on January 14, 2026.
[Nancy Bartholomew, City Clerk]

Documents:

1.14.26 Board Meeting Minutes LRAB F.pdf

9.C. MINUTES: Minutes from the Laramie Youth Council Regular Meeting on February 4, 2026

Action:
to acknowledge receipt of the minutes from the Laramie Youth Council regular meeting on February 4, 2026.
[Nancy Bartholomew, City Clerk]

Documents:

LYC Minutes 2-4-26.pdf

9.D. CEMETERY DEEDS: Cemetery Deeds for March 1-15, 2026

Action:
move that the Cemetery Deeds for March 1-15, 2026, be accepted, and authorize the Mayor and City Clerk to sign, and have them recorded in the Office of the County Clerk.
[Michael Bork, Parks, Recreation and Public Services Director]

9.E. CONTRACT: Award of Contract for the Purchase of furniture for the City Hall portion of the City Hall Campus Remodel Project to Beck Total Office Interiors, Loveland, Colorado through Omnia Partners Cooperative Purchase Agreement

Action:
I move that the Laramie City Council award the contract for the purchase of furniture for the City Hall portion of the City Hall Campus Remodel Project to Beck Total Office Interiors, Loveland, Colorado through Omnia Partners Cooperative Purchase Agreement in an amount not to exceed $78,809.80 and authorize the Mayor and City Clerk to sign.
[Todd Feezer, City Manager]

Documents:

Summary City Hall Furniture OMNIA Purchase.pdf
City Hall Furniture Contract.pdf
City of Laramie_BTOI Qualifications.pdf
City of Laramie_City Hall_OMNIA Summary_Furniture-BTOI.pdf

9.F. AMENDMENT: Amendment One to the Agreement for Professional Services between the City of Laramie, Wyoming and Haddad Drugan LLC for the Conceptual Design of the 3rd Street Gateway Art Project

Action:
I move that the Laramie City Council approve amendment one to the agreement for professional services between the City of Laramie, Wyoming and Haddad Drugan LLC for the conceptual design of the 3rd Street Gateway Art Project and authorize the Mayor and City Clerk to sign.
[Todd Feezer, City Manager]

Documents:

Summary Amendment One 3rd Street Beautification.Gateway Art Conceptual Design.pdf
Amendment One Haddad Drugan 3rd St Gateway Art Project.pdf
Agree. Haddad Drugan LLC 3rd St Gateway Art 6-17-25_001.pdf

9.G. LICENSE: Temporary Use of a Laramie County Retail Liquor License within City Limits for DeLancey Enterprises, LLC for the Ducks Unlimited Banquet at the Marian Rochelle Gateway Center on March 28, 2026

Action:
I move that the Laramie City Council approve the temporary use of a Laramie County Retail Liquor License within city limits for DeLancey Enterprises, LLC for the Ducks Unlimited Banquet at the Marian Rochelle Gateway Center on March 28, 2026.
[Nancy Bartholomew, City Clerk]

Documents:

Summary Temp Use in City DeLancey Enterprises 3-17-26.pdf
CATR-26-03-06-0221 DeLancey Ent. App 3-17-26.pdf
Laramie County Letter of Permission- DeLancey 3-17-26.pdf

9.H. RESOLUTION: Resolution 2026-24, Appointing Emeritus Status Membership on the Parks, Tree, and Recreation Advisory Board

Action:
I move that the Laramie City Council approve Resolution 2026-24, appointing Larry Foianini emeritus status on the Parks, Tree, and Recreation Advisory Board, and authorize the Mayor and City Clerk to sign.
[Nancy Bartholomew, City Clerk]

Documents:

Summary Reso 2026-24, Emeritus Status Larry Foianini PTRB 3-17-26.pdf
Reso 2026-24 Emeritus Status Larry Foianini 3-17-26.pdf

9.I. ORDINANCE: Original Ordinance No. 2117, Amending Laramie Municipal Code Chapter 2.10 Related to Board and Commission Members

Action:
I move that the Laramie City Council approve Original Ordinance No. 2117 on third and final reading, amending Laramie Municipal Code Chapter 2.10 related to board and commission members, and authorize the Mayor and City Clerk to sign.
[Nancy Bartholomew, City Clerk]

Documents:

Summary OO2117 Board_Commission Members 3rd reading 3-17-26.pdf

OO2117 LMC 2.10 Board_Commission Members 3rd Reading.pdf

9.J. SCHEDULE MEETINGS:

that the following meeting be scheduled:

i.

10. Mayor Announcements/Acknowledgement of Board and Commission Member Appointments

11. REGULAR AGENDA

11.A. Award of Design Build Contract for Spring Creek Trail Phase 2

[Michael Bork, Parks, Recreation, and Public Services Director]

Documents:

Summary - Award for Spring Creek Trail Phase 2.pdf
Full Contract Packet - signed by BH.pdf

11.B. Resolution 2026-25, Declaring the West Side Study Area as Blight and Authorizing Development Pursuant to Wyoming Statute § 15-9-107

[Todd Feezer, City Manager]

Documents:

Summary Resolution 2026-25 URA West Side Blight 3.17.26.dotx.pdf
CC Resolution 2026-25 URA West Side Blight.pdf
3.9.26 Laramie_WestSide_Blight_Study.pdf

11.C. Original Ordinance No. 2118, Repealing Laramie Municipal Code (LMC) Chapter 13.80 Related to Surface Water Drainage

Second Reading. (Introduced by Newman)
[Brooks Webb, Public Works Director]

Documents:

Summary Ord 2118 Repealing LMC 13.80 Surface Water Drainage Second Reading.pdf
Original Ordinance No. 2118 Second Reading.pdf

11.D. Original Ordinance No. 2119, Amending Laramie Municipal Code Title 8 Related to Nuisance Abatements

Second Reading. (Introduced by Vigil)
[Gabathuler, Planning Manager]

Documents:

Summary OO 2119 2nd Reading 3.17.26.pdf
OO_2119_Chapter 8 2nd Reading.pdf
TA-25-08 PC Staff Report.pdf

11.E. Original Ordinance No. 2120, Amending Laramie Municipal Code Title 15 Related to the Unified Development Code

Second Reading. (Introduced by Bowling)
[Gabathuler, Planning Manager]

Documents:

Summary OO 2120 2nd Reading 3.17.26.pdf
OO_2120_Chapter 15 2ndReading 3.17.26.pdf
TA-25-08 PC Staff Report.pdf

12. Public Comments on Non-agenda Items

(Limit of 3 minutes per speaker. When commenting on non-agenda items, the comments must be germane to City business over which Council has control. Written or other materials must be submitted to the City Clerk for public record and dissemination six (6) days prior to the meeting per City Council Rules of Procedure Appendix B.)

13. Consideration of Future Council Work Session Topics

Documents:

Future Work Session Topics 3-17-2026.pdf
Upcoming Meetings 3-17-26.pdf

14. Adjournment

NOTICE OF CITY COUNCIL
PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a **Public Hearing** of the **Laramie City Council** will be held Tuesday, March 17, 2026 at **6:30 p.m., at 406 Ivinson Ave, Council Chambers** and via Zoom meeting, for the following purpose: Original Ordinance No. 2118, Repealing Laramie Municipal Code (LMC) Chapter 13.80 Related to Surface Water Drainage. All information relative to this matter is available for review at the City of Laramie City Clerk's Office, at 406 Ivinson Avenue, Laramie, WY. Anyone wishing to be heard should be present or may be represented by his or her agent at the meeting or via Zoom. Written comments may be mailed to: City Council c/o City of Laramie City Clerk, P.O. Box C, Laramie, WY 82073. For questions or information, contact the City Clerk's Office, at the address above, by telephone at 307-721-5220 or by email at clerk@cityoflaramie.org.

This meeting will be available via Zoom Meeting ID: 863 2838 9241 Passcode: 246850.

/s/Nancy Bartholomew, City Clerk

Publish: March 7, 2026
BILL TO: City of Laramie Clerk, Attn: Nancy Bartholomew, P.O. Box C, Laramie, WY 82073
AFFIDAVIT REQUIRED

####

CITY OF LARAMIE NOTICE OF PUBLIC HEARING (REVISED)

NOTICE IS HEREBY GIVEN that a **PUBLIC HEARING** of the Laramie City Council will be held at 6:30 p.m. on March 17, 2026, in the City Council Chambers, Laramie City Hall, 406 Ivinson Avenue, Laramie, WY.

This hearing was previously noticed for March 3, 2026, and has been rescheduled to the date listed above. The meeting shall be held with both an online (Zoom) and in-person option to take public comments on the following:

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE TITLE 8 RELATED TO THE UNIFIED DEVELOPMENT CODE: An amendment to multiple sections within Title 8 of the City of Laramie Municipal Code (Unified Development Code) as initiated by the City of Laramie as part of the continual effort to maintain accuracy within the UDC, correct identified concerns, and remove potential avenues of confusion.

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE TITLE 15 RELATED TO THE UNIFIED DEVELOPMENT CODE: An amendment to multiple sections within Title 15 of the City of Laramie Municipal Code (Unified Development Code) as initiated by the City of Laramie as part of the continual effort to maintain accuracy within the UDC, correct identified concerns, and remove potential avenues of confusion.

All applications, plans and specifications relative to these matter(s) are available for review at the City of Laramie Planning Office, at 405 Grand Avenue, Laramie, WY. Anyone wishing to be heard should be present at City Council Chambers or via Zoom Webinar ID: 863 2838 9241, Passcode: 246850. Written comments may be mailed to: City Council c/o City of Laramie Planning Office, P.O. Box C, Laramie, WY 82073. For questions or information, contact City Planning, at the address above, by telephone at 307-721-5207 or by email at planning@cityoflaramie.org.

Publish: 02/21/2026

BILL TO: City of Laramie Clerk, Attn: Nancy Bartholomew, P.O. Box C, Laramie, WY 82073

AFFIDAVIT REQUIRED; PLEASE SEND TO ABOVE

CITY OF LARAMIE NOTICE OF PUBLIC HEARING (REVISED)

NOTICE IS HEREBY GIVEN that a **PUBLIC HEARING** of the Laramie City Council will be held at 6:30 p.m. on March 17, 2026, in the City Council Chambers, Laramie City Hall, 406 Ivinson Avenue, Laramie, WY.

This hearing was previously noticed for March 3, 2026, and has been rescheduled to the date listed above. The meeting shall be held with both an online (Zoom) and in-person option to take public comments on the following:

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE TITLE 8 RELATED TO THE UNIFIED DEVELOPMENT CODE: An amendment to multiple sections within Title 8 of the City of Laramie Municipal Code (Unified Development Code) as initiated by the City of Laramie as part of the continual effort to maintain accuracy within the UDC, correct identified concerns, and remove potential avenues of confusion.

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE TITLE 15 RELATED TO THE UNIFIED DEVELOPMENT CODE: An amendment to multiple sections within Title 15 of the City of Laramie Municipal Code (Unified Development Code) as initiated by the City of Laramie as part of the continual effort to maintain accuracy within the UDC, correct identified concerns, and remove potential avenues of confusion.

All applications, plans and specifications relative to these matter(s) are available for review at the City of Laramie Planning Office, at 405 Grand Avenue, Laramie, WY. Anyone wishing to be heard should be present at City Council Chambers or via Zoom Webinar ID: 863 2838 9241, Passcode: 246850. Written comments may be mailed to: City Council c/o City of Laramie Planning Office, P.O. Box C, Laramie, WY 82073. For questions or information, contact City Planning, at the address above, by telephone at 307-721-5207 or by email at planning@cityoflaramie.org.

Publish: 02/21/2026

BILL TO: City of Laramie Clerk, Attn: Nancy Bartholomew, P.O. Box C, Laramie, WY 82073

AFFIDAVIT REQUIRED; PLEASE SEND TO ABOVE

CITY OF LARAMIE, WYOMING
CITY COUNCIL PUBLIC HEARING
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070

MARCH 3, 2026

ORIGINAL ORDINANCE NO. 2117, AMENDING LARAMIE MUNICIPAL CODE 2.10 RELATED TO BOARD AND COMMISSION MEMBERS

Public Hearing was called to order by Vice-Mayor Richardson at 6:40 p.m.

Council present: William Bowling, Brandon Newman, Erin O'Doherty, Joe Shumway, Melanie Vigil, and Micah Richardson. Absent: Jim Fried, Matt Lockhart, and Sharon Cumbie.

The City Clerk read the notice:

CITY OF LARAMIE NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing of the Laramie City Council will be held Tuesday, March 3, 2026 at 6:30 p.m., at 406 Ivinson Ave, Council Chambers and via Zoom meeting, for the following purpose: Original Ordinance No. 2117, Amending Laramie Municipal Code Chapter 2.10 Related to Board and Commission Members. All information relative to this matter is available for review at the City of Laramie City Clerk's Office, at 406 Ivinson Avenue, Laramie, WY. Anyone wishing to be heard should be present or may be represented by his or her agent at the meeting or via Zoom.

Mayor Cumbie asked if there were any comments.

Public comments received from the following:
Brett Glass and Nancy Sindelar.

Public Hearing was closed at 6:45 p.m.

Approved,

_____

Nancy Bartholomew Date
City Clerk, CMC

CITY OF LARAMIE, WYOMING
CITY COUNCIL PUBLIC HEARING
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070

MARCH 3, 2026

NEW APPLICATION FOR A RESTAURANT LIQUOR LICENSE NO. R73 FOR MOMO HOUSE AND GRILL INC DBA MOMO HOUSE AND GRILL LOCATED AT 207 S 3RD STREET

Public Hearing was called to order by Vice-Mayor Richardson at 6:45 p.m.

Council present: William Bowling, Brandon Newman, Erin O'Doherty, Joe Shumway, Melanie Vigil, and Micah Richardson. Absent: Jim Fried, Matt Lockhart, and Sharon Cumbie.

The City Clerk read the notice:

CITY OF LARAMIE NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on the 12th of February 2026, an application was received in the Office of the City Clerk for a New Restaurant Liquor License No. R73 for Momo House and Grill Inc. dba Momo House and Grill located at 207 S 3rd Street, Laramie, WY, for a license term of March 4, 2026, through May 7, 2026. Public Hearing to hear comments or protests relative to this license application will be held Tuesday, March 3, 2026, at 6:30 p.m. at Council Chamber, 406 Ivinson Ave or via Zoom Meeting ID # 894 4277 9749 Passcode # 830609. Action on this application will be considered at the Regular Meeting of the City Council on Tuesday, March 3, 2026, at 6:30 p.m. in Council Chambers. Anyone wishing to be heard should be present or may be represented by his or her agent at the meeting.

Mayor Cumbie asked if there were any comments.

Public Comments:
None.

Public Hearing was closed at 6:46 p.m.

Approved,

_____

Nancy Bartholomew Date
City Clerk, CMC

CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070

MARCH 3, 2026

Pre-meetings are held prior to Regular Council meetings for the purpose of discussing items on the consent agenda and assigning introductions of items on the regular agenda.

Pre meeting began at 6:15 pm.

Council present: William Bowling, Brandon Newman, Erin O'Doherty, Joe Shumway, Melanie Vigil, and Micah Richardson. Absent: Jim Fried, Matt Lockhart, and Sharon Cumbie.

No requests for changes to the agenda were made. Council assigned introductions of regular agenda items.

Council adjourned pre-meeting and recessed at 6:16 pm.

1. CALL TO ORDER

Regular Meeting of the City Council was called to order by Vice-Mayor Richardson at 6:30 p.m.

2. Pledge of Allegiance

Mayor Cumbie led the Pledge of Allegiance.

3. Roll Call

Roll call showed present: William Bowling, Brandon Newman, Erin O'Doherty, Joe Shumway, Melanie Vigil, and Micah Richardson. Absent: Jim Fried, Matt Lockhart, and Sharon Cumbie.

City Staff present: Todd Feezer, City Manager; Nancy Bartholomew, City Clerk; Bob Southard, City Attorney; Jenn Wade, Director of Administrative Services; Patti Russell, Human Resources; Brooks Webb, Public Works Director; Dan Johnson, Fire Chief; Brian Browne, Police Chief; and Michael Bork, Parks, Recreation and Public Services Director; Eric Jaap, City Engineer; Mark Hazelett, Engineer; Philipp Gabathuler, Planning Manager.

4. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)

(Limit of 3 minutes per speaker.)
Public comment received from the following:
Nils Schneck.

5. Consideration of Changes in Agenda and Setting the Agenda

A. Public Request to Remove a Consent Agenda Item and Place it on the Regular Agenda to Allow for Public Comments (No public comment will be taken during this item. Items will be considered at the discretion of the council. Available in-person and web conferencing.)
None received.

B. Council Acknowledgement of Requests for Changes to the Agenda (Councilors may request an item be moved from the consent agenda to the regular agenda.)
Not applicable.

~~C. MOTION BY __, seconded by __, that the following changes to the Agenda be approved:~~

D. MOTION BY O'DOHERTY, seconded by Shumway, that the Agenda be set as submitted.

MOTION CARRIED by voice vote.

6. PROCLAMATIONS/NOTIFICATIONS/PUBLIC HEARINGS

6.A. PROCLAMATIONS & PRESENTATIONS

6.A.i. PROCLAMATION: Proclamation for March Disabilities Awareness Month

6.B. PUBLIC HEARING

6.B.i. PUBLIC HEARING: Original Ordinance No. 2117, Amending Laramie Municipal Code 2.10 Related to Board and Commission Members

6.B.ii. PUBLIC HEARING: New Application for a Restaurant Liquor License No. R73 for Momo House and Grill Inc dba Momo House and Grill Located at 207 S 3rd Street

6.C. ANNOUNCEMENTS

Michael Bork- Community Wide Sports Study interviews. Luau in Laradise this Friday from 5:30 to 7:30 pm at the Recreation Center.
Brooks Webb- 2026 Street Rehab Project will begin Friday on 4th Street from Flint Street to Ivinson Avenue.

7. Disclosures and/or Conflicts of Interest by City Council Members

None.

8. Approval of Consent Agenda

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Councilor or citizen so requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

MOTION BY O'DOHERTY, seconded by Bowling, that the Consent Agenda be approved and that each specific action on the Consent Agenda be approved as indicated.

Roll call showed Aye: Bowling, Newman, O'Doherty, Shumway, Vigil, and Richardson. Nay: None. Absent: Fried, Lockhart, and Cumbie. MOTION CARRIED.

9. CONSENT AGENDA

9.A. MINUTES: Minutes from the City Council Regular Meeting and Public Hearing from February 17, 2026

Action:

that Laramie City Council approve the Minutes from the City Council Regular Meeting and Public Hearing of February 17, 2026.

9.B. MINUTES: Minutes from the Environmental Advisory Committee Regular Meeting on December 4, 2025

Action:

that the Laramie City Council acknowledge receipt of the minutes from the Environmental Advisory Committee Regular Meeting on December 4, 2025.

9.C. CEMETERY DEEDS: Cemetery Deeds for February 16-28, 2026

Action:

move that the Cemetery Deeds for February 16-28, 2026, be accepted, and authorize the Mayor and City Clerk to sign, and have them recorded in the Office of the County Clerk.

9.D. VOUCHERS: February 2026

Action:

that the following Resolution be adopted: BE IT RESOLVED: that all vouchers approved by the Finance Committee be allowed, warrants drawn on proper City funds in payment thereof, and the vouchers be placed on file in the Treasurer's Office subject to public inspection; and that Council authorize payment for disbursements made before normal City Council approval on the first Tuesday in March, for preauthorized items, including month-end payroll due to employees, payroll withholding remittances, utility charges, telephone charges, employee travel, other employee reimbursements, refunds for City services, sales and use tax remittances, recording fees, Office 365 subscriptions, postage, court appointed attorney fees, jury service payments, court restitution payments, and bond refunds. These expenditures are to be paid subject to audit by the City of Laramie Finance Department.

9.E. LICENSE: New Secondhand Dealer License for Wild Bunch Trading Post and Farmstand LLC dba Wild Bunch Trading Post and Farmstand

Action:

that the Laramie City Council approve the new secondhand dealer license for Wild Bunch Trading Post and Farmstand LLC dba Wild Bunch Trading Post and Farmstand located at 1951 Snowy Range Road, Laramie, Wyoming, for the period of February 6, 2026 to February 5, 2027.

9.F. AGREEMENT: Amendments and Updated Promissory Notes for Eight State Revolving Fund Loan Agreements Decreasing Interest Rates (CWSRF #177, CWSRF #075, CWSRF #122, CWSRF #129, CWSRF #175, DW193, DWSRF #131, DWSRF #181)

Action:

that the Laramie City Council approves amendments and updated Promissory Notes for eight State Revolving Fund Loan Agreements decreasing interest rates (CWSRF #177, CWSRF #075, CWSRF #122, CWSRF #129, CWSRF #175, DW193, DWSRF #131, and DWSRF #181), and authorize the Mayor and City Clerk to sign.

9.G. EASEMENT: Public Utility Easement Dedication for Public Use at 4100 Bill Nye Avenue

Action:

that the Laramie City Council approves the Easement Dedication for a permanent 10-foot-wide public utility easement on the western boundary of the City owned property at 4100 Bill Nye Avenue, and authorize the Mayor and City Clerk to sign.

9.H. RESOLUTION: Resolution 2026-23, Appointing Four Members to the Parks, Tree, and Recreation Advisory Board

Action:

that the City Council approve Resolution 2026-23, appointing four members, Sarah Brown Mathews, Meghan Meier, and Jordan Meadows, with terms ending December 31, 2028, and Bruce Burrows with a term ending December 31, 2027, to the Parks, Tree, and Recreation Advisory Board, and authorize the Mayor and Clerk to sign.

9.I. DEED: Corrective Quitclaim Deed to the City of Laramie, from the City of Laramie, encumbering the property related to Land and Water Conservation Fund (LWCF) Federal Protection for Outdoor Recreation

Action:

that the Laramie City Council approve the Corrective Quitclaim Deed to the City of Laramie, from the City of Laramie, encumbering the property related to Land and Water Conservation Fund (LWCF) Federal Protection for Outdoor Recreation, and authorize the Mayor and City Clerk to sign.

9.J. SCHEDULE MEETINGS:

that the following meeting be scheduled:

i. March 31, 2026, 6:00 pm (rescheduled to Thursday, March 26, 2026, 6:00 pm, City Hall, Council Chambers, 406 Ivinson Ave) - City Council Open House

ii. April 14, 2026, 6:00 pm - WORK SESSION: Aquifer Well Monitoring Network Final Report

iii. April 28, 2026, 6:00 pm – WORK SESSION: Nedlog Property Update

10. Mayor Announcements/Acknowledgement of Board and Commission Member Appointments

None.

11. REGULAR AGENDA

11.A. New Application for a Restaurant Liquor License No. R73 for Momo House and Grill Inc dba Momo House and Grill Located at 207 S 3rd Street

MOTION BY BOWLING, seconded by Vigil, to approve the application for a new restaurant liquor license No. R73 to Momo House and Grill Inc dba Momo House and Grill located at 207 S 3rd Street for the licensing term of March 4, 2026 through May 7, 2026, and authorize the Mayor and City Clerk to sign.

No public comment received.

Roll call showed Aye: Bowling, Newman, O'Doherty, Shumway, Vigil, and Richardson. Nay: None. Absent: Fried, Lockhart, and Cumbie. MOTION CARRIED.

11.B. Original Ordinance No. 2117, Amending Laramie Municipal Code Chapter 2.10 Related to Board and Commission Members

Second Reading. (Introduced by Newman)

MOTION BY NEWMAN, seconded by O'Doherty, to Original Ordinance No. 2117 on second reading, amending Laramie Municipal Code Chapter 2.10 related to board and commission members.

No public comment received.

Roll call showed Aye: Bowling, Newman, O'Doherty, Shumway, Vigil, and Richardson. Nay: None. Absent: Fried, Lockhart, and Cumbie. MOTION CARRIED.

11.C. Original Ordinance No. 2118, Repealing Laramie Municipal Code (LMC) Chapter 13.80 Related to Surface Water Drainage

First Reading and Introduction. (Introduced by Newman)

MOTION BY NEWMAN, seconded by Vigil, to approve Original Ordinance No. 2118, on first reading, Repealing Laramie Municipal Code Chapter 13.80 as enacted by Enrolled Ordinance No. 1876.

Public comments received from the following:
Brett Glass, Chris Stratton, and Arvin Martinez.

Roll call showed Aye: Bowling, Newman, O'Doherty, Shumway, Vigil, and Richardson. Nay: None. Absent: Fried, Lockhart, and Cumbie. MOTION CARRIED.

11.D. Resolution 2026-22, Authorizing a Site Lease and a Facilities Sublease Agreement

MOTION BY O'DOHERTY, seconded by Vigil, to approve Resolution 2026-22, authorizing a site lease and facilities sublease agreement, and authorize the Mayor and City Clerk to sign.

Public comment received from the following:
Brett Glass, Arvin Martinez, and Eric Henderson.

Roll call showed Aye: Bowling, Newman, O'Doherty, Shumway, Vigil, and Richardson. Nay: None. Absent: Fried, Lockhart, and Cumbie. MOTION CARRIED.

11.E. Original Ordinance No. 2119, Amending Laramie Municipal Code Title 8 Related to Nuisance Abatements

Introduction and First Reading. (Introduced by Vigil)

MOTION BY VIGIL, seconded by O'Doherty, to approve Original Ordinance No. 2119, amending one section within Title 8 of the Laramie Municipal Code for the purposes of removing potential avenues of confusion in city code as a standard practice and as recommended with amendment by the Planning Commission, on first reading, in accordance with findings of fact and conclusions of law.

No public comment received.

Roll call showed Aye: Bowling, Newman, O'Doherty, Shumway, Vigil, and Richardson. Nay: None. Absent: Fried, Lockhart, and Cumbie. MOTION CARRIED.

11.F. Original Ordinance No. 2120, Amending Laramie Municipal Code Title 15 Related to the Unified Development Code

Introduction and First Reading. (Introduced by Bowling)

MOTION BY BOWLING, seconded by Newman, to approve Original Ordinance No. 2120, amending one section within Title 15 of the Laramie Municipal Code for the purposes of removing potential avenues of confusion in city code as a standard practice and as recommended with amendment by the Planning Commission, on first reading, in accordance with findings of fact and conclusions of law.

No public comment received.

Roll call showed Aye: Bowling, Newman, O'Doherty, Shumway, Vigil, and Richardson. Nay: None. Absent: Fried, Lockhart, and Cumbie. MOTION CARRIED.

12. Public Comments on Non-Agenda Items

Public comment received from the following:
Eric Henderson.

13. Consideration of Future Council Work Session Topics

None.

14. Adjourn to Executive Session Regarding Litigation, WY § 16-4-405(a)(iii)

MOTION BY NEWMAN, seconded by Vigil, to adjourn to Executive Session regarding Litigation, WY § 16-4-405(a)(iii).

MOTION CARRIED by voice vote.

Council adjourned at 8:02 p.m.

Approved:

_____

Nancy Bartholomew Date
City Clerk

Duly published in the newspaper and posted online at www.cityoflaramie.org on 11th day of March 2026.

Laramie Regional Airport
555 General Brees
Laramie, Wyoming 82070

aterrell@flylaramie.com
O: (307) 742-4161

Laramie Regional Airport Board Meeting
City Council Chambers
January 14, 2026

Regular Meeting: 8:00 a.m.

1. **Call to order and Roll Call**.
   Laramie Regional Airport Board Meeting, was called to order at 8:00 AM, on January 14, 2026, by Chairperson Malea Brown.
   Present: Dan Johnson, Robert Southard, Jackie Gonzales, and Malea Brown.
   Absent: Tracy Fletcher
   County Liaison - Pete Gosar, Absent.
   City of Laramie Liaison – Sharon Cumbie, Present. Via Zoom.

2. **Amendments to Agenda:**
   Motion by Robert Southard, second Jackie Gonzales to amend item 10 to remove "Adjourn to Executive Session per Wyoming State Statute 16-4-405(iii)."
   MOTION CARRED unanimously by voice vote.

3. **Public Comment:**
   No Public Comment

4. **Approval of Consent Agenda:**
   Motion by Robert Southard, second by Dan Johnson to approve the Consent Agenda as presented.
   4a. Minutes' approval for Laramie Regional Airport Board Meeting on December 17, 2025.
   4b. Vendor Payment approval for December 2025 Vendor Payments.
   MOTION CARRIED unanimously by voice vote.

Laramie Regional Airport
555 General Brees
Laramie, Wyoming 82070

aterrell@flylaramie.com
O: (307) 742-4161

5. **Operations Report, Daniel Hawkins.**
   - Flight operations update.
   - Fuel sales update.
   - New Snowblower received.
   - De-ice truck update.
   - Drainage grate update.
   - Eagle Hangar gate update.
   - HVAC update.
   - Wildlife mitigation update.

6. **Financial Report, Tamie Wick.**
   - Enplanement update.
   - Reading QuickBooks budget update.
   - Bond update.
   - Grant update.
   - Insurance update.

7. **Director's Report, Amy Terrell.**
   - Legislation updates.
   - County SPET (Special Purpose Excise Tax).
   - Badging for Ivinson Memorial Hospital Transport update.
   - Bond money use update.
   - Daniel retirement announcement.
   - Operation Manager position update.
   - Lear Field and advertising update.
   - SkyWest early morning flight update.
   - HR update.
   - Snowblower update.
   - LCBA luncheon update.
   - Will be speaking to Kiwanis club.
   - ARFF expansion update.
   - Installing ACARS (Aircraft Communications Addressing and Reporting System).

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Laramie, Wyoming 82070

aterrell@flylaramie.com
O: (307) 742-4161

8. **Approval or Denial of First Amendment to Lease Agreement Election of Option to Extend Term Hangar 3 with Osea Nelson.**
   Motion by Robert Southard, second by Dan Johnson to approve the First Amendment to Lease Agreement Election of Option to Extend Term Hangar 3 with Osea Nelson.
   MOTION CARRIED unanimously by voice vote.

9. **Next Meeting: February 11, 2026.**

10. **Adjourn:**
    Motion by Dan Johnson, second by Jackie Gonzales to adjourn.
    MOTION CARRIED unanimously by voice vote.
    8:40 AM

LARAMIE YOUTH COUNCIL

Minutes- Regular Meeting February 4, 2026, 6:00 pm

1. Call to Order

Regular Meeting of the Laramie Youth Council was called to order by Chair Hovhannisyan at 6:04 p.m.

2. Roll Call

Roll call showed present: William Alexander, Isaac Kirsch, Carl McLean, Maylin Mejia-Alday, and Eliz Hovhannisyan. Absent: Anh Nguyen and Vaiga Ramsanker.

Council Members present: William Bowling, and Joe Shumway. Absent: Brandon Newman.

Staff present: Nancy Bartholomew, City Clerk.

3. Approval of Agenda and Minutes

3.A. Consideration of Changes in Agenda and Setting the Agenda

MOTION BY MAYLIN MEJA-ALDAY, seconded by Isaac Kirsch, that the agenda be set as submitted.

MOTION CARRIED by voice vote.

3.B. Consideration of Approval of Minutes from January 7, 2026

MOTION BY WILLIAM ALEXANDER, seconded by Maylin Meja-Alday, to approve the Laramie Youth Council minutes from January 7, 2026.

MOTION CARRIED by voice vote.

4. Announcements

Maylin announced that Tele-Hope is wiling to collaborate on the I&E Class.
William developed a QR code for the survey.

4.A. Art contest for Laramie's Clean Up Days coming soon

5. Reports from Advisors/Officers

5.A. Finance Report (Secretary)

Laramie Youth Council account balance is $2,134.09.

6. Reports from Council/Commissioners Liaisons

Councilor Bowling announced that the City Council approved $500,000 for the replacement of the chiller at the Ice & Event Center and that City Council met to discuss the city's 2026 goals and objectives.

Councilor Shumway announced that Wyoming Association of Municipalities will hold their conference next week and meet with legislators.

7. Disclosures by Laramie Youth Council Members

None.
Councilor Bowling will be leaving at 7:30 pm.
Councilor Shumway will be leaving at 7:00 pm.

8. Old Business

8.A. Work on Mental Health Project

Share with the group progress that has been made on the following:

- Discussion with Principal Fred George
- Discussion with TeleHope about partnering with Laramie Youth Council for I&E Class.
- The I&E Class chosen is March 25th at around 8:20-9:20 am.
- Location will be the auditorium
- Leading up to the I&E class LYC decided to hold a survey in the front lobby on March 23rd with setup time at 7:15 am and will end prior to classes starting.
- Discuss the QR Code and Survey to ensure it is ready to go.
- LYC approved the use of $65 for candy to give away during the survey and purchasing stress balls to give away after I&E.
- Develop follow up plan for tallying results of the survey
- Discuss whether additional work sessions are needed.

MOTION BY CARL MCLEAN, seconded by Isaac Kirsch, to create a subcommittee for tallying survey results consisting of Eliz Hovhannisyan, Isaac Kirsch, and Carl McLean.

MOTION CARRIED by voice vote.

The Laramie Youth Council discussed creating a display such as a pie chart for Question 1 and a few short responses for Question 2.

9. New Business

9.A. Presentation on Elected Officials

City Clerk Nancy Bartholomew gave a presentation on who our elected officials are within the city, county, and local state legislative representatives.

10. Next Meeting- March 4, 2026, 6:00 pm, City Council Chambers, 406 Ivinson Ave

11. Adjourn

MOTION BY WILLIAM ALEXANDER, seconded by Isaac Kirsch, to adjourn the meeting.

MOTION CARRIED by voice vote and raised hands.

Meeting adjourned at 6:47 p.m.

APPROVED:

3-5-26

Nancy Bartholomew, City of Laramie Advisor — Date

REGULAR COUNCIL MEETING **March 17, 2026**

Laramie WYOMING	**Agenda Item:** Contract **Title:** Award of Contract for the Purchase of furniture for the City Hall portion of the City Hall Campus Remodel Project to Beck Total Office Interiors, Loveland, Colorado through Omnia Partners Cooperative Purchase Agreement

Recommended Council Motion:

I move that the Laramie City Council award the contract for the purchase of furniture for the City Hall portion of the City Hall Campus Remodel Project to Beck Total Office Interiors, Loveland, Colorado through Omnia Partners Cooperative Purchase Agreement in an amount not to exceed $78,809.80 and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Administrative Goal: Update facilities to optimize public use, service deliver and customer service. To provide safe, healthy work environments for staff members. To increase the useable space of the City's facilities for staff.

Background:

In 2023 the City of Laramie hired Winters Griffith Architects to provide professional architectural services. This portion of the project included workshops with staff members to best assess customer service needs and safety requirements, along with adjacent options for divisions that work closely together. Through this process future staff numbers were evaluated, visioning of where departments, division and staff members would be housed, and conceptual designs were created. After this process was completed, the project moved into construction document development and cost estimating. Upon receiving initial cost estimates the project was put on hold to develop a funding model and work toward the acquisition of a Construction Manager at Risk to assist with refining the project and ensuring the maximum amount of work could be completed for the project.

In 2025 the City of Laramie contracted with Sampson Construction Co., Inc. (Casper, WY) to be the Construction Manager at Risk for the City Hall Campus Renovation Project. Over the past year the City, design team, and Sampson Construction Co., Inc. have worked toward the completion of the project. The initial project had furniture within the CMAR's contract, however, with the City has opted to purchase the furniture through Omnia Partners. This reduces the cost of the purchase by sales tax (6%), and construction fees of 2.75%.

Omnia is a cooperative purchasing nationwide group that solicits RFPs, evaluates responses and awards contracts to the selected vendors. This nationwide purchasing co-op allows other government agencies to purchase off any Omnia contract and receive the best nationwide pricing possible.

Staff recommend approval of the agreements.

Legal/Statutory Authority:

16-1-101. Authority to cooperate. In exercising, performing or carrying out any power, privilege, authority, duty or function legally vested in any one (1) or more of them by Wyoming law, the state of Wyoming, and any one (1) or more of its counties, municipal corporations, school districts, special districts, public

institutions, agencies, boards, commissions and political subdivisions, and any officer or legal representative of any one (1) or more of them, may cooperate with and assist each other, and like entities or authorities of other states, the United States and the Eastern Shoshone and Northern Arapaho tribes of the Wind River Indian Reservation. Cooperation may be informal or subject to resolution, ordinance or other appropriate action, and may be embodied in a written agreement specifying purposes, duration, means of financing, methods of operations, termination, acquisition and disposition of property, employment of executive and subordinate agents, reciprocation of governmental immunity protections or other limitations of liability pursuant to W.S. 16-1-104(f) and other appropriate provisions.

Budget Information:

Upon approval of this agreement Sampson Construction Co, Inc. will produce a deductive change order to their agreement reducing the amount by the amount of this agreement. This is a net zero change to the project.

Responsible Staff:

Todd Feezer, City Manager, Email: tfeezer@cityoflaramie.org, Phone: 307-721-5304

Attachments:

City Hall Furniture Contract
City of Laramie_BTOI Qualifications
City of Laramie_City Hall_OMNIA Summary_Furniture-BTOI

CITY OF LARAMIE, WYOMING

Omnia Contract #R191804

Furniture for City Hall – City Hall Campus Renovation Project
City Manager's Office

To: Mayor, City Council
City of Laramie
406 Ivinson Avenue
P.O. Box C
Laramie, Wyoming 82073

Kimball International
OMNIA Contract: #R191804
SitOnIt Seating
OMNIA Contract: #R191804
ESI (Ergonomic Solutions)
OMNIA Contract: #R191804

The undersigned bidder, having examined the Specifications for the materials and/or equipment hereto attached or referenced, together with any and all Addenda thereto, and being acquainted with and fully understanding the requirements, stipulations, provision, and conditions thereof, proposes and agrees to enter into and perform this Contract and to furnish the materials and/or equipment therein set forth in strict accordance with the Specifications for the following prices shown.

Description	**Unit Cost**	**Total Cost**
Item 1 – Total	$78,809.89	$78,809.89
	Total Cost	$78,809.89

The undersigned has checked carefully all the above figures and understands that the City will not be responsible for any errors or omissions on the part of the undersigned in making up this bid. The signed Omnia quote will satisfy any performance guarantee. Notice of award will be sent within 30 days after council approval.

This space intentionally left blank.

Name of Bidder: Beck Total Office Interiors
By: Janell Devlin
Title: Senior Account Manager
Address: 6397 Aviation Circle
Loveland, CO 80538
Telephone: 970.893.1293
Email: jdevlin@becktoi.com
Signature Janell Devlin
Dated this 11 day of MARCH , 2026

The above signed Bidder hereby acknowledges receipt of 0 addenda to these specifications before the time of the submittal of the Bid.

****

This Bid Contract is hereby accepted and approved by the City of Laramie, Wyoming.

By: _____
Sharon Cumbie, Mayor and President
City of Laramie, City Council

Attest: _____
Nancy Bartholomew, CMC
City of Laramie, City Clerk

Project Title: **City of Laramie - City Hall - QTE**

beck TOTAL OFFICE INTERIORS
NM, TX, CO, WY

Sales Representative: Janell Devlin
6397 Aviation Circle
970.893.1293
Loveland CO 80537
jlopez@becktoi.com

Proposal #:
Date: 2/27/2026
Terms: 50% Deposit, Net Due
Valid Until: 3/13/2026

Prepared For:
Todd Feezer
307.721.5304

Bill To:
City of Laramie
420 E Ivinson St.
Laramie WY 82070
Todd Feezer
P: 307.721.5304 F:

Ship To:
City of Laramie
420 E Ivinson St.
Laramie WY 82070
Todd Feezer
P: 307.721.5304

www.BeckTOI.com

Project: **City of Laramie - City Hall - QTE** Subtotaled by: **Area/Room** Proposal #:

127 HR RECEPTION

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
1	**1**	**ESI**	**TROUGH-DLX-KIT**		127 HR RECEPTION	$ 24.70	$24.70



Note:

2-4"W x 18"L Deluxe Cord Management Troughs, Quick Install Adhesive, Guide Channels for Wires

BLK Black

2	**1**	**ESI**	**2T-LX-C48-30**		127 HR RECEPTION	$ 457.84	$457.84



Note:

Triumph Series Electric Table Base w/ Adjustable Cross Channel (43.3"- 70.9") w/30" C-Feet, Quick-Connect Columns

SLV Silver Finish

3	**1**	**KIM**	**K56TMBU**	0 BASEMENT	127 HR RECEPTION	$ 432.78	$432.78

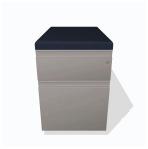


Note:

JOYA,TASK,BLACK MESH BACK,2D ARM,1 POSITION LOCK CONTROL

1 GRADE 1
15259 SCHOFIELD SUIT

4	**1**	**KIM**	**WW2315PMBFCM**	0 BASEMENT	127 HR RECEPTION	$ 448.40	$448.40



Note:

WAVEWORKS METAL,23DX15WX23H,PEDESTAL,MOBILE,BOX/FILE,CUSHION

87PL BEAM,PLATINUM METALLIC
KS1S SPECIFY 1 SILVER CORE SEPARATE
2 GRADE 2
25703 MILSAP DEEPNESS
STD STANDARD,NON-METALLIC PAINT
450 FOG

5	**1**	**KIM**	**WW2315PUFFM**	0 BASEMENT	127 HR RECEPTION	$ 328.91	$328.91



WAVEWORKS METAL,23DX15WX27H,PEDESTAL,UNDERSURFACE,FILE/FILE

Note:

87PL	BEAM,PLATINUM METALLIC
KS1S	SPECIFY 1 SILVER CORE SEPARATE
STD	STANDARD,NON-METALLIC PAINT
450	FOG

6	**1**	**KIM**	**WW1728EPL**	0 BASEMENT	127 HR RECEPTION	$ 137.22	$137.22



WAVEWORKS,17DX28H,END PANEL,LAMINATE

Note:

X	NO GROMMET
KN	KONA

7	**1**	**KIM**	**WW2448WSSVDLL**	0 BASEMENT	127 HR RECEPTION	$ 164.25	$164.25



WAVEWORKS,24DX48W,SURFACE,RECT,VERT GRAIN,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1C	GROMMET,CENTER
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

8	**1**	**KIM**	**WW3072WSSDLL**	0 BASEMENT	127 HR RECEPTION	$ 283.31	$283.31



WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1LR	GROMMET,LEFT & RIGHT
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

9	**1**	**KIM**	**WW6008MPL**		127 HR RECEPTION	$ 115.92	$115.92



WAVEWORKS,60WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE

Note:

M	MAIN
X	NO MODIFIED WIDTH (STANDARD)

	KN		KONA				
10	**2**	**KIM**	**NCCB127**	INVESTIGATIONS	127 HR RECEPTION	$ 13.09	$26.18

CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 127

Note:

Subtotal - Area/Room: $2,419.51

127 HR RECEPTION STORAGE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
11	**1**	**KIM**	**WW1836LFF3M**	0 BASEMENT	127 HR RECEPTION STORAGE	$ 755.78	$755.78



WAVEWORKS METAL,18DX36W LATERAL FILE,FREESTANDING,3 DRAWER

Note:

87PL	BEAM,PLATINUM METALLIC
KRS	RANDOM CORE,INSTALLED,SILVER
STD	STANDARD,NON-METALLIC PAINT
450	FOG

12	**1**	**KIM**	**WW36CW2M**	0 BASEMENT	127 HR RECEPTION STORAGE	$ 93.31	$93.31



WAVEWORKS METAL,COUNTERWEIGHT,LATERAL FILE

Note:

13	**1**	**KIM**	**WW1836WSSDLL**	0 BASEMENT	127 HR RECEPTION STORAGE	$ 110.20	$110.20



WAVEWORKS,18DX36W,SURFACE,RECTANGULAR,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
X	NO GROMMET
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

Subtotal - Area/Room: $959.29

127 HR RECEPTION TABLE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
14	**1**	**KIM**	**WW3030WSSQLL**	0 BASEMENT	127 HR RECEPTION TABLE	$ 124.14	$124.14



WAVEWORKS,30DX30W,SURFACE,SQUARE,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
X	NO GROMMET
STD	STANDARD LAMINATE

KN	KONA		

15 **2** **SIT** **1191.SW19.US.UB.AR1** 127 HR RECEPTION TABLE $ 261.30 $522.60



Cora Guest Chair, with Arms

Note:

FC2	Silver Frame
AC6	Fog Arms
CS5	Carpet Casters
~	No Moisture Barrier
UMU	Multiple Upholstered
(MB)	Back Multiple Upholstered
FG1	Fabric/Vinyl Grade 1
HUNTINGTON	Huntington Color Selection
METEOR	Huntington Meteor
(MS)	Seat Multiple Upholstered
FG2	Fabric/Vinyl Grade 2
ELEMENT	Element Color Selection
H2O	Element H2O
AC	Fully Assembled in Carton

16 **1** **SIT** **3272.TBT4.TS3030TH29** 0 BASEMENT 127 HR RECEPTION TABLE $ 180.32 $180.32



Parallon Base, X-Base, For 30" Square Tabletop, 29" Height

Note:

BF01	Silver
LS18	Fixed / Glides

Subtotal - Area/Room: $827.06

128 HR OFFICE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price

17 **1** **KIM** **53K6020WPTBN** 0 BASEMENT 128 HR OFFICE $ 314.56 $314.56



PRIORITY,60WX20H,WALL PANEL,TACKBOARD,FABRIC

Note:

A	GRADE A RAILROADED
23001	INFUSE PUMICE

18 **1** **KIM** **WW1728EPL** 0 BASEMENT 128 HR OFFICE $ 137.22 $137.22



WAVEWORKS,17DX28H,END PANEL,LAMINATE

Note:

X	NO GROMMET
KN	KONA

19	**1**	**KIM**	**WW2315PUFFL**	0 BASEMENT	128 HR OFFICE $ 445.44	$445.44



WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE

Note:

87PL	BEAM,PLATINUM METALLIC
X	NO GROMMET
KS1S	SPECIFY 1 SILVER CORE SEPARATE
KN	KONA
KN	KONA

20	**1**	**KIM**	**WW2436LFF2LL**	0 BASEMENT	128 HR OFFICE $ 688.22	$688.22



WAVEWORKS,24DX36W,LATERAL FILE,TWO DRAWER,TFL

Note:

VKN	SOFTENED,KONA
87PL	BEAM,PLATINUM METALLIC
KS1S	SPECIFY 1 SILVER CORE SEPARATE
STD	STANDARD LAMINATE
KN	KONA
KN	KONA
KN	KONA

21	**1**	**KIM**	**WW2460WSSVDLL**	0 BASEMENT	128 HR OFFICE $ 199.28	$199.28



WAVEWORKS,24DX60W,SURFACE,RECT,VERT GRAIN,TFL

Note:

E	EXTENSION
VKN	SOFTENED,KONA
G1C	GROMMET,CENTER
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

22	**1**	**KIM**	**WW3072DRFCA1LL**	0 BASEMENT	128 HR OFFICE $ 2,162.62	$2,162.62



WAVEWORKS,30DX72W,DESK,RIGHT PED,ADJ HEIGHT,RCSD MOD,BBF,TFL

Note:

VKN	SOFTENED,KONA
87PL	BEAM,PLATINUM METALLIC
G1L	GROMMET,LEFT
KS1S	SPECIFY 1 SILVER CORE SEPARATE
501	PLATINUM METALLIC
STD	STANDARD LAMINATE
KN	KONA
KN	KONA
KN	KONA

23	**2**	**KIM**	**WW3018SOHML**	0 BASEMENT	128 HR OFFICE $ 374.09	$748.18



WAVEWORKS,30WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE

Note:

KS1S	SPECIFY 1 SILVER CORE SEPARATE
450	FOG
KN	KONA

24	**1**	**KIM**	**WW36WSRNLL**	0 BASEMENT	128 HR OFFICE $ 149.47	$149.47



WAVEWORKS,36DIA,SURFACE,ROUND,TFL

Note:

VKN	SOFTENED,KONA
X	NO GROMMET
STD	STANDARD LAMINATE
KN	KONA

25	**1**	**KIM**	**WW3638BCOL**	0 BASEMENT	128 HR OFFICE $ 322.16	$322.16



WAVEWORKS,36WX38H,BOOKCASE,OPEN,SET ON,LAMINATE

Note:

KN	KONA

26	**1**	**KIM**	**NAC17TLLA**		128 HR OFFICE $ 176.49	$176.49

ACCESSORIES,17W LED TASK LIGHT,ADD-ON

Note:

27	**1**	**KIM**	**NAC17TLL**	PATROL	128 HR OFFICE $ 182.83	$182.83

ACCESSORIES,17W LED TASK LIGHT,LINEAR,SINGLE/STARTER UNIT

Note:

28	**1**	**KIM**	**NAC05PCON2B**	ADMIN	128 HR OFFICE $ 117.80	$117.80

ACCESSORIES,PROGRAMMABLE CONTROL,V2,BLACK

Note:

29	**5**	**KIM**	**NCCB128**	INVESTIGATIONS	128 HR OFFICE $ 13.09	$65.45

CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 128

Note:

30	**2**	**SIT**	**1191.SW19.US.UB.AR1**		128 HR OFFICE $ 261.30	$522.60



Cora Guest Chair, with Arms

Note:

FC2	Silver Frame
AC6	Fog Arms
CS5	Carpet Casters
~	No Moisture Barrier
UMU	Multiple Upholstered
(MB)	Back Multiple Upholstered
FG1	Fabric/Vinyl Grade 1
HUNTINGTON	Huntington Color Selection
METEOR	Huntington Meteor
(MS)	Seat Multiple Upholstered
FG2	Fabric/Vinyl Grade 2
ELEMENT	Element Color Selection
H2O	Element H2O
AC	Fully Assembled in Carton

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
31	1	SIT	3272.TBT4.TR3636TH29	0 BASEMENT	128 HR OFFICE	$ 180.32	$180.32



Parallon Base, X-Base, For 36" Round Tabletop, 29" Height

Note:

BF01	Silver
LS18	Fixed / Glides

Subtotal - Area/Room: $6,412.64

131 & 132 HR OFFICES

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
32	1	ESI	TROUGH-DLX-KIT		131 & 132 HR OFFICES	$ 24.70	$24.70



2-4"W x 18"L Deluxe Cord Management Troughs, Quick Install Adhesive, Guide Channels for Wires

Note:

BLK	Black

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
33	2	ESI	2T-LX-C48-30		131 & 132 HR OFFICES	$ 457.84	$915.68



Triumph Series Electric Table Base w/ Adjustable Cross Channel (43.3"- 70.9") w/30" C-Feet, Quick-Connect Columns

Note:

SLV	Silver Finish

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
34	2	KIM	53K4820WPTBN	0 BASEMENT	131 & 132 HR OFFICES	$ 265.16	$530.32



PRIORITY,48WX20H,WALL PANEL,TACKBOARD,FABRIC

Note:

A	GRADE A RAILROADED
23001	INFUSE PUMICE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
35	2	KIM	WW1728EPL	0 BASEMENT	131 & 132 HR OFFICES	$ 137.22	$274.44



WAVEWORKS,17DX28H,END PANEL,LAMINATE

Note:

	X		NO GROMMET				
	KN		KONA				
36	**2**	**KIM**	**WW2315PUFFL**	0 BASEMENT	131 & 132 HR OFFICES	$ 445.44	$890.88
			WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE			Note:	
	87PL		BEAM,PLATINUM METALLIC				
	X		NO GROMMET				
	KS1S		SPECIFY 1 SILVER CORE SEPARATE				
	KN		KONA				
	KN		KONA				
37	**2**	**KIM**	**WW2315PMBFCL**	1ST LEVEL	131 & 132 HR OFFICES	$ 624.47	$1,248.94
			WAVEWORKS,23DX15W,PEDESTAL,MOBILE,BOX/FILE,CUSHION TOP,LAM			Note:	
	87PL		BEAM,PLATINUM METALLIC				
	KS1S		SPECIFY 1 SILVER CORE SEPARATE				
	2		GRADE 2				
	25703		MILSAP DEEPNESS				
	KN		KONA				
	KN		KONA				
38	**2**	**KIM**	**WW2448WSSVDLL**	0 BASEMENT	131 & 132 HR OFFICES	$ 164.25	$328.50
			WAVEWORKS,24DX48W,SURFACE,RECT,VERT GRAIN,TFL			Note:	
	M		MAIN				
	VKN		SOFTENED,KONA				
	G1C		GROMMET,CENTER				
	X		NO WIRE MANAGER				
	X		NO MODIFIED DEPTH (STANDARD)				
	X		NO MODIFIED WIDTH (STANDARD)				
	STD		STANDARD LAMINATE				
	KN		KONA				
39	**1**	**KIM**	**WW3030WSSQLL**	0 BASEMENT	131 & 132 HR OFFICES	$ 124.14	$124.14
			WAVEWORKS,30DX30W,SURFACE,SQUARE,TFL			Note:	
	M		MAIN				
	VKN		SOFTENED,KONA				
	X		NO GROMMET				
	STD		STANDARD LAMINATE				
	KN		KONA				

40	**1**	**KIM**	**WW3066WSSDLL**	0 BASEMENT	131 & 132 HR OFFICES	$ 263.05	$263.05



WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1LR	GROMMET,LEFT & RIGHT
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

41	**1**	**KIM**	**WW3072WSSDLL**	0 BASEMENT	131 & 132 HR OFFICES	$ 283.31	$283.31



WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1LR	GROMMET,LEFT & RIGHT
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

42	**2**	**KIM**	**WW4818SOHML**	0 BASEMENT	131 & 132 HR OFFICES	$ 463.17	$926.34



WAVEWORKS,48WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE

Note:

KS2S	SPECIFY 2 SILVER CORE SEPARATE
450	FOG
KN	KONA

43	**1**	**KIM**	**WW5408MPL**		131 & 132 HR OFFICES	$ 111.04	$111.04



WAVEWORKS,54WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE

Note:

M	MAIN
X	NO MODIFIED WIDTH (STANDARD)
KN	KONA

44	**1**	**KIM**	**WW6008MPL**		131 & 132 HR OFFICES	$ 115.92	$115.92



WAVEWORKS,60WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE

Note:

M	MAIN
X	NO MODIFIED WIDTH (STANDARD)

KN KONA

45 **2** **KIM** **NAC31TLL** PATROL 131 & 132 HR OFFICES $ 262.62 $525.24

Note:

ACCESSORIES,31W LED TASK LIGHT,LINEAR,SINGLE/STARTER UNIT

46 **4** **KIM** **NCCB131** INVESTIGATIONS 131 & 132 HR OFFICES $ 13.09 $52.36

Note:

CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 131

47 **4** **KIM** **NCCB132** INVESTIGATIONS 131 & 132 HR OFFICES $ 13.09 $52.36

Note:

CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 132

48 **4** **SIT** **1191.SW19.US.UB.AR1** 131 & 132 HR OFFICES $ 261.30 $1,045.20



Note:

Cora Guest Chair, with Arms

FC2	Silver Frame
AC6	Fog Arms
CS5	Carpet Casters
~	No Moisture Barrier
UMU	Multiple Upholstered
(MB)	Back Multiple Upholstered
FG1	Fabric/Vinyl Grade 1
HUNTINGTON	Huntington Color Selection
METEOR	Huntington Meteor
(MS)	Seat Multiple Upholstered
FG2	Fabric/Vinyl Grade 2
ELEMENT	Element Color Selection
H2O	Element H2O
AC	Fully Assembled in Carton

49 **1** **SIT** **1203.BK2.MB.FE3.AR4** 131 & 132 HR OFFICES $ 362.94 $362.94



Note:

Hexy, Highback, Mesh Back, Standard Synchro w/Seat Depth Adj, Height/Adjustable Arms

CH1	Standard Cylinder
FC1	Black Frame
BT1	5 Star Nylon Base
BC1	Black Base
CS5	Carpet Casters
MC20	Onyx Mesh
US	Upholstered Seat
FG3	Fabric/Vinyl Grade 3
MOTION	Motion Color Selection

MIST	Motion Mist	
KD	Knocked Down	

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
50	1	**SIT**	**3272.TBT4.TS3030TH29**	0 BASEMENT	131 & 132 HR OFFICES	$ 180.32	$180.32



Parallon Base, X-Base, For 30" Square Tabletop, 29" Height

Note:

BF01	Silver
LS18	Fixed / Glides

Subtotal - Area/Room: $8,255.68

200 BREAKROOM

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
51	2	**KIM**	**N36CM**	1ST LEVEL	200 BREAKROOM	$ 281.30	$562.60



DITTO,COUNTER HEIGHT STOOL,PLASTIC SEAT

Note:

204	TAUPE
C56	SOFT GLIDE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
52	2	**KIM**	**N36G4M**	1ST LEVEL	200 BREAKROOM	$ 600.83	$1,201.66



DITTO,GUEST STACKER,PLASTIC SEAT,PACKAGE OF 4

Note:

204	TAUPE
C56	SOFT GLIDE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
53	1	**KIM**	**WW2478WSSDL**	1ST LEVEL	200 BREAKROOM	$ 295.56	$295.56



WAVEWORKS,24DX78W,SURFACE,RECTANGULAR,HPL

Note:

M	MAIN
VKN	SOFTENED,KONA
X	NO GROMMET
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
54	2	**KIM**	**WW3636WSSQL**	1ST LEVEL	200 BREAKROOM	$ 181.56	$363.12



WAVEWORKS,36DX36W,SURFACE,SQUARE,HPL

Note:

M	MAIN
VKN	SOFTENED,KONA
X	NO GROMMET
STD	STANDARD LAMINATE

	KN		KONA				
55	**1**	**KIM**	**NAC0248SUR**	1ST LEVEL	200 BREAKROOM	$ 127.51	$127.51
		ACCESSORIES,48W,UNDERSURFACE SUPPORT RAIL,BLACK				Note:	
56	**4**	**KIM**	**NAC0334SFSQB**	1ST LEVEL	200 BREAKROOM	$ 157.49	$629.96
		SUPPORT BASE,3DX34H,SQUARE				Note:	
	X		NO CUTOUT				
	501		PLATINUM METALLIC				
57	**2**	**SIT**	**3272.TBT4.TS3636TH29**	1ST LEVEL	200 BREAKROOM	$ 180.32	$360.64
		Parallon Base, X-Base, For 36" Square Tabletop, 29" Height				Note:	
	BF01		Silver				
	LS18		Fixed / Glides				

Subtotal - Area/Room: $3,541.05

210 FLEX OFFICE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
58	**1**	**ESI**	**TROUGH-DLX-KIT**		210 FLEX OFFICE	$ 24.70	$24.70
		2-4"W x 18"L Deluxe Cord Management Troughs, Quick Install Adhesive, Guide Channels for Wires				Note:	
	BLK		Black				
59	**1**	**ESI**	**2VT-LX-C48-30**	1ST LEVEL	210 FLEX OFFICE	$ 541.21	$541.21
		Victory Series Electric Table Base w/ Adjustable Cross Channel (42.5"- 71.5") w/30" C-Feet, Quick-Connect Columns				Note:	
	SLV		Silver Finish				
60	**1**	**KIM**	**53K4820WPTBN**	1ST LEVEL	210 FLEX OFFICE	$ 265.16	$265.16
		PRIORITY,48WX20H,WALL PANEL,TACKBOARD,FABRIC				Note:	
	A		GRADE A RAILROADED				
	23001		INFUSE PUMICE				
61	**1**	**KIM**	**WW2315PUBBFM**	1ST LEVEL	210 FLEX OFFICE	$ 349.60	$349.60
		WAVEWORKS METAL,23DX15WX27H,PEDESTAL,UNDERSURFACE,BOX/BOX/FI				Note:	
	87PL		BEAM,PLATINUM METALLIC				

	KS1S		SPECIFY 1 SILVER CORE SEPARATE				
	STD		STANDARD,NON-METALLIC PAINT				
	450		FOG				
62	**1**	**KIM**	**WW1728EPL**	1ST LEVEL	210 FLEX OFFICE	$ 137.22	$137.22
			WAVEWORKS,17DX28H,END PANEL,LAMINATE			Note:	
	X		NO GROMMET				
	KN		KONA				
63	**1**	**KIM**	**WW2448WSSVDLL**	1ST LEVEL	210 FLEX OFFICE	$ 164.25	$164.25
			WAVEWORKS,24DX48W,SURFACE,RECT,VERT GRAIN,TFL			Note:	
	M		MAIN				
	VKN		SOFTENED,KONA				
	G1C		GROMMET,CENTER				
	X		NO WIRE MANAGER				
	X		NO MODIFIED DEPTH (STANDARD)				
	X		NO MODIFIED WIDTH (STANDARD)				
	STD		STANDARD LAMINATE				
	KN		KONA				
64	**1**	**KIM**	**WW3072WSSDLL**	1ST LEVEL	210 FLEX OFFICE	$ 283.31	$283.31
			WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,TFL			Note:	
	M		MAIN				
	VKN		SOFTENED,KONA				
	G1LR		GROMMET,LEFT & RIGHT				
	X		NO WIRE MANAGER				
	X		NO MODIFIED DEPTH (STANDARD)				
	X		NO MODIFIED WIDTH (STANDARD)				
	STD		STANDARD LAMINATE				
	KN		KONA				
65	**1**	**KIM**	**WW4818SOHML**	1ST LEVEL	210 FLEX OFFICE	$ 463.17	$463.17
			WAVEWORKS,48WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE			Note:	
	KS2S		SPECIFY 2 SILVER CORE SEPARATE				
	450		FOG				
	KN		KONA				
66	**1**	**KIM**	**WW6008MPL**		210 FLEX OFFICE	$ 115.92	$115.92
			WAVEWORKS,60WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE			Note:	

M	MAIN	
X	NO MODIFIED WIDTH (STANDARD)	
KN	KONA	

67 **1** **KIM** **NAC31TLL** PATROL 210 FLEX OFFICE $ 262.62 $262.62

Note:

ACCESSORIES,31W LED TASK LIGHT,LINEAR,SINGLE/STARTER UNIT

68 **3** **KIM** **NCCB010** INVESTIGATIONS 210 FLEX OFFICE $ 13.09 $39.27

Note:

CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 010

69 **1** **SIT** **1203.BK2.MB.FE3.AR4** 210 FLEX OFFICE $ 362.94 $362.94



Note:

Hexy, Highback, Mesh Back, Standard Synchro w/Seat Depth Adj, Height/Adjustable Arms

CH1	Standard Cylinder
FC1	Black Frame
BT1	5 Star Nylon Base
BC1	Black Base
CS5	Carpet Casters
MC20	Onyx Mesh
US	Upholstered Seat
FG3	Fabric/Vinyl Grade 3
MOTION	Motion Color Selection
MIST	Motion Mist
KD	Knocked Down

Subtotal - Area/Room: $3,009.37

212 MULTIPURPOSE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price

70 **2** **KIM** **WW2330PUHL** 212 MULTIPURPOSE $ 436.16 $872.32



Note:

WAVEWORKS,23DX30W,DOUBLE DOOR,UNDERSURFACE,LAMINATE

87PL	BEAM,PLATINUM METALLIC
X	NO GROMMET
KS1S	SPECIFY 1 SILVER CORE SEPARATE
KN	KONA
KN	KONA

71 **1** **KIM** **WW2460WSSDLL** 1ST LEVEL 212 MULTIPURPOSE $ 181.14 $181.14



Note:

WAVEWORKS,24DX60W,SURFACE,RECTANGULAR,TFL

M	MAIN

	V450		SOFTENED,FOG				
	X		NO GROMMET				
	X		NO WIRE MANAGER				
	X		NO MODIFIED DEPTH (STANDARD)				
	X		NO MODIFIED WIDTH (STANDARD)				
	STD		STANDARD LAMINATE				
	450		FOG				
12	**2**	**KIM**	**WW28CPFSL**	1ST LEVEL	212 MULTIPURPOSE	$ 21.95	$43.90
			WAVEWORKS,28H,FILLER STRIP,LAMINATE			Note:	
	KN		KONA				
13	**12**	**KIM**	**WW2460RTFMLL**	1ST LEVEL	212 MULTIPURPOSE	$ 757.89	$9,094.68
			WAVEWORKS,24DX60W,TRAINING TABLE,FLIP/NEST,TFL			Note:	
	VKN		SOFTENED,KONA				
	X		NO GROMMET				
	STD		STANDARD LAMINATE				
	KN		KONA				
	501		PLATINUM METALLIC				
14	**2**	**KIM**	**NACGBT2**	1ST LEVEL	212 MULTIPURPOSE	$ 56.58	$113.16
			ACCESSORIES,TABLE GANGING BRACKET,QTY OF 6,SET OF 3 PAIRS			Note:	
15	**2**	**KIM**	**NCCB012**	INVESTIGATIONS	212 MULTIPURPOSE	$ 13.09	$26.18
			CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 012			Note:	
16	**2**	**OMF**	**STDLY5N**	STAFF SUPPORT	212 MULTIPURPOSE	$ 209.53	$419.06
			OM DOLLY			Note:	
			15 UPHOLSTERED EACH				
17	**40**	**OMF**	**OM5-AS**	1ST LEVEL	212 MULTIPURPOSE	$ 243.31	$9,732.40
			OM5 Active Stacker Oversized Carton			Note:	
	GR01		GR01 : Palladium Grey				
	~PFB		No Selection				
	UPS		UPS : Upholstered Seat				
	GR3		Grade 3/Grade-in B - Beau, Bliss, Cinema, Illusion, Stage, Wanderlust an				
	ILL		Illusion				

3V84	Penn	
GRCM	Palladium Grey frame with Palladium Grey arm/armless knuckle	
GRCM-A	Palladium Grey Arms	
~	No Selection STD	
~	No Selection STD	
~	No Selection	

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
78	5	**OMF**	**OM5-AS**	1ST LEVEL	212 MULTIPURPOSE	$ 220.62	$1,103.10



OM5 Active Stacker Oversized Carton

Note:

GR01	GR01 : Palladium Grey
~PFB	No Selection
UPS	UPS : Upholstered Seat
GR3	Grade 3/Grade-in B - Beau, Bliss, Cinema, Illusion, Stage, Wanderlust an
ILL	Illusion
3V84	Penn
GRCM	Palladium Grey frame with Palladium Grey arm/armless knuckle
GRCM-N	Palladium Grey Armless Knuckle
~	No Selection STD
~	No Selection STD
~	No Selection

Subtotal - Area/Room: $21,585.94

213 ADMIN OFFICE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
79	1	**ESI**	**TROUGH-DLX-KIT**		213 ADMIN OFFICE	$ 24.70	$24.70



2-4"W x 18"L Deluxe Cord Management Troughs, Quick Install Adhesive, Guide Channels for Wires

Note:

BLK	Black

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
80	2	**ESI**	**2VT-LX-C48-30**	0 BASEMENT	213 ADMIN OFFICE	$ 541.21	$1,082.42



Victory Series Electric Table Base w/ Adjustable Cross Channel (42.5"- 71.5") w/30" C-Feet, Quick-Connect Columns

Note:

SLV	Silver Finish

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
81	2	**KIM**	**53K4820WPTBN**	1ST LEVEL	213 ADMIN OFFICE	$ 265.16	$530.32



PRIORITY,48WX20H,WALL PANEL,TACKBOARD,FABRIC

Note:

A	GRADE A RAILROADED
23001	INFUSE PUMICE

82	2	KIM	WW2315PUBBFM	1ST LEVEL	213 ADMIN OFFICE	$ 349.60	$699.20



WAVEWORKS METAL,23DX15WX27H,PEDESTAL,UNDERSURFACE,BOX/BOX/FI

Note:

87PL	BEAM,PLATINUM METALLIC
KS1S	SPECIFY 1 SILVER CORE SEPARATE
STD	STANDARD,NON-METALLIC PAINT
450	FOG

83	2	KIM	WW1728EPL	1ST LEVEL	213 ADMIN OFFICE	$ 137.22	$274.44



WAVEWORKS,17DX28H,END PANEL,LAMINATE

Note:

X	NO GROMMET
KN	KONA

84	2	KIM	WW2448WSSVDLL	1ST LEVEL	213 ADMIN OFFICE	$ 164.25	$328.50



WAVEWORKS,24DX48W,SURFACE,RECT,VERT GRAIN,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1C	GROMMET,CENTER
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

85	2	KIM	WW3072WSSDLL	1ST LEVEL	213 ADMIN OFFICE	$ 283.31	$566.62



WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1LR	GROMMET,LEFT & RIGHT
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

86	2	KIM	WW4818SOHML	1ST LEVEL	213 ADMIN OFFICE	$ 463.17	$926.34



WAVEWORKS,48WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE

Note:

KS2S	SPECIFY 2 SILVER CORE SEPARATE
450	FOG

	KN		KONA				
87	**2**	**KIM**	**WW6008MPL**		213 ADMIN OFFICE	$ 115.92	$231.84
			WAVEWORKS,60WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE			Note:	
	M		MAIN				
	X		NO MODIFIED WIDTH (STANDARD)				
	KN		KONA				
88	**2**	**KIM**	**NAC31TLL**	PATROL	213 ADMIN OFFICE	$ 262.62	$525.24
			ACCESSORIES,31W LED TASK LIGHT,LINEAR,SINGLE/STARTER UNIT			Note:	
89	**3**	**KIM**	**NCCB001**	INVESTIGATIONS	213 ADMIN OFFICE	$ 13.09	$39.27
			CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 001			Note:	
90	**3**	**KIM**	**NCCB002**	INVESTIGATIONS	213 ADMIN OFFICE	$ 13.09	$39.27
			CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 002			Note:	
91	**2**	**SIT**	**1203.BK2.MB.FE3.AR4**		213 ADMIN OFFICE	$ 362.94	$725.88
			Hexy, Highback, Mesh Back, Standard Synchro w/Seat Depth Adj, Height/Adjustable Arms			Note:	
	CH1		Standard Cylinder				
	FC1		Black Frame				
	BT1		5 Star Nylon Base				
	BC1		Black Base				
	CS5		Carpet Casters				
	MC20		Onyx Mesh				
	US		Upholstered Seat				
	FG3		Fabric/Vinyl Grade 3				
	MOTION		Motion Color Selection				
	MIST		Motion Mist				
	KD		Knocked Down				

Subtotal - Area/Room: $5,994.04

214 ECON. 215 RESOURCES OFFICE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
92	**1**	**ESI**	**TROUGH-DLX-KIT**		214 ECON. 215 RESOURCES OFFICE	$ 24.70	$24.70
			2-4"W x 18"L Deluxe Cord Management Troughs, Quick Install Adhesive, Guide Channels for Wires			Note:	

BLK Black

93 **2** **ESI** **2T-LX-C48-30** 214 ECON. 215 RESOURCES OFFICE $ 457.84 $915.68



Triumph Series Electric Table Base w/ Adjustable Cross Channel (43.3"- 70.9") w/30" C-Feet, Quick-Connect Columns

Note:

SLV Silver Finish

94 **2** **HON** **HIWMMKD** 214 ECON. 215 RESOURCES OFFICE $ 498.66 $997.32



Ignition 2 Task Mid-back

Note: IGNITION2

.Y2 Advanced Synchro-Tilt SeatSldr
.A Height and Width Adj. Arm
.H Hard Caster
.IM 4-Way Black
$(3) Grade 3 Uph
.GTWY Getaway
12 Speedboat
.BL Black Adjustable Lumbar
.SB Standard Base
.T Black

95 **2** **KIM** **53K4820WPTBN** 1ST LEVEL 214 ECON. 215 RESOURCES OFFICE $ 265.16 $530.32



PRIORITY,48WX20H,WALL PANEL,TACKBOARD,FABRIC

Note:

A GRADE A RAILROADED
23001 INFUSE PUMICE

96 **2** **KIM** **WW1728EPL** 1ST LEVEL 214 ECON. 215 RESOURCES OFFICE $ 137.22 $274.44



WAVEWORKS,17DX28H,END PANEL,LAMINATE

Note:

X NO GROMMET
KN KONA

97 **2** **KIM** **WW2315PUFFL** 1ST LEVEL 214 ECON. 215 RESOURCES OFFICE $ 445.44 $890.88



WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE

Note:

87PL BEAM,PLATINUM METALLIC
X NO GROMMET
KS1S SPECIFY 1 SILVER CORE SEPARATE
KN KONA
KN KONA

98 **2** **KIM** **WW2315PMBFCL** 1ST LEVEL 214 ECON. 215 RESOURCES OFFICE $ 624.47 $1,248.94



WAVEWORKS,23DX15W,PEDESTAL,MOBILE,BOX/FILE,CUSHION TOP,LAM

Note:

87PL	BEAM,PLATINUM METALLIC
KS1S	SPECIFY 1 SILVER CORE SEPARATE
2	GRADE 2
25703	MILSAP DEEPNESS
KN	KONA
KN	KONA

99 **2** **KIM** **WW2448WSSVDLL** 1ST LEVEL 214 ECON. 215 RESOURCES OFFICE $ 164.25 $328.50



WAVEWORKS,24DX48W,SURFACE,RECT,VERT GRAIN,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1C	GROMMET,CENTER
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

100 **1** **KIM** **WW3066WSSDLL** 1ST LEVEL 214 ECON. 215 RESOURCES OFFICE $ 263.05 $263.05



WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1LR	GROMMET,LEFT & RIGHT
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
64.0000	64 (1625.5 MM)
STD	STANDARD LAMINATE
KN	KONA

101 **1** **KIM** **WW3072WSSDLL** 1ST LEVEL 214 ECON. 215 RESOURCES OFFICE $ 283.31 $283.31



WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
G1LR	GROMMET,LEFT & RIGHT
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE

	KN		KONA				
102	**2**	**KIM**	**WW4818SOHML**	1ST LEVEL	214 ECON. 215 RESOURCES OFFICE	$ 463.17	$926.34
			WAVEWORKS,48WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE			Note:	
	KS2S		SPECIFY 2 SILVER CORE SEPARATE				
	450		FOG				
	KN		KONA				
103	**1**	**KIM**	**WW5408MPL**		214 ECON. 215 RESOURCES OFFICE	$ 111.04	$111.04
			WAVEWORKS,54WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE			Note:	
	M		MAIN				
	X		NO MODIFIED WIDTH (STANDARD)				
	KN		KONA				
104	**1**	**KIM**	**WW6008MPL**		214 ECON. 215 RESOURCES OFFICE	$ 115.92	$115.92
			WAVEWORKS,60WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE			Note:	
	M		MAIN				
	X		NO MODIFIED WIDTH (STANDARD)				
	KN		KONA				
105	**2**	**KIM**	**NAC31TLL**	PATROL	214 ECON. 215 RESOURCES OFFICE	$ 262.62	$525.24
			ACCESSORIES,31W LED TASK LIGHT,LINEAR,SINGLE/STARTER UNIT			Note:	
106	**4**	**KIM**	**NCCB014**	INVESTIGATIONS	214 ECON. 215 RESOURCES OFFICE	$ 13.09	$52.36
			CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 014			Note:	
107	**4**	**KIM**	**NCCB015**	INVESTIGATIONS	214 ECON. 215 RESOURCES OFFICE	$ 13.09	$52.36
			CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 015			Note:	
108	**2**	**SIT**	**1191.SW19.US.UB.AR1**		214 ECON. 215 RESOURCES OFFICE	$ 261.30	$522.60
			Cora Guest Chair, with Arms			Note:	
	FC2		Silver Frame				
	AC6		Fog Arms				
	CS5		Carpet Casters				
	~		No Moisture Barrier				

UMU	Multiple Upholstered
(MB)	Back Multiple Upholstered
FG1	Fabric/Vinyl Grade 1
HUNTINGTON	Huntington Color Selection
METEOR	Huntington Meteor
(MS)	Seat Multiple Upholstered
FG2	Fabric/Vinyl Grade 2
ELEMENT	Element Color Selection
H2O	Element H2O
AC	Fully Assembled in Carton

Subtotal - Area/Room: $8,063.00

227 FACILITIES OFFICE

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
109	**1**	**ESI**	**TROUGH-DLX-KIT**		227 FACILITIES OFFICE	$ 24.70	$24.70



Note:

2-4"W x 18"L Deluxe Cord Management Troughs, Quick Install Adhesive, Guide Channels for Wires

BLK Black

110	**1**	**ESI**	**2T-LX-C48-30**		227 FACILITIES OFFICE	$ 457.84	$457.84



Note:

Triumph Series Electric Table Base w/ Adjustable Cross Channel (43.3"- 70.9") w/30" C-Feet, Quick-Connect Columns

SLV Silver Finish

111	**1**	**KIM**	**K56TMBU**	1ST LEVEL	227 FACILITIES OFFICE	$ 432.78	$432.78



Note:

JOYA,TASK,BLACK MESH BACK,2D ARM,1 POSITION LOCK CONTROL

1 GRADE 1

15259 SCHOFIELD SUIT

112	**1**	**KIM**	**53K6020WPTBN**	1ST LEVEL	227 FACILITIES OFFICE	$ 314.56	$314.56



Note:

PRIORITY,60WX20H,WALL PANEL,TACKBOARD,FABRIC

A GRADE A RAILROADED

23001 INFUSE PUMICE

113	**1**	**KIM**	**WW1728EPL**	1ST LEVEL	227 FACILITIES OFFICE	$ 137.22	$137.22



Note:

WAVEWORKS,17DX28H,END PANEL,LAMINATE

X NO GROMMET

KN KONA

114 **1** **KIM** **WW2315PUFFL** 1ST LEVEL 227 FACILITIES $ 445.44 OFFICE $445.44



WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE

Note:

87PL	BEAM,PLATINUM METALLIC
X	NO GROMMET
KS1S	SPECIFY 1 SILVER CORE SEPARATE
KN	KONA
KN	KONA

115 **1** **KIM** **WW2315PMBFCL** 1ST LEVEL 227 FACILITIES $ 624.47 OFFICE $624.47



WAVEWORKS,23DX15W,PEDESTAL,MOBILE,BOX/FILE,CUSHION TOP,LAM

Note:

87PL	BEAM,PLATINUM METALLIC
KS1S	SPECIFY 1 SILVER CORE SEPARATE
2	GRADE 2
25703	MILSAP DEEPNESS
KN	KONA
KN	KONA

116 **1** **KIM** **WW2460WSSVDLL** 1ST LEVEL 227 FACILITIES $ 199.28 OFFICE $199.28



WAVEWORKS,24DX60W,SURFACE,RECT,VERT GRAIN,TFL

Note:

E	EXTENSION
VKN	SOFTENED,KONA
G1C	GROMMET,CENTER
X	NO WIRE MANAGER
X	NO MODIFIED DEPTH (STANDARD)
X	NO MODIFIED WIDTH (STANDARD)
STD	STANDARD LAMINATE
KN	KONA

117 **1** **KIM** **WW3030WSSQLL** 1ST LEVEL 227 FACILITIES $ 124.14 OFFICE $124.14



WAVEWORKS,30DX30W,SURFACE,SQUARE,TFL

Note:

M	MAIN
VKN	SOFTENED,KONA
X	NO GROMMET
STD	STANDARD LAMINATE
KN	KONA

118 **1** **KIM** **WW3072WSSDLL** 1ST LEVEL 227 FACILITIES $ 283.31 OFFICE $283.31



WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,TFL

Note:

	M		MAIN			
	VKN		SOFTENED,KONA			
	G1LR		GROMMET,LEFT & RIGHT			
	X		NO WIRE MANAGER			
	X		NO MODIFIED DEPTH (STANDARD)			
	X		NO MODIFIED WIDTH (STANDARD)			
	STD		STANDARD LAMINATE			
	KN		KONA			

119 **2** **KIM** **WW3018SOHML** 1ST LEVEL 227 FACILITIES $ 374.09 OFFICE $748.18



WAVEWORKS,30WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE

Note:

KS1S		SPECIFY 1 SILVER CORE SEPARATE
450		FOG
KN		KONA

120 **1** **KIM** **WW6008MPL** 227 FACILITIES $ 115.92 OFFICE $115.92



WAVEWORKS,60WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE

Note:

M		MAIN
X		NO MODIFIED WIDTH (STANDARD)
KN		KONA

121 **1** **KIM** **NAC17TLLA** 227 FACILITIES $ 176.49 OFFICE $176.49

ACCESSORIES,17W LED TASK LIGHT,ADD-ON

Note:

122 **1** **KIM** **NAC17TLL** PATROL 227 FACILITIES $ 182.83 OFFICE $182.83

ACCESSORIES,17W LED TASK LIGHT,LINEAR,SINGLE/STARTER UNIT

Note:

123 **4** **KIM** **NCCB027** INVESTIGATIONS 227 FACILITIES $ 13.09 OFFICE $52.36

CASEGOODS,LOCK CORE WITH KEY,BLACK,NO 027

Note:

124 **2** **SIT** **1191.SW19.US.UB.AR1** 227 FACILITIES $ 261.30 OFFICE $522.60



Cora Guest Chair, with Arms

Note:

FC2		Silver Frame
AC6		Fog Arms
CS5		Carpet Casters
~		No Moisture Barrier
UMU		Multiple Upholstered

(MB)	Back Multiple Upholstered
FG1	Fabric/Vinyl Grade 1
HUNTINGTON	Huntington Color Selection
METEOR	Huntington Meteor
(MS)	Seat Multiple Upholstered
FG2	Fabric/Vinyl Grade 2
ELEMENT	Element Color Selection
H2O	Element H2O
AC	Fully Assembled in Carton

125 **1** **SIT** **3272.TBT4.TS3030TH29** 1ST LEVEL 227 FACILITIES OFFICE $ 180.32 $180.32



Note:

Parallon Base, X-Base, For 30" Square Tabletop, 29" Height

BF01	Silver
LS18	Fixed / Glides

Subtotal - Area/Room: $5,022.44

W-ACCESSORIES

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
126	**1**	**KIM**	**NCCBMK**		W-ACCESSORIES	$ 11.40	$11.40

Note:

CASEGOODS,LOCK CORE,STYLE B,MASTER KEY

Subtotal - Area/Room: $11.40

X-ACCESSORIES

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
127	**27**	**BTOI**	**BTOI**		X-ACCESSORIES	$ 6.67	$180.09

Note:

MODESTY BRACKETRY

Subtotal - Area/Room: $180.09

X-TARIFF

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
128	**1**	**HON**	**HON**		X-TARIFF	$ 29.93	$29.93

Note:

HON TARIFF

129	**1**	**OMF**	**OMF**	X-TARIFF	X-TARIFF	$ 281.36	$281.36

Note:

OM TARIFF

130	**1**	**SIT**	**SIT**		X-TARIFF	$ 122.09	$122.09

Note:

SIT ON IT TARIFF

Subtotal - Area/Room: $433.38

Z-DESIGN TIME

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
131	**7**	**BTOI**	**DESIGN**	Z	Z-DESIGN TIME	$ 85.00	$595.00

Note:

DESIGN TIME

Subtotal - Area/Room: $595.00

Z-LABOR

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
132	**1**	**BTOI**	**INSTALLATION**	Z	Z-LABOR	$ 11,500.00	$11,500.00

Note:

LABOR TO RECEIVE, DELIVER + INSTALL

To go direct to site
Includes all furniture listed in 1 trip charge
Normal business hours M-F 8:00-5:00
Area free of other trades

Subtotal - Area/Room: $11,500.00

Z-TAX

Item	Qty.	Mfg.	Product	Tag	Area/Rm	Unit Price	Extended Sell Price
133	**1**	**BTOI**	**TAX**	Z	Z-TAX	$ 0.00	$0.00

Note:

ESTIMATED SALES TAX

CUSTOMER IS TAX EXEMPT

Subtotal - Area/Room: $0.00

Total: $78,809.89

Signing this quote states that you completely agree to Beck Total Office Interiors' **Terms and Conditions** of this sale.
For a copy of our Terms and Conditions, please contact: Janell Devlin

Approvals:

Owner - Final proposal amount	**Company**	**Title**	**Date**
Designer - Final specifications and layout	**Company**	**Title**	**Date**

beck TOTAL OFFICE INTERIORS
NM, TX, CO, WY

Terms and Conditions of Sale

We Are Pleased To Accept Your Order For Delivery Subject To The Following Terms And Conditions:

Contact/Payment Information

Beck Total Office Interiors
6397 Aviation Circle
Loveland, CO 80538

Phone: (970) 893-1293 Fax:
(505) 883-3116
www.becktoi.com

Delivery and Installation:

We will arrange for delivery and installation of product sold upon the customer's request. Products sold in which Beck Total Office Interiors arranges for the installation are sold FOB destination. All delivery and installation will be separately quoted and billed unless otherwise stated. We do not supply any materials or labor for data/phone connections on the furniture, including but not limited to punch outs in the baseplates for data boxes or phone jacks, or pulling data/phone lines thru the panels.

Changes/Cancellations:

We regret that changes and cancellations are not possible once your order is entered into our system. In order to support the lead times of the vendors, orders are scheduled into our vendors' production cycles immediately upon order entry. We suggest that you re-review your order with your sales associate for completeness before ordering. Please contact your sales associate for assistance.

Installation Delays:

In the unlikely event there is a need to delay installation, we will make every attempt to work with you on rescheduling installation. There may be additional labor, freight, holding, and storage charges when a delay occurs. We will make every attempt to work with you to minimize these possible additional charges. If a delay is needed Beck Total Office Interiors reserves a right to invoice the original order before installation and/or ask for a progress payment so we can pay our vendors.

Terms and Pricing:

New customers will be required to accompany orders with a 50% deposit. In addition, all orders in excess of $10,000 will require a 50% deposit and orders from existing customers which cause that customer to exceed their credit limit will require a deposit equal to the amount by which the new order causes the customer's balance to exceed their credit limit. No material will be ordered or work performed on an order until a written purchase order and/or the required deposit has been received. The invoice amount less any deposit is due 30 days from date of invoice unless otherwise specified on quote. Orders will be invoiced upon installation. Delivery delays will NOT alter the payment terms.

Pricing:

Quotes will be valid for 30 days from the date of the quotation unless stated otherwise on the quote.

Financing:

Finance charges will be assessed on all account balances over thirty (30) days past the date of invoice at a rate of 1-1/2% per month (18% per annum). Beck Total Office Interiors reserves the right to proceed with legal action or turn the account over to an agency for collection on any account balance past 60 days from the date of invoice. We will give the buyer notice prior to this action so the buyer may avoid paying any legal collection or handling costs incurred in recovering the merchandise or collection of the debt (buyer agrees to pay all these collection costs including reasonable attorney fees).

Product Warranties:

Because of the quantity of manufacturers we represent, all products will be warranted based on each manufacturer's warranty. Please contact your sales representative for a copy of the warranty from the manufacturer that is quoted.

Returns/Returned Merchandise:

No merchandise may be returned without a Return Goods Authorization (RGA) from Beck Total Office Interiors All freight charges on returned merchandise must be prepaid. Unauthorized returns will not be accepted and will be returned freight collect. Contact your account manager to obtain this authorization. Buyer will be required to pay a restocking fee.

Repair Charges:

Authorization must be secured in writing from Beck Total Office Interiors prior to incurring repair charges if Beck Total Office Interiors is expected to pay these charges.

Discontinuation Policy:

Each manufacturer gives Beck Total Office Interiors advanced notice of surface materials that are scheduled for discontinuation. Efforts are made to support discontinued materials for a specified period of time after notification or an alternative is suggested. Extended lead times may apply, and pricing cannot be guaranteed on discontinued materials.

:: Because all orders are custom, made to your specifications, we regret that changes and cancellations are not possible once your order is entered into our system.

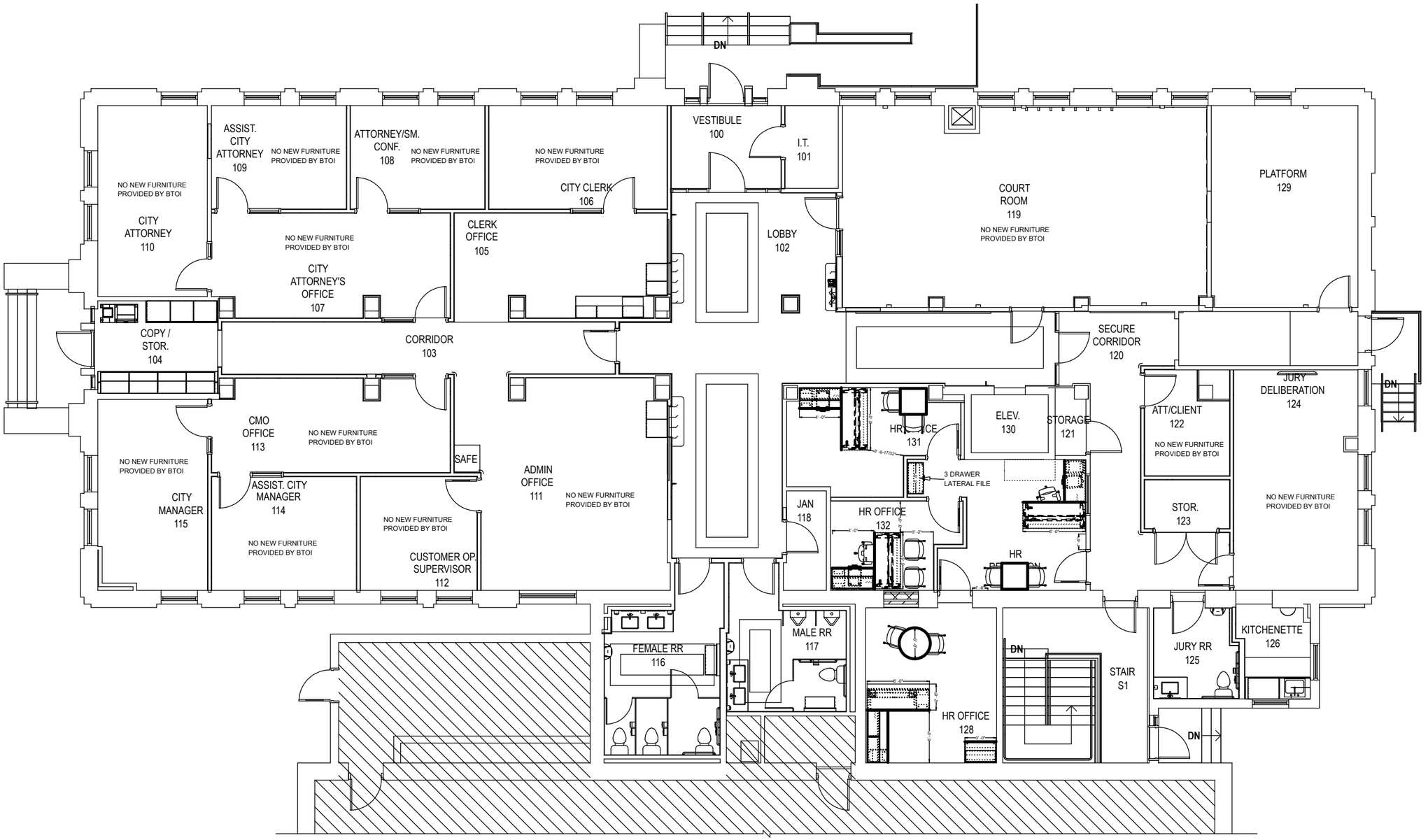
☐ **I/We Agree To The Above Terms And Conditions.**

_____
Company Name

_____
Authorized Signature

_____
Printed Name & Title

_____
Date



A1 BASEMENT LEVEL

TOI
6397 Aviation Circle
Loveland, CO 80538
Office: 970.893.1393

CITY OF LARAMIE
CITY HALL
406 E Ivinson Ave, Laramie, WY 82070

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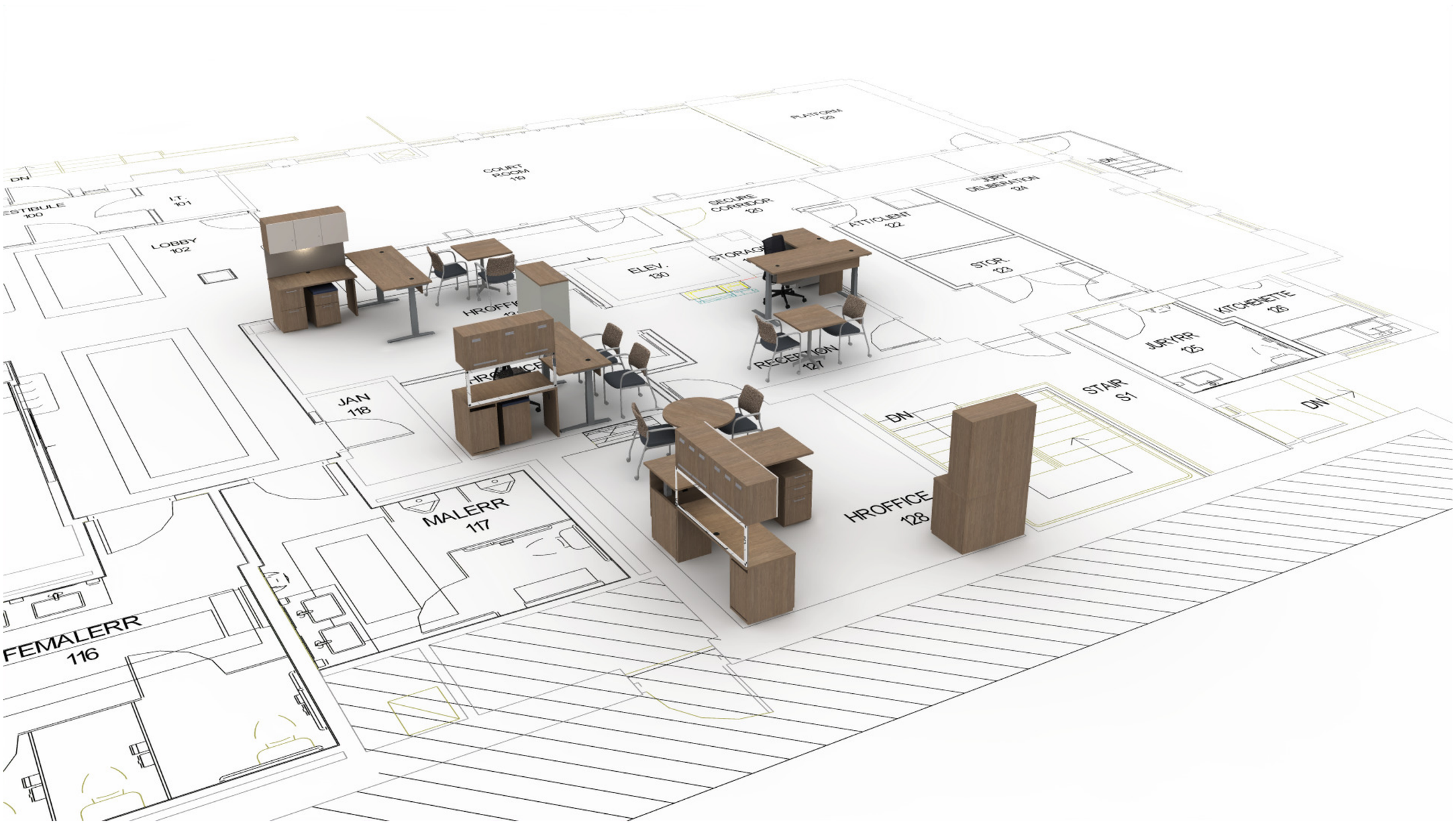
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Office: 970.893.1393

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CITY HALL
406 E Ivinson Ave, Laramie, WY 82070

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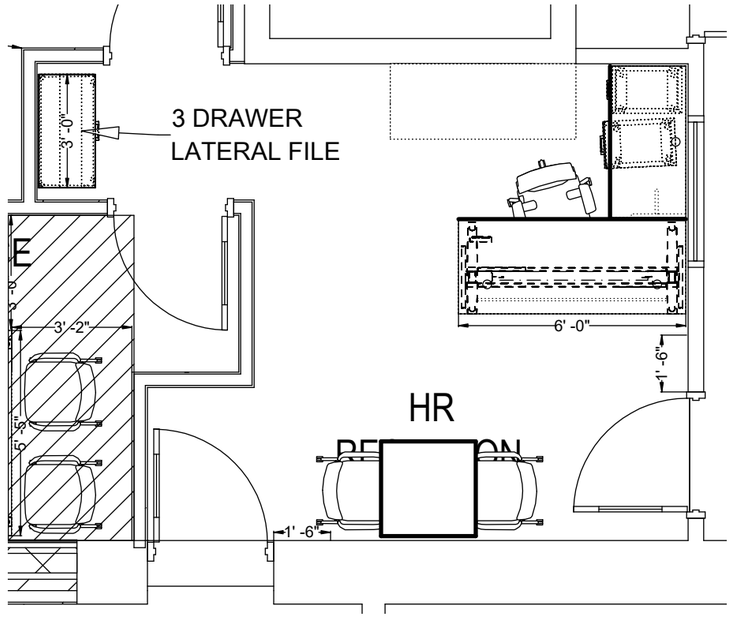
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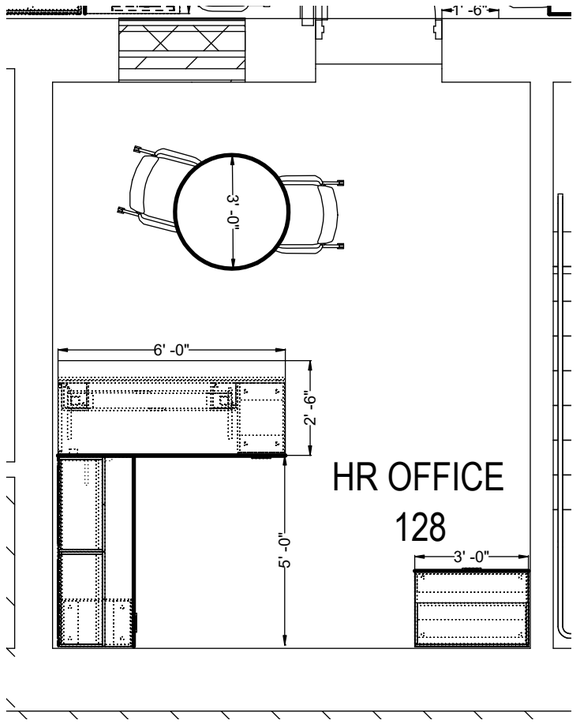
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A1 127 HR RECEPTION
Scale: 1/4"=1'-0"



A1 128 HR OFFICE
Scale: 1/4"=1'-0"



METAL

METAL









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6397 Aviation Circle
Loveland, CO 80538
Office: 970.893.1393

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CITY HALL
406 E Ivinson Ave, Laramie, WY 82070

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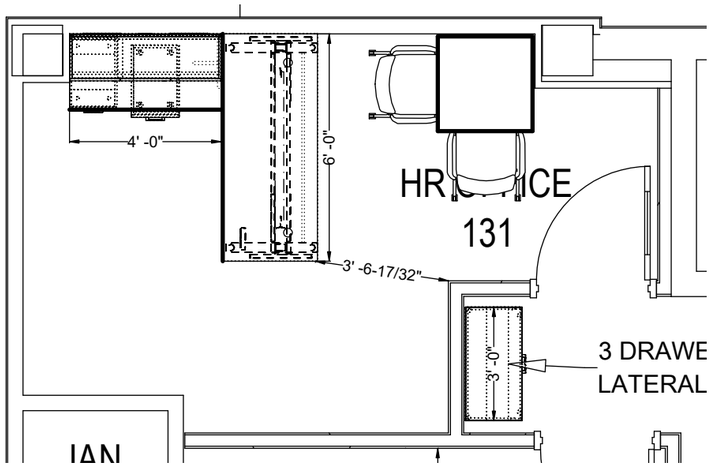
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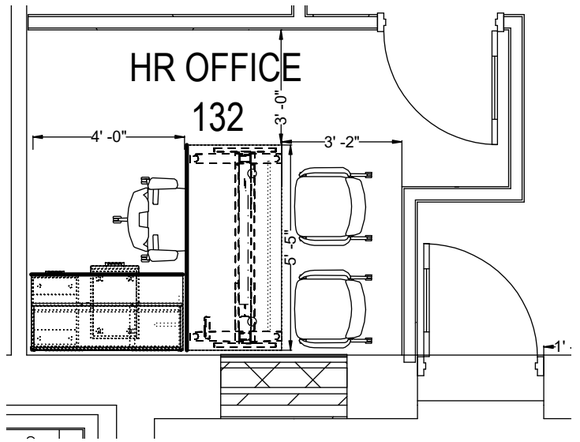
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A1 131 HR OFFICE
Scale: 1/4"=1'-0"





A1 132 HR OFFICE
Scale: 1/4"=1'-0"



TOI
6397 Aviation Circle
Loveland, CO 80538
Office: 970.803.1393

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CITY HALL
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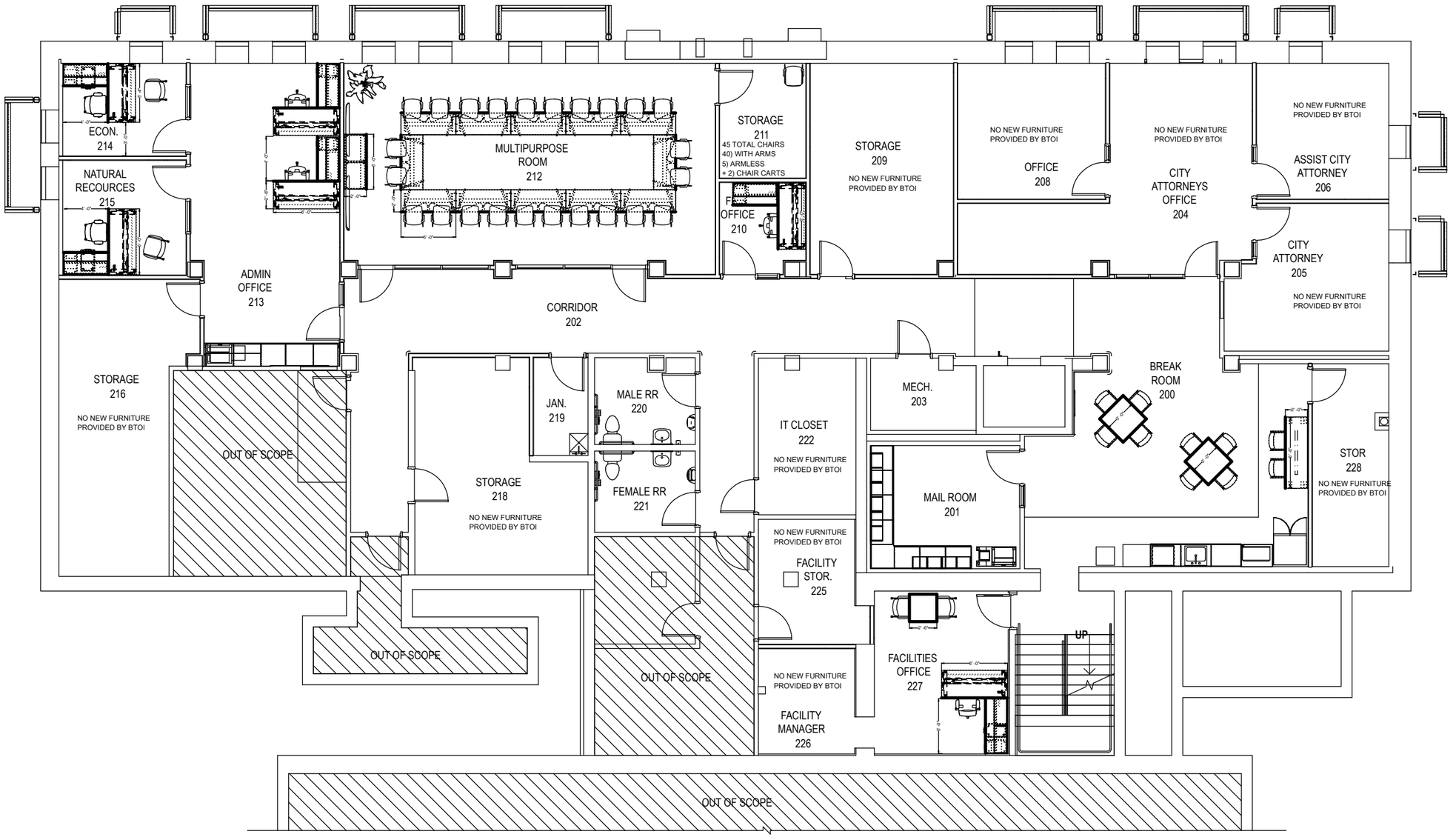
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A1 — 1ST FLOOR LEVEL

b
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6397 Aviation Circle
Loveland, CO 80538
Office: 970.893.1393

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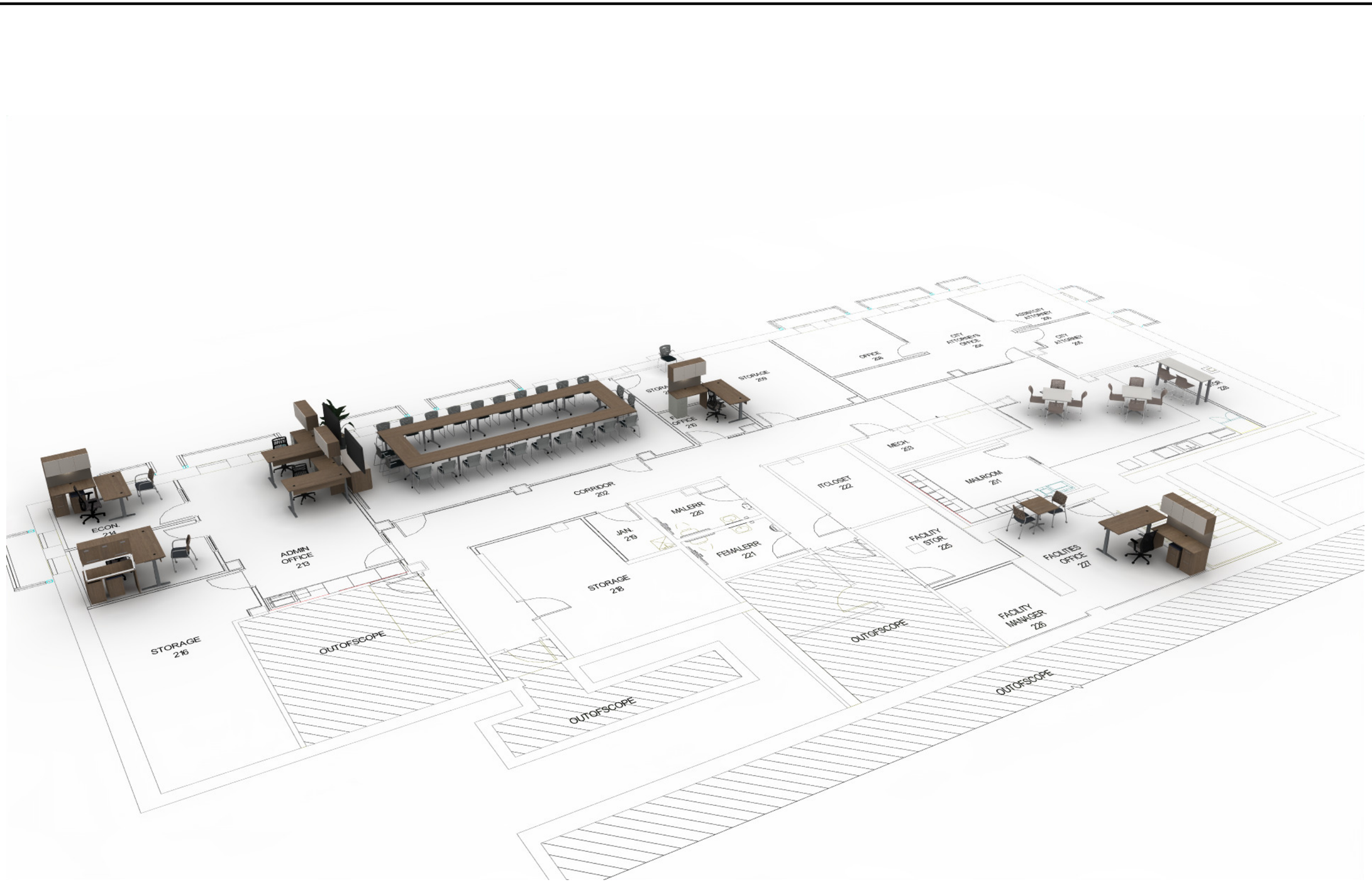
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Loveland, CO 80538
Office: 970.803.1393

CITY OF LARAMIE
CITY HALL
406 E Ivinson Ave, Laramie, WY 82070

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	DATE:	DATE:	DATE:
			REV. 7
			DATE:

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DESIGNER:
TLO

SALES PERSON:
JDD

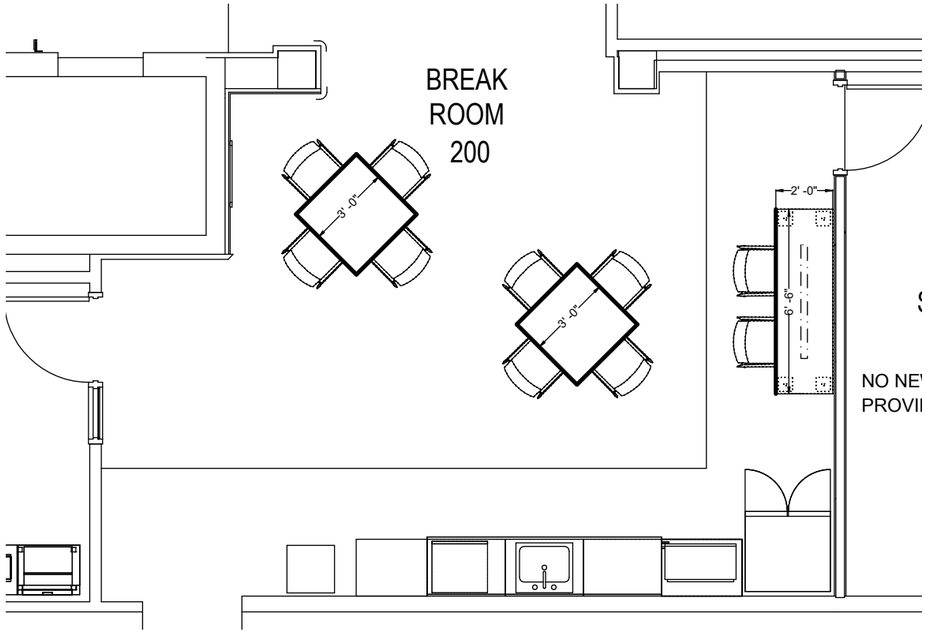
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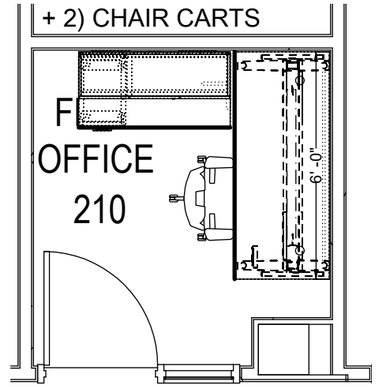
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A1 200 BREAK ROOM
Scale: 3/16"=1'-0"

SURFACES TO BE WOODGRAIN LAMINATE





A1 210 FLEX OFFICE
Scale: 1/4"=1'-0"



b
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		DATE:

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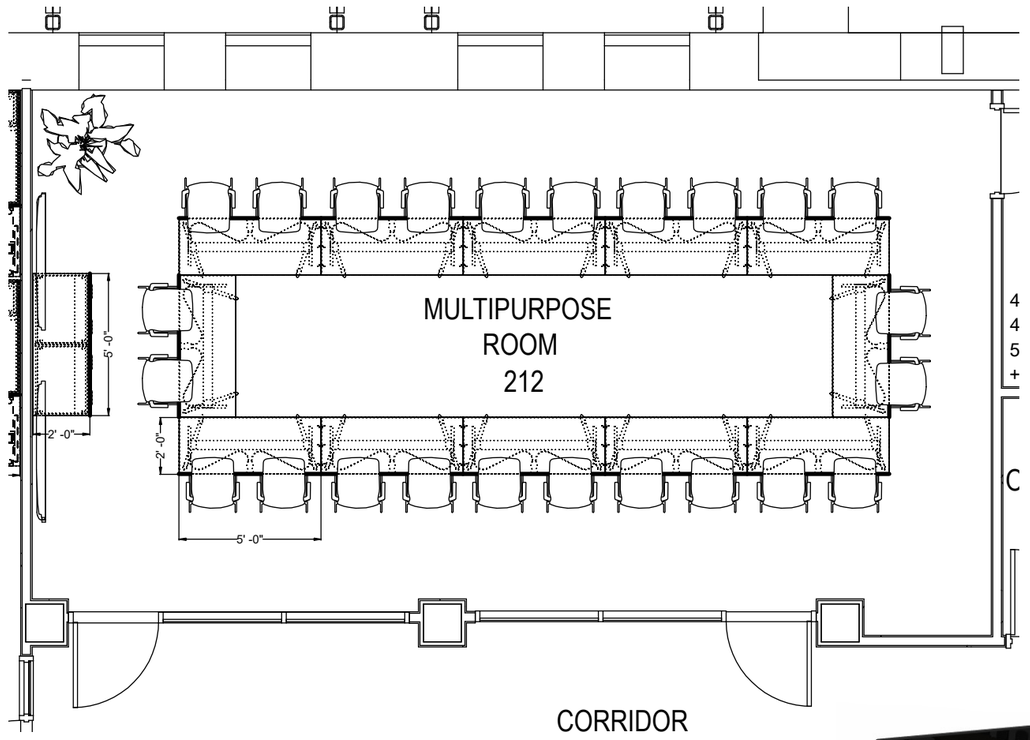
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2/26/2026

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SIGNATURE:

DATE:

SHEET NO: 7/10



A1 212 MULTIPURPOSE ROOM
Scale: 3/16"=1'-0"



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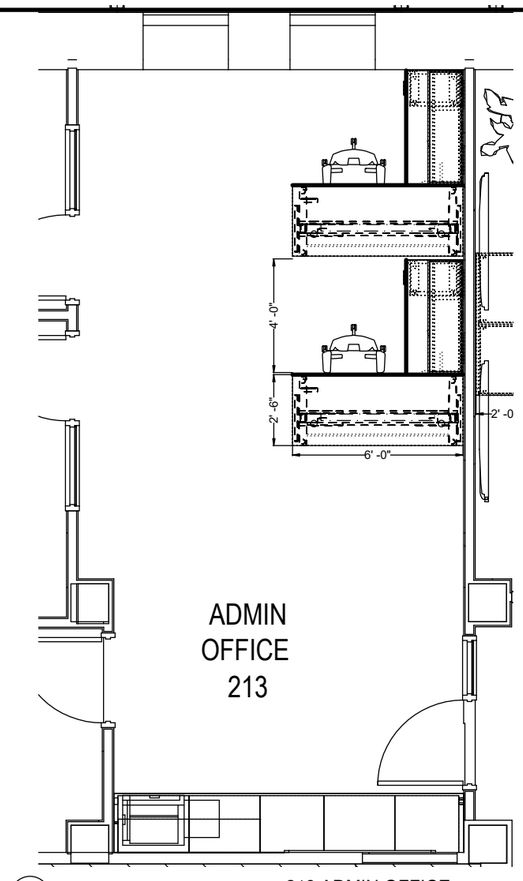
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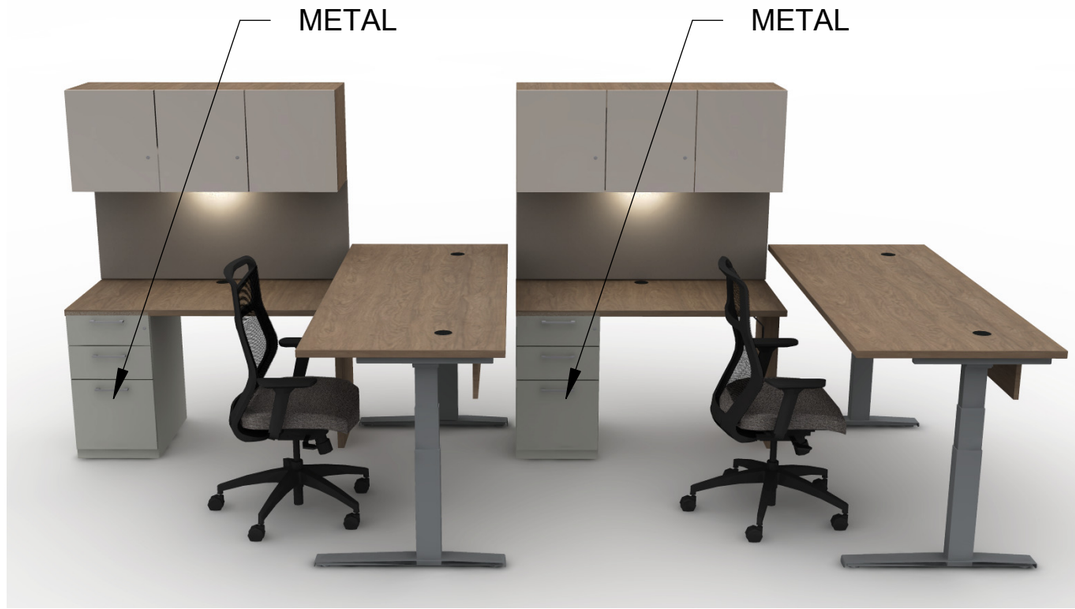
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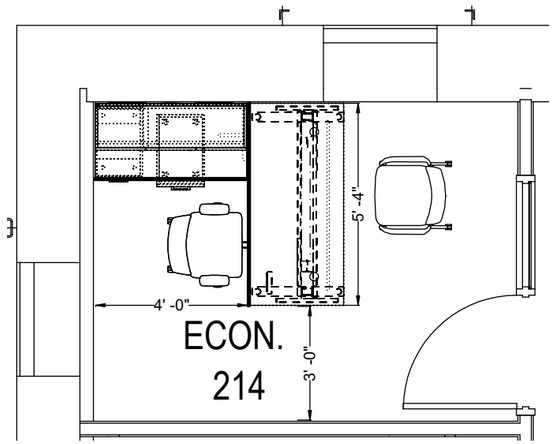
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A1 213 ADMIN OFFICE
Scale: 3/16"=1'-0"





A1 214 ECON OFFICE
Scale: 1/4"=1'-0"



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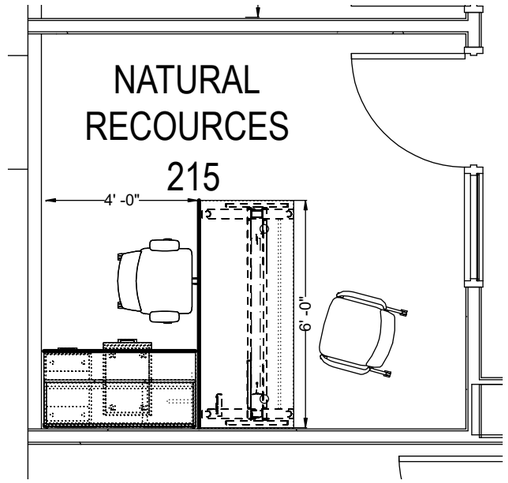
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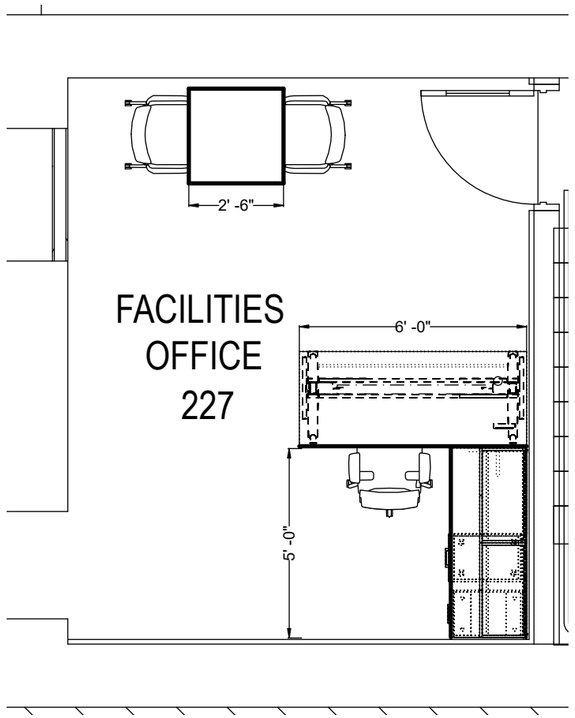
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A1 215 NATURAL RESOURCES
Scale: 1/4"=1'-0"





A1 227 FACILITIES OFFICE
Scale: 1/4"=1'-0"





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Loveland, CO 80538
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DATE:
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REALIZE THE POTENTIAL OF YOUR SPACE.

PREPARED FOR:

Laramie WYOMING

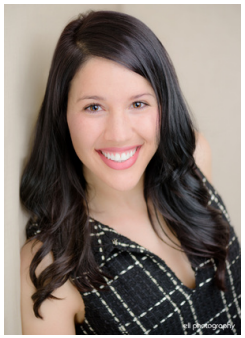
Furniture, Fixtures, and Equipment Services
CITY OF LARAMIE

PREPARED BY:

JANELL DEVLIN
senior account manager
970.893.1293
jdevlin@becktoi.com

beck TOTAL OFFICE INTERIORS
NM, TX, CO, WY

QUALIFICATIONS + PROJECT TEAM



JANELL DEVLIN

senior account manager

Janell will act as the primary liaison during the duration of this project, from initial meeting through final project closeout. Starting her career in design, she has in-depth knowledge and understanding of the design and specification process, as well as product offerings. Janell leverages this knowledge and experience to create one of a kind, customer focused solutions. She takes a proactive problem-solving approach to her client's needs, always striving to exceed customer expectations. Janell holds a BFA in Interior Design and has been with BTOI 10 years.



TIFFANY OFFUTT

senior interior designer

As a Northern Colorado native, Tiffany graduated with a bachelor's degree in Interior Design from the CIDA- Accredited program at Colorado State University, and has been on the Beck TOI team since 2018. She is very detail-oriented, passionate about her work and takes pride in delivering design solutions that are efficient, functional, and aesthetically attractive. Tiffany's positive attitude and reliable work ethic make her a tremendous asset to her co-workers and to our customers.



MACKENZIE KORDELSKI

procurement specialist

A critical portion of successful project implementation is expert purchasing coordination and Mackenzie delivers. With 6 years experience in the purchasing role, she has excellent relationships with our vendors and works closely with each to ensure we meet customer expectations.



BRENT ALDRIDGE

project manager + head installer

Brent brings 33 years experience in the contract furniture + design industry, with 10 of those being with the BTOI team. Starting in design, Brent made the jump into project management + installation as he craved working with his hands more, and being behind a computer less. With his background, he brings an unparalleled level of attention to detail, as well as excellent communication skills out in the field.



KAREN HOGERHEIDE

accounting + office manager

With a strong corporate accounting background, she expertly handles accounts receivables and payables and works closely with the accounting team to assist in creating monthly financials. She brings tremendous value with her relentless attention to detail and has been key in the development of processes that streamline efficiencies and is an integral member of the team.

PROJECT EXPERIENCE

Same project team + staff involved in all referenced projects

LETA 911

johnstown, co | 2025 - 2026

CONTRACT VALUE: $450,000 (purchased via OMNIA contract)
SCOPE: training, conference, system workstations, private offices, , break room, storage
TYPE: New Construction
DURATION: 4 moths from project kickoff to completion
ARCHITECT: Infusion Architects







CITY OF FORT COLLINS - POLICE SERVICES

fort collins, co | 2024

CONTRACT VALUE: $100,000 (purchased via OMNIA contract)
SCOPE: workstations, private offices, meeting spaces, lockers, waiting chairs
DURATION: 3-months from kick-off to completed install
TYPE: Renovation
ARCHITECT: NA







POUDRE FIRE AUTHORITY

fort collins, co | 2022 -2025

CONTRACT VALUE: $100,000 (purchased via OMNIA contract)
SCOPE: lounge, meeting, conference, offices, dining, dorm rooms
DESCRIPTION: Over the last several years we have worked with PFA on updating the furniture at numerous stations, as well as working on feasibility plans + budgets of HQ relocation
DURATION: Typical timeline is 3 months from kickoff to completion
TYPE: Renovation
ARCHITECT: NA

CARBON COUNTY, COUNTY BUILDING + COURTHOUSE

rawlins, wy | 2023

CONTRACT VALUE: $900,000 (purchased via OMNIA contract)
SCOPE: Library, common spaces, lounge, system workstations, private offices, conference/ meeting spaces, storage, courtrooms, sheriff's dept.
DURATION: We began working on schematic design and budgets in 2021. 2 years from kick-off to final install.
TYPE: Renovation
ARCHITECT: Winters Griffith Architects





PROJECT EXPERIENCE

Same project team + staff involved in all referenced projects

CITY OF EVANS - PD

evans, co | 2026

CONTRACT VALUE: $625,000 (purchased via OMNIA contract)
SCOPE: training, conference, system workstations, private offices, , break room, storage
TYPE: New Construction
DURATION: 1 year from project kickoff to completion
ARCHITECT: D2C

CITY OF EVANS - PD RENO

evans, co | 2026

CONTRACT VALUE: $255,000 (purchased via OMNIA contract)
SCOPE: private offices, conference, training, lounge, storage
TYPE: Renovation
ARCHITECT: D2C

5 year contract awarded with City of Evans via an RFQ process. Eleven companies responded, three were shortlisted for interviews and the contract was ulitimately awarded to Beck TOI.



REFERENCES

CITY OF FORT COLLINS

Susan Downing, Faciltiies Space Planner + Designer
970. 581-7607
sdowning@fcgov.com

Maggie Escobar, Police Services
970.632.1347
mescobar@fcgov.com

POUDRE FIRE AUTHORITY

Derek Bergsten, Chief
970.416.2870
derek.bergsten@poudre-fire.org

Bob Root, Batallion Chief
970.219.2825
bob.root@poudre-fire.org

LETA 911

Kimberly Culp, CEO
970.541.0292
kculp@leta911.org

BOULDER COUNTY PUBLIC WORKS

Karen Jackson, Architect
303.441.1192
kjackson@bouldercounty.gov

CARBON COUNTY RAWLINS, WY

Gwynn Bartlett, County Clerk
307.321.4587
gwynnbartlett@carbonwy.com

UNIVERSITY OF WYOMING

Randy Layton, Faciltiies Engineer
307.766.6225
srlayton1@uwyo.edu

NORTHEASTERN JUNIOR COLLEGE

Lisa LeFevre VP of Administrative Services
970.521.6615
lisa.lefevre@njc.edu

CITY OF EVANS

Brian Stone, Economic Development Director
970.475.1170
bstone@evanscolorado.gov

Same project team + staff involved on all referenced projects

EXECUTIVE SUMMARY

Furniture, Workplace Solutions, and Related Services

Cooperative Purchasing Contract: OMNIA Partners Public Sector
Authorized Dealer: Beck Total Office Interiors
Manufacturers Represented: Kimball, SitOnIt Seating, ESI (Ergonomic Solutions)

OVERVIEW

OMNIA Partners Public Sector provides competitively solicited cooperative purchasing contracts that allow government entities—including cities, counties, schools, and higher education institutions—to procure products and services through pre-approved contracts without conducting their own independent bidding process.

Through these nationally solicited cooperative agreements, participating public agencies are able to leverage combined purchasing power and streamlined procurement procedures while ensuring competitive pricing and compliance with public purchasing requirements.

The **City of Laramie** is eligible to utilize these cooperative contracts to procure workplace furniture and related services.

AUTHORIZED DEALER

Beck Total Office Interiors is an authorized regional dealership providing furniture, workplace solutions, and project services to public sector clients throughout Colorado and Wyoming.

Beck Total Office Interiors provides full-service project delivery including:

- Workplace design and planning
- Product specification and budgeting
- Procurement through cooperative contracts
- Delivery and professional installation
- Warranty support and ongoing service

Through OMNIA cooperative contracts, Beck Total Office Interiors is able to provide competitively priced furniture solutions to municipalities such as the City of Laramie.

970.893.1293 6397 Aviation Circle, Loveland, CO jdevlin@becktoi.com

OMNIA COOPERATIVE CONTRACTS UTILIZED

Kimball International

OMNIA Contract: #R191804

Kimball provides comprehensive commercial furniture solutions including:

- Private office furniture
- Open plan and workstation systems
- Conference and training room furniture
- Collaborative and lounge furniture
- Storage and filing systems

Kimball products are designed for durability, flexibility, and long-term value in government and public sector environments.

SitOnIt Seating

OMNIA Contract: #R191804

SitOnIt Seating provides high-performance seating solutions including:

- Ergonomic task seating
- Conference and meeting chairs
- Guest seating
- Training and multipurpose seating

SitOnIt seating products are recognized for comfort, durability, and strong value in public sector applications.

ESI (Ergonomic Solutions)

OMNIA Contract: #R191804

ESI specializes in ergonomic workplace accessories designed to support healthy and productive work environments, including:

- Monitor arms
- Keyboard systems
- CPU holders
- Sit-stand accessories
- Workspace ergonomic solutions

These products complement workstation environments and enhance employee wellness and productivity.

SCOPE OF PRODUCTS + SERVICES

Through the OMNIA cooperative contract, Beck Total Office Interiors can provide the City of Laramie with a full range of furniture and workplace solutions including:

- Office furniture systems
- Private offices
- Ergonomic workstations
- Seating and conference furniture
- Collaboration and lounge furniture
- Storage and filing solutions
- Workplace accessories

In addition, Beck provides professional services including:

- Space planning
- Furniture specification
- Project management
- Delivery and installation
- Warranty and service support

BENEFITS TO THE CITY OF LARAMIE

Utilizing OMNIA cooperative purchasing contracts offers several advantages:

- **No additional competitive bid required**
- **Pre-negotiated national pricing**
- **Reduced procurement timelines**
- **Access to leading commercial furniture manufacturers**
- **Local dealership support and project management**

This cooperative procurement model allows the City to achieve best-value purchasing while minimizing administrative effort.

970.893.1293 6397 Aviation Circle, Loveland, CO jdevlin@becktoi.com

CONTRACT ACCESS

The City of Laramie may purchase products and services through the OMNIA Partners Public Sector cooperative contracts listed above.

Beck Total Office Interiors will assist with product selection, specification, ordering, delivery, and installation to ensure a seamless project implementation.

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Laramie WYOMING	**Agenda Item:** Amendment **Title:** Amendment One to the Agreement for Professional Services between the City of Laramie, Wyoming and Haddad Drugan LLC for the Conceptual Design of the 3rd Street Gateway Art Project

Recommended Council Motion:

I move that the Laramie City Council approve Amendment One to the Agreement for Professional Services between the City of Laramie, Wyoming and Haddad Drugan LLC for the Conceptual Design of the 3rd Street Gateway Art Project and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Resolution 2023-15, developing strategies for the enhancement and beautification along the 3rd Street corridor.

Background:

Since 2023 the City of Laramie has been working on the enhancement and beautification along the 3rd Street Corridor. As part of the project, it has been envisioned that gateway art would be included assisting with placemaking and signifying the entrances to downtown.

The gateways to Laramie are cited most often as places in need of transformation. They are the first and last impression of Laramie for residents and visitors. The need to transform the gateways is not a new desire; it was identified in the City of Laramie's 2007 Comprehensive Plan...and is included in the draft Parks and Recreation Master Plan. Public art alone cannot address the issue, but could spearhead the effort, or work in tandem with other entities."

In January 2024 the Laramie Public Art Coalition released the City of Laramie: 3rd Street Gateway Art Project Call for Art. This release garnered hundreds of submittals from very qualified artists and firms across the United States. LPAC along with City Staff, WYDOT Staff, Visit Laramie, and local artists judged, reviewed, rated, and interviewed artists for the project. The artist team of Haddad Drugan, LLC from Seattle Washington was selected to move forward with the Conceptual Design portion of the Call for Art.

The Conceptual Design agreement includes three phases. Phase 1: Research, Document Review, Site Visit are intended to provide the artist the information from the stakeholders and Laramie community to move onto Phase 2. Phase 2: Develop Thematic Ideas and Initial Art Concepts are where the artist will develop conceptual ideas, present inspirations, meet with the stakeholders and Laramie community to move to Phase 3. Phase 3: Art Concept is where the artists will work to finalize the design and gain approval to move into a future agreement for fabrication and installation.

Upon the artist's visit during Phase 1 of the project it was found that additional research regarding Laramie and extended work on art concepts would be beneficial to the project. This amendment increases the scope of the Conceptual Agreement from $15,000 to $20,000 total with $3,500 attributed to additional site visits by the artist and $1,500 for additional work on art concepts related to the site visit.

Staff recommend approval of the amendment.

Legal/Statutory Authority:

Laramie Municipal Code 2.34
Wyoming Statute 15-9-101, et seq. the "Wyoming Urban Renewal Code"

Budget Information:

This amendment increases the agreement by $5,000. These funds are held in GFS3MD project and do not detrimentally affect the project.

Responsible Staff:

Todd Feezer, City Manager, Email: tfeezer@cityoflaramie.org, Phone: 307-721-5304

Attachments:

Amendment One Haddad Drugan 3rd St Gateway Art Project
Agree. Haddad Drugan LLC 3rd St Gateway Art 6-17-25_001

AMENDMENT NUMBER ONE TO THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF LARAMIE AND HADDAD DRUGAN LLC, SEATTLE, WASHINGTON

1. Parties. This Amendment is made and entered into this 17th day of March 2026 by and between the City of Laramie, Wyoming, a Wyoming municipal corporation (hereinafter referred to as "City"), whose address is 406 Ivinson Avenue, Laramie, Wyoming 82070, and Haddad Drugan LLC (hereinafter referred to as "Artist"), whose headquarters are located at 315 28th Avenue S., Seattle Washington 98144.

2. Purpose of Amendment. This Amendment shall constitute the first amendment to the original Agreement for Professional Services between City and Artist which was duly executed on the 17th day of June 2025 establishing the responsibilities of the entities related to the 3rd Street Gateway Art Project. In consideration of the matters described above, and of the mutual benefits and obligations set forth in this Amendment, the parties agree as follows:

3. Additional Terms of Agreement. It is mutually agreed by and between the parties to revise the following paragraphs in the Original Contract to read as follows:

> **4. Agreement Sum 4.1.1.** City agrees to pay Artist for the services described in the afore noted attachments. Payment of Artist's services, as described shall be for time expended on project by Artist, they shall be remunerated at the payment per task as shown in Attachment 1. The Artist shall provide services in Attachment I, Attachment 2, and Attachment 3 related to visioning and conceptual design for the total projected maximum fee not to exceed twenty thousand dollars ($20,000.00). Fees related to future final design, fabrication, commissioning, installation, and warrant, as needed, will be negotiated and approved as detailed in paragraph 8.1. No payment shall be made for work performed prior to the date upon which the last required signature is affixed to this Agreement or the date of the Artist's receipt of a Notice to Proceed, whichever occurs later. By mutual agreement, the City and Artist may reallocate the budget among project tasks if the total budget amount remains unchanged.

4. Same Terms and Conditions. With the exception of items explicitly delineated in this Amendment, all terms and conditions of the Original Agreement between the City and the University of Wyoming shall remain unchanged and in full force and effect.

5. Entirety of Amendment. This Amendment, consisting of two (2) pages, represents the entire and integrated Amendment between the parties and supersedes all prior negotiations, representation, and agreements, whether written or oral concerning the subject hereof.

IN WITNESS WHEREOF, the Laramie City Council has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the University of Wyoming has signed and executed this Amendment, the day and year first written above.

CITY OF LARAMIE, WYOMING:

By: _____
Sharon Cumbie, Mayor and President
City of Laramie, City Council

By: _____
Nancy Bartholomew, CMC
City Clerk, City of Laramie

ARTIST:

By: _____
Thomas Drugan, Partner Artist
Haddad Drugan LLC

By: _____
Laura Haddad, Partner Artist
Haddad Drugan LLC

HADDAD|DRUGAN, LLC
315 28th AVE. S., Seattle, Washington 98144 USA
tel. 206.650.9424 email: tom@haddad-drugan.com

February 17, 2026

Todd Feezer, City Manager
City of Laramie
P.O. Box C
Laramie, WY 82073
Office: (307) 721-5304
Fax: (307) 721-5211
Cell: (307) 421-3032

PROJECT: **3rd Street Gateway Art Project**

SUBJECT: **Additional Services**

Per request by the City of Laramie, Wyoming, Haddad Drugan, LLC agrees to the following additional services:

Date	Description
12/04/25 - 02/11/26	Phase 1A: Additional Research and Sit Visit to Laramie with site visits day and night of preferred gateway art sites, alternative sites, High Iron art project, University museums, other museums, businesses, and other areas of cultural interest, as well as meeting with City representatives and others in Laramie. (This includes all travel expenses: air fare, car rental, accommodations, meals and other related travel expenses and incidentals). Phase 1A also includes additional research and analysis of preferred sites, alternative sites, Laramie history and cultural resources, and additional presentation materials. Phase 1A: $3,500.00
Feb 2026 - Apr 2026	Phase 2A: Additional Development of Initial Art Concepts to include the best alternative gateway art site(s) and/or other art opportunities. This includes additional presentation materials depicting the best alternative site(s) and/or other art opportunities, and additional coordination with City and other related stakeholders. Phase 2A: $1,500.00

Total Additional Services: $5,000.00

Thank You,

Thomas Drugan, Partner Owner

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF LARAMIE, WYOMING AND HADDAD DRUGAN LLC, SEATTLE, WASHINGTON

1. Parties. This Agreement is made and entered into this 17th day of June 2025, by and between the City of Laramie, Wyoming, a municipal corporation (hereinafter referred to as "City") whose address is 406 Ivinson Avenue, Laramie, Wyoming 82070 and Haddad Drugan LLC (hereinafter referred to as "Artist"), whose headquarters are located at 315 28th Avenue S., Seattle, Washington 98144.

2. Purpose of Agreement. Artist shall provide all services for the Conceptual Design only of the 3rd Street Gateway Art Project (hereinafter referred to as "Project"). Specifically, Artist shall be responsible for the services as stated in Attachment 1 Scope of Work – Art Concept & Design 3rd Street Gateway Art Project, which is attached hereto and incorporated herein, in accordance with Attachment 2 City of Laramie: 3rd Street Gateway Art Project Call for Art (hereinafter referred to as "CALL") which is attached hereto and incorporated herein.

3. Term of Agreement and Required Approvals. This Agreement is effective when all parties have executed it, and all required approvals have been granted. The term of the Agreement is from the date of execution through May 31, 2026, unless otherwise terminated or extended as outlined herein. The project shall be completed pursuant to the scope of services outlined in Attachment 1.

4. Payment.

4.1. Agreement Sum.

4.1.1. City agrees to pay Artist for the services described in the afore noted attachments. Payment of Artist's services, as described shall be for time expended on project by Artist, they shall be remunerated at the payment per task as shown in Attachment 1. The Artist shall provide services in Attachment 1 and Attachment 2 related to visioning and conceptual design for the total projected maximum fee not to exceed fifteen thousand dollars ($15,000.00). Fees related to a future final design, fabrication, commissioning, installation, and warrant, as needed will be negotiated and approved as detailed in paragraph 8.1. No payment shall be made for work performed prior to the date upon which the last required signature is affixed to this Agreement or the date of the Artist's receipt of a Notice to Proceed, whichever occurs later. By mutual agreement, the City and Artist may reallocate the budget among project tasks if the total budget amount remains unchanged.

4.1.2. Reimbursable expenses, including travel related lodging, meals, and transportation will be included in the cost of project listed in Attachment 1.

4.1.3. Artist may submit invoices to City for payment upon completion of services for the project in Attachment 1. Invoices for services associated with Additional Services shall have written authorization from the City before proceeding with any additional services. Payments shall be made pursuant to Wyo. Stat. §16-6-602. Payments made beyond forty-five (45) days after invoice will include interest at the legal rate for the State of Wyoming for such period

beyond thirty (30) days. Any fees for services must be performed prior to the submission of the invoice. No advance payment for services may be requested.

4.1.4. Records of personnel, Artists, extra and reimbursable expenses pertaining to the Project shall be kept on a generally recognized accounting basis, acceptable to City, and shall be available to City or authorized representatives of City or upon request by City.

4.2. Payment of Artist's additional services shall be negotiated by City based upon negotiated fee for additional service, or time expended on projects by Artist and of Artist's subs. If paid per time expended, remuneration shall be at the hourly rate as shown in Attachment 1.

5. Responsibilities of Artist.

5.1. General Services.

5.1.1. Artist's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the project. Artist shall comply with the schedule for the performance of Artist's service as outlined in Attachment 1 to this Agreement and which shall be adjusted, if necessary, as the project proceeds. This schedule shall include allowances for periods of time required for City's review, and for approval of submissions by authorities having jurisdiction over each project. Time limits established by this schedule approved by City shall not, except for reasonable cause, be exceeded by Artist.

5.1.2. Artist may have a direct agreement with a person or entity to perform a portion of services required by this Agreement. Prior to subcontracting any work or services herein, Artist agrees to notify City in writing as to those services to be subcontracted and to which firm. Regarding work performed under this Agreement, Artist agrees that it is as fully responsible to City for negligence, negligent acts, and omissions of Artist's subs and their agents, and/or persons either directly or indirectly employed by them, as it is for the negligence, negligent acts or omissions of person is directly employed by Artist to the extent caused by Artist's employees, agents or subs. Nothing in the foregoing procedure shall create any contractual relation between City and any subs employed by Artist under the terms of this Agreement. By written agreement, Artist shall require each sub, to the extent of the services to be performed by sub, to be bound to Artist by the terms of this Agreement, and to assume toward Artist all obligations and responsibilities which Artist, by this Agreement, assumes toward City.

5.1.3. Artist shall consult, to the extent required by City, with authorized employees, agents and/or representatives of City relative to the completion of the project as described in this Agreement and associated attachments.

5.1.4. Artist shall designate a principal or member of Artist's staff satisfactory to City as the Project representative who shall, so long as their performance continues to be acceptable to City remain in charge of the services for the project in this Agreement and associated attachments.

5.1.5. Artist shall provide copies of all documents required by City for

review and approval by City and the appropriate authorities and agencies.

5.1.6. This project agreement includes all services to complete project as outlined in this Agreement and associated attachments.

5.1.7. Artist shall conduct conversations with citizens of Laramie, professional organizations, boards, and commissions, and maintain notes of those meetings.

5.2. **Extra Services of Artist**. Additional services beyond the scope defined in Paragraph 2. Purpose of Agreement, herein, when authorized in advance by means of a written City change authorization, pursuant to the amendment provision of this Agreement contained in Paragraph 8.1, shall be paid for by City, as provided Paragraph 4.2. If, in the opinion of City, the scope of the extra services significantly changes the terms of this Agreement, City has the right to publicly advertise and negotiate for those services without terminating this Agreement.

5.2.1. Revision to documents to accommodate changes (excluding corrections of design errors, conflicts, and/or omissions by Artist or changes initiated by Artist) when so directed by City.

5.2.2. Preparation of change order documents for revisions and changes requested by City (excluding corrections of errors and omissions by Artist).

5.2.3. The services of Artist's subs; preparation of models, other than study models made at the Artist's option.

6. Responsibilities of City.

6.1. Unless otherwise provided in this Agreement, City shall provide full information in a timely manner regarding requirements for and limitations on the project and shall perform the responsibilities and duties identified in Attachment 1 and Attachment 2.

6.2. City's Project representative as identified in Paragraph 8.16 shall be authorized to act on the behalf of City with respect to the project described in Attachment 1. City and/or their designee shall render decisions in a timely manner pertaining to documents submitted by the Artist to avoid unreasonable delay in the orderly and sequential progress of the Artist's services.

6.3. City agrees to notify Artist, in writing, of the acceptance of each of the submittals outlined in Attachment 1 by City.

6.4. Nothing in this Agreement nor any act or failure to act on the part of City shall be construed as a waiver of a claim by City for any defects or deficiencies in the Drawings and Specifications or of the project administration required of Artist.

6.5. To the extent authorized by law, City agrees to provide Artist copies of any existing plans, drawings, plan revisions and other public information and data necessary and available existing data and documentation to Artist for use by Artist.

6.6. City agrees to provide Artist with support services needed to organize, schedule, notify, provide meeting locations, and conduct meetings.

7. Special Provisions.

7.1. Limitation of Payments. City's obligation to pay the Artist for services rendered pursuant to this Agreement is conditioned upon the availability of City's funds which are allocated to pay the Artist. If funds are not allocated and available to pay the Artist for these services, City may terminate this Agreement at the end of the period for which the funds are available. No liability shall accrue to City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments due or for any damages because of termination under this section. This provision shall not be construed to permit City to terminate this Agreement to acquire similar services from another party. The Artist shall be paid for all services provided and expenses incurred prior to receipt of any such notification that City was terminating the Agreement because of a shortage of funds.

7.2. Monitor Activities. City shall have the right to monitor all Agreement related activities of the Artist and all subs. This shall include, but not be limited to, the right to examine or evaluate completed work or work in progress, and to observe all Artist personnel in every phase of performance of Agreement related work.

7.3. No Finder's Fees. No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement shall be paid by either party.

7.4. Nondiscrimination. Artist shall comply with Presidential Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Presidential Executive Order 11375, and as supplemented in the Department of Labor Regulations (41 CFR Part 60), the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.), and the Americans With Disabilities Act (hereinafter referred to as "ADA"), 42 U.S.C. 12101, et seq. All parties agree that all hiring must be done based on merit and qualifications. There may be no discrimination based on race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, physical or mental disability, or national origin by the person or persons performing the requirements of this Agreement including, but not limited to, the prevailing wage laws in the performance of this Agreement. Artist shall include the provisions of this section in every subcontract awarded more than ten thousand dollars ($10,000) so that such provisions are binding on each sub.

7.5. Immigration Reform and Control Act of 1986. In connection with the performance of Artist pursuant to this Agreement, Artist warrants that it will comply with the requirements of the Immigration Reform and Control Act of 1986 (P.L. 99-603, November 6, 1986) which prohibits the hiring, referral or recruitment of aliens not authorized to work, and provides for employer verification that an individual is not an unauthorized alien. Artist agrees to send notice to

all sub regarding the requirements of the Immigration Reform and Control Act of 1986 and notice that they are expected to comply with all its provisions.

8. General Provisions.

8.1. Amendments. Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed and signed by all parties to this Agreement. Change in Services of the Artist, including but not limited to Paragraph 5.2, include services required of Artist's subs may be accomplished after execution of this Agreement, without invalidating this Agreement, if mutually agreed in writing.

8.2. Applicable Law/Venue. The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Second Judicial District, Albany County, Wyoming.

8.3. Assignment/Agreement Not Used as Collateral. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this Agreement without the prior written consent of the other party. The Artist shall not use this Agreement, or any portion thereof, for collateral for any financial obligation.

8.4. Audit. City and any of its representatives shall have access to any books, documents, papers, and records of Artist which are pertinent to this Agreement. The Artist shall maintain such records for five (5) years after termination of the Agreement, or for two (2) years after the final resolution of any dispute arising from the Agreement, whichever is later. Additionally, Artist shall abide by all regulations imposed by funding sources or governmental agencies, such as auditing requirements, payroll affidavits, and other documentation or verification.

8.5. Award of Related Agreements. City may undertake or award supplemental or successor agreements for work related to this Agreement. The Artist shall cooperate fully with other Artists and City in all such cases.

8.6. Compliance with Law. Artist's professional services shall be consistent with sound practices and shall keep informed of and comply with all applicable federal, state and local laws, regulations, codes and standards that are applicable in the performance of this Agreement. In the event of a change in laws and/or regulations of which the Artist shall inform City of the change and its impact on work already performed or to be performed, fees and costs involved, and scheduling. If either City or Artist believes the change requires a renegotiation of this Agreement, both parties will renegotiate the Agreement promptly and in good faith. If a renegotiated Agreement cannot be agreed to, either party may terminate this Agreement pursuant to Paragraph 8.23.

8.7. Confidentiality and Publicity. All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by Artist in the performance of this Agreement shall be kept confidential by Artist unless written permission is granted by City for its release or unless disclosure is otherwise required by law. Artist shall have

similar agreements with any subs to maintain the confidentiality of information specifically designated as confidential by City.

8.8. Entirety of Agreement. This Agreement, consisting of twelve (12) pages, together with Attachment 1 entitled "Scope of Work" consisting of two (2) pages, and Attachment 2 entitled "City of Laramie: 3rd Street Gateway Call for Artists" consisting of four (4) pages, represents the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

8.9. Ethics. Artist shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat §9-13-101, et seq.), and all ethical standards governing Artist's profession.

8.10. Force Majeure. Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

8.11. Indemnification.

8.11.1. Artist shall indemnify and hold harmless the City and their officers, agents, employees, successors and assignees from any and all claims, lawsuits, losses and liability arising out of Artist's failure to perform any of Artist's duties and obligations hereunder or in connection with the negligent performance of Artist's duties or obligations, including but not limited to any claims, lawsuits, losses or liability arising out of Artist's malpractice in connection with its performance under this Agreement.

8.11.2 Artist shall be liable to City for all damages and every expense, cost, attorneys' fees and payment incurred by City to the extent caused by the negligence, negligent acts, errors or omissions in any of the services furnished under this Agreement by Artist or subs.

8.11.3. Without limitation as to other remedies, which City may have, Artist will without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, or other services.

8.12. Independent Contractor. Artist shall function as an independent Contractor for the purposes of this Agreement and shall not be considered an employee of City for any purpose. Artist shall assume sole responsibility for any debts or liabilities that may be incurred by Artist in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing Artist or its agents and/or employees to act as an agent or representative

for or on behalf of the City, or to incur any obligation of any kind on the behalf of City. Artist agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City employees will inure to the benefit of Artist or the Artist's agents and/or employees because of this Agreement.

8.13. Kickbacks. Artist certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. Artist shall provide City with a certification under oath that they have not in any way been involved in any gratuities, kickbacks, or contingent fees in connection with their selection or ultimate performance under this agreement. If the Artist breaches or violates this warranty, City may, at its discretion, terminate this Agreement without liability to the City, or deduct from the Agreement price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

8.14. Notices. All notices arising out of, or from, the provisions of this agreement shall be in writing and given to the parties at the address provided under this Agreement, either by regular mail, e-mail, or delivery in person.

8.15. Notice and Approval of Proposed Sale or Transfer of Artist. Artist shall provide City with the earliest possible advance notice of any proposed sale or transfer or any proposed merger or consolidation of the assets of Artist. Such notice shall be provided in accordance with the notice provision of this Agreement. If City determines that the proposed merger, consolidation, sale, or transfer of assets is not consistent with the continued satisfactory performance of Artist's obligations under this Agreement, then City may, at its option, terminate or renegotiate the Agreement.

8.16. Liaison and Notice City's and Artist's Designated Representatives.

8.16.1. The City's designated representative for the Project is Todd Feezer, Assistant City Manager, City of Laramie, PO Box C, Laramie, WY 82073, telephone number: (307) 721-5304, email: tfeezer@cityoflaramie.org.

8.16.2. The Artist's designated representative for the Project is Tom Drugan, Partner/ Artist, Haddad Drugan LLC, telephone number: (206) 650-9424, email: tom@haddad-drugan.com.

8.16.3. All notices and invoices required in this Agreement shall be in writing, properly addressed to the liaison noted above, and mailed first-class, postage prepaid. All notices sent via U.S. Postal Services are deemed effective on the date of postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt. Electronic correspondence is acceptable if properly addressed to the liaison noted above.

8.17. Insurance. The Artist shall maintain the following insurance:

8.17.1. Comprehensive General Liability. Artist shall have and maintain comprehensive general liability insurance coverage during the entire term of the Agreement, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof, in an amount not less than one million dollars ($1,000,000.00) each occurrence and one million dollars ($1,000,000.00) in the general aggregate.

8.17.2. Workers Compensation or Employers Liability Insurance. If Artist has employees, they shall provide proof of workers compensation coverage, for all its employees who are to work on the projects described in this Agreement. Artist's coverage shall be under the Wyoming Workers Safety and Compensation program, if statutorily required or such other workers compensation insurance as appropriate.

8.17.4. Business Automobile Liability. Contractor shall maintain, during the entire term of the agreement, automobile liability insurance in an amount not less than five hundred thousand dollars ($500,000.00) per occurrence.

8.17.5. Coverage. All polices required under this Agreement shall be in effect for the duration of this Agreement and projects. All policies shall be primary and not contributory. Contractor shall pay the premiums on all insurance policies and insurance certificates must include a clause stating that the insurance may not be revoked, cancelled, amended, or allowed to lapse until the expiration of at least thirty (30) days advance written notice to City.

8.17.6. Additional Insured. All insurance policies required by this agreement, except workers' compensation and automotive liability, shall name city as an additional insured, and shall contain a waiver of subrogation against city, its agents, and employees. Artist shall provide, upon request a copy of an endorsement providing this coverage.

8.18. Ownership of Documents/Work Product/Materials. All original documents including drawings, specifications, guidelines, and other documents prepared by Artist in connection with this agreement (collectively from herein referred to as "Instruments of Service") prepared by the Artist, whether complete or incomplete, shall be and remain the property of Artist. Artist shall supply City copies of all Instruments of Service and any other, reports, records, field notes, data, samples, specimens, and materials of any kind resulting from performance of this Agreement. Artist and City shall have the right to utilize such documents during its marketing, professional presentations, and for other promotional purposes. Artist and City mutually agree to credit each other when using Instruments of Service for these uses. City agrees to not build or direct others to build Artworks based on Artist's designs and drawings without Artist or without prior consent of Artist.

8.19. Patent or Copyright Protection.

8.19.1 Artist recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by Artist, or its sub will violate any such restriction.

8.19.2 If any patentable or copyrightable material or article should result from

the Instruments of Service created by HADDAD DRUGAN LLC, Artist shall retain the copyright and all other intellectual property rights to the Artwork under the Copyright Act of 1976, 17 U.S.C. §101 et seq., as the sole author of the Artwork for the duration of the copyright. Artist grants City an irrevocable, non-exclusive, royalty free license to graphically reproduce, for educational, public relations, arts promotional and any noncommercial purposes, by any means, in perpetuity, the image of the Artwork, including but not limited to all preliminary studies, models and maquettes that have been delivered to and accepted by Owner and to authorize third parties to graphically reproduce any and all of the same, as are desired by Owner. On each such reproduction, the Artist shall be acknowledged to be the creator of the original Artwork. This provision does not apply to any work products or designs collaboration by the Artist and Project partners.

8.20. Prior Approval. This Agreement shall not be binding upon either party; no services shall be performed under the terms of this Agreement, until this Agreement has been reduced to writing and approved by the Laramie City Council.

8.21. Sovereign Immunity. The City does not waive sovereign immunity by entering into this Agreement, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

8.22. Taxes. Artist shall pay all taxes, and other such amounts required by federal, state, and local law, including but not limited to federal and social security taxes, workers' compensation, unemployment insurance and sales taxes.

8.23. Termination of Agreement.

8.23.1. City reserves and has the right and privilege of canceling, suspending, or abandoning the execution of all or any work or projects in connection with this Agreement at any time upon written notice to Artist. The Artist may terminate this Agreement upon written notice to City should City substantially fail to perform in accordance with Paragraph 4 and 5 of this Agreement.

8.23.2. In event of termination, all finished or unfinished draft documents, draft ordinances, drawings, or tables prepared by Artist shall be immediately surrendered to City.

8.23.3. In the event of termination, City shall pay to Artist, as full payment for all services performed and all expenses incurred under this Agreement, which shall have become payable because of the progress in the work. In ascertaining the services rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete draft documents, draft ordinances, drawings or tables, whether delivered to City or in the possession of City and to authorized reimbursable expenses.

8.24. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third-party beneficiary and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in

determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only party's signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this agreement, or to bring an action for the breach of this Agreement.

8.25. Disputes/Remedies. In seeking to resolve any dispute relating to this Agreement, City does not waive its sovereign immunity. Any dispute or claim arising out of or relating to this Agreement may be assigned to non-binding mediation upon mutual agreement of the parties, in accordance with the Wyoming Supreme Court's rules for alternative dispute resolution. The parties to the dispute shall bear their respective costs for the mediation. The rights and remedies of the parties provided for in these clauses are in addition to any other rights and remedies provided by law or under this Agreement.

8.26. Limitations on Lobbying Activities. In accordance with P.L.101-121, any payments made from a Federal grant shall not be utilized by Contractor or its subcontractors in connection with lobbying Congressmen, or any other Federal Department in connection with the award of a Federal grant, contract, cooperative agreement, or loan. Contractor and any subcontractors shall submit a certification statement and disclosure form acceptable to the State before commencement of the work.

8.27. Warranty. Artist warrants the following:

8.27.1. Has the ability to perform the agreed services; and

8.27.2. Shall provide suitable resources to perform work in accordance with agreed services; and

8.27.3. Will endeavor to provide the services herein on a timely basis consistent with the difficulty and scope of services to be provided; and

8.27.4. Shall perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances; and

8.27.5. Is responsible for the professional quality, technical accuracy and coordination of all draft documents, draft ordinances, drawings, tables, and other services furnished by Artist under this Agreement.

8.28. Extension. Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be requested by the Artist and following approval by City shall be effective only after it is reduced to writing and executed by all parties to the Agreement. Any agreement to extend this Agreement shall include, but not necessarily be limited to: an unambiguous identification of the Agreement being extended; the term of the extension; the amount of any payment

to be made during the extension, or a statement that no payment will be made during the extension; a statement that all terms and conditions of the original Agreement shall, unless explicitly delineated in the exception, remain as they were in the original Agreement; and, if the duties of either party will be different during the extension than they were under the original Agreement, a detailed description of those duties.

8.29. **Severability**. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of this Agreement shall continue in full force and effect and either party may attempt to renegotiate the terms affected by the severance.

8.30. **Titles Not Controlling**. Titles of paragraphs are for reference only and shall not be used to construe the language in this Agreement.

8.31. **Waiver**. The waiver of any breach of any term or condition in this Agreement shall be deemed a waiver of any prior or subsequent breach.

8.32. **Time is of the Essence**. Time is of the essence in all provisions of the Agreement.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Laramie City Council has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and Artist has signed and executed this Agreement, the day and year first written above.

CITY OF LARAMIE, WYOMING:

By: _____
Sharon Cumbie, Mayor, and President
City of Laramie, City Council

Attest: _____
Nancy Bartholomew, CMC
City of Laramie, City Clerk

ARTIST:

By: _____
Thomas Drugan, Partner Artist
Haddad Drugan LLC

Attest: _____
Laura Haddad, Partner Artist
Haddad Drugan LLC

Scope of Work - Art Concept & Design
3rd Street Gateway Art Project

Overview

Artists (Haddad Drugan, LLC) will conduct research, visit the community and gather input, and coordinate with various stakeholders (BHA Design Team, City, Laramie Public Art Coalition, and other) to create a conceptual design for artwork that creates a gateway in and out of downtown Laramie on 3rd Street. The Gateway Artwork has an estimated total budget of $300,000.00 ($15,000 Conceptual Design/$285,000 Fabrication/Installation) and will be fully designed by the artists, engineered by a Wyoming Licensed Structural Engineer, fabricated and installed through a future contract between Artist and the City of Laramie.

Phase 1: Research, Document Review, Site Visit

- Review WYDOT 3rd Street Improvement Drawings
- City Planning Documents (2014 Laramie Public Art Plan; 2017 3,2,1 Third Street Plan, etc.)
- Natural and Cultural History
- Community Events
- Arts & Culture organizations and their work (Laramie Public Art Coalition, Laramie Main Street Alliance, Visit Laramie, etc.)
- Existing Art Installations
- Natural Environment (Climate, Geography, Environment (Significant Flora and Fauna)
- Natural Features (River, Hoodoo's, Forests, Parks)
- BHA 3rd Street Beautification Plans, Open House Boards & Public Comments
- Online meetings:
    - BHA Review of Public Meeting 1 Boards and Comments
    - BHA Introductions
    - BHA Review of Public Meeting 2 Boards and Comments
    - BHA Beautification Designs
- Trip 1 Laramie Visit – Exploration & Inspiration
    - Meet with BHA (In Laramie or in Fort Collins at BHA)
    - Site Visit (walk corridor and take photographs)
    - Downtown Visit (explore downtown and surrounding context)
    - Visit key Laramie attractions including historic sites
    - Meet with City, LPAC, and other stakeholders
    - Farmer's Market Engagement Event (Summer Fridays 3 to 7)
    - Leave survey questions and provide link for those who cannot attend in person

Phase 2: Develop Thematic Ideas and Initial Art Concepts Develop Art Conceptual Ideas

- Present Inspirations, Ideas, and Initial Concept to Project Team (Online Presentation)
    - Key Inspirations from Exploration Trip
    - Preliminary Art ideas (concept sketches)
    - Identify Art Locations
- Trip 2 Laramie Visit – Concept Design Presentation

  - Meet with all previous Stakeholders (1 meeting)
  - Public presentation (1 meeting)
- Receive Feedback

Phase 3: Art Concept

- Review Feedback and Develop Art Concept including
  - Concept Description
  - Concept Inspirations (images and text)
  - Preliminary Budget
  - 3D representations (computer model and renderings)
  - Material samples and finishes (photos and/or physical examples)
- Conceptual Design Presentation (Online presentation)
  - Present Conceptual Design to Stakeholders
  - Receive Feedback
- Finalize Gateway Art Concept
  - Address Feedback and Tweak Concept; submit pdf with final art concept renderings, site plans, narrative description, budget, material samples
  - Concept Approval

Schedule & Payments

(Note: Schedule may be adjusted based on City and Stakeholder input and availability.)

Phase 1: Research, Review Documents, Site Visit	June – July 2025	$5,000.00
Phase 2: Develop Thematic Ideas/Initial Art Concepts	July – Sept. 2025	$5,000.00
Phase 3: Art Concept	Sept. – Dec. 2025	$5,000.00
		$15,000.00

Additional Services Rates

If mutually agreed upon additional services are added to this Scope of Work are to be billed per hourly rate rather than per a negotiated sum, the following hourly rates shall be applied:

Thomas Drugan, Partner Artist $125.00/ hour*
Laura Haddad, Partner Artist $125.00/ hour*
3D Modeling/ Computer Graphic Subcontractor $75.00/ hour*

*Hourly rates include all overhead, profit, and management costs. Travel Expenses will be reimbursable at cost.

City of Laramie: 3rd Street Gateway Art Project Call for Art

Call Overview

Entry Deadline: 3/3/25, Work Sample Requirements: Images (Minimum: 5, Maximum: 10) – Video (Minimum: 0, Maximum: 2), Total Samples: Minimum: 5, Maximum: 12, Call Type: Public, Art Eligibility: National, State: Wyoming, Budget: $300,000.

Call Description

The City of Laramie, Wyoming, Laramie Main Street Alliance, and Laramie Public Art Coalition have partnered to complete a beautification of 3rd Street, the main road and state highway in downtown Laramie. The Wyoming Department of Transportation (WYDOT) will complete updates to intersections, curbs, and sidewalks in summer 2025. The opportunity exists for artwork that acts as a gateway to the downtown neighborhood on both the south and north sides of 3rd Street. Artwork that is visible both day and night and interactive with cars and pedestrians has been identified through previous planning.

The artwork will signify the entrances to downtown, becoming a core part of the community experience. The selected artist or artist team will be contracted to create a design based on community visits and information gathering sessions. Interested artists should be adept at working with community and excited about the prospect of creating an artwork that reflects the spirit of Laramie, Wyoming.

Overview

In 2025, the Wyoming Department of Transportation (WYDOT) will overhaul traffic and pedestrian features of Third Street, Laramie's unwelcoming gateway. Laramie Main Street and the City of Laramie partnered on a community-driven vision for this corridor. The 2017 plan, "3,2,1...Third Street," cited the need for public art. Gateways are also highlighted in the 2014 Laramie Public Art Plan:

"The gateways to Laramie are cited most often as places in need of transformation. They are the first and last impression of Laramie for residents and visitors. The need to transform the gateways is not a new desire; it was identified in the City of Laramie's 2007 Comprehensive Plan...and is included in the draft Parks and Recreation Master Plan. Public art alone cannot address the issue, but (we) can spearhead the effort, or work in tandem with other entities."

The City of Laramie is in the process of hiring a design firm to help with additional community informed beautification efforts for the 3rd Street corridor. The artist or artist team selected will work closely with this team to ensure artwork and other elements are complementary. Easements for the artwork sites will be confirmed with the design firm. The conceptual design can determine where the artwork will be installed, within the 10 block footprint of the 3rd Street Plan.

Laramie Public Art Coalition is administering the call for artists on behalf of the City of Laramie. Funding for this project in part by the National Endowment for the Arts Our Town program, the Guthrie Family Foundation, and the City of Laramie.

Budget

$300,000 in total: $15,000 for conceptual design phase, including artist fee and travel. $285,000 to complete the approved artwork, including artist fees, travel, fabrication, installation, and other costs.

Selection Process

A selection committee including members of the community, local artists, a City Hall staff member, a representative of WYDOT, and a representative of Laramie Main Street will select finalists to interview based on artistic merit, artist(s) proven ability to work in community, and project interest.

Finalists will be paid $100 to participate in a virtual interview, including a short presentation on relevant past projects. Should the selection committee need additional time with the finalists, additional compensation and travel stipends will be discussed. One artist or artist team will be selected to work with the Laramie team.

Schedule

- RFQ released: Friday, January 24, 2025
- Artist Information Session: Thursday, February 6, 2025, at 5:30 PM MT via Zoom Link to join. A recording of the Zoom info session will be linked at https://www.laramiepublicart.org/opportunities
- Submission deadline: Monday, March 3, 2025, at 11:59 PM MT
- Finalists notified: By March 28, 2025
- Finalist interviews: Week of April 7, 2025
- Artist selected by April 18, 2025
- First artist visits to Laramie: May 2025 (date to be determined with artist and team)

Schedule subject to change, especially as it relates to the final selection of the artist or artist team. The Selection Committee can move forward with additional finalist interviews and visits, should it be necessary for consensus.

Artwork installation schedule to be determined by the Artist and the Internal Design Review Team including the City of Laramie, Laramie Main Street Alliance, and Laramie Public Art Coalition. Installation to ideally occur in fall 2026.

City of Laramie

Laramie, the Gem City of the Plains, is a city of about 30,000 sitting at 7,200 feet in the high plains of Wyoming. Surrounded by abundant nature, the city is home to the only four-year university in the state, the University of Wyoming.

Laramie Public Art Coalition

Mission: Laramie Public Art Coalition (LPAC) cultivates belonging, joy, and curiosity through public art in Albany County, Wyoming. LPAC is an independent, non-profit 501c3 that provides the greater Laramie community with a structure and inclusive processes to create successful public art projects that reflect the community's identities and values and contribute to community vitality.

At LPAC:

- We believe art is for everyone.
- We strive to create an inclusive and transparent process for creating in the community.
- We meet people where they are.
- We value artists and their contributions to our community and space.
- We enhance public space and create opportunities for challenging conversations.

Laramie Main Street Alliance

Mission: Laramie Main Street Alliance strives to preserve historic Downtown Laramie while enhancing its economic and social vitality.

Transformation Strategy: Develop Downtown as a home for entrepreneurs with a focus on authentic consumer experiences and creative Third Space.

Application Requirements

RFQ Materials shall include:

1. Letter of interest: Include interest in working with the Laramie team and why this project would be a good fit for your artistic practice. (Limit to 2000 characters)
2. Community statement: Tell us about how your artistic practice has included community involvement, referencing a specific project would be helpful. (Limit to 2000 characters)
3. CV/Resume: (2-page limit)
4. Media: Up to 10 digital images of relevant completed artwork. Artist(s) may submit up to two videos of relevant artwork, if it is essential to understanding the work. Label images/media: last name of artist, artwork title, installation date. JPGs only.

5. Media script: Short description of each completed artwork submitted as media. The media script should include the title of the artwork, the budget of the project, the location, and the artwork intent. (Limit to 100 words per artwork).

All applications must be received through Call for Entry. For more information and help with applying, artists can attend the virtual information session on Thursday, February 6 at 5:30 MT. Link to join.

Application will be disqualified if: the required materials are not submitted and directions for submission not followed OR, in the letter of interest or media work samples, the artist includes a proposal for the artwork. Contact Laramie Public Art Coalition with questions about the call at director@laramiepublicart.org.

Eligibility Criteria

The call is open to all artists ages 18 and over, regardless of race, color, religion, national origin, gender, gender identification, age, military status, sexual orientation, marital status, or physical or mental cognition.

REGULAR COUNCIL MEETING **March 17, 2026**

Agenda Item: Licensing

Title: LICENSE: Temporary Use of a Laramie County Retail Liquor License within City Limits for DeLancey Enterprises, LLC for the Ducks Unlimited Banquet at the Marian Rochelle Gateway Center on March 28, 2026

Recommended Council Motion:

I move that the Laramie City Council approve the temporary use of a Laramie County Retail Liquor License within city limits for DeLancey Enterprises, LLC for the Ducks Unlimited Banquet at the Marian Rochelle Gateway Center on March 28, 2026.

Administrative or Policy Goal:

To fulfill the legal requirements of the Wyoming State Liquor Laws in Wyoming State Statute 12-4-502(d).

Background:

The City Clerk's Office received the attached Alcohol Catering Permit application from Delancey Enterprises, LLC requesting to secure permission to temporarily relocate their Laramie County liquor license within city limits. DeLancey Enterprises, LLC will be catering the Ducks Unlimited Banquet at the Marian Rochelle Gateway Center at 222 S 22nd Street on March 28, 2026, from 4:30 pm-11:00 pm.

The Clerk's office and city departments have approved the event and alcohol application. The Laramie County Clerk's office has provided a letter of permission for the temporary use.

Legal/Statutory Authority:

As per Wyoming State Statute 12-4-502(d) ". . . . Any applicant applying for a permit authorized by this section and having licensed premises located within a jurisdiction other than that jurisdiction that to which application is made, shall secure the written approval of the licensing authority of the jurisdiction in which the licensed premises are located prior to filing an application for a permit."

Budget/Fiscal Information:

This permit will have $150 of revenue associated.

Responsible Staff:

Nancy Bartholomew, City Clerk, clerk@cityoflaramie.org, (307) 721-5220

Attachments:

CATR-26-01-29-0211 DeLancey Ent. App 3-17-26
Laramie County Letter of Permission- DeLancey 3-17-26

PERMIT SNAPSHOT REPORT CATR-26-03-06-0221 FOR CITY OF LARAMIE

Permit Type	Alcohol Catering Permits	**Project:**		**App Date:**	03/06/2026
Work Class:	Alcohol Catering Public Property	**District:**	Limited Manufacturing	**Exp Date:**	NOT AVAILABLE
Status:	In Review	**Square Feet:**	0.00	**Completed:**	NOT COMPLETED
Valuation:	$0.00	**Assigned To:**	Shoefelt, Ryan	**Approval Expire Date:**	
Description:	Ducks Unlimited Banquet				

Parcel: 16733430040000 Main	**Address:** 222 S 22Nd St Main Laramie, WY 82072	**Zone:** B1(Limited Business District) B2(Business District) R3(Multi-Family District)

Business/Organization	Owner	Applicant
DeLancey Enterprises LLC Cindy DeLancey 1806 Torrington Rd Cheyenne, WY 82009 Business: [redacted]	DeLancey Enterprises LLC Cindy DeLancey 1806 Torrington Rd Cheyenne, WY 82009 Business: [redacted]	DeLancey Enterprises LLC Cindy DeLancey 1806 Torrington Rd Cheyenne, WY 82009 Business: [redacted]

Permit Custom Fields

Late Submission Reason		Event Name	Ducks Unlimited Laramie Chapter	Event Description	Fundraiser
Event and Bar Location	UW Gateway Center Concourse	Start and End Date/Time for Each Day of the Event	3/28/2026 start 4:30 - 11:00 pm	Date/Cleanup Time for Each Day of the Event	3/28/2026 11:15 pm
Number of Days	1	List the dates/times of alcohol service.	3/28/2026 4:30 - 11:00 pm	What types of alcohol will you be serving?	Alcoholic Beverages (Wine, Spirits, etc.), Malt Beverages (Beer Wine Coolers)
# of Attendees	300	# of Estimated Vehicles	100	Event Supervisor Name and Phone Number	David DeLancey [redacted]
Do you need a noise permit?	No	Event Sound Equipment	N/A	Will vendors be present at the event?	No
Is the Police Department needed at the event?	No	If yes, please describe.		Will you have food service?	No
Will you have tents or inflatables?	No	Tent or Inflatable Dimensions		Property Owner Permission Answer	Yes
Who will be attending this event?	Invited Guests	How did you publicize this event?	Invitation , Other	Will minors be allowed at this event?	Yes
Describe preventing minors from consuming alcohol.	Handstamps or wristbands for 21+, Minors will not be permitted within service area. , Signs posted stated "No Service to Minors", TiPS trained servers will check ids	Do you have TiPS trained servers?	Yes	Who will be checking IDs before alcohol service?	TIPS Trained bartenders
Consumption Area Answer	Signs stating "No Alcohol Beyond This Point" , Staff supervising and informing guests	If other, please describe.	UW Staff also helps with monitoring	Additional Information (Maximum 50 Characters)	
Date/Setup Time for Each Day of the Event	noon 3/28/2026				

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Cindy_DeLancey_3/7/2026.jpg	03/06/2026 17:12	DeLancey, Cindy		Uploaded via CSS

PERMIT SNAPSHOT REPORT (CATR-26-03-06-0221)

CD License_v1 (1).tiff	03/09/2026	9:10	Shoefelt, Ryan	
2026 from Dcks. Ultd. 2026_v1.pdf	03/09/2026	9:11	DeLancey, Cindy	Available Online
Letter of Permission from Owner of Property-3.28.26 Ducks Unlimited Banquet - Prelim(1)_v1.pdf	03/09/2026	9:11	DeLancey, Cindy	Available Online
Permission Letter Laramie City Clerk - Retail Liquor License - UW Gateway Center Ducks Unlimited Banquet.pdf	03/09/2026	9:14	Shoefelt, Ryan	

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00006903	CC - Alcohol Catering Permit	$150.00	$150.00
	Total for Invoice INV-00006903	$150.00	$150.00
	Grand Total for Permit	**$150.00**	**$150.00**

Condition	Description	Date Created	Satisfied
Alcohol - Alcohol Vendor Requirements	- Check identification. - Restrict alcohol sales and consumption to a designated location. - Limit number of servings per person per purchase to: Two (2) - No sales or deliveries to obviously intoxicated individuals. - Offer non-alcoholic drinks as prominently as alcoholic drinks. - Require alcohol awareness training for all alcohol servers. - Restrict age of servers. (21 as per state law) - Manager on duty at all times. - Employees and security shall not drink on the job. - Mandatory staff meeting to explain policies and procedures. (these requirements) - Warning signs discouraging underage drinking and drinking and driving must be displayed within the designated area. - Permit area to be posted, example "Open Container area" "No Alcohol beyond this point" - Final permit as well as these requirements must be prominently posted in permit area. - Advise University of Wyoming Police Department of event.	03/09/2026	No

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Alcohol Permit Review v.1	In Review	03/09/2026	03/16/2026		No	No

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
City Clerk	City Clerk		Approved	03/09/2026	03/16/2026	03/09/2026
Fire Prevention	Fire		In Review	03/09/2026	03/16/2026	
Police	Police		Approved with Conditions	03/09/2026	03/16/2026	03/09/2026
Risk Management	Risk Management	Russell , Patti	In Review	03/09/2026	03/30/2026	
City Managers Office	City Managers Office		In Review			

Workflow Step / Action Name	Action Type	Start Date	End Date
Application Completeness Check v.1		03/09/2026 9:21	03/09/2026 9:21
Confirm application complete v.1	Generic Action		03/09/2026 9:21
Invoice Fees v.1		03/09/2026 9:21	03/09/2026 13:29
Issue Invoice v.1	Generic Action		03/09/2026 9:21

PERMIT SNAPSHOT REPORT (CATR-26-03-06-0221)

Verify Fees Paid v.1	Generic Action		03/09/2026 13:29
Review v.1		03/09/2026 0:00	
Alcohol Permit Review v.1	Receive Submittal	03/09/2026 0:00	
Issue Permit v.1			
[illegible]	Generic Action		

LARAMIE COUNTY CLERK
Debra K. Lee

Sent via email: Clerk@ci.laramie.wy.us

February 26, 2026

Attn: Deputy Clerk Ryan Shoefelt
City of Laramie
P.O. Box C
Laramie, WY 82070

RE: DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors

Dear Deputy Clerk Shoefelt,

Pursuant to Wyoming Statue 12-4-502 (d), please consider this letter written approval from the Laramie County Clerk's office for a county retail liquor licensee known as DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, 1806 Torrington Rd. Cheyenne, WY, to apply for a city catering permit.

The permits will be used at the following location, and date:

Location of the Events: UW Gateway Center
222 S. 22nd St
Laramie, WY 82070

Dates Event: Saturday, March 28, 2026, from 4:30 pm until 11 pm

Name Event: Ducks Unlimited Banquet

Sincerely,

Steven Dale Davis
Laramie County Chief Deputy

pc: File

TEL (307) 633-4264 LARAMIE COUNTY GOVERNMENTAL COMPLEX
FAX (307) 633-4240 309 W 20th St, Cheyenne, WY 82001
office@laramiecountyclerk.com PO Box 608, Cheyenne, WY 82003-0608

REGULAR COUNCIL MEETING **March 17, 2026**

Laramie WYOMING	**Agenda Item:** Resolution **Title:** RESOLUTION: Resolution 2026-24, Appointing Emeritus Status Membership on the Parks, Tree, and Recreation Advisory Board

Recommended Council Motion:

I move that the Laramie City Council approve Resolution 2026-24, appointing Larry Foianini emeritus status on the Parks, Tree, and Recreation Advisory Board, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

To appoint members to City of Laramie boards and commissions.

Background:

The Council interview panel of Mayor Sharon Cumbie, Councilor Jim Fried, and Councilor Bowling would like to recognize Larry Foianini for his years of service on the Parks, Tree and Recreation Advisory Board which began in December of 2013. Larry's exemplary service and multiple terms qualify him for emeritus status on the Parks, Tree, and Recreation Advisory Board. We appreciate his hard work and dedication to our community.

City Council Rules of Procedure Resolution 2026-17, Attachment A, Appendix A, 10.

10. **Emeritus Members.**
A. The Emeritus designation is an honorary title given to commission/board members who are recognized for their distinguished service and contributions. Emeritus status further defined:
i **Honor and Recognition.** It acknowledges the individual's achievements and long-standing commitment to the City of Laramie.
Continued Association. It allows the person to maintain a formal connection without the responsibilities of their previous role. For example, they may still advise on projects, mentor others, and represent the organization in approved capacities. Shall be added to calendar invites for upcoming meetings.

Preserve Institutional Knowledge. Emeritus individuals often serve as valuable resources for historical context, expertise, and guidance.
Symbol of Prestige. It signals respect and appreciation by showing that the City of Laramie values the contributions made by the individual over time.

Process for Selection:

i. A council liaison to a board/commission may nominate an individual for Emeritus Designation in the event that the individual either retires or is replaced by a new member. ii. A nominee should have served at least two (2) terms or be recognized for distinguished service to the board/commission and be a resident of Laramie.
iii. Council liaison will present the nomination to City Council and nomination must be confirmed by resolution and a majority vote of the Council.
iv. Nominee will be recognized as Emeritus by Council in a public meeting.

Legal/Statutory Authority:

City Council Rules of Procedure Resolution 2026-17, Attachment A, Appendix A, 10.

Responsible Staff:

Nancy Bartholomew, City Clerk, Email: nancyb@cityoflaramie.org, Phone: 307-721-5233

Attachments:

Reso 2026-24, Emeritus Status Larry Foianini PTRB 3-17-26

CITY OF LARAMIE, WYOMING
CITY COUNCIL: RESOLUTION 2026-24

A RESOLUTION APPOINTING EMERITUS STATUS MEMBERSHIP ON THE PARKS, TREE, AND RECREATION ADVISORY BOARD

WHEREAS, the emeritus status membership for boards and commissions was created by City Council on February 17, 2026 by Resolution 2026-17; and

WHEREAS, the emeritus membership is an honorary title given to commission/board members who are being recognized for their distinguished service and contributions;

WHEREAS, it allows the individual to maintain a firm connection without the responsibilities of their previous role after nomination and serving for at least two terms;

WHEREAS, this membership was created to preserve institutional knowledge and provide a symbol of prestige.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2. That Council appoint Larry Foianini to the Emeritus Status membership for the Parks, Tree, and Recreation Advisory Board.

Section 3. That this resolution is effective upon passage and approval.

PASSED, APPROVED, AND ADOPTED this _____ day of March 2026.

_____
Sharon Cumbie, Mayor and President of the
Laramie City Council

Attest:

_____
Nancy Bartholomew, CMC
City Clerk

REGULAR COUNCIL MEETING **March 17, 2026**

Laramie WYOMING	**Agenda Item:** Original Ordinance, Third Reading **Title:** Original Ordinance No. 2117, Amending Laramie Municipal Code Chapter 2.10 Related to Board and Commission Members (Introduced by Newman)

Recommended Council Motion:

I move that the Laramie City Council approve Original Ordinance No. 2117 on third and final reading, amending Laramie Municipal Code Chapter 2.10 related to board and commission members, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

To review Laramie Municipal Code to keep it current and up to date with best practices.

Background:

In reviewing Laramie Municipal Code related to the terms of board and commission members it became that no code revisions have been made to this chapter since 1986. Since 1986 the City Council has adopted many versions of creating ordinances and bylaws for new and existing boards and commissions. Some of the current terms do not align with this chapter of code. This amendment would bring language up to date with current practices and ensure that we do not have conflicts in code.

Chapter 2.10 BOARD AND COMMISSION MEMBERS
Sections:

2.10.010 Term of office—Generally.

All board and commission members appointed by the Laramie City Council shall serve terms **in accordance with the ordinance creating, and any bylaws of, the board or commission.**

Section 2. To repeal Laramie Municipal Code Section 2.10.020.

Legal/Statutory Authority:

Laramie Municipal Code Chapter 2.10 – Board and Commission Members

Responsible Staff:

Nancy Bartholomew, City Clerk, Email: nancyb@cityoflaramie.org, Phone: 307-721-5233

Attachments:

OO2117 LMC 2.10 Board_Commission Members

ORIGINAL ORDINANCE NO.: 2117 **INTRODUCED BY: NEWMAN**
ENROLLED ORDINANCE NO.: ____

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE CHAPTER 2.10 RELATED TO BOARD AND COMMISSION MEMBERS

WHEREAS, the last revision to Laramie Municipal Code Chapter 2.10 related to board and commission members was adopted in 1986; and

WHEREAS, the city has added and removed boards and commissions since 1986; and

WHEREAS, a revision to this chapter is needed to ensure that the city is not in conflict with the new enacting legislation and bylaws for each of the existing boards and commissions.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. To amend Laramie Municipal Code Chapter 2.10 to read as follows:

Chapter 2.10 BOARD AND COMMISSION MEMBERS
Sections:

2.10.010 Term of office—Generally.

~~Except for the board of health and the airport board,~~ A~~a~~ll board and commission members appointed by the Laramie C~~c~~ity C~~c~~ouncil shall ~~henceforth~~ serve terms **in accordance with the ordinance creating, and any bylaws of, the board or commission.** ~~commencing on November 1 and ending October 31 of each year. Except for the board of health and airport board, each member's term of service shall be three years and there shall be no limit to the number of terms served except by the city council's pleasure.~~
~~(Ord. 861 § 1, 1986)~~

Section 2. To repeal Laramie Municipal Code Section 2.10.020 as follows:

~~2.10.020 Term of office—Exception.~~
~~Persons serving terms on any city board or commission at the time of the adoption of the ordinance codified in this chapter shall continue to serve for their appointed term until the October 31 date immediately following the expiration of their current term, unless sooner removed by the city council.~~

Section 3. To make this ordinance effective after passage, approval, and publication of this ordinance.

PASSED, APPROVED AND ADOPTED this _____ day of March 2026.

_____
Sharon Cumbie, Mayor and President of the City Council

Attest:

_____
Nancy Bartholomew, CMC
City Clerk

First Reading: February 17, 2026
Public Hearing: March 3, 2026
Second Reading: March 3, 2026
Third Reading and Final Action: March 17, 2026

Duly published in the *Laramie Boomerang* this ____ day of _____ 2026.

REGULAR COUNCIL MEETING **March 17, 2026**

Agenda Item: Contract

Title: Award of Design Build Contract for Spring Creek Trail Phase 2

Recommended Council MOTION:

I move that the City Council approve the contract between the City of Laramie, Wyoming and Big Huhnks Excavation, Inc. for Design-Build Services to construct the Spring Creek Trail Phase 2 Project, in an amount not to exceed one million seven hundred ninety-four thousand eighty-four dollars and ninety-nine cents ($1,794,084.99) and with a contingency budget of nine hundred twenty-one thousand forty-eight dollars and one cent ($921,048.01), and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Provide quality parks and recreation opportunities for residents and visitors to the City; Develop infrastructure to enhance existing parks and recreation facilities and amenities for residents and visitors to the City.

Background:

The Spring Creek Trail initiative is a multi-phase project undertaken by the City to establish an east/west bike path along Spring Creek, contributing to the broader goal of creating a network of bike paths encircling the town. Phase 1, supported by a Transportation Alternatives Program award, was completed and now connects Garfield St and 30th St to LaPrele Park at 23rd St.

In Phase II, the City was awarded a WORG grant in the amount of $2,479,705, with a City match of $235,428, for a project total of $2,715,133 to continue to extend the trail westward through a WORG-qualifying Census tract, linking 23rd St to 9th St. The benefits of this project include improved pedestrian safety, carbon reduction, providing a safe means of travel for those without vehicles, and promoting healthy lifestyles. The project addresses infrastructure gaps along Spring Creek, including improving ADA accessibility and ensuring safe connectivity to three local schools. Additionally, trail development propels Laramie's economic development plan, which emphasizes outdoor recreation and improving quality of life.

In November 2025, the City began the Design-Build process with a Request for Qualifications. Four firms submitted Statements of Qualification, and all four were invited to submit Requests for Proposal. All four firms submitted their RFP's and took part in presentations to the selection committee, which consisted of employees from Parks, Recreation, and Public Services, Engineering, and Planning. All four firms were then scored on a "best value" basis which judged the firms on their technical qualifications as well as the cost proposal submitted.

Firm	Base Bid	Add Alternate	Total
Big Huhnks Excavation, Inc.	$1,775,004.99	$19,080.00	$1,794,084.99
Prairie Equipment	$1,823,028.10	Included	$1,823,028.10
Reiman Corp	$2,350,384.70	$72,372.00	$2,422,756.70
S&S Builders	$2,520,395.50	$106,412.50	$2,626,808.00

Based on the total scores, staff recommends that Big Huhnks Excavation, Inc. be awarded the contract.

We are asking for the contingency amount, which is the difference between the design build contract amount and the total project amount, so we can work with the granting agency to determine what ability we may have in expanding the existing scope of the award to maximize the usage of grant dollars, and maximize the benefit and improvements that additional enhancements would provide to the community.

Legal/Statutory Authority:

N/A

Budget/Fiscal Impact:

Expense

Proposed Project Cost.

Project Budget		Amount	Funds
Project Cost		$1,794,084.99	Project Cost
Loans on Project			
Grants for Project		$2,479,705.00	WORG Grant
Other/Outside Projects			
City's Amount		$235,428.00	2018 SPT Funds
Contingency	0%	$921,048.01	
Total Amount		$2,715,133.00	

Responsible Staff:

Michael Bork, Parks, Recreation, and Public Services Director, mbork@cityoflaramie.org, (307) 721-5260

Attachments:

Design Build Contract – Big Huhnks Excavation, Inc.

CONTRACT BETWEEN CITY OF LARAMIE, WYOMING AND BIG HUHNKS EXCAVATION, INC. FOR THE SPRING CREEK TRAIL PHASE TWO DESIGN-BUILD PROJECT

1. **Parties**. The parties to this Contract are the City of Laramie, a municipal corporation, (Owner), whose address is 406 Ivinson Ave., P.O. Box C., Laramie, Wyoming, 82073 and Big Huhnks Excavation, Inc. (Design Builder) whose address for the purposes of this Contract is P.O. Box 1723, Laramie, Wyoming, 82073.

2. **Purpose of Contract**. The purpose of this Contract is to set forth terms and conditions by which Design-Builder shall provide all design and construction services necessary (Work) for the Spring Creek Trail Phase 2 Design-Build Project in Laramie, Wyoming (Project). All Work shall be performed pursuant to the Contract Documents and Attachment A, City of Laramie Request for Qualifications for the Spring Creek Trail Phase 2 Design-Build Project, and Attachment B, City of Laramie Request for Proposals for the Spring Creek Trail Phase 2 Design-Build Project which are more fully described in Paragraph 9.L below and are incorporated into this Contract by this reference.

3. **Term of Contract**. This Contract is effective when all parties have executed it (Effective Date). All services shall be completed during the term specified herein. The performance period of this Contract is from the Effective Date through the end of the latest warranty period (Contract Time). The Contract shall remain in effect until Design-Builder's services are completed to the satisfaction of Owner or the Contract is terminated, whichever is earlier.

A. The Work to be performed under this Contract shall be commenced within twenty-one (21) calendar days after receiving the Notice to Proceed, and, subject to any authorized extension, substantial completion shall be achieved no later than October 31, 2026.

B. Permitting Design-Builder to continue and finish the Work or any part of it after the time fixed for its completion, or after the use of additional Contract Time, will in no way operate as a waiver on the part of Owner of any of its rights under this Contract.

C. Nothing in this Contract shall be interpreted or deemed to create a right or expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be initiated by Owner and shall be effective only after it is reduced to writing and executed by all parties to the Contract.

4. **Payment**.

A. Owner agrees to pay Design-Builder for the Work described herein. The total payment under this Contract shall not exceed one million seven hundred ninety-four thousand eighty-four dollars and ninety-nine cents ($1,794,084.99) which shall constitute the Guaranteed Maximum Price (GMP) for the Project. No payment shall be made for services performed before the Effective Date of this Contract.

B. Should Design-Builder fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld

until such time as Design-Builder performs its duties and responsibilities to the satisfaction of Owner.

C. Except as otherwise provided in this Contract, Design-Builder shall pay all costs and expenses, including travel incurred by Design-Builder or on its behalf in connection with Design-Builder's performance and compliance with all the Design-Builder's obligations under this Contract.

5. **Management Personnel**.

A. **Owner's Designee/Representative.** Owner's Designee is Michael Bork, Parks, Recreation, and Public Services Director, P.O. Box C. Laramie, Wyoming and is an employee of the Owner authorized to act on its behalf. All notices required to be provided to the Owner shall be provided to the Owner's Designee.

B. **Design-Builder Project Representative.** The Project Representative is Nate Huhnke, Project Manager, P.O. Box 1723 Laramie, Wyoming, 82073. The Project Representative is the Design-Builders Representative with authority to execute orders given by Owner. All communications given to or received from Project Representative shall be binding upon Design-Builder.

C. **Design-Builder Professional Service Provider**. The Professional Service Provider is Christie Roberts of Dwel, Inc. 526 Regency Dr. Suite 102 Laramie, WY 82070

D. **Design-Builder Superintendent**. The Superintendent is Ben Huhnke of Big Huhnks Excavation, Inc. P.O. Box 1723 Laramie, Wyoming, 82073. At all times during the progress of the Work, Design-Builder shall assign a superintendent thereto capable of reading and understanding the Contract, including the plans and specifications, and experienced in the type of Work being performed. The Superintendent shall not be replaced without written notice to Owner and Professional Service Provider except under extraordinary circumstances. The Superintendent will be Design-Builder's representative at the Site.

6. **Responsibilities of Design-Builder**. Design-Builder agrees to:

A. Provide the Work described in this Contract for the Project in accordance with the Contract, including all Construction Documents incorporated herein.

B. Obtain all necessary permits prior to commencing Work and comply with all rules, regulations, laws, and ordinances bearing on performance of the Work.

7. **Responsibilities of Owner**. Owner agrees to:

A. Allow Design-Builder access to the job site to perform the contracted services.

B. Owner shall provide Design-Builder with all information and services required by Owner so as not to delay Design-Builder's Work in completing the Design and other Work in accordance with the Contract Documents and Attachments.

C. Pay Design-Builder in accordance with Section 4, above.

8. **<u>Special Provisions</u>**.

A. **Contract Documents are Complementary**. What is required by one part of the Contract Documents shall be binding as if required by all.

(i) Anything mentioned in the specifications and not shown on the plans or shown on the plans and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both.

(ii) In the event of conflict or inconsistency between the specifications and plans, Design-Builder shall presume that the most stringent requirements apply and seek clarification from the Professional Service Provider and Owner's Designee as soon as practicable.

(iii) In the event of conflict or inconsistency between the contract and the specifications and plans, the Design-Builder shall presume that the most stringent requirements apply and seek clarification from the Professional Service Provider and Owner's Designee as soon as practicable.

B. **Extensions**. Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be initiated by Owner and shall be accomplished through a written amendment between the parties entered before the expiration of the original Contract or any valid amendment thereto and shall be effective only after it is reduced to writing and executed by all parties to the Contract.

C. **Force Majeure**. Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays.

D. **Kickbacks.** Design-Builder certifies and warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Design-Builder breaches or violates this warranty, Owner may, at its discretion, terminate this Contract without liability to Owner, or deduct from the Contract Sum or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee per Wyo. Stat. § 9-2-1032.

E. **Liquidated Damages**. If Design-Builder fails to complete the Work within the time specified in the Contract, or within any authorized extension of time under a Change Order, Design-Builder shall pay to Owner liquidated damages for each calendar day

of delay until the Work is completed or accepted. The parties agree that the liquidated damages described below are a fair, reasonable, and appropriate estimate of Owner's foreseeable damages and are not intended as a penalty.

(i) Liquidated damages shall amount to totals based on the following schedule:

Contract Range	Daily Liquidated Damages Charge
$0.00 - $500,000	$ 250.00
$500,001 - $1,000,000	$ 500.00
$1,000,001 - $2,000,000	$ 750.00
$2,000,001 - $3,000,000	$ 1,000.00
$3,000,001 - $5,000,000	$ 1,250.00
$5,000,001 - $7,500,000	$ 1,500.00
$7,500,001 - $10,000,000	$ 1,750.00
$10,000,001 - $15,000,000	$ 2,000.00
$15,000,001 - $20,000,000	$ 2,250.00
$20,000,001 and Greater	$ 2,500.00

(ii) The liquidated damages shall be computed beginning the day following the first calendar day specified for Substantial Completion and shall accrue each calendar day until Substantial Completion is achieved. Upon Substantial Completion, Design-Builder shall have thirty (30) days to achieve Final Completion. If Final Completion is not achieved within that time, liquidated damages shall begin to accrue again on the thirty-first (31st) day from Substantial Completion.

(iii) Liquidated damages shall not be charged for any Work required to be done by Design-Builder because of a final inspection, providing the Work is only cleanup or of a minor nature and Design-Builder has shown constant effort in completing the Work, as determined by Owner's Designee and the Professional Service Provider. If deferment of the inspection is necessary due to causes which Owner, in its sole discretion, determines to be beyond the control of and without the fault or negligence of Design-Builder, liquidated damages shall not be assessed for that period.

(iv) Liquidated damages shall be collected by executing a Deductive Change Order reducing the Final Payment Amount by the amount due in damages. In the event the Final Payment is not sufficient to cover the accrued liquidated damages, Design-Builder shall remain liable for the remainder of the accrued liquidated damages.

F. **Monitoring Activities**. Owner shall have the right to monitor all activities related to this Contract that are performed by Design-Builder or its subcontractors. This shall include, but not be limited to, the right to make Site inspections at any time and with

reasonable notice; to bring experts and consultants on Site to examine or evaluate completed Work or Work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related Work.

G. **No Finder's Fees**. No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract shall be paid by either party.

H. **Nondiscrimination.** Design-Builder shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract. Federal Law requires Design-Builder to include all relevant special provisions of this Contract in every subcontract, awarded more than ten thousand dollars ($10,000.00) so that such provisions are binding on each subcontractor.

I. **Nonresident Contractors.** Wyo. Stat. § 17-16-1501 provides that nonresident corporations must be registered with the Wyoming Secretary of State's Office to conduct business in Wyoming. Wyo. Stat. § 27-1-106(a) provides that firms, corporations or employers of any kind who are nonresident employers may be required to provide bonds to the Wyoming Department of Workforce Services. Design-Builder agrees to abide by these provisions, as applicable, and to contact the Wyoming Department of Workforce Services to obtain proof that it is in good standing with both its Unemployment Tax Division and Worker's Safety and Compensation Division and to provide such proof to Owner upon request.

J. **Waiver.** Nothing in this Contract, nor any act or failure to act on the part of Owner shall be construed as a waiver of any claim by Owner for any defects or deficiencies in the Drawings and Specifications or of the Project administration required of Design-Builder.

K. **Warranties**. In addition to all other warranties set out elsewhere in this Contract which includes the incorporated documents:

(i) Design-Builder warrants that all materials, and equipment furnished, and services performed under this Contract shall be of good quality, free from faults and defects and in conformance with the Project requirements. Such warranty shall continue for a period of one (1) year from the date of Owner's final acceptance of the Project, or with respect to any part of the Project which the City takes possession of prior to the final acceptance, such warranty shall continue for a period of one (1) year from the date of Owner's possession of such portion of the Project. This warranty does not include remedies for defects or damage caused by normal wear and tear during normal usage, use for a purpose other than for which it is intended, improper or insufficient maintenance, modification by others, vandalism or abuse.

(ii) Under this warranty, Design-Builder shall remedy at his own expense any such failure to conform or any such defect. In addition, Design-Builder shall

remedy at his own expense any damage to City owned or controlled real or personal property, when that damage is the result of Design-Builder's failure to conform to the Project requirements or any such defect of workmanship or design. Design-Builder shall also restore any Work damaged in fulfilling the terms of this clause. Design-Builder's warranty with respect to a repaired or replaced defect hereunder, shall run for one (1) year from the date of such repair or replacement, unless, however, any such manufacturer's warranty is unattainable for that length of time. Any warranty extension for repair Work shall not exceed three (3) years from the date of Owner's final acceptance of the project.

(iii) Owner shall notify Design-Builder in writing after the discovery of any warranty item failure, defect, or damage. Should Design-Builder fail to remedy any such failure, defect, or damage within thirty (30) days after receipt of notice thereof or make proper arrangements with the Owner to repair within an acceptable or appropriate time, Owner shall have the right to replace, repair, or otherwise remedy such failure, defect, or damage at Design-Builder's sole expense. In the case of an emergency failure, defect, or damage, Design-Builder shall be notified initially and if they cannot respond immediately Owner shall have the right to remedy the emergency at Design-Builder's sole expense. In addition to the other rights and remedies provided by this clause, all subcontractors', manufacturers', and suppliers' warranties expressed or implied, respecting any work, equipment, supplies and materials shall, at the direction of Owner, be enforced by Design-Builder for the benefit of Owner.

(iv) Design-Builder shall obtain any warranties, which the subcontractors, manufacturers, or suppliers would give in normal commercial practice or as specified herein. Design-Builder shall require any such warranties to be executed in writing to Owner. The warranty specified herein, shall not limit Owner/City's rights under the terms and conditions of this Contract with respect to latent defects, gross mistake, or fraud. This warranty shall be provided to Owner prior to Project close out and Final Payment.

9. **<u>General Provisions</u>**.

A. **Amendments**. Any changes, modifications, revisions, or amendments to this Contract, except Construction Change Directives, which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.

B. **Applicable Law, Rules of Construction, and Venue**. The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Albany County, Wyoming.

C. **Assignment Prohibited and Contract Shall Not be Used as Collateral**. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties

set out in this Contract without the prior written consent of the other party. Design-Builder shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of Owner. This paragraph shall not be applicable to the already-in-place assignment by Design-Builder to it's financial institution of all current and future receivables as collateral for a line of credit.

D. **Audit and Access to Records**. Owner and its representatives shall have access to any books, documents, papers, electronic data, and records of Design-Builder which are pertinent to this Contract.

E. **Availability of Funds**. Each payment obligation of Owner is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation, and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by Owner at the end of the period for which the funds are available. Owner shall notify Design-Builder at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to Owner in the event this provision is exercised, and Owner shall not be obligated or liable for any future payments due or for any damages because of termination under this Section.

F. **Award of Related Contracts**. Owner may award supplemental or successor contracts for Work related to this Contract or may award contracts to other contractors for Work related to this Contract. Design-Builder shall cooperate fully with other contractors and Owner in all such cases.

G. **Certificate of Good Standing**. Design-Builder shall provide to Owner a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Design-Builder is authorized to conduct business in the State of Wyoming, if required, before performing Work under this Contract. Design-Builder shall ensure that all annual filings and corporate taxes due and owing to the Secretary of State's Office are up to date before signing this Contract.

H. **Compliance with Laws**. Design-Builder shall keep informed of and comply with all applicable federal, state and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.

I. **Confidentiality of Information**. All documents, data compilations, reports, computer programs, photographs, data, and other Work provided to or produced by Design-Builder in the performance of this Contract shall be kept confidential by Design-Builder unless written permission is granted by Owner for its release. If and when Design-Builder receives a request for information subject to this Contract, Design-Builder shall notify Owner within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Owner. For any information in the custody of Design-Builder that falls within Wyo. Stat. § 16-4-203(b)(vi), the confidentiality obligation created by this provision shall survive the termination of this Contract and extend as long as the designed building is in use by Owner.

J. **Conflicts of Interest**.

(i) Design-Builder shall not engage in providing consultation or representation of clients, agencies, or firms which may constitute a conflict of interest which may result in a disadvantage to Owner or a disclosure which may adversely affect the interests of Owner. Design-Builder shall notify Owner of any potential or actual conflicts of interest arising during Design-Builder's performance under this Contract. This Contract may be terminated in the event a conflict of interest arises. Termination of this Contract will be subject to a mutual settlement of accounts. In the event this Contract is terminated under this provision, Design-Builder shall take steps to ensure that all files, evidence, evaluations, and data are provided to Owner or its designee. This provision does not prohibit or affect Design-Builder's ability to engage in consultations, evaluations, or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists.

(ii) A conflict-of-interest warranting termination of this Contract may include, but is not necessarily limited to, acting on behalf of a client in an adversarial proceeding against the City of Laramie, its agencies, boards, commissions, or the University of Wyoming, or initiating suits in equity including injunctions, declaratory judgments, writs of prohibition, or quo warranto.

K. **Counterparts**. This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by Design-Builder of an originally signed counterpart of this Contract shall be followed up immediately by delivery of the originally signed counterpart to Owner. Design-Builder's failure to deliver, either personally or via US Mail, prepaid postage, the originally signed counterpart to Owner within seven (7) business days shall be considered a material breach and may result in immediate termination of this Contract by Owner.

L. **Entirety of Contract**. This Contract, consisting of fifteen (15) pages; Attachment A, City of Laramie Request for Qualifications (Phase 1) for the Spring Creek Trail Phase 2 Design-Build Project, consisting of fifty-one (51) pages; and Attachment B, RFQ Response from Big Huhnks, consisting of twenty (20) pages, Attachment C, City of Laramie Request for Proposals (Phase 2) for the Spring Creek Trail Phase 2 Design-Build Project, consisting of ten (10) pages; and Attachment D, Big Huhnks RFP Response, consisting of nineteen (19) pages; and any modifications agreed upon between the parties subsequent to the Effective Date of this Contract, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

(i) Regarding the General Provisions of this Contract, in the event of conflict or inconsistency between the language of Section 9, General Provisions, of this Contract, and the language of any attachment or document incorporated by reference, the language of Section 9 shall control.

(ii) Regarding the project specifications, in the event of conflict or inconsistency, Design-Builder shall presume, in the following order, that:

(a) The language in the most recent modification shall control; and

(b) The most stringent requirements apply; and

(c) Specialized specifications shall take precedence over standard specifications.

(iii) Should Design-Builder be unable to determine which conflicting requirements are binding after application of the above principles, Design-Builder shall seek clarification from Owner as soon as possible.

M. **Indemnification.** Design-Builder shall release, indemnify, and hold harmless the City, Owner, and their officers, agents, and employees, from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Design-Builder's failure to perform any of Design-Builder's duties and obligations hereunder or in connection with the negligent performance of Design-Builder's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Design-Builder's negligence or other tortious conduct.

N. **Independent Contractor**. Design-Builder shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the City of Laramie for any purpose. Consistent with the express terms of this Contract, Design-Builder shall be free from control or direction over the details of the performance of services under this Contract. Design Builder shall assume sole responsibility for any debts or liabilities that may be incurred by Design-Builder in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing Design-Builder or its agents or employees to act as an agent or representative for or on behalf of the City of Laramie or Owner or to incur any obligation of any kind on behalf of the City of Laramie or Owner. Design-Builder agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to City of Laramie employees will inure to the benefit of Design-Builder or Design-Builder's agents or employees as a result of this Contract. Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Design-Builder's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Design-Builder to comply with laws and regulations applicable to the performance of the Work. Owner will not be responsible for Design-Builder's failure to perform the Work in accordance with the Contract.

O. **Notices**. All notices arising out of, or from, the provisions of this Contract shall be in writing and given to the parties at the addresses provided under this Contract, either by regular mail or delivery in person. Any change of address must be provided in writing to both parties.

P. **Notice of Sale or Transfer**. Design-Builder shall provide Owner with notice of any sale, transfer, merger, or consolidation of the assets of Design-Builder. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If Owner determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory

performance of Design-Builder's obligations under this Contract, then Owner may, at its discretion, terminate or renegotiate the Contract.

Q. **Ownership and Return of Documents and Information**. Owner is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other Work provided to the Design-Builder in the performance of this Contract. Upon termination of services, for any reason, Design-Builder agrees to return all such original and derivative information and documents to Owner in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Owner's verified receipt of such information, Design-Builder agrees to physically and electronically destroy any residual Owner-owned data, regardless of format, and any other storage media or areas containing such information. Design-Builder agrees to provide written notice to Owner confirming the destruction of any such residual Owner-owned data.

R. **Ownership of Design Documents.** Upon making payment for the Design Documents, Owner shall receive ownership of the property rights, except copyrights, of all documents, drawings, specifications, electronic data and information prepared, provided or procured by Design-Builder or Design-Builder's Professional Service Provider.

(i) If this Agreement is terminated, upon payment for all Work performed in accordance with this Agreement, Owner shall receive ownership of Design Documents and has the right to use, reproduce, and make derivative works from the documents to complete the Work.

(ii) Owner may use, reproduce and make derivative works from the Contract Documents for subsequent renovation and remodeling of the Work, but shall not use, reproduce and make derivative works from the Contract Documents for other projects without the prior written authorization from the Design-Builder and the Design-Builder's Professional Service Provider.

(iii) Owner's use of the Contract Documents without Design-Builder's involvement or consent on other projects is at Owner's sole risk, and Owner shall defend, indemnify and hold harmless Design-Builder, Design-Builder's Professional Service Providers, Subcontractors and consultants and the agents, officers, directors and employees of each of them from and against any and all claims, damages, losses costs and expenses, including but not limited to attorney's fees costs and expenses incurred in connection with any dispute arising out of or resulting from Owner's use of the Contract Documents.

S. **Ownership of Materials**. Except where progress payments have been made for the invoiced value of acceptable materials delivered to the Site but not yet incorporated in the Work immediately upon the performance of any part of the Work, as between Design-Builder and Owner, title thereto shall vest in Owner; provided, however, the vesting of such title shall be subject to payment by Owner to the Design-Builder for the materials, and shall not impose any obligations on Owner or relieve Design-Builder of any of its obligations hereunder.

T. **Insurance Requirements**.

(i) During the term of this Contract, Design-Builder shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of

insurance coverage specified in Insurance Coverage, below.

(ii) All policies shall be primary over any insurance or self-insurance program carried by Design-Builder or the City of Laramie. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Design-Builder or the City, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) Design-Builder shall provide Certificates of Insurance to Owner verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to Owner. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, Owner may, at Owner's option, obtain and maintain, at the expense of Design-Builder, such insurance in the name of Design-Builder, or subcontractor, as Owner may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to Design-Builder under this Contract.

(vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) Owner reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

U. **Insurance Coverage**. Design-Builder shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

(i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of Site, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:

(a) $1,000,000.00 each occurrence; and

(b) $1,000,000.00 personal injury and advertising injury; and

(c) $2,000,000.00 general aggregate; and

(d) $2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

(ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform Work under this Contract shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Design-Builder's home state to perform Work under this Contract shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required. Design-Builder shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform Work under this Contract, if such coverage is required by law. If workers' compensation coverage is obtained by Design-Builder through the Wyoming Department of Workforce Services' workers' compensation program, Design-Builder shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the Commercial General Liability (CGL) policy required by this Contract, with minimum limits as follows:

(a) Bodily Injury by Accident: $1,000,000.00 each accident; and

(b) Bodily Injury by Disease: $1,000,000.00 each employee; and

(c) Bodily Injury by Disease: $1,000,000.00 policy limit.

(iii) Unemployment Insurance. Design-Builder shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. Design-Builder shall supply Owner with a Certificate of Good Standing or other proof of unemployment insurance coverage.

(iv) Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of one million dollars ($1,000,000.00) each accident combined with single limit.

(v) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from Design-Builder's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as follows:

(a) $1,000,000.00 each occurrence; and

(b) $1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

V. **Prior Approval**. This Contract shall not be binding upon either party, no services shall be performed, and the City of Laramie shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the City Attorney, filed with and approved by the City of Laramie City Council.

W. **Severability**. Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of this Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

X. **Sovereign Immunity and Limitations**. Pursuant to Wyo. Stat. § 1-39-104(a), the City of Laramie and Owner expressly reserve sovereign immunity by entering this Contract and specifically retain all immunities and defenses available to them as sovereigns. The parties acknowledge that the City of Laramie has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

Y. **Taxes**. Design-Builder shall pay all taxes, and other such amounts required by federal, state and local law, including but not limited to federal and social security taxes, workers' compensation, unemployment insurance and sales taxes.

Z. **Termination of Contract**. In addition to any other provisions contained herein, this Contract may be terminated, without cause, by Owner upon thirty (30) days written notice. Owner may terminate this Contract immediately for cause if Design-Builder fails to perform in accordance with the terms and conditions of this Contract. Should Design-Builder fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as Design-Builder performs its duties and responsibilities. If at any time during the performance of this Contract, in the opinion of Owner, the Work is not progressing satisfactorily or within the terms of the Contract, then at the discretion of Owner and after written notice to Design-Builder, Owner may terminate this Contract or any part of it. At this termination date, Design-Builder shall be entitled to a pro rata payment for all Work accomplished and all construction ready materials provided and accepted by Owner and subject to the provisions of this Agreement, all finished documents, data, models and reports prepared under the Contract shall, at the option of Owner, become its property upon payment for services rendered through the termination of the Contract.

AA. **Third Party Beneficiary Rights**. The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.

BB. **Time is of the Essence**. Time is of the essence regarding all deadlines of this Contract.

CC. **Titles Not Controlling**. Titles of sections; and subsections, are for reference only, and shall not be used to construe the language in this Contract.

DD. **Waiver**. The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

This space intentionally left blank.

10. **Signatures**. The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The Effective Date of this Contract is the date of the signature last affixed to this page.

CITY OF LARAMIE, WYOMING:

By: _____
Sharon Cumbie, Mayor, and President
City of Laramie, City Council

Attest: _____
Nancy Bartholomew, CMC
City of Laramie, City Clerk

DESIGN-BUILDER:

By: _____ Date: 3/4/26
Nate Huhnke,
Owner/Project Manager Big Huhnks Excavation, Inc.

Attest: _____ Date: 3/4/26
Ben Huhnke,
Owner/Superintendent, Big Huhnks Excavation, Inc.

CITY OF LARAMIE REQUEST FOR QUALIFICATIONS (RFQ)

Spring Creek Trail Phase 2 Design-Build Project

Funded in part by the Wyoming Office of Outdoor Recreation and the 2018 Voter Approved Albany County Specific Purpose Tax

Proposal Due Date: Thursday, January 8, 2026, 4:00 PM (local time)

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1. Notice for Request for Qualifications (Advertisement)

The City of Laramie (hereafter "City" or "COL") will accept written submittals for the **Spring Creek Trail Phase 2 Design-Build Project**. The City of Laramie is seeking qualified firms or teams consisting of licensed contractors and engineers or firms with the same, licensed in Wyoming, to provide Design-Build services for the Spring Creek Trail Phase 2 Design-Build Project.

Items under general consideration for this project are generally described as the final design and construction of an **east/west bike path along Spring Creek, extending the trail westward, linking 23rd St to 9th St**. The project scope helps address infrastructure gaps along Spring Creek.

Instructions to respondents, project scope, deliverables, a general description of the project, and available background information are available at https://cityoflaramie.org/451/RFQs-RFPs-Bids.

A pre-proposal meeting will be held at **10:00 a.m., local time, on Wednesday, December 3, 2025,** at the Laramie Community Recreation Center, 920 Boulder Drive, Laramie, WY where attendance is encouraged. A project site walk-through will be held following the meeting.

Questions related to this RFQ shall be directed to Michael Bork, Parks, Recreation and Public Services Director, in writing via e-mail to mbork@cityoflaramie.org, no later than **Noon, local time, on Friday, December 12, 2025**.

Responses to this RFQ shall be submitted in **electronic format only** to Michael Bork, Parks, Recreation, and Public Services Director, City of Laramie, at **mbork@cityoflaramie.org**, no later than **4:00 p.m., local time, on Thursday, January 8, 2026**. Late submittals will not be accepted.

This project will be managed by a project team led by the City of Laramie Parks, Recreation & Public Services Department and Engineering Department.

2. Project Overview

Project Overview: This project is a multi-phase initiative by the City to establish an east/west bike path along Spring Creek. Phase 2, specifically with plans to extend the trail westward, linking the existing Phase 1 path that terminates at 23rd St, extending to 9th St. Additionally, a short connecting loop trail is to be constructed at LaPrele Park, along the northern bank of Huck Finn Pond, connecting two existing pathways (see map in attached documents).

The anticipated scope involves the final design and construction of the trail and any amenities along the trail (watering stations, bike maintenance stands, benches, etc.). The benefits and goals of this project include enhanced recreational opportunities, improved pedestrian safety, carbon reduction, safe means of travel for those without vehicles, and promoting healthy lifestyles. Additionally, the project ensures safe connectivity to three local schools and supports Laramie's economic development plan emphasizing outdoor recreation and quality of life.

This Design-Build project requires the successful Design-Builder to finalize the design and construct the necessary components, which generally include elements such as concrete sidewalks, base course installation, rest/bike maintenance areas, ADA ramps, and signage.

3. Request for Qualifications

The City of Laramie seeks to retain the services of a highly qualified Design-Builder to provide comprehensive services. Firms shall provide sufficient information regarding proposed staff for the City of Laramie to evaluate staff qualifications. If selected, proposed staff may not be changed without the approval of the City of Laramie.

Mandatory Qualifications and Licenses:

- Lead on a **minimum of three similar projects**.

Minimum Qualifications:

- **Licensure** of contractor and design professionals in applicable jurisdiction.
- Design-Builder must be able to obtain a **$2,800,000 performance and payment bond**.

Desired Qualifications:

- **Previous Design-Build experience** on similar projects.

4. Key Dates

The schedule for the RFQ phase is as follows (all times are Local Time):

Task Description	**Date**	**Time**
Release RFQ	Friday, November 14, 2025	N/A
Pre-Proposal Meeting	Wednesday, December 3, 2025	10:00a.m.
Deadline to Submit Questions via email only	Friday, December 12, 2025	Noon
Issue Addendum and Answers to Questions	Friday, December 19, 2025	Noon
Deadline to submit SOQ	**Thursday, January 8, 2026**	**4:00 p.m.**
Identify Short Listed Firms (Estimated)	Friday, January 16, 2026	N/A
Conduct Interviews – If Necessary (Estimated)	Wednesday, January 21, 2026	TBD
Issue RFP – Shortlisted Firms	TBD	TBD
Deadline to Submit RPF	**TBD**	**TBD**
Conduct Interviews, if needed	TBD	TBD
Notice of Intent to Award	TBD	N/A
Contract Award/Execution	TBD	N/A
Substantial Completion Date	**December 31, 2026**	**N/A**

Note: The Substantial Completion Date of December 31, 2026, is required as grant funds must be fully expended by this date.

5. Professional Regulation Requirements

Wyoming law requires corporations, partnerships, and sole proprietorships practicing certain professional services to be registered with the Secretary of State's Office. Design-Build firms must also provide a copy of any required professional licenses. If awarded, throughout the term of the subsequent Design-Build contract, the Design-Builder shall carry all insurance required pursuant to the terms set forth in the Design-Build contract.

6. Questions and Clarifications

Questions related to this Request for Qualifications shall be directed to Michael Bork, Parks, Recreation, and Public Services Director, in writing via e-mail to mbork@cityoflaramie.org, no later than Noon, local time, on **Friday, December 12, 2025**. Any questions received after the deadline will not be accepted or considered. Each question should be submitted individually.

Only the written answers posted officially by the City of Laramie or official addenda issued by the City of Laramie are the official position on an issue, and these answers shall become part of the Request for Qualification. Verbal clarifications offered during the pre-proposal conference, or at any other time, shall not be binding upon the City until reduced to writing and published as such, to ensure all proposers have access to the same information.

7. Submission of Statement of Qualifications (SOQs)

Statements of Qualifications will be received in **electronic format only** to Michael Bork, PRPS Director, City of Laramie, mbork@cityoflaramie.org, no later than **4:00 p.m., local time, on Thursday, January 8, 2026**. Submit all forms electronically in one pdf file, assembled according to the instructions provided in Sections 8 & 9.

Statements of Qualifications received after the time and date specified will not be considered. Statements of Qualifications will not be accepted by fax, hand delivery, or courier service. The Design-Builder assumes full responsibility for timely delivery. No Statement of Qualification will be considered that does not meet the minimum requirements.

8. Format and Required Documentation for Submittals

Statements of Qualifications shall contain no more than **fifty (50) pages**. Pages shall be numbered consecutively and may not exceed the total number of pages specified. Cover page, table of contents, and divider tabs will not count toward the total number of pages, provided no additional information is included on those pages.

The Design-Builder shall have their Statement of Qualification signed by an officer of the submitting firm with the authority to commit the firm. All Statements of Qualifications must include the sections listed in Section 9. The City of Laramie will not consider any unrequested exhibits or attachments that are submitted with any individual Statement of Qualification.

9. Proposal Submission Requirements

The Statement of Qualification submittal shall be tabulated and include the following information, forms, and supporting information.

Tab 1: General

- **Table of Contents:** Must include all items listed in each section.
- **Executive Summary:** Must condense and highlight the contents of the scope to provide the City with a broad understanding of the proposer's qualifications and approach to meeting the RFQ requirements.
- **Minimum Qualifications Statement:** Provide a statement confirming that your firm meets the minimum qualifications requirements for this project (Section 3).
- **Commitment Statement:** Provide a statement indicating the firm's ability to commit personnel and resources to the project that accommodate a minimum start time for design, for construction and completion of the project. Also include a statement indicating the design-builder's intention to provide a proposal if selected for the Phase 2 Request for Proposal submission.
- **Single Point of Contact:** Identify a single point of contact for all contract management and design-build activities. Include the name, firm address, title, and email address of the individual with signature authority. (The Project Manager and Superintendent resumes should be submitted in Tab 2, and the successful proposal cannot change the Project Manager or Superintendent without written approval by the City of Laramie).

Tab 2: Qualifications

- **Firm Background and Experience:** Include company history, geographic location, office location(s), company size, and technical areas of expertise. This should include design & engineering personnel, key consultants and key subcontractors.

- **Current and Projected Workloads:** Demonstrate sufficient resources to successfully complete the project within time requirements. Provide proof of how this project would fit with current manpower availability.
- **Staffing and Project Organization:** Include an organization chart showing all proposed personnel, supervisor level, functional responsibilities, and key personnel.
- **Resumes:** Include brief resumes for personnel working on the project, demonstrating proven work experience combined with related education. **Project Manager and Superintendent resumes are required**. Each project reference in a resume must include the client's name, the time period worked on the project, and a brief description of the scope of work. The role and responsibility of each person participating in the project must be explained.

Tab 3: Previous Similar Work

- List a minimum of **three (3)** and no more than **five (5)** successfully completed design-build projects like Spring Creek Phase 2.
- For each example, include project location, client, year started, year completed, and construction cost.

Tab 4: References

- Provide reference letters from at least **three (3) prior similar clients**.
- Provide **two (2) references for each of the proposed staff members**.
- Include phone numbers and email addresses for contacts whenever possible.
- References should depict relevant experience that can be brought to the RFQ, and the City reserves the right to verify references.

Tab 5: Project Administration

Provide a narrative statement illustrating the team's approach to project administration, including Design Management, Construction Management, Fiscal Management, and Owner Integration.

- **Design Management:** Communicate the Proposer's approach to completing construction documents/specifications, conducting design meetings, information exchange, and the involvement of the Owner, key subcontractors, and consultants.

- **Construction Management Plan:** Communicate the Proposer's approach to Owner integration, conflict resolution, preconstruction services, constructability reviews, schedule control, fiscal management, project safety, quality controls, quality assurance, and contingency management.

Tab 6: Fee Proposal

- The Fee Proposal will be submitted by shortlisted firms under the secondary Request for Proposal process. Do not submit a Fee Proposal in Phase 1.

10. Evaluation of Submittals and Selection Process

The City of Laramie shall select at a minimum of two (2) and a maximum of five (5) qualified respondents to submit proposals and may conduct interviews. The selection will determine the qualified firms best suited to submit a Phase 2 Proposal.

Mandatory (Met/Not Met) Criteria

Criterion	**Rating**
Demonstrate capability to bond a project of approximately $1,500,000 (as demonstrated by a letter from the bonding company)	MET/NOT MET
Demonstrate manpower and equipment capacity for the project	MET/NOT MET
Describe current and projected workloads	MET/NOT MET
Describe the location of all key personnel that will be assigned to the project (including sub-proposers)	MET/NOT MET
Provide proof of required insurance	MET/NOT MET

Scored Criteria (100 Points Total)

Criterion	Point Value
Demonstrate firm qualifications and experience in construction and design (including technical competency in the Design-Build services)	**40 points**
Demonstrate Past Performance (including three references) in the past five (5) years for Design and Construction Services which are most like the Project	**20 points**
Provide the names and qualifications of personnel in your firm who will provide the requested Design-Build services	**20 points**
Provide Resumes of key personnel including experience, licenses, certifications and other relevant information	**10 points**
Demonstrate ability to meet time and budget requirements	**10 points**

The City of Laramie reserves the right to reject any or all submittals, including without limitation, if they are, in its sole discretion, judged unacceptable, non-responsive, non-conforming, or conditional.

11. Statement of Qualifications Costs

All costs incurred for preparing the Statement of Qualifications and for other procurement related activities are solely the Design-Builder's responsibility. The City of Laramie will not provide reimbursement for these costs.

12. List of Attached Documents

1. Sample Construction Contract (Design-Build Contract)
2. Spring Creek Trail Phase 2 WORG Grant Application
3. Spring Creek Trail Phase 2 WORG Grant Agreement / Notice to Proceed
4. Preliminary Construction Documents / Design Concept

FY 2023 OUTDOOR RECREATION GRANT
WORG APPLICATION FORM

These funds are made available through the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds. Applicants need to complete this application and the risk assessment form and provide the necessary documentation and information to apply for funding. This document is a fillable PDF; do not handwrite the application unless necessary. In this application, applicants must illustrate how the project will address impacts experienced by the COVID-19 pandemic and demonstrate that the project is a proportional response to those impacts, in the community the project serves. Various amounts of awards for grants will be offered. Contact the grant coordinator for requests over $749,000 before submitting this application. A match is not required but encouraged. View the WORG GIS Map to see if you are in an eligible population. The WORG application opens November 1st, 2023 at 8:00 am MT and the deadline for submissions is January 12th, 2024 at 5:00 pm MT.

Applicant Information

1. **Contact Information (only those listed will be contacted in regards to this application)**

   Primary Contact Person Scott Hunter

   Title Parks Manager

   Day Phone 307.721.5257

   Email Address shunter@cityoflaramie.org

   Secondary Contact Person Todd Feezer

   Day Phone 307.721.5304

   Email Address tfeezer@cityoflaramie.org

2. **What organization or agency does the applicant represent?** City of Laramie

WYOMING OUTDOOR RECREATION

3. **Is the applicant registered with SAM.gov?** Yes ☑ No ☐

   If Yes, attach documentation, including the expiration date.

   Include the UEID H28AM8H8FHF9

4. **Name of Proposed Project** Spring Creek Trail Phase 2

5. **Proposed Amount of Grant Funds Requested** $2,479,705

6. **How much funding will be provided in a match?** $235,428

7. **What funding source will be used to provide a match?**

   City of Laramie

8. **Are there other funding sources for the proposed project?** Yes ☑ No ☐

9. **Is the project taking place in a Qualified Census Tract?** Yes ☑ No ☐

10. **Indicate the Zipcode where the project will take place.**

    82070

11. **Will the proposed project include any contracted work?** Yes ☑ No ☐

12. **Will the proposed project include any permanently incorporated iron or steel components (rebar, screws, bolts, paneling gabion, etc.)?** Yes ☑ No ☐

13. **Proposed Start Date** Spring 2024 **Proposed End Date** Spring 2025

14. **Check Classification of Project Applicant:**

    County ☐ State ☐ Municipal ☑ Non-Profit ☐ Tribal ☐

Non-Profit Organizations: Please fully answer the following questions about your organization:

a. **What is your IRS tax status (501(c)3 or otherwise)?** _____

b. **How many years has your non-profit been in existence?** _____

c. **Do you have experience with any other federal grant programs?** Yes ☐ No ☐

If so, please list grant program(s), time-frame(s), and amount(s):

d. **Was your nonprofit organization impacted by the pandemic, through one of the following ways? Decreased revenue (e.g., from donations and fees); Financial insecurity; Increased costs (e.g., uncompensated increases in service need); Capacity to weather financial hardship; Challenges covering payroll, rent or mortgage, and other operating costs. If so, list the ways below. Also, you should be able to provide evidence through a financial statement, budget to actual report, or similar support showing these impacts pre-pandemic to current, from a financial hardship perspective.**

Project Information

15. List any partners on the project.

Laramie BikeNet
Wyoming Pathways
Pilot Hill

16. Select All Management Agencies That Oversee the Land:

US Forest Service ☐ Bureau of Land Management ☐

Bureau of Reclamation ☐ National Park Service ☐

State Parks ☐ Fish & Wildlife Service ☐ State Lands ☐

Bureau of Indian Affairs ☐ Private ☐ Municipal/County ☑

17. Check Eligible Use Project Qualifies For:

☑ Trail and trailhead development (equestrian, non-motorized, motorized)

☐ Water-based recreation infrastructure

☐ Campground infrastructure and development

☐ Recreation area development (bike parks, climbing courses, etc.)

☐ Other outdoor recreation infrastructure (disc golf courses, etc.)

☐ Maintenance of outdoor recreation infrastructure

18. Generally, describe the proposed project: (1,500 characters or less)

The Spring Creek Trail initiative is a multi-phase project undertaken by the City to establish an east/west bike path along Spring Creek, contributing to the broader goal of creating a network of bike paths encircling the town. Phase 1, supported by a Transportation Alternatives Program award, is nearing completion and connects Garfield St and 30th St to LaPrele Park at 23rd St. In Phase II, the City plans to extend the trail westward through a WORG-qualifying Census tract, linking 23rd St to 9th St. The benefits of this project include improved pedestrian safety, carbon reduction, providing a safe means of travel for those without vehicles, and promoting healthy lifestyles, which is in line with COVID-19 risk reduction and mitigation practices. The project addresses infrastructure gaps along Spring Creek, ensuring safe connectivity to three local schools. Additionally, trail development propels Laramie's economic development plan, which emphasizes outdoor recreation and quality of life. Finally, this project aligns with the migration to communities with robust outdoor recreation assets, a trend accelerated by the pandemic.

19. Provide a site map of the proposed project area.

20. What type of capital expenditure will be required for this project?

- [x] Parks, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, streetlights, neighborhood cleanup, and other projects to revitalize public spaces

- [ ] Rehabilitation, renovation, remediation, cleanup, or conversions of vacant or abandoned properties

21. Provide a budget for the project using the template provided.

22. Does your project specifically benefit a Disproportionately Impacted Community? Please indicate which category if so and how this specified community will benefit. A disproportionately impacted community is defined as one of the following: low-income household/community (income is at or below 185% of the Federal Poverty Guidelines); a household residing in a Qualified Census Tract; households

that qualify for certain federal benefits (TANF, SNAP, Free and Reduced Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, SSI, Headstart and/or Early Head Start, WIC, Section 8 Vouchers, LIHEAP, and Pell Grants); or households receiving services provided by Tribal governments. Note that at least 50% of the benefitting community would need to meet the related definition/category to be considered eligible. Yes ☑ No ☐

While the City is unable to actively gather demographic information about bicyclists or guarantee that at least 50% of project beneficiaries come from disproportionately impacted populations, several key indicators highlight the potential positive effects on these communities. The trail will traverse a qualifying Census tract with a $43k median income and a 28% poverty rate. The poverty rate in impacted Census Tract are more than double the statewide poverty rate of 10% and the national rate of 12%. Three schools-Spring Creek and Beitel Elementary and Whiting High School - are situated on or within a few blocks of the Spring Creek corridor. The poverty rates for students at these schools also surpass state and national averages, ranging from 27% to 44%, depending on the school.

23. Describe the statement of need for this project. Including the public health or negative economic impact experienced. Identify the population that experienced harm due to the Covid-19 pandemic or a negative economic impact that is due to Covid-19, and how this harm/problem is being exacerbated. (250 characters or less)

Laramie ranks 8th among small towns for rates of bicycling commuting. This ranking is driven in part by poverty rates that exceed state and national averages. The completed Spring Creek Trail therefore assures that persons who cannot own a car can travel safely though the community. Additionally, it promotes fitness and reduces emissions both of which help to prevent or mitigate the most serious COVID health challenges.

24. Provide a brief description of how a recipient's response is related and reasonably proportional to the public health or the negative economic impact of COVID-19. Include an estimated number of annual users and how this will increase outdoor recreation opportunities for disproportionately impacted communities. (250 characters or less)

This project assures that fitness options remain accessible irrespective of economic status. Healthy lifestyles help to ease the most acute COVID-19 impacts. This project propels community vibrancy— a strong factor in the population growth of various communities during the pandemic.

25. Describe any challenges or barriers that may exist in the completion of this project and how they will be addressed.

Anticipated challenges include possible cost overruns, labor shortages, contractor availability, or supply chain disruptions. The City is committed to addressing these issues on a case-by-case basis and actively seeking solutions and alternatives that ensure the project's timely completion without compromising its vision or quality. Some options include but are not limited to adding additional phases to the project, reducing the length of the path, or securing additional grant funds.

26. Describe any maintenance that would be required for the proposed project. Include the entities that would be responsible for the ongoing maintenance of the project.

Bike path maintenance requirements vary by season, but generally involve the removal of any barriers such as snow, weeds, gravel, or litter. Occasional repairs may also be required to assure the path remains safe. The City of Laramie will increase its budget or staffing, as needed, to ensure this new path is well maintained.

27. **What level of environmental clearance is needed on the land of the proposed project? Has this been completed?** Provide documentation of what has been completed.

    The City has sought initial input from the Wyoming Game and Fish Department, Wyoming (WGFD) and the US Fish and Wildlife Service (USFWS). A response from the WGFD is attached, but the City is still awaiting a response from the USFWS. The WGFD letter listed considerations for aquatic and terrestrial species.

28. **What level of cultural clearance is needed on the land of the proposed project? Has this been completed?** Provide documentation of what has been completed.

    The City of Laramie solicited feedback from the State Historic Preservation Office. The office found, "… that the proposed undertaking is in an area of previous disturbance and has a low probability of containing historic properties…". The complete letter from the State Historic Preservation Office is attached.

29. **If this project exceeds $1,000,000 in grant requests provide a written justification for the capital expenditures. Include a description of the harm or need to be addressed, an explanation of why a capital expenditure is appropriate, a comparison of proposed capital projects against at least two alternative capital expenditures, and a demonstration of why the proposed capital expenditure is superior. (1500 characters or less)**

    Developing safe bike trails in the city is crucial due to high poverty and bicycle commuting rates that exceed state and national averages. Biking promotes fitness and reduces carbon emissions which are vital for alleviating COVID-19 symptoms. It's a primary transportation mode for many low-income residents. Despite pandemic phases subsiding, the city maintains a commitment to health, emissions reduction, and safe infrastructure. Laramie's economic plan aims to enhance outdoor recreation to advance economic competitiveness. Therefore this project contributes to public health, safety, and economic prosperity. With Phase I almost done, options include doing nothing (irresponsible given prior public investments and the number of schools along or near Spring Creek), delaying Phase 2 (increasing costs), or proceeding as planned ensuring safe routes for bicyclists which is the preferred and responsible choice.

30. What public engagement or collaborative processes have been utilized to plan for this project?

The Spring Creek Trail project aligns with Laramie's Parks and Recreation Master Plan and the economic development plans, both of which were completed collaboratively with stakeholders and formed with vast public engagement. Other activities include a voter-approved tax funding, endorsement by advisory boards, and the city council. If the grant is awarded, further public involvement is planned through design charrettes and surveys.

31. Is there broad community consensus for the proposed project? Yes ☑ No ☐

Please provide supporting documents for this.

I hereby certify that the application form and all attachments are correct and truthful to the best of my knowledge. I also certify that I understand the Outdoor Recreation Grant application, ranking and selection process, and fully accept that all SPHST and Trails Council decisions are final and not subject to appeal.

Name of Authorized Contact Person Todd Feezer

Title Assistant City Manager

Date January 25, 2025

Signature of Authorized Contact Person _____

Community Consensus for Spring Creek Trail, Phase II

Community support for this project is evidenced within the City of Laramie's Parks and Recreation Masterplan and Economic Development plan, passage of the Special Purpose Tax in 2018, a Resolution of support by the Laramie City Council, and letters of support from Laramie BikeNet, Wyoming Pathways, and Pilot Hill. Each of these demonstrations of support are summarized and hyperlinked or attached here.

Parks and Recreation Masterplan	Adopted in 2016, this masterplan served as a guiding document in developing this project. The plan, which identified non-motorized, pedestrian pathways along the Spring Creek channel as a priority investment, which if constructed, would provide safe east and west passage for residents in Laramie from 3rd Street through 30th Street, was created in collaboration with an ad-hoc advisory committee working alongside the Parks, Trees, and Recreation Advisory Board, City Council, County Commissioners, and the Planning Commissions for the City and the County. Additionally, the plan incorporated feedback from 20 local stakeholder groups and 400 survey respondents.
Thrive Laramie: A Community and Economic Development Action Strategy for the Next 10 Years	This economic development plan was created with the oversite and participation of a diverse 25-member steering committee representing state and local government, the University of Wyoming, economic development professionals, planning commission members, entrepreneurs, and local stake holders. Additionally, the plan incorporates feedback from hundreds of survey respondents and participants in focus group meetings. The plan, which was adopted in 2022, includes over 70 references to outdoor recreation and several other references to biking and trails.
Specific Purpose Tax	The 2018 Specific Purpose Tax, which was approved by a majority of Albany County voters included $2.1 million for local trails and shared-use paths serves as a de facto endorsement of this project.
Resolution of Support *-Attached*	The Laramie City Council passed a resolution of support for this project and the submittal of this application.
Letters of Support from BikeNet, Wyoming Pathways, and Pilot Hill *-Attached*	**BikeNet** has provided a letter of support for this project. Founded in 1996, Laramie BikeNet has represented all forms of cycling for over 25 years. From cycling advocacy to trail maintenance to high school mountain bike racing, they are Laramie's cycling hub and have worked to make Laramie an even better place to live, recreate, and ride. **Wyoming Pathways** is a statewide organization which helps develop and advocate for investments in public trails, pathways and complete streets across the state. Its mission is "to inspire, motivate and unite a strong community of public, business, and political leaders to improve active transportation and people-powered recreation opportunities in Wyoming, including biking of all forms, walking, hiking, and cross-country skiing. As a s a fellow WORG award recipient, **Pilot Hill** sees this project as critical for moving users from the east to west edges of town. This project also provides an important link in the city trail system to the Pilot Hill trails.

CITY OF LARAMIE, WYOMING
RESOLUTION 2024-08

AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE WYOMING OFFICE OF OUTDOOR RECREATION FOR A WYOMING OUTDOOR RECREATION GRANT IN AN AMOUNT NOT TO EXCEED $2,500,000 TO SUPPORT THE FINAL DESIGN AND CONSTRUCTION OF THE SPRING CREEK TRAIL PHASE 2 PROJECT.

WHEREAS the Wyoming Office of Outdoor Recreation is accepting applications for grants to support public outdoor recreation projects in qualifying census tracts; and,

WHEREAS funding for the Wyoming Outdoor Recreation Grant (WORG) was made available through the American Rescue Plan Act, *State and Local Fiscal Recovery Funds*; and,

WHEREAS the community-supported Parks & Recreation Master Plan, adopted in 2016, identified non-motorized, pedestrian pathways along the Spring Creek channel as a priority investment, which if constructed, would provide safe east and west passage for residents in Laramie from 3rd Street through 30th Street; and,

WHEREAS in 2018 voters approved a Specific Purpose Tax (SPT) which included funding for Spring Creek Trail Phases 1 and 2; and,

WHEREAS a combination of funding from the Federal Highway Administration's Transportation Alternatives Program (TAP) and SPT funds, launched the first phase of the Spring Creek Trail development; and,

WHEREAS, this phase, which is planned to be completed in the spring of 2024, developed a trail from 30th and Garfield Street along the Spring Creek channel to a trailhead parking lot in LaPrele Park at 23rd and Spring Creek; and,

WHEREAS if awarded, WORG funds will advance Phase 2 of this project which will extend the trail west along Spring Creek from the soon to be finished TAP/SPT-funded Spring Creek Trailhead Parking Lot to 9th Street providing for approximately 14 blocks of accessible pedestrian pathway; and,

WHEREAS this project supports the City of Laramie's Parks & Recreation Department Master Plan, the Economic Development Plan, provides connectivity within qualified census tracts and aligns with goals and the objectives of the WORG program; and,

WHEREAS; although this grant does not require a match the City proposes an estimated 10% match utilizing 2018 Specific Purpose Tax funds.

NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING, RESOLVES

SECTION 1. That foregoing all recitals are incorporated in and made part of this resolution by this reference.

Section 2. That the City Manager on behalf of the City of Laramie is authorized to submit an application for a Wyoming Outdoor Recreation Grant to the Wyoming Office of Outdoor Recreation to support the construction of the Spring Creek Trial Phase 2 project.

Section 3. That the City of Laramie commits a match of at least 10% of the awarded amount as described herein.

PASSED AND APPROVED on January 16, 2024.

Brian Harrington, Mayor and President
City of Laramie, City Council

ATTEST

Nancy Bartholomew, CMC
City of Laramie, City Clerk

Laramie BikeNet

P.O. Box 2334
Laramie, WY 82073
laramiebikenet@gmail.com
www.laramiebikenet.org

Board of Directors
Richard Vercoe, President
Christy Gobbersmith, Vice President
Nick Visser, Treasurer
Erin Phillips, Secretary
Dewey Gallegos
David Jones
Lars Peterson

Working to make cycling safe, convenient, and fun

December 28, 2023

Wyoming Office of Outdoor Recreation

I am writing today to express the strong support of Laramie BikeNet and our members for the Spring Creek Trail Phase 2 and the LaBonte Park Pathway Improvements Project being proposed by the City of Laramie.

The proposed improvements to the pathway network along Spring Creek in South Laramie and the LaBonte Park in North Laramie will bring much-needed continuity for alternative transportation and recreation access to both areas of the city. These pathway improvements will certainly benefit local users and commuters and improve capacity and connectivity as a growing tourism destination. Great pathways are fundamental in our area's growing outdoor recreation economy and lifestyle.

As a gateway between high-population areas in the Colorado Front Range and destinations such as Yellowstone National Park, the southeast Wyoming corridor receives high traffic levels from regional visitors and national travelers on this primary transnational route for people visiting popular destination areas further West.

A sustainable increase in walkable/bikeable pathways in southeast Wyoming will serve the local community and support growing visitor access to local amenities and services. Here are just a few of those ways:
1. Pathway Users - These upgrades will create a better user experience while decreasing the associated maintenance costs.
2. Political - Great urban pathway networks are important in attracting new businesses and residents in local communities. being able to walk or bike to neighborhood amenities is hugely beneficial to the economic advancement of our community.
3. Economic impact - The economic benefits of urban pathways are well documented. From increasing the livability and desirability of the community to increasing and diversifying tourism, the Laramie Pathway system will have multiple benefits.

The City of Laramie has proven to be a great project steward, with their track record of developing the existing pathways in a thoughtful, inclusive and timely manner. Laramie BikeNet has partnered with the City of Laramie on several projects, including our most recent construction of the Laramie Middle School trail and the upcoming City Bike Park. We have experienced the thoughtfulness and commitment that goes into their work.

With the financial support of an RTP Grant, the City of Laramie can continue developing the Laramie Pathway system. We hope that the Wyoming Outdoor Recreation Office will choose the Spring Creek Trail Phase 2 and the LaBonte Park Pathway Improvements Project to move forward in the selection process.

Sincerely,

Richard A. Vercoe

Richard Vercoe
Board President, Laramie BikeNet

WYOMING PATHWAYS

www.wyopath.org • info@wyopath.org
P.O. Box 725 • Lander, WY 82520
307-760-9035

December 30, 2023

Wyoming Office of Outdoor Recreation
Subject: Wyoming Outdoor Recreation Grant, American Rescue Plan Act (ARPA) Letter of Support

Wyoming Pathways is pleased to provide this letter of support for the City of Laramie, Spring Creek Trail, Phase Two pathway project. This project will make Laramie safer for pedestrians and cyclists while improving the quality of life for all. Pathways like those proposed are essential to those who choose active transportation and will make Laramie a more vibrant community.

The improvements this grant seeks to address are necessary because Laramie Pathways has seen a massive increase in users, especially during and after the pandemic. Across Wyoming, we have seen firsthand how important it is to connect our communities better and to offer residents the resources they need to get outside safely. Laramie's pathway system serves all community populations, including low- to moderate-income residents and students from around the world. Laramie pathways allow the community safe and easy access to schools, hospitals, businesses, libraries, parks, jobs, and more.

The City of Laramie's robust and forward-thinking active transportation plan is among the best we've ever seen. When complete, Laramie can look forward to economic growth because of pathway systems like this. Numerous studies show that in-community pathways are a primary driver for business and employee recruitment. They are also cited among the top priorities for young families when considering where to put down roots.

The City of Laramie will be a good project steward with a proven track record of managing large grants and developing complex trails and pathways projects. The trails developed through these projects are very popular with numerous user groups and have also provided benefits to citizens and visitors alike.

Wyoming Pathways stands ready to assist the City of Laramie in any way we can; we are incredibly grateful for the work of the City and its local partners. We, the undersigned, do hereby support this grant request:

Sincerely,

Michael Kusiek
Executive Director, Wyoming Pathways

Pilot Hill RECREATION AREA | Pilot Hill WILDLIFE HABITAT MANAGEMENT AREA

Pilot Hill Board of Directors

Leah Burgess
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Executive Director

Wyoming Office of Outdoor Recreation
Wyoming State Parks
2301 Central Ave. Fourth Floor
Cheyenne, WY 82002

January 22, 2023

To Whom it May Concern:

On behalf of the Pilot Hill Inc. Board of Directors I am pleased to provide a letter of support for the City of Laramie Wyoming Outdoor Recreation Grant proposals for the Spring Creek Trail Phase II, and the LaBonte Park Pathway Improvement Project. Each of these key projects will provide critical infrastructure to support the physical and mental health and well-being of a disproportionately impacted community within a Qualified Census County.

As Executive Director of Pilot Hill Inc., I regularly engage with other local organizations, government entities, businesses, and non-profits who are working to provide connectivity across the City of Laramie through a series of bike routes and trails. This effort is driven by feedback from residents and University of Wyoming students who have identified this need for safety and quality of life, and by research that shows that weight-bearing movement such as walking, running and biking, improves health and reduces stress. This grant proposal directly supports this community need and would addresses negative impacts resulting from the Covid pandemic.

The Spring Creek Phase II Trail is critical for moving users from the east to west edges of town on pathways specifically designed for safe travel for all ages and abilities. For those who wish to continue on to the east, this important link in the city trail system eventually adjoins the Pilot Hill trails, allowing users to extend their time enjoying physical activities in natural spaces.

The LaBonte Park Pathway Improvement Project supports a broad range of recreational options from a casual stroll around the park to a full work-out utilizing a combined trail and exercise set of stations wrapped into one. The pathway also greatly increases the safety and ease of use for runners, walkers and bicycle commuters who live or work in the north central portion of town.

Traveling by foot, bike or other self-propelled means through natural spaces such as along Spring Creek and around LaBonte Park promotes a sense of well-being and directly addresses community stressors that were exacerbated by Covid 19. Based upon my experience in working with the City of Laramie I have every confidence this project will be successfully implemented and well-received by the community. I urge you to give full consideration to this grant application and fund the City of Laramie request.

Sincerely,

Sarah Brown Mathews

Sarah Brown Mathews
Pilot Hill Inc. Executive Director

Laramie Parks & Recreation

P.O. Box C
Laramie, WY 82073

Parks Division: (307) 721-5264
Fax (307) 721-5256
Recreation Division: (307) 721-5269
Fax: (307) 721-5284
Facilities Mgmt. Division: (307) 721-3585

December 28, 2023

Wyoming Game & Fish Department
ATTN: Habitat Office
5400 Bishop Boulevard
Cheyenne, WY 82006

RE: Spring Creek Trail Phase 2 – Laramie, Wyoming

To whom it may concern,

The City of Laramie will be submitting a Wyoming Outdoor Recreation grant application to the Wyoming Office of Outdoor Recreation. The application is due January 26, 2024, and requires "NEPA documentation and required letters regarding impact to land, water and wildlife".

Following is a description of the proposed project to receive grant funding:

Project Name: Spring Creek Trail Phase 2
Location: Laramie, Wyoming (LaPrele Park to 9th Street)
Project Length: 1.25 Miles
Project Narrative: Spring Creek Trail Phase 2 has been planned using the Laramie Parks & Recreation Department Master Plan. This trail will provide non-motorized, pedestrian pathway between LaPrele Park and 9th Street in Laramie, Wyoming. The trail construction specifications are 10' wide, 6" thick concrete over 6" of crushed base. There is no anticipated impact to Spring Creek, or any known wetlands as the trail will traverse a developed park and alongside a developed roadway and is designed so that it does not encroach into the creek channel. *Please see attached plan view.*
Project Timeline: If approved the City of Laramie plans to begin construction in the Fall of 2024.

I would respectfully request your feedback by January 20, 2023, so that the City of Laramie may meet the grant deadline laid out by the Wyoming Office of Outdoor Recreation. I appreciate any assistance the Wyoming Game & Fish Department can provide on this analysis and any help you can provide to ensure the successful attainment of this valuable grant for our community. Please return information to Todd Feezer, Assistant City Manager, tfeezer@cityoflaramie.org.

Sincerely,

Todd Feezer, Assistant City Manager
City of Laramie

WYOMING GAME AND FISH DEPARTMENT

5400 Bishop Blvd. Cheyenne, WY 82006
Phone: (307) 777-4600 Fax: (307) 777-4699
wgfd.wyo.gov

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January 19, 2024

WER 15201.00
City of Laramie
Wyoming Outdoor Recreation Grant
Spring Creek Trail Phase 2
Albany County

Todd Feezer
Assistant city Manager
City of Laramie
P.O. Box C
Laramie, WY 82073
tfeezer@cityoflaramie.org

Dear Mr. Feezer,

The staff of the Wyoming Game and Fish Department (Department) has reviewed the proposed Wyoming Outdoor Recreation Grant Spring Creek Trail Phase 2 in Albany County. The Department is statutorily charged with managing and protecting all Wyoming wildlife (W.S. 23-1-103). Pursuant to our mission, we offer the following comments for your consideration.

The proposed project would entail the construction of a non-motorized, pedestrian pathway between LaPrele Park and 9th Street in southern Laramie, adjacent to Spring Creek. The trail would be 10 feet wide, with 6 inches of concrete over 6 inches of crushed base. Construction would begin in the fall of 2024.

The majority of this project occurs in close proximity and parallel to Spring Creek. Spring Creek is a small (<2.0 cfs) spring fed stream that flows through the City of Laramie into the Laramie River. Spring Creek transports storm runoff from residential areas of Laramie and is subject to frequent high flows. Spring Creek supports brown trout and has a Wyoming Trout Stream Category Wyoming of Yellow, meaning it is a stream of regional importance to anglers and contains 50-300 pounds of trout production/mile. It also supports native creek chub, longnose dace, and white sucker. Spring Creek and its corridor not only provide habitat for aquatic and terrestrial wildlife, but also provides numerous recreational and educational opportunities for the citizens of Laramie. For example, a cooperative effort from 2008 to 2013 between the University of Wyoming and the Department documented the importance of Spring Creek for spawning wild brown trout and that Laramie River Brown Trout migrate into Spring Creek to spawn. Given the importance of Spring Creek, our primary concerns are the possible impacts to those resources and nearby waterways (i.e., Laramie River).

Aquatic Recommendations:

Avoid sedimentation and consider trout spawning timelines – Given that the planned construction zone and recreation improvements are located directly adjacent to Spring Creek, the Department offers these specific suggestions for design and construction planning:

- The proposed concrete path is planned to slope 1-2% towards the Spring Creek channel; therefore it will be important to minimize the increased volume of surface water draining from the new path. Revegetating all disturbed areas post-construction will be important to minimize these impacts.
- Additionally, much of the current terrestrial area between the proposed path and the riparian area is currently lacking vegetation or disturbed, and we recommend reclaiming these areas with proper vegetation. Please contact Laramie Region aquatic habitat biologist Steve Gale (307-721-1381, Steve.Gale@wyo.gov) for consultation on revegetation, seed mix type, and plant selection.
- For existing trees and shrubs along the Spring Creek corridor, we recommend that non-native and invasive species such as Russian Olive be removed and replaced with native trees and shrubs. If needed, please contact the Department for assistance identifying this potentially problematic vegetation.
- The project does not propose any instream construction activities that would trigger trout spawning construction timing stipulations. However, the seven-year Department brown trout spawning project showed that spawning in Spring Creek occurs from late September through October. Therefore, avoiding any increased sediment inputs into Spring Creek during that period will be critically important.
- We recommend Best Management Practices into the project design and construction to ensure that all sediment and other pollutants are contained within the boundaries of the work area, including:
    - Immediately stabilizing disturbed area with mulch, then establishing permanent vegetation and/or sod
    - Using silt fencing and straw wattles.
    - Servicing and fueling equipment away from streams and riparian areas. Equipment staging areas should be at least 500 feet from riparian areas (i.e., the Spring Creek channel).
    - Properly containing stockpiles of materials and locating them away from riparian or wetland habitat or areas of potential storm water concentrated flow.

Avoid the spread of aquatic invasive species – Aquatic invasive species (AIS) are organisms that are not native to Wyoming and can cause significant harm to an ecosystem when introduced. Harmful impacts can occur to municipal water supplies, fishing and boating-related recreation, agriculture, aquaculture, and other commercial activities. The potential economic impacts to the

State of Wyoming could be severe if these non-native species are introduced into our water systems. Once these organisms become established in a waterbody, there is very little that can be done to remove them. Prevention is the best way to keep a water body safe from AIS.

The most significant known threat to Wyoming is from zebra and quagga mussels, based on their proximity and demonstrated impacts in neighboring states. Other AIS include New Zealand mudsnail, Asian carp, rusty crayfish, and several species of aquatic plants.

To prevent the spread of AIS, the following is required:

- Equipment that was in contact with a water positive for zebra/quagga mussels (currently none in Wyoming) within the last 30 days is required to undergo inspection by an authorized inspector prior to contacting Wyoming water.
- From March through November, all water hauling equipment and watercraft entering the state by land must be inspected before contacting a water of the state.
- Equipment used in any Wyoming water that contains AIS, must be Cleaned, Drained and Dried before use in another water. Wyoming waters with AIS can be found at: https://wgfd.wyo.gov/Fishing-and-Boating/Aquatic-Invasive-Species-Prevention/AIS-Boating-Information.
- When equipment that has been in contact with any Wyoming water is moved from one 4th level watershed (8-digit Hydrological Unit Code) to another within Wyoming, it must be Cleaned, Drained and Dried (specific guidance is available at: https://wgfd.wyo.gov/Fishing-and-Boating/Aquatic-Invasive-Species-Prevention/AIS-Construction-and-Fire.

Terrestrial Recommendations:

Prevent the spread of noxious weeds and invasive grasses - Noxious weeds and invasive annual grasses (IAGs) can cause significant harm to the ecosystem when introduced. Ground disturbing activities, such as new road construction or laying of electrical and fiber optic lines, can create an environment that facilitates establishment by unwanted plants. They significantly reduce the quality of wildlife habitat and their presence increases the probability of catastrophic wildfire. The potential economic impacts to the State of Wyoming are severe, and once these species become established, eradication is difficult and costly. Prevention of establishment remains the best way to keep Wyoming's habitats free of noxious weeds and invasive plants.

The most significant known threat to Wyoming is from cheatgrass, medusahead, and ventenata. To prevent the spread of noxious weeds and IAGs, we recommend the following:

- Prevent introduction and establishment by cleaning vehicles and equipment prior to movement to a new location in order to minimize the potential for transporting seeds.

- Develop and implement a plan to assess, treat, and monitor for IAGs at the project site and in the adjacent landscape where they are present.

Thank you for the opportunity to comment. The Department appreciates the opportunity to collaborate with the City of Laramie on development proposals that are adjacent to water bodies, wetlands, and other sensitive habitat within the city boundaries.

If you have any questions or concerns, please contact Lauren Throop, Habitat Protection Biologist, at (307) 777-4509 or Steve Gale, Laramie Aquatic Habitat Biologist, at (307) 721-1381 or Steve.Gale@wyo.gov.

Sincerely,



Will Schultz
Habitat Protection Supervisor

WS/lt/kgb

cc: U.S. Fish and Wildlife Service
Chris Wichmann, Wyoming Department of Agriculture

Laramie Parks & Recreation

P.O. Box C
Laramie, WY 82073

Parks Division: (307) 721-5264
Fax (307) 721-5256
Recreation Division: (307) 721-5269
Fax: (307) 721-5284
Facilities Mgmt. Division: (307) 721-3585

December 28, 2023

US Fish & Wildlife Service
ATTN: Wyoming Ecological Services Field Office
334 Parsley Boulevard
Cheyenne, WY 82007

RE: Spring Creek Trail Phase 2 – Laramie, Wyoming

To whom it may concern,

The City of Laramie will be submitting a Wyoming Outdoor Recreation grant application to the Wyoming Office of Outdoor Recreation. The application is due January 26, 2024, and requires "NEPA documentation and required letters regarding impact to land, water and wildlife".

Following is a description of the proposed project to receive grant funding:

Project Name: Spring Creek Trail Phase 2
Location: Laramie, Wyoming (LaPrele Park to 9th Street)
Project Length: 1.25 Miles
Project Narrative: Spring Creek Trail Phase 2 has been planned using the Laramie Parks & Recreation Department Master Plan. This trail will provide non-motorized, pedestrian pathway between LaPrele Park and 9th Street in Laramie, Wyoming. The trail construction specifications are 10' wide, 6" thick concrete over 6" of crushed base. There is no anticipated impact to Spring Creek, or any known wetlands as the trail will traverse a developed park and alongside a developed roadway and is designed so that it does not encroach into the creek channel. *Please see attached plan view.*
Project Timeline: If approved the City of Laramie plans to begin construction in the Fall of 2024.

I would respectfully request your feedback by January 20, 2023, so that the City of Laramie may meet the grant deadline laid out by the Wyoming Office of Outdoor Recreation. I appreciate any assistance the Ecological Service Division can provide on this analysis and any help you can provide to ensure the successful attainment of this valuable grant for our community. Please return information to Todd Feezer, Assistant City Manager, tfeezer@cityoflaramie.org.

Sincerely,

Todd Feezer, Assistant City Manager
City of Laramie

Laramie Parks & Recreation

P.O. Box C
Laramie, WY 82073

Parks Division: (307) 721-5264
Fax (307) 721-5256
Recreation Division: (307) 721-5269
Fax: (307) 721-5284
Facilities Mgmt. Division: (307) 721-3585

Wyoming State Historic Preservation Office
2301 Central Avenue
Barrett Building, Third Floor
Cheyenne, Wyoming 82002

RE: Spring Creek Trail Phase 2 – Laramie, Wyoming

To whom it may concern,

The City of Laramie will be submitting a Wyoming Outdoor Recreation grant application to the Wyoming Office of Outdoor Recreation. The application is due January 26, 2024, and requires letters regarding the impact of this project to historic and cultural resources.

Following is a description of the proposed project to receive grant funding:

Project Name: Spring Creek Trail Phase 2
Location: Laramie, Wyoming (LaPrele Park to 9th Street)
Project Length: 1.25 Miles
Project Narrative: Spring Creek Trail Phase 2 has been planned using the Laramie Parks & Recreation Department Master Plan. This trail will provide non-motorized, pedestrian pathway between LaPrele Park and 9th Street in Laramie, Wyoming. The trail construction specifications are 10' wide, 6" thick concrete over 6" of crushed base. There is no anticipated impact to Spring Creek, or any known wetlands as the trail will traverse a developed park and alongside a developed roadway and is designed so that it does not encroach into the creek channel. *Please see attached plan view.*
Project Timeline: If approved the City of Laramie plans to begin construction in the Fall of 2024.

I would respectfully request your feedback by January 20, 2023, so that the City of Laramie may meet the grant deadline laid out by the Wyoming Office of Outdoor Recreation. I appreciate any assistance the State Historic Preservation Office can provide on this analysis and any help you can provide to ensure the successful attainment of this valuable grant for our community. Please return information to Todd Feezer, Assistant City Manager, tfeezer@cityoflaramie.org.

Sincerely,

Todd Feezer, Assistant City Manager
City of Laramie

STATE WYOMING Historic Preservation OFFICE

January 10, 2024

Todd Feezer, Assistant City Manager
City of Laramie
Laramie Parks & Recreation
P.O. Box C
Laramie, WY 82073

Re: Wyoming Outdoor Recreation Grant Application, Spring Creek Trail Phase 2-Laramie, WY (DBPR_WY_2024_12)

Dear Mr. Feezer,

Thank you for consulting with the Wyoming State Historic Preservation Office (SHPO) regarding the above referenced undertaking. Following 36 CFR Part 800, we find that the proposed undertaking is in an area of previous disturbance and has a low probability of containing historic properties, as defined in 36 CFR § 800.16(l)(1). No further identification efforts are warranted.

There is a possibility that buried prehistoric or historic materials may be discovered during the undertaking and we recommend the Wyoming Office of Outdoor Recreation (WOOR) incorporate the following stipulation in the project permit:

If any cultural materials are discovered during construction, work in the area should halt immediately, the WOOR and SHPO staff be contacted, and the materials be evaluated by an archaeologist or historian meeting the Secretary of the Interior's Professional Qualification Standards (48 FR 22716, Sept. 1983).

This letter should be retained in your files as documentation of a SHPO concurrence with your finding of no historic properties affected. Please refer to DBPR_WY_2024_12 on any future correspondence regarding this undertaking. If you have any questions, please contact me at 307-777-5497.

Sincerely,

Richard L. Currit
Senior Archaeologist

WYOMING OUTDOOR RECREATION

October 9th, 2024
NOTICE TO PROCEED

The City of Laramie
406 E Ivinson Ave
Laramie, WY 82070

Re: Wyoming Outdoor Recreation Grant #1423
Laramie, WY
Spring Creek Trail Phase 2

Dear Scott and Todd,

The signed Grant Agreement for the referenced Wyoming Outdoor Recreation Collaborative Grant project is included with this letter and is now valid. The Period of Performance of the Grant Agreement is the Effective Date through December 31st, 2026. This Grant Agreement shall terminate 180 days after that period. All services must be completed during the Period of Performance. Bids and contracts must be approved by our office before they are released.

This letter is to officially inform you of your Notice to Proceed with work and to begin incurring expenses which will be reimbursable through this grant program as outlined in the Grant Agreement.

A reimbursement form and a report form are also attached to the grant agreement. Support documentation of each expense must accompany reimbursement requests as outlined on the form. Project Report due dates are outlined in the Grant Agreement. Please include the Grant Number along with the name of your project on your reimbursement documents and any other documentation you send to this office.

If you have any further questions or concerns, please do not hesitate to contact me at (307) 701-5011 or by email at brynn.hirschman@wyo.gov.

Congratulations!

Brynn Hirschman, Grant Coordinator

SPRING CREEK TRAIL
PHASE 2
CONCEPTUAL PLAN
LARAMIE, WYOMING



VICINITY MAP

NOTES:

- AERIAL IMAGE USED IN THIS CONCEPTUAL PLAN SET WAS OBTAINED FROM CITY OF LARAMIE ZONING INFORMATION MAP/CITY OF LARAMIE 2017 AERIAL.
- NO SURVEY WAS OBTAINED FOR CONCEPTUAL PLANS. DURING FINAL DESIGN ENSURE TRAIL DOES NOT CONFLICT WITH EXISTING UTILITIES AND ENSURE ADEQUATE TURNING RADII AT INTERSECTIONS.
- ALL UTILITY INFORMATION SHOWN IS BASED ON ABOVE GROUND UTILITY MARKERS AND SHOULD BE CONSIDERED CONCEPTUAL.

811 Know what's below. Call before you dig.

REV	DESCRIPTION OF REVISION	BY	DATE

THEENA
ENGINEERING
PO BOX 20083 ▫ CHEYENNE, WY 82003 ▫ 307.274.8929

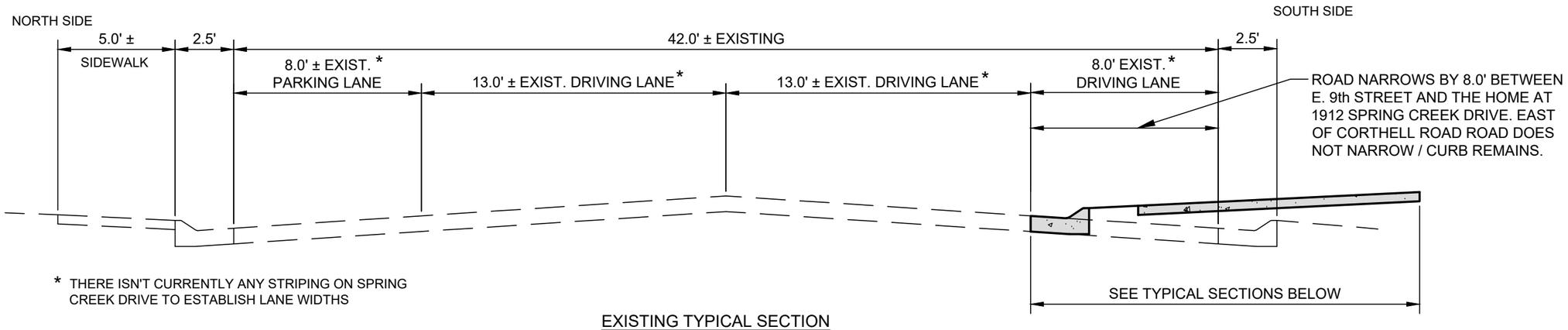
DESIGNED: DMH
DRAWN: DMH
DATE: DECEMBER 2024

SPRING CREEK TRAIL: PHASE 2

TITLE SHEET

DRAWING 1 OF 7

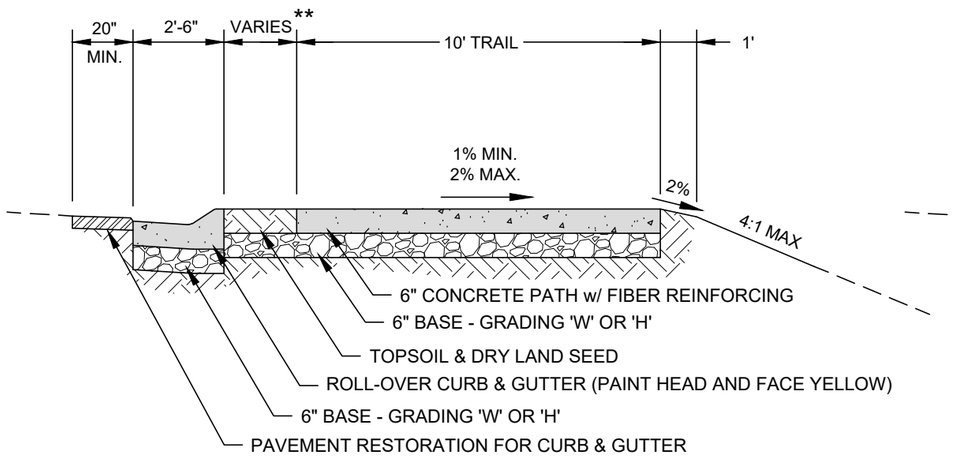
Drawing Name: D:\THEENA\LARAMIE_SPRING CREEK CONTINUATION\SPRINGCREEKTRAIL_CONCEPT.DWG Tuesday, December 31, 2024 4:25 PM By: DARCI HENDON



* THERE ISN'T CURRENTLY ANY STRIPING ON SPRING CREEK DRIVE TO ESTABLISH LANE WIDTHS

EXISTING TYPICAL SECTION
SPRING CREEK DRIVE

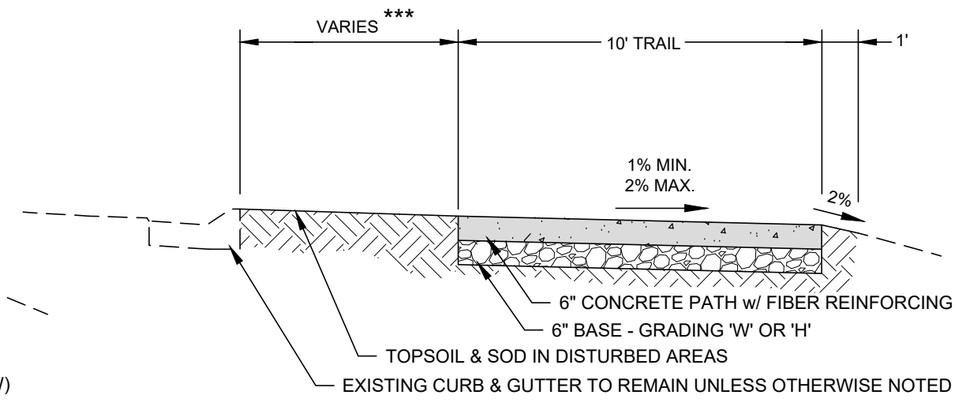
PLANS ARE CONCEPTUAL: NO TOPOGRAPHIC SURVEY WAS DONE FOR CONCEPTUAL PLANNING. LANE WIDTHS AND UTILITY POLE LOCATIONS WILL NEED TO BE DETERMINED WITH FINAL DESIGN TO VERIFY ADEQUATE ROADWAY WIDTH AND TRAIL LOCATION TO AVOID UTILITY POLES.



TYPICAL SECTION
S. 9th STREET TO CORTHELL ROAD

** NOTE:

- BETWEEN S. 9th STREET AND S. 11th STREET TRAIL WILL BE PLACED SOUTH OF EXISTING UTILITY POLES (22'±).
- BETWEEN S. 17th STREET AND E. PARK AVE. THIS DISTANCE IS 0' DUE TO PROXIMITY OF UTILITY POLES AND STEEP GRADE TO SPRING CREEK.
- ADJACENT TO HOMES AT 1912 SPRING CREEK DRIVE AND 88 CORTHELL ROAD THIS DISTANCE IS 0' AND TRAIL SLOPES TOWARD CURB.
- IN OTHER LOCATIONS THIS DISTANCE IS 2.0'.



TYPICAL SECTION
ADJACENT TO LaPRELE PARK

*** NOTE: ADJACENT TO LAPRELE PARK THE TRAIL MEANDERS TO AVOID TREES. SEE PLANS FOR SELECT LOCATIONS OF CURB & GUTTER REPLACEMENT. PAVEMENT RESTORATION REQUIRED AT ALL CURB & GUTTER REPLACEMENT AREAS. ALL CURB AND GUTTER TO BE REMOVED TO THE NEAREST JOINT.

REV	DESCRIPTION OF REVISION	BY	DATE

THEENA
ENGINEERING
PO BOX 20083 ▫ CHEYENNE, WY 82003 ▫ 307.274.8929

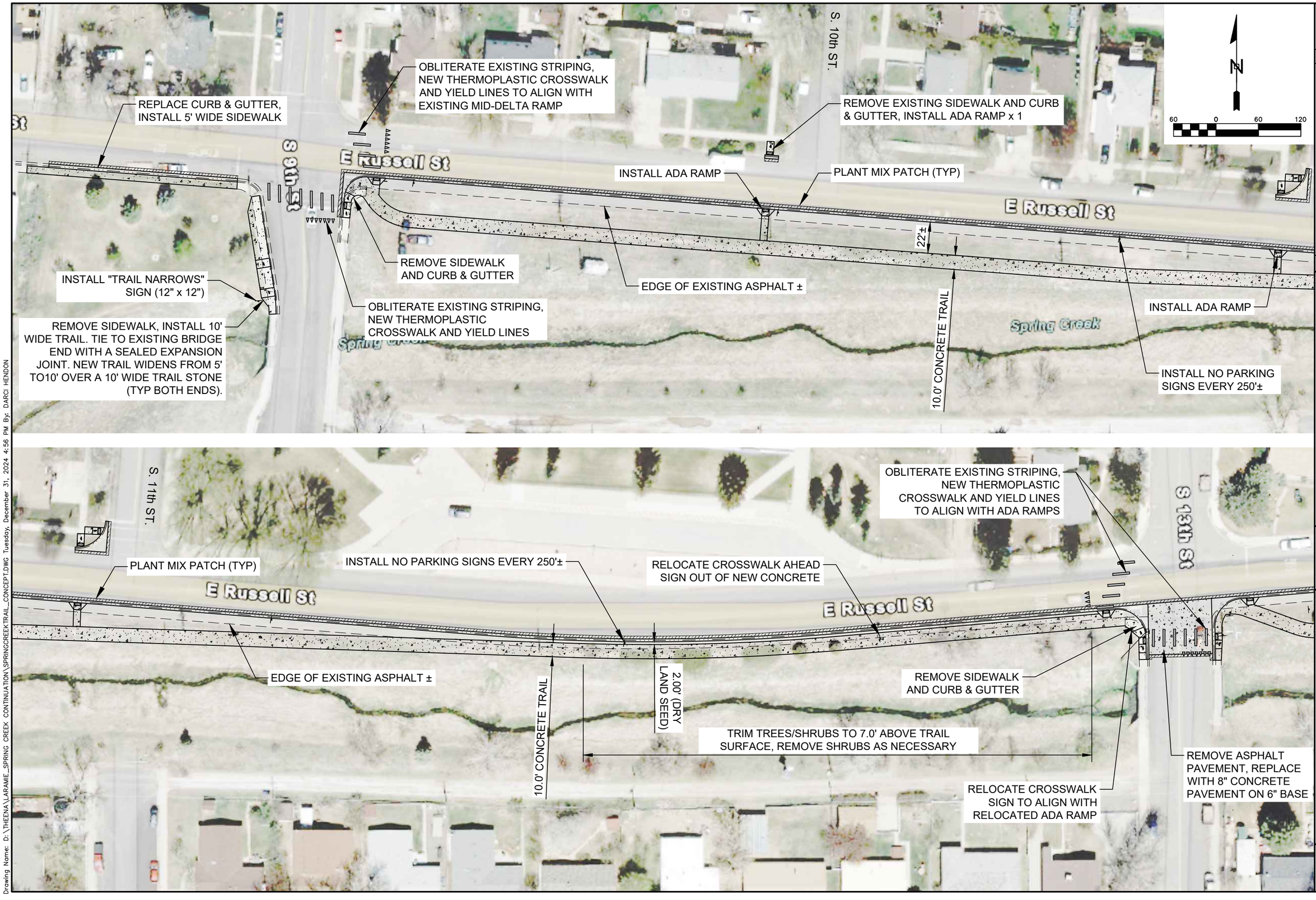
DESIGNED: DMH
DRAWN: DMH
DATE: DECEMBER 2024

SPRING CREEK TRAIL: PHASE 2

TYPICAL SECTIONS

DRAWING
2 OF 7

Drawing Name: D:\THEENA\LARAMIE_SPRING CREEK CONTINUATION\SPRINGCREEKTRAIL_CONCEPT.DWG Tuesday, December 31, 2024 4:25 PM By: DARCI HENDON



Drawing Name: D:\THEENA\LARAMIE_SPRING CREEK CONTINUATION\SPRINGCREEKTRAIL_CONCEPT.DWG Tuesday, December 31, 2024 4:56 PM By: DARCI HENDON

REV	DESCRIPTION OF REVISION	BY	DATE

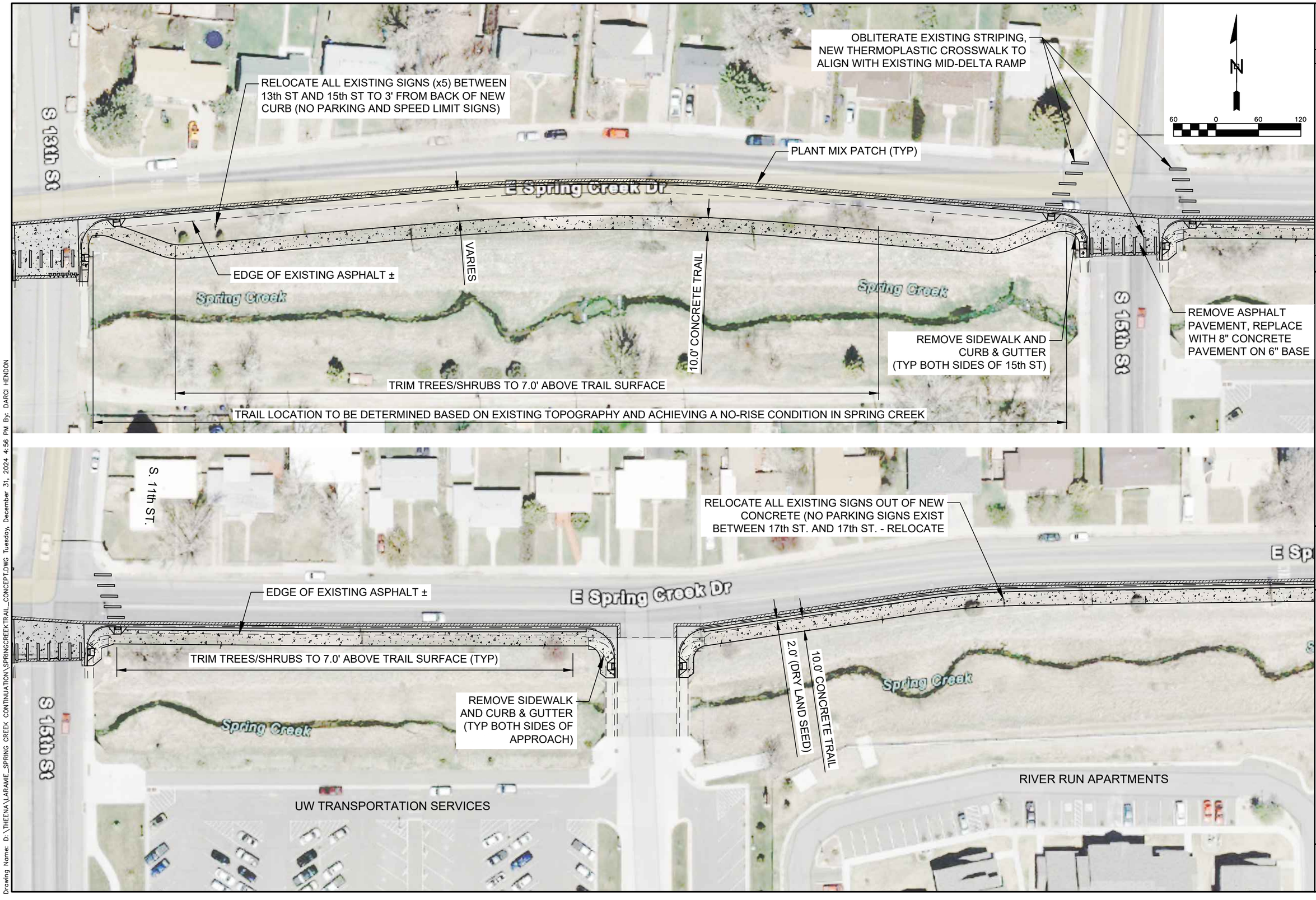
THEENA
ENGINEERING
PO BOX 20083 ▫ CHEYENNE, WY 82003 ▫ 307.274.8929

DESIGNED: DMH
DRAWN: DMH
DATE: DECEMBER 2024

SPRING CREEK TRAIL: PHASE 2

CONCEPTUAL PLAN

DRAWING 3 OF 7



REV	DESCRIPTION OF REVISION	BY	DATE

THEENA
ENGINEERING
PO BOX 20083 ¤ CHEYENNE, WY 82003 ¤ 307.274.8929

DESIGNED: DMH
DRAWN: DMH
DATE: DECEMBER 2024

SPRING CREEK TRAIL: PHASE 2

CONCEPTUAL PLAN

DRAWING 4 OF 7

Drawing Name: D:\THEENA\LARAMIE_SPRING CREEK CONTINUATION\SPRINGCREEKTRAIL_CONCEPT.DWG Tuesday, December 31, 2024 4:56 PM By: DARCI HENDON

S. 17th ST.

REMOVE EXISTING SIDEWALK AND CURB & GUTTER, INSTALL ADA RAMPS x 2

OBLITERATE EXISTING STRIPING, NEW THERMOPLASTIC CROSSWALK TO ALIGN WITH NEW ADA RAMPS

E Spring Creek Dr

PLANT MIX PATCH (TYP)

EDGE OF EXISTING ASPHALT ±

REMOVE SIDEWALK AND CURB & GUTTER (TYP BOTH SIDES OF 17th ST)

REMOVE ASPHALT PAVEMENT, REPLACE WITH 8" CONCRETE PAVEMENT ON 6" BASE

TRIM TREES/SHRUBS TO 7.0' ABOVE TRAIL SURFACE

10.00' CONCRETE TRAIL (ATTACHED TO NEW CURB)

RELOCATE ALL EXISTING SIGNS OUT OF NEW CONCRETE (NO PARKING SIGNS EXIST BETWEEN 17th ST. AND CORTHELL RD. - RELOCATE

Spring Creek

RIVER RUN APARTMENTS

N

60 0 60 120

E. PARK AVE.

REMOVE C&G AND SDWK

CONCRETE APPROACH

CONSTRUCT ADA RAMP TO ALIGN WITH RAMP ON PARK AVENUE

PLANT MIX PATCH (TYP)

10.00' CONCRETE TRAIL (ATTACHED TO NEW CURB)

RELOCATE ALL EXISTING SIGNS OUT OF NEW CONCRETE (NO PARKING SIGNS EXIST BETWEEN 17th ST. AND CORTHELL RD. - RELOCATE

EDGE OF EXISTING ASPHALT ±

REV	DESCRIPTION OF REVISION	BY	DATE

THEENA
ENGINEERING
PO BOX 20083 ▫ CHEYENNE, WY 82003 ▫ 307.274.8929

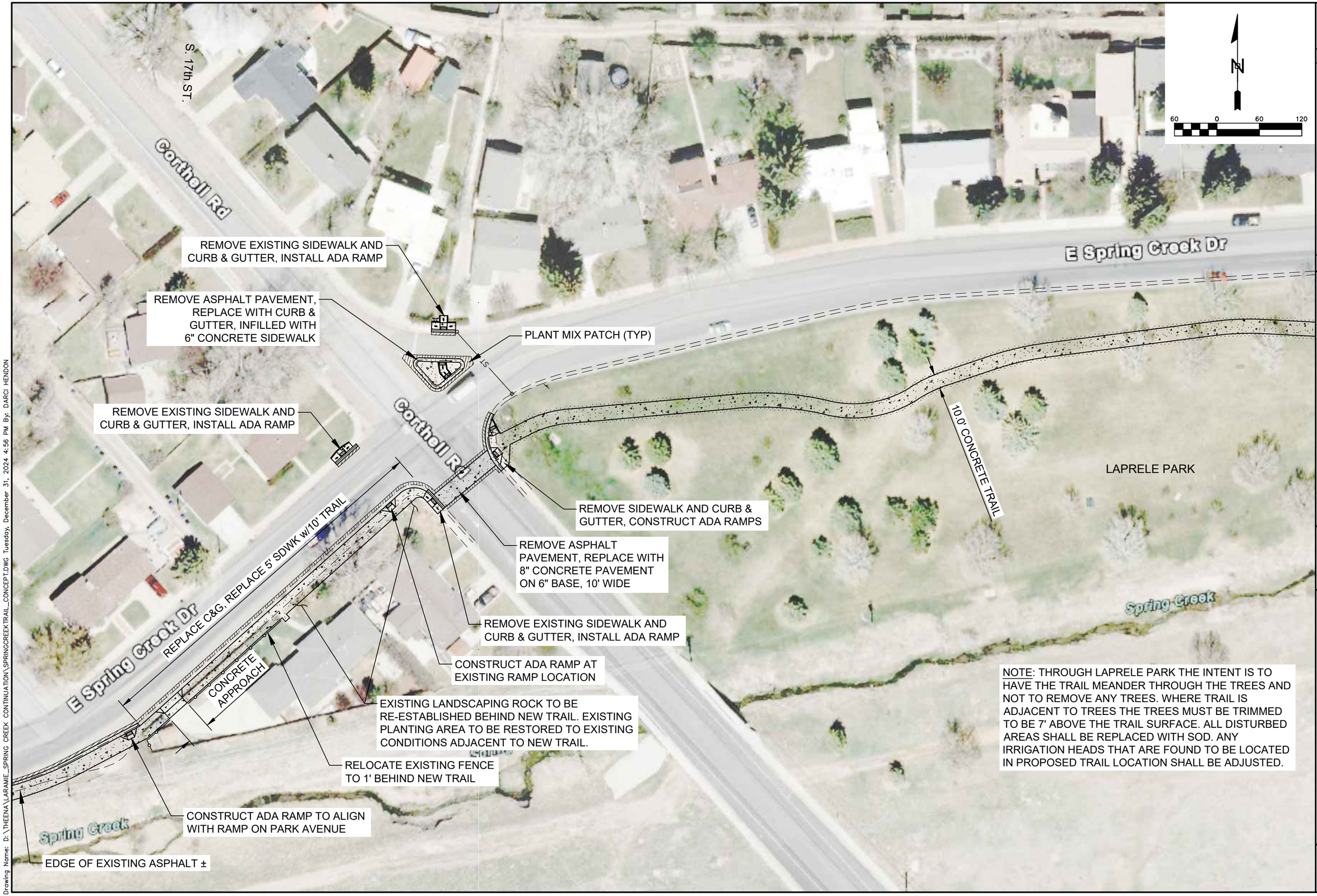
DESIGNED: DMH
DRAWN: DMH
DATE: DECEMBER 2024

SPRING CREEK TRAIL: PHASE 2

CONCEPTUAL PLAN

DRAWING 5 OF 7

Drawing Name: D:\THEENA\LARAMIE_SPRING CREEK CONTINUATION\SPRINGCREEKTRAIL_CONCEPT.DWG Tuesday, December 31, 2024 4:56 PM By: DARCI HENDON



NOTE: THROUGH LAPRELE PARK THE INTENT IS TO HAVE THE TRAIL MEANDER THROUGH THE TREES AND NOT TO REMOVE ANY TREES. WHERE TRAIL IS ADJACENT TO TREES THE TREES MUST BE TRIMMED TO BE 7' ABOVE THE TRAIL SURFACE. ALL DISTURBED AREAS SHALL BE REPLACED WITH SOD. ANY IRRIGATION HEADS THAT ARE FOUND TO BE LOCATED IN PROPOSED TRAIL LOCATION SHALL BE ADJUSTED.

REV	DESCRIPTION OF REVISION	BY	DATE

THEENA
ENGINEERING
PO BOX 20083 ▫ CHEYENNE, WY 82003 ▫ 307.274.8929

DESIGNED: DMH
DRAWN: DMH
DATE: DECEMBER 2024

SPRING CREEK TRAIL: PHASE 2

CONCEPTUAL PLAN

DRAWING 6 OF 7

Drawing Name: D:\THEENA\LARAMIE_SPRING CREEK CONTINUATION\SPRINGCREEKTRAIL_CONCEPT.DWG Tuesday, December 31, 2024 4:56 PM By: DARCI HENDON

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N

60 0 60 120

S 21st St

REMOVE EXISTING SIDEWALK AND CURB & GUTTER, INSTALL ADA RAMPS

REMOVE EXISTING SIDEWALK AND CURB & GUTTER, INSTALL ADA RAMP

E Spring Creek Dr

INSTALL ADA RAMP. REPLACE CURB & GUTTER

PLANT MIX PATCH (TYP)

INSTALL NEW DISK GOLF TEE CONCRETE IF NECESSARY

LAPRELE PARK

10.0' CONCRETE TRAIL

S 22nd St

S 23rd St

REMOVE EXISTING SIDEWALK AND CURB & GUTTER, INSTALL ADA RAMPS

10.0' CONCRETE TRAIL

REPLACE CURB & GUTTER

INSTALL CURB & GUTTER, PAVEMENT PATCH

ADD PAINTED SYMBOL AND SIGNAGE FOR 2 HANDICAP PARKING SPACES. REPLACE CURB AND GUTTER AND INSTALL ADA RAMPS x2. PAINT CURB HEAD BLUE.

REMOVE EXISTING SIDEWALKS

INSTALL ADA RAMP AND CONNECTOR SIDEWALK

10.0' CONCRETE TRAIL

TIE TO EXISTING CONCRETE TRAIL WITH A SEALED EXPANSION JOINT

REV	DESCRIPTION OF REVISION	BY	DATE

THEENA ENGINEERING
PO BOX 20083 ▫ CHEYENNE, WY 82003 ▫ 307.274.8929

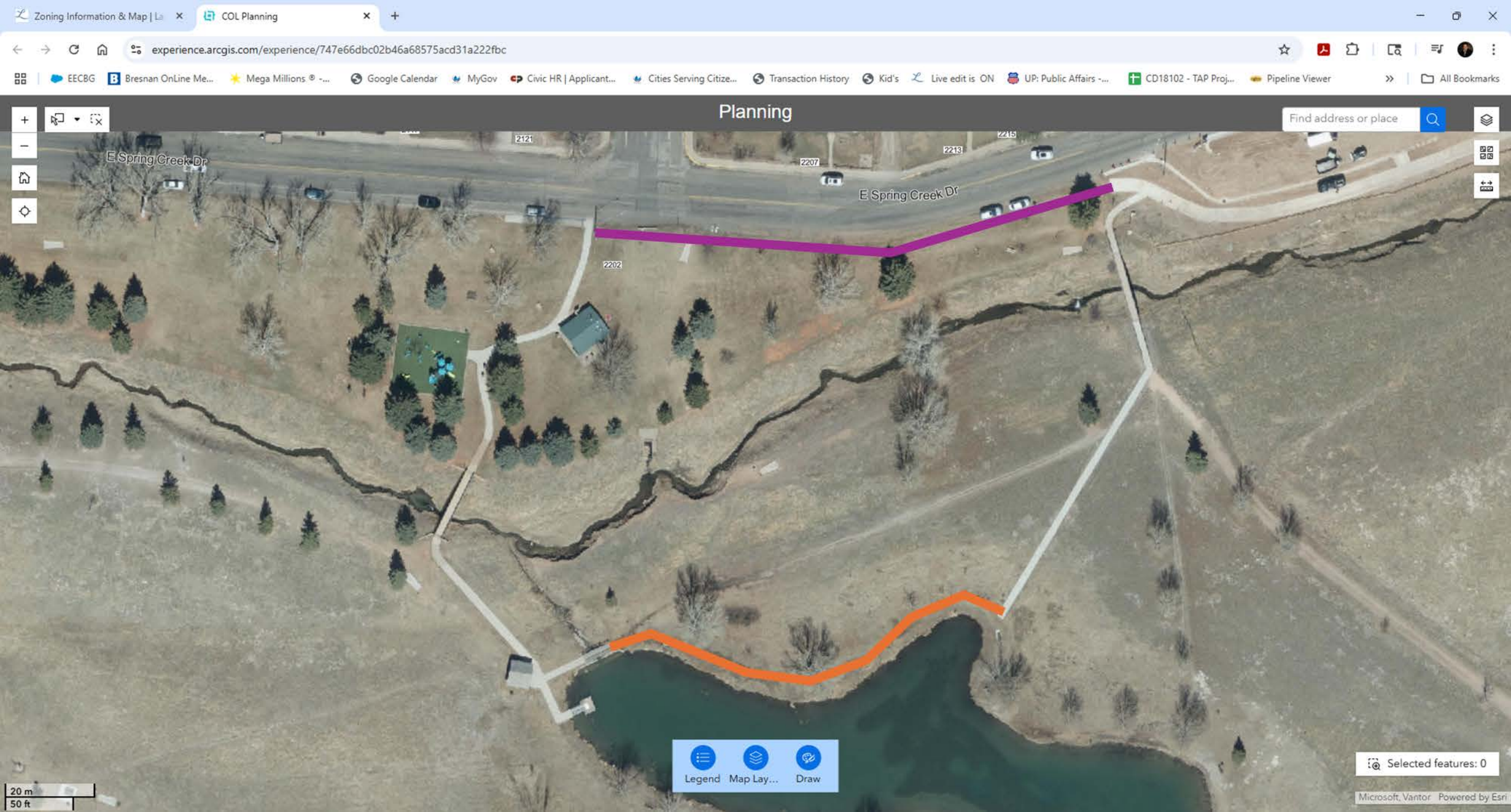
DESIGNED: DMH
DRAWN: DMH
DATE: DECEMBER 2024

SPRING CREEK TRAIL: PHASE 2

CONCEPTUAL PLAN

DRAWING 7 OF 7

Drawing Name: D:\THEENA\LARAMIE_SPRING CREEK CONTINUATION\SPRINGCREEKTRAIL_CONCEPT.DWG Tuesday, December 31, 2024 4:56 PM By: DARCI HENDON


Zoning Information & Map | La
COL Planning
experience.arcgis.com/experience/747e66dbc02b46a68575acd31a222fbc
EECBG
Bresnan OnLine Me...
Mega Millions ® -...
Google Calendar
MyGov
Civic HR | Applicant...
Cities Serving Citize...
Transaction History
Kid's
Live edit is ON
UP: Public Affairs -...
CD18102 - TAP Proj...
Pipeline Viewer
All Bookmarks
Planning
Find address or place
E Spring Creek Dr
E Spring Creek Dr
2121
2207
2213
2215
2202
Legend
Map Lay...
Draw
Selected features: 0
20 m
50 ft
Microsoft, Vantor
Powered by Esri

DESIGN BUILD CONTRACT BETWEEN CITY OF LARAMIE, WYOMING AND _____

1. Parties. This Contract is entered into this _____ day of _____ 2025 by and between City of Laramie, Wyoming, (hereinafter referred to as "City"), whose address is 406 Ivinson Avenue, Laramie, Wyoming 82072, and _____ (hereinafter referred to as "Contractor"), whose address is _____. City and Contractor agree to the terms set forth in this document.

2. Purpose of Contract. Contractor shall provide all labor, supervision, materials, equipment, all incidentals, related items and appurtenances, and performing all operations necessary to complete the final design and construction of the Spring Creek Phase 2 project, in accordance with the Advertisement to Bid (hereinafter referred to as "ATB") documents dated _____, 2025, labeled as the **Spring Creek Phase 2 Project** which is marked Attachment A and attached hereto and incorporated herein.

3. Term of Contract.

A. Time of Commencement and Substantial Completion.

(i) The work under this Contract shall commence upon mutual agreement between both parties, but no later than the last day of _____, 2026 and will be substantially complete within _____ calendar days after the date when the Contract Time commences to run and ready for final payment within _____ calendar days after the date when the Contract Time commences to run.

(ii) Performance under this Contract shall not begin prior to the date upon which the last required signature is affixed to this Contract or the date of the Contractor's receipt of a Notice to Proceed, whichever occurs later.

(iii) Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the use of additional contract time, will in no way operate as a waiver on the part of City of any of its rights under the Contract.

4. Payment.

A. Contract Sum.

(i) City agrees to pay Contractor for the services described herein. The total payment under this Contract shall not exceed _____. No payment shall be made for work performed prior to the date upon which the last required signature is affixed to this Contract or the date of the Contractor's receipt of a Notice to Proceed, whichever occurs later.

(ii) Additional Notices to Proceed shall be issued corresponding to any respective Contract Amendments.

B. Progress Payments.

(i) Contractor may submit monthly invoices for progress payment. Materials included on each invoice must either be installed or stored on site, additionally, any fees for labor must be performed prior to the submission of the invoice. No advance payment for materials or services may be requested. So long as the Contractor is satisfactorily progressing in performance of this contract, City may make monthly progress payments on the contract sum to the Contractor. Pursuant to Wyo. Stat. §16-6-702, City shall withhold five percent (5%) of the calculated value of any work completed until one hundred percent (100%) of the work required by the contract has been performed. The withheld percentage of the contract price shall be retained in an account in the name of the Contractor which has been assigned to City. Before the withheld percentage payment is made, City shall determine that satisfactory and substantial reasons exist for the payment and shall require written approval from any surety furnishing bonds for the contract work.

(ii) No payments under W.S. 16-6-116(a) shall be made until the Contractor files a sworn statement, stating that all claims for material and labor performed under the Contract have been and are paid for the entire period for which the payment is to be made. The sworn statement shall be filed with the public entity which the contract has been made, as designated in Wyo. Stat. § 16-6-117.

(iii) If any claim for material and labor is disputed, the sworn statement shall so state, and the amount claimed to be due the subcontractor or materialmen may be filed by the claimant as a claim against the general contractor's surety bond. Payment to the general contractor under W.S. 16-6-116(a) shall be paid without regard to any pending claims against the general contractor's surety bond unless the public entity has actual knowledge that the surety bond is deficient to settle known claims, in which case an amount equal to disputed claims may be withheld.

(iv) If it becomes necessary for City to take over the completion of the Public Work, all amounts owed the Contractor, including any payment retained under W.S. 16-6-702(b), shall first be applied toward the cost of completion of the Public Work, as provided in Wyo. Stat. §16-6-703, as amended. Any balance of the retained payment remaining after completion of the public work by City shall be payable to Contractor or Contractor's creditors. The retained payment which may be due to Contractor shall be due and payable as prescribed by Wyo. Stat. §16-6-116(a).

C. Final Payment.

(i) Final payment, constituting the entire unpaid balance of the contract sum, shall be paid by City to the Contractor when the Contract work has been completed, and the Contract fully performed. The Contractor shall make its request for final payment in writing to City. The Contractor's request for final payment must include the final reconciliation of the return of, and any restocking charges applied by the suppliers for any unused materials in storage. City shall determine in writing when the Contract work has been completed. Final payment will be made pursuant to Wyo. Stat. §§ 16-6-116 and 16-6-117, as amended.

(ii) No final payment will be made until the Contractor provides a warranty security in the form of a certified or cashier's check or bond issued by a surety meeting the requirements of the General Conditions. The certified or cashier's check or bond shall be in the amount of the 5% of the original contract amount and shall have an expiration date consistent with the final correction or warranty period.

5. Responsibilities of Contractor.

A. The Contractor shall perform all work on the described project as required by the Contract documents. The work to be performed includes the labor and services necessary to produce such work, and all materials, supplies, tools, transportation, equipment, and machinery required for the work.

6. General Provisions.

A. Ownership of Documents/Work Product. All documents, reports, records, field notes, materials, and data of any kind resulting from performance of this Contract are at all times the joint property of the Contractor and City. Upon termination of the Contract all of the above documents return to the City.

B. Independent Contractor. The Contractor shall function as an independent Contractor for the purposes of this Contract and shall not be considered an employee of the City of Laramie for any purpose. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents and/or employees to act as an agent or representative for or on behalf of City, or to incur any obligation of any kind on the behalf of City. The Contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to City of Laramie employees will inure to the benefit of the Contractor or the Contractor's agents and/or employees as a result of this Contract.

C. Amendments. Any changes, modifications, revisions or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.

D. Insurance. The Contractor shall maintain the following insurance:

(i) Comprehensive General Liability. Contractor shall have and maintain comprehensive general liability insurance coverage during the entire term of the Contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof, and including underground, collapse and explosion (XCU) and products and completed operations in an amount not less than five hundred thousand dollars ($500,000.00) each occurrence and one million dollars ($1,000,000.00) in the general aggregate.

(ii) Workers Compensation or Employers Liability Insurance. Contractor shall provide proof of workers compensation coverage, for all its employees who are to work on the projects described in this Contract. Contractor's coverage shall be under the Wyoming Workers Safety and Compensation program, if statutorily required, or such other workers compensation insurance as appropriate. Contractor's insurance shall include A Stop Gap coverage in an amount not less than Five Hundred Thousand Dollars ($500,000.00) per employee for each accident and disease. Contractor shall have also supply proof of workers' compensation and employer's liability insurance on each subcontractor before allowing that subcontractor on the job site.

(iii) Business Automobile Liability. Contractor shall maintain, during the entire term of the contract, automobile liability insurance in an amount not less than five hundred thousand dollars ($500,000.00) per occurrence.

(iv) Coverage. All polices required under this Contract shall be in effect for the duration of this Contract and projects. All policies shall be primary and not contributory. Contractor shall pay the premiums on all insurance policies and insurance certificates must include a clause stating that the insurance may not be revoked, cancelled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to City.

(v) Additional Insured. All insurance policies required by this Contract, except workers' compensation, shall name City as an additional insured, and shall contain a waiver of subrogation against City, its agents and employees. Contractor shall provide, upon request a copy of an endorsement providing this coverage.

(vi) City's Right to Reject. The City reserves the right to reject a certificate of insurance if Contractor's insurance company is widely regarded in the insurance industry as financially unstable. This would include but is not limited to insurance companies with no less than AVIII rating in the A.M. Best insurance rating guide.

(vii) Subcontractors. The insurance requirements set forth above apply to all subcontractors. It is Contractor's responsibility to ensure that its subcontractors meet these insurance requirements. City has the right to review the Certificates of all subcontractors used by the Contractor.

(viii) Cancellation. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent to not renew insurance coverage without thirty (30) days written notice from Contractor or their insurers to City. Any failure to comply with the reporting provision of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage provided to City and its division, officers and employees.

E. Indemnification. The Contractor shall release indemnify, and hold harmless the state, City, and their officers, agents, employees, successors and assignees from any cause of action, or claims or demands arising out of Contractor's failure to perform any of the Contractor's

duties and obligations under or in connection with the negligent performance of Contractor's duties or obligations, including but not limited to any claims, law suits, losses or liability arising out of Contractor's malpractice performance under this Contract.

F. Audit/Access to Records. The Contractor shall, immediately upon receiving written instruction from City, provide to any independent auditor, accountant, or accounting firm, all books, documents, papers and records of the Contractor which are pertinent to this Contract. The Contractor shall cooperate fully with any such independent auditor, accountant, or accounting firm, during the entire course of any audit authorized by City. There will be no cost for audit expense for City request to the Contractor.

G. Publicity. Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Contractor, shall identify City as the sponsoring City and shall not be released without prior written approval from City.

H. Assignment, Transfer and Subcontracting. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set for in this Contract without the prior written approval of the other party. The Contractor shall not use this Contract, or any portion thereof, for collateral for any financial obligation, without the prior written permission of City. No such written approval shall relieve the Contractor of any obligations of this Contract and any transferee or subcontractor shall be considered the agent of the Contractor. The Contractor shall remain liable as between the original parties to the Contract as if no such assignment had occurred.

I. Compliance With Laws. The Contractor shall keep informed of and comply with all applicable federal, state and local laws and regulations in the performance of this Contract or any properly promulgated rules and regulations related thereto, and Section 504 of the Rehabilitation Act of 1973.

J. Wyoming Product Preference. Unless otherwise provided in the Contract, the Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of work, whether temporary or permanent. The Contractor shall comply with all resident and other preference requirements, including but not limited to those applicable to labor, materials and subcontractors. The Contractor agrees to provide Wyoming made goods where those goods are comparable in price and quality to those required by this Contract.

K. Termination of Contract. This Contract may be terminated for cause if the Contractor or City fails to perform in accordance with the terms and conditions of this Contract following delivery of a written thirty (30) day notice stating the grounds for such default.

L. Applicable Law/Venue. The construction, interpretation and enforcement of this Contract shall be governed by the laws of the State of Wyoming. The courts of the State of

Wyoming shall have jurisdiction over this Contract and the parties, and the venue shall be the Second Judicial District, Albany County, Wyoming.

M. Nondiscrimination. Nondiscrimination. The Contractor shall comply with Presidential Executive Order 11246 entitled, "Equal Employment Opportunity", as amended by Presidential Executive Order 11375, and as supplemented in the Department of labor Regulations (41 CFR Part 60), the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), 42 U.S.C. 12101, et seq., the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.), the Wyoming Human Rights Act, and the Age Discrimination Act of 1975.

All parties of this Contract agree that all hiring must be done on the basis of merit and qualifications. There may be no discrimination on the basis of race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, physical or mental disability, or national origin by the person or persons performing the Contract including, but not limited to, the prevailing wage laws.

N. Entirety of Contract.

(i) The Contract shall consist of this document and its terms and conditions and the following documents: The Advertisement to Bid, Instructions to Bidders, Bid Form, Signature Sheets, Performance and Payment Bond, General Conditions, Supplementary Conditions, Specifications, Supplementary Specifications, Special Provisions, Notice to Proceed, duly issued Change Orders, Extra Work Orders and Field Orders, Addenda, and all modifications issued after execution of this Contract. The Contract documents are as fully a part of this Contract as if hereto attached or herein repeated. The Contract documents are complementary and what is required by one shall be as binding as if required by all. The Contractor warrants that it has carefully examined and understands all of the Contract documents listed above, prior to starting any work under this Contract. The Contractor has not identified any issues from the above documents or site conditions which would prevent accomplishing the entire work as outlined in the Project Manual which is marked Attachment A and attached hereto and incorporated herein. Modifications include but are not limited to the following: (1) change orders (2) extra work orders or (3) addenda entered into by the parties pursuant to the terms of the Contract.

(ii) The Contract does not include prior negotiations, or any other documents not specifically enumerated in the contract documents delineated in subparagraph (A) above.

(iii) This Contract, consisting of _____ pages, along with the documents explicitly enumerated in Paragraph 6 (N) above and Attachment A entitled Project Manual for Laramie Bike Park Design-Build Project, dated _____, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. The Contractor shall report to City any error, inconsistency or omission it may discover. City, after consulting with the Contractor, will decide on correction of such error. The Contractor may request a change order, under the change order provisions of this Contract, in conjunction with any required correction, if appropriate.

(iv) The terms and language set forth in this Contract have been negotiated by City and the Contractor and have not been drafted unilaterally by either party. By executing this Contract, the Contractor represents that it has carefully read, studied, compared and examined all contract documents, including the specifications, is satisfied with the sufficiency of the contract documents, and shall not, at any time, complain of defects or inaccuracies in such documents, specifications or drawings.

P. Confidentiality of Information. All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the Contractor in the performance of this Contract shall be kept confidential by the Contractor unless written permission is granted by City for its release.

Q. Force Majeure. Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the non-performing party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and usually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the non-performing party.

R. Kickbacks. The Contractor certifies and warrants that no gratuities, kickbacks or contingency fees were paid in connection with this contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If the Contractor breaches or violates this warranty, City may, at its discretion, terminate this Contract without liability to City, or deduct from the contract price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

S. Notices. All notices arising out of, or from, the provisions of this Contract shall be in writing and given to the parties at the address provided under this Contract, either by regular mail, facsimile, e-mail, or delivery in person.

T. Liaison and Notice. City Project Manager & Contractor Superintendent.

(i) City project manager is Michael Bork, telephone number: (307) 721-5260 and email: mbork@cityoflaramie.org.

(ii) The Contractor's Project Superintendent is _____, telephone number: _____ and email: _____.

(iii) All notices and invoices required in this Contract shall be in writing, properly addressed to the liaison above, and mailed first-class, postage prepaid. All notices sent via

U.S. Postal Services are deemed effective on the date of postmark. Notices and invoices mailed through another carrier (e.g., UPS or FedEx) are effective upon receipt.

U. Sovereign Immunity. The City does not waive sovereign immunity by entering into this Contract, and specifically retains immunity and all defenses available to them as sovereign pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

V. Taxes. The Contractor shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to federal and social security taxes, workers' compensation, unemployment insurance and sales taxes.

W. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.

X. Americans with Disabilities Act. Contractor shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101 *et seq*. and any properly promulgated rules and regulations related thereto.

Y. Warranty. Contractor warrants the following:

(i) has the ability to perform the agreed services;

(ii) shall provide suitable resources to perform work in accordance with agreed services;

(iii) will endeavor to provide the services herein on a timely basis consistent with the difficulty and scope of services to be provided; and

(iv) shall perform all work in a professional and workmanship like manner.

Z. Patent or Copyright Protection. Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by Contractor or its subcontractors will violate any such restriction.

AA. Extension. Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be requested by the Contractor and following approval by City shall be effective

only after it is reduced to writing and executed by all parties to the Contract. Any agreement to extend this Contract shall include, but not necessarily be limited to: an unambiguous identification of the Contract being extended; the term of the extension; the amount of any payment to be made during the extension, or a statement that no payment will be made during the extension; a statement that all terms and conditions of the original Contract shall, unless explicitly delineated in the exception, remain as they were in the original Contract; and, if the duties of either party will be different during the extension than they were under the original Contract, a detailed description of those duties.

BB. Availability of Funds. Each payment obligation of City is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services performed by the Contractor, the contract may be terminated by City at the end of the period for which the funds are available. City shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to City in the event this provision is exercised, and City shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be constructed to permit City to terminate this Contract to acquire similar services from another party.

CC. Award of Related Contracts. City may undertake or award supplemental or successor contracts for work related to this Contract. The Contractor shall cooperate fully with other contractors and City in all such cases.

DD. Time is of the Essence. Time is of the essence in all provisions of the Contract.

EE. Titles Not Controlling. Titles of paragraphs and sections are for reference only and shall not be used to control the language in the contract.

FF. Severability. Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of this Contract shall continue in full force and effect and either party may attempt to renegotiate the terms affected by the severance.

INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Laramie City Council has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and Contractor has signed and executed this Agreement, the day and year first written above.

CITY OF LARAMIE, WYOMING:

By: _____
Sharon Cumbie, Mayor and President
City of Laramie, City Council

Attest: _____
Nancy Bartholomew, CMC
City of Laramie, City Clerk

CONTRACTOR:

By: _____

Title: _____



Spring Creek Trail Phase 2

Prepared for
City of Laramie

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Executive Summary

Big Huhnks Excavation, Inc. is pleased to submit our response for the RFQ regarding the Spring Creek Trail Phase 2 project. Our firm delivers a practical, results-driven approach to public infrastructure construction, combining experienced field leadership with efficient project coordination to meet schedule, budget, and performance goals.

Our team begins each project with a clear understanding of project objectives, site conditions, and community impact. For Spring Creek Trail Phase 2, this includes careful attention to grading, drainage, accessibility, environmental considerations, and public safety. We work closely with owners, engineers, and inspectors to develop constructible solutions that minimize risk, reduce delays, and ensure long-term durability.

Big Huhnks Excavation, Inc. brings proven experience in excavation, concrete, and site development for public infrastructure projects. Through hands-on management, detailed scheduling, and proactive problem-solving, we maintain control of both cost and timeline while delivering high-quality results.

Safety is fundamental to our operations. We maintain a strong safety culture focused on planning, accountability, and protection of workers and the public, particularly in active community spaces.

QUALIFICATION STATEMENT

We confirm our ability to meet or exceed all minimum qualification requirements and affirm our intent to submit a detailed proposal if selected for Phase 2. Big Huhnks Excavation, Inc. is prepared to mobilize promptly and deliver a successful project that enhances connectivity, recreation, and community value.

Commitment Statement

Big Huhnks Excavation, Inc. has the personnel, equipment, and resources necessary to fully support the Spring Creek Trail Phase 2 project. We confirm our ability to meet the minimum project schedule, including participation in design activities beginning February 2026 and completion by November 2026.

Our current workload allows us to dedicate the required staff and resources to this project. If selected, Big Huhnks Excavation, Inc. intends to submit a complete and responsive proposal in accordance with the Phase 2 Request for Proposal.

Single Point of Contact

Tara Smith

Office: 307-721-8977

Cell: 307-761-3457

BHExcavation@hotmail.com

P.O. Box 1723
Laramie, WY 82073

17 Terra Firma Trail
Laramie, WY 82072

Qualifications

Licensure:
City of Laramie-
General Contractors License
Class C Contractor
Water and Sewer Contractor

Secretary of State-
Wyoming Business

LEAD ON SIMILAR PROJECTS

Laramie Rotary Clubs Park at Grand View Heights

Wyoming Ave. Phase 2

Vista Grande Estates

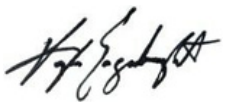
Sundance Hill Subdivision

Background and Experience

Big Huhnks Excavation, Inc. has been in continuous operation since 2005 and brings extensive experience in all aspects of earthwork and site development. What began as a small operation has grown into a well-established excavation and construction company known for reliability, versatility, and quality workmanship.
The company completes multiple projects each year, with contract values ranging from approximately $50,000 to $3 million. No project is considered too large or too small. Big Huhnks Excavation takes pride in its ability to adapt to a wide range of project scopes and to provide flexible, client-focused solutions.
Based in Laramie, Wyoming, Big Huhnks Excavation, Inc. performs work exclusively within the state of Wyoming, with a primary focus on Albany County. Over the years, the company has developed strong, lasting relationships with a diverse network of clients through consistent performance and dependable service. Project experience includes residential, commercial, and public-sector work.
Big Huhnks Excavation maintains a close-knit workforce of approximately 15 to 25 employees throughout the year. This structure allows the company to offer a more personal level of service than larger corporations. Clients benefit from prompt communication, responsive staff, and direct collaboration with company leadership, including hands-on involvement from the owner.

January 05, 2026

Re: Big Huhnks Excavation, Inc.
To Whom It May Concern:
I understand that Big Huhnks Excavation, Inc. is currently bidding or is desirous of bidding projects to your organization. This is to advise you that, based upon our current information, we are willing to entertain bonds for this organization for construction contracts up to the amounts of $5,000,000 (Single Job) / $10,000,000 (Aggregate), subject to the usual underwriting criteria.
Please understand that any arrangements for surety credit is a matter between contractor/applicant and ourselves and we assume no liability to any third parties if for any reason we do not supply bonds.
This letter is not an assumption of liability nor is it a bond. It is issued only as a letter of recommendation on behalf of our client.
Sincerely,



Kyle Ergenbright
Underwriter

Not licensed in all states. | GraniteRe,Inc.conductsbusinessinCaliforniaasGraniteSuretyInsuranceCompany | © 2025 Granite Re, Inc.

BIG HUHNKS EXCAVATION

Current & Projected Workload

Spring 2026
Cathy Gardens - Shepard Construction - Commercial Build - Rawlins, WY
Snowy Range Evangelical Free Church - Shepard Const.- New Build - Laramie, WY

Currently our scheduled workload is minimal, and we are currently bidding several projects in the area.

Key Personel

Tara Smith

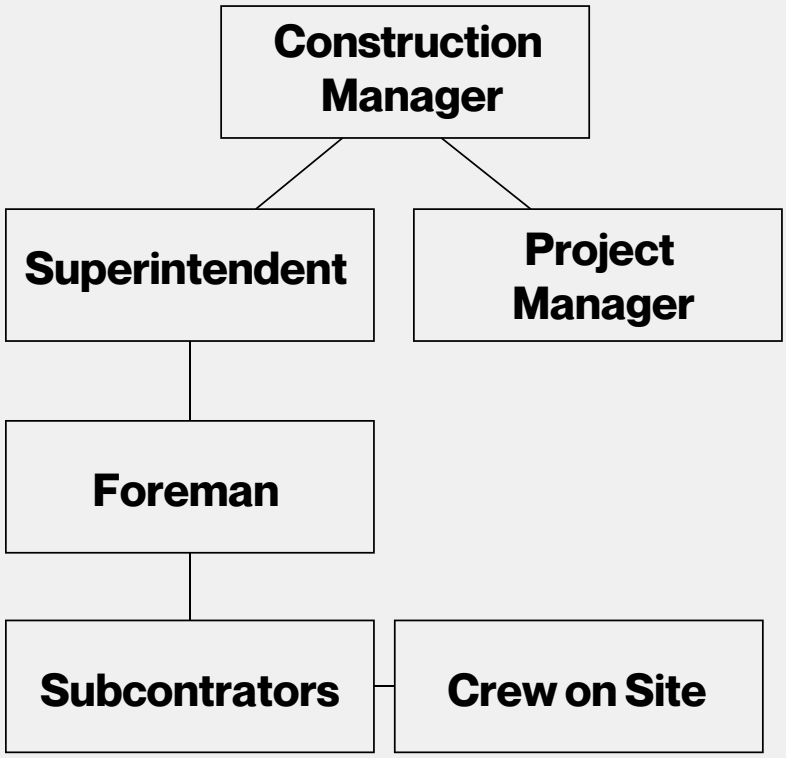
- Construction Manager
- Accounts Manger
- 12+ years experience
- 307-761-3457

Nate Huhnke

- Owner
- Project Manager
- 20+ years experience
- 307-438-1897

Ben Huhnke

- Owner
- Superintendent
- 20+ years experience
- 307-349-2148



Shane Kupilik

- Lead Foreman
- Equipment Operator
- 15+ years experience
- 307-760-8079

Subcontractors

- Dwel, Inc.
- Bustos Concrete
- Let R' Buck Landscaping
- Laramie Land Surveying

Ben Huhnke
Owner | Advanced Equipment Operator | Superintendent

Professional Summary



Experienced construction and excavation Superintendent with over 20 years of hands-on leadership in earthwork and site development. Owner of Big Huhnks Excavation since 2005, bringing advanced equipment operation expertise, strong jobsite supervision, and disciplined project management. Highly organized, practical, and self-motivated, with a proven ability to work effectively with owners and customers while keeping projects on schedule.

Professional Experience

Big Huhnks Excavation, Inc.
2005 – Present

- Serves as Superintendent overseeing all phases of excavation and site work for residential and commercial projects.
- Leads daily field operations, manpower coordination, and equipment utilization.
- Acts as primary point of contact between owners, customers, and field crews.
- Maintains project schedules and ensures timely completion of work.
- Provides advanced heavy equipment operation support as needed on active jobsites.
- Enforces safety standards, quality control, and efficient work practices.
- Demonstrates hands-on leadership and accountability across multiple projects.

Nate Huhnke
Owner | Project Manager | Estimator

Professional Profile



Construction and excavation professional with extensive experience in project management, estimating, and coordination of earthwork and site development projects. As Owner and Project Manager, provides leadership from pre-construction through completion, ensuring accurate estimates, efficient coordination, and timely project delivery. Highly organized, detail-oriented, and self-motivated, with strong communication skills and a practical, solutions-focused approach.

Professional Experience

Big Huhnks Excavation, Inc.
2005 – Present

- Leads all estimating and pre-construction activities, including quantity takeoffs, cost analysis, and bid preparation.
- Manages project coordination from award through completion, serving as the primary point of contact for owners, contractors, and clients.
- Develops project schedules and coordinates labor, equipment, and subcontractors to meet deadlines.
- Oversees multiple projects simultaneously while maintaining organization, accuracy, and accountability.
- Works closely with field supervision to resolve issues and maintain efficient workflow.
- Ensures clear communication, documentation, and follow-through on all project requirements.
- Supports company operations through strategic planning, budgeting, and customer relationship management.

Shane Kupilik
Lead Foreman | Heavy Equipment Operator



Professional Summary

Experienced construction professional with over 15 years of hands-on field leadership in excavation and site development. Employed with Big Huhnks Excavation since 2010, serving as Lead Foreman and primary equipment operator. Oversees on-site crews, coordinates daily work activities, and ensures projects are completed safely, efficiently, and according to plan. Highly skilled across a wide range of heavy equipment with a strong reputation for leadership, reliability, and jobsite organization.

Professional Experience

Lead Foreman / Equipment Operator
Big Huhnks Excavation, Inc.
2010 – Present

- Oversees all field personnel on active jobsites, providing daily direction and supervision.
- Coordinates crew activities to maintain productivity, safety, and quality standards.
- Operates heavy equipment at a high level of proficiency to support all phases of excavation and earthwork.
- Serves as a key link between field crews and project management to ensure clear communication and execution.
- Monitors job progress, addresses field issues, and implements practical solutions.
- Maintains jobsite organization, safety compliance, and workflow efficiency.

Tara Smith
Construction Manager | Accounts Specialist | Office Manager



Professional Summary

Construction management professional with over 10 years of experience overseeing operations, financial administration, and office management for Big Huhnks Excavation. Manages all company documentation, employee administration, accounting functions, and internal systems. Highly organized, dependable, and central to day-to-day business operations and project support.

Professional Experience

-Construction Manager / Accounts Specialist / Office Manager
Big Huhnks Excavation, Inc.
2013 – Present

- Manages all company paperwork, contracts, submittals, and compliance documentation
- Oversees employee management including hiring, onboarding, and termination
- Handles accounts receivable, accounts payable, and bookkeeping
- Manages fleet documentation and tracking
- Supports estimating, quantity takeoffs, and bid preparation
- Oversees marketing, advertising, website, and social media
- Provides IT support and manages company security systems

-Custom Homes Design Consultant
Gateway Construction
2008 – 2012

- Assisted clients with custom home design selections and documentation
- Coordinated design details with construction teams

Previous Work

Big Huhnks Excavation, Inc. has completed countless excavation and site development projects for the City of Laramie, the University of Wyoming, and private clients throughout southeastern Wyoming. Our experience includes utilities, road construction, commercial and residential building sites, demolition, parks, and subdivision development. Since 2005, we have delivered reliable, high-quality work while maintaining schedules and coordinating closely with owners and project teams.

01

Wyoming Ave. Phase 2 - May - November 2025

$2,192,000.00 Project
City of Laramie
Ridge Leinen

02

Laramie Rotary Cubs Park July 2024 - June 2025

$2,460,000.00 Project
City of Laramie
Todd Feezer

03

Sundance Hill Subdivision - January 2024 - May 2025

$1,370,000.00 Project
Quadline Group, LLC
Todd and Deby Forry

04

Vista Grande Estates - January 2018 - July 2020

$800,000.00 Project
Thomas Wolfe



Quadline Group

2713 Dover Drive
Laramie, Wyoming 82072
(307) 760-1849
Quadline4@gmail.com

December 19, 2025

City ofLaramie
Laramie,Wyoming
Re: Letter of Reference for Big Huhnks Excavation, Inc.

To Whom It May Concern,

I am pleased to provide this letter of reference in support of Big Huhnks Excavation, Inc. as part of their design-build proposal to the City of Laramie.

Our organization has worked closely with Big Huhnks Excavation, Inc. on the infrastructure work for Phase I and Phase II of the Sundance Hills development project. Throughout both phases, Big Huhnks Excavation, Inc. consistently demonstrated a high level of professionalism, technical competence, reliability, on-time and within budget.

Their team delivered work on time, communicated clearly and proactively, and took great pride in the quality of their work. Coordination with our team was seamless, and Big Huhnks Excavation, Inc. approached each phase with strong planning, attention to detail, and a solution-oriented mindset that supported overall project success.

Big Huhnks Excavation, Inc. sets itself apart through exceptional communication and customer service. In an industry where strong customer service can be difficult to find, they stand out as a gold standard. They are first-in-class in the services they perform and consistently operate with accountability, responsiveness, and integrity.

Based on our experience on the Sundance Hills project, I would confidently recommend Big Huhnks Excavation, Inc., for this project and future work with the City of Laramie. They have proven to be a dependable partner and an extension of our team, and we would welcome the opportunity to work with them again.

Please feel free to contact me if you require any additional information.

Best Regards,

Deby L. Forry, Esq.
Managing Member

Tom Wolfe (512) 422-6505
Kelly Wolfe (512) 496 9695



info@vista-grande-estates.com
www.vista grande estates.com

January 30, 2025

To whom it may concern:

I am writing this reference letter from the perspective of my working relationship with Big Huhnks Excavation.

The first perspective is as the CEO of Premier Bone and Joint for 14 years. I employed the services of Big Huhnks on several projects, more recently the excavation, utilities, and foundation work and extensive parking lot for our new surgery center, and presently they are engaged in reworking our east employee parking lot to meet city code requirements. I have found their work to be accurate in terms of grade levels and the technical components of making a proper foundation for a large building, including the drainage component.

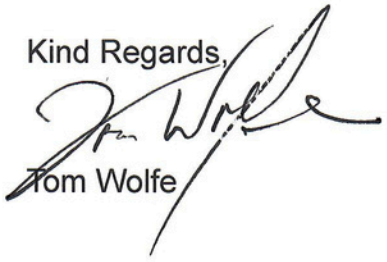
The second perspective is as the developer of Vista Grand Estates subdivision, Big Huhnks has served in several capacities in that effort. They have constructed many miles of excellent roads inside the subdivision, laid utilities, and prepared foundation for 30,000 sq. ft. outdoor riding arena, again meeting code requirements for proper crowning and width of the roadways, and including the analysis of drainage requirements and appropriate culverts and other aspects to control water flow. In addition, Big Huhnks has prepared the foundation for our 27,000 sq.ft. indoor riding arena which included pad, layout, proper elevation and drainage, and prepared footings for a 300 foot-long building with concrete and rebar to reinforce the building length-wise and width-wise. They have conformed the landscape to achieve proper drainage such that I have no issues in snow or heavy downpour situations as they have “sculptured” my difficult landscape situation to allow for efficient water movement away from all critical areas.

I have known the Big Huhnks owners for many years and have also seen several

other jobs and projects which they have completed efficiently and in a high-quality work product.

In summary, I clearly believe when it comes to excavation, dirt work, foundation, streets and curbs, and concrete work, you will find no other company that produces the quality work as does Big Huhnks Excavation. Most importantly, they are honest, forthright ,and at all times act professionally and appropriate in their business relationships, and strive to provide the best service possible meeting critical deadlines and budgets. I can honestly highly recommend the Big Huhnks Excavation Company to you for your future projects.

Kind Regards,



Tom Wolfe

SHEPARD CONSTRUCTION, INC
P.O. Box 153 * 2105 E. Daley * Rawlins, Wy 82301

December 22, 2025

To whom it may concern,

I am writing to recommend Big Huhnks Excavation, whom we have known and worked with for over 15 years, as a candidate for your project. Shepard Construction Inc. has been in business for 39 years and have worked with many sub-contractors from across the state and Big Huhnks has undoubtedly become one of our top choice Civil Contractors. Within our experience with Big Huhnks their work has always been precise, timely, and budget friendly. They have always shown themselves to be team players pertaining to a jobsite, always respectful to the design team, owners, and other trades, making the entire process run smoothly. Their adaptiveness to problem solving and keeping projects on schedule is extremely efficient. We look forward to a long relationship with the Big Huhnks.

I have no doubt Big Huhnks Excavation will be an asset in the success of your project and I give my highest recommendation. If I can provide any further assistance, do not hesitate to contact me.

Sincerely,

Coulten Shepard

Coulten Shepard

307-328-1439 * 307-328-1438 FAX * sci@tribcsp.com

City of Laramie
City Manager's Office
P.O. Box C
Laramie, WY 82073

office (307) 721-5226

December 19, 2025

Subject Line: Big Huhnks Excavation, Inc. Recommendation Letter

To whom it may concern,

Iam writing this letter as a recommendation for Big Huhnks Excavation, Inc.'s Request for Qualifications for the Spring Creek Trail Phase 2 project. Big Huhnks Excavation, Inc. has worked with the City of Laramie as a civil contractor on many street, park, and civil projects. My specific work experience with Big Huhnks Excavation, Inc. includes the Scout Park Improvement Project and the construction of the Laramie Rotary Clubs Park at Grand View Heights, Laramie's newest park.

The specific projects in which I worked with Big Huhnks Excavation, Inc. were enhanced by the creativity, craftsmanship, professionalism, and guidance of both Nate & Ben Huhnke. There company is big enough to handle major projects, however, takes the time to ensure our public funds are expended properly. On the Rotary Clubs Park project, Nate developed and implemented an alternate restroom concept that saved the total project more than seventy-five thousand dollars.

I am happy to recommend Big Huhnks Excavation, Inc. for any future projects. We have had successful projects with them in the past and only expect that you will find the same success on any projects that you have with them in the future. Feel free to contact me by email at tfeezer@cityoflaramie.org or by phone at 307.721.5226 with any questions you may have about our experience with Big Huhnks Excavation, Inc.

Sincerely,

Todd Feezer, Interim City Manager
Laramie, Wyoming

UNIVERSITY
OF WYOMING

UW Operations – Utilities Management and Facilities Engineering
1000 E.University Ave. •Department 3227 •ServiceBuilding•Laramie,WY 82071
(307) 766-2077 • FAX (307) 766-4040 • www.uwyo.edu

December 22, 2025

Re: Letter of Recommendation for Big Huhnks Excavation, Inc. and Nate Hunke

Dear RFQ Selection Committee,

Iam writing to you to recommend Big Huhnks Excavation, Inc. for your present and future construction needs. Big Huhnks is a locally-owned company that specializes in heavy civil excavation, ground work, and utility connections. As we are minimally staffed in UW Operations, we often rely on Big Huhnks Excavation, Inc. and specifically, Nate Hunke, to provide us with timely and accurate estimates during utility infrastructure emergencies. Nate and his staff are professional, courteous, safety-conscious and deliver quality construction and repairs in a timely manner. Nate is also an exceptional communicator and touches base multiple times a day, especially when he encounters unexpected field conditions. He also adheres to all 811 requirements and keeps our locating staff informed of any issues and he is skilled at taking a photographic record of his completed work.

Big Huhnks has performed a number of projects for us over the last two years. Specific projects during this time-period include:

1. Repairing a water main break outside the Engineering Building. This project was especially difficult as the temperature was well below freezing at the time.
2. Repaired a domestic water line break at the Agronomy Farm on HWY 230
3. Replaced five fire hydrants on campus due to age.
4. Replaced a sanitary sewer lateral adjacent to Ivinson Ave
5. Emergency storm sewer replacement – Big Huhnks replaced an old reinforced concrete line that was broken in multiple locations. This project also included a level of complexity as the pipe in question also penetrated part of our tunnel system.
6. Repairing a water main break at Spanish Walk apartments.
7. Excavated Bradley street within the UW Utility corridor to facilitate air vent replacement.

Additional projects over the past 8 years include repairing a water main at Spanish Walk (different location than above), repairing a storm line break at our Central Energy Plant, decoupling City of Laramie domestic water from the campus irrigation system near the West Stadium, and excavation exploration to help locate a suspected steam line breach near the former Wyo Hall location.

The largest recent project Big Huhnks Excavation has performed on campus was the civil work at the Law Building addition. Their work included chilled water, domestic water, fires mains and dirt work. Although I was not directly supervising this work, I can again attest that Nate kept

our Utilities Management and Plumbing Shop apprised of all work and requested our presence for witness of pressure testing. This work was completed three summers ago and I have had zero issues with his installations in that time. I also appreciated that he provided input on the civil redlines for our permanent record.

Big Huhnks is a very capable contractor that is able to provide the manpower and equipment needed for a multitude of jobs. As we often reach out to them on short notice for emergency work, they are always ready to accommodate and complete the jobs that arise around our facilities. They are timely and prudent and produce great results with their knowledge and expertise in their field.

Sincerely,



Shantel Utton, PE, CEM
Deputy Director, Engineering and Utilities Management
Operations
University of Wyoming

Project Administration

Design Management

Our design management approach is built on collaboration, transparency, and early coordination to ensure a practical and constructible final product. We plan to partner with DWEL, Inc. to provide all required construction documents, design support, and engineering services. This partnership allows us to integrate design intent with real-world construction considerations from the outset.

We will maintain consistent and open communication with the City of Laramie throughout the design process using a combination of email correspondence, phone calls, and in-person meetings. This approach ensures that project goals, constraints, and expectations are clearly understood and that design decisions remain aligned with the City's needs and priorities. Our objective is to collaboratively develop a solution that is both feasible and cost-effective while meeting all project requirements.

Owner involvement is a key component of our design management philosophy. We intend for the owner to be fully engaged throughout the process, providing input and feedback at critical milestones to support informed decision-making and timely progress. In addition, we will consult with key subcontractors, such as Bustos Concrete, to leverage their expertise and practical insight. Early subcontractor involvement helps identify potential challenges, refine details, and enhance constructability, ultimately resulting in a more efficient and successful project delivery.

dwel, inc.

CHRISTIE M ROBERTS, PE



Christie Roberts has been employed at Gertsch-Baker/Dwel since 2002 and has been managing projects since 2006. She enjoys the creativity required for projects that aren't quite straight forward and excels at providing a final product that meets all the needs, desires, and expectations of clients within the constraints of existing parameters. Project management is a forte; experience includes participation in a wide variety of projects including civil and structural engineering projects, raw land development, and existing parcel re-development. Her organization and communication skills result in efficiently executed projects where everyone is kept in the loop and the end product is on time.

PROFESSIONAL EXPERIENCE

President, Project Manager and Engineer
Dwel, Inc.
Laramie, WY, 2020-present
President, Project Manager and Engineer
Gertsch-Baker Engineering & Design, Inc.
Laramie, WY, 2002-2003, 2005-2019

REGISTRATION

Professional Engineer, Wyoming # 12367

EDUCATION

B.S. Civil & Architectural Engineering, Structural Emphasis
University of Wyoming, 2001

COMMUNITY

Pilot Hill Board of Directors, Member, 2023-Present
Snowy Range Academy Board of Directors, Member, 2023-Present
Laramie Main Street Board Member,

Construction Management



Management Approach

Big Huhnks Excavation, Inc. provides construction management services through a hands-on, owner-focused approach that emphasizes clear communication, accountability, and practical field experience. Our management team is directly involved in day-to-day operations, ensuring decisions are made efficiently and projects are delivered safely, on schedule, and within budget.

Owner Integration

Owner involvement is a cornerstone of our construction management process. We maintain open and consistent communication with the Owner throughout the project lifecycle to ensure transparency and alignment.

- Regular progress meetings and updates
- Open access to schedules, budgets, and project status
- Early collaboration on scope, cost, and schedule decisions
- Prompt communication regarding changes or unforeseen conditions

Conflict Resolution

All conflict resolution is led by Nate Huhnke, Project Manager and Owner. Issues are identified early and addressed at the lowest possible level to prevent escalation.

- Clear documentation of issues and impacts
- Direct coordination with Owners, designers, and subcontractors
- Timely and fair resolution focused on project continuity

This proactive process minimizes delays and maintains strong working relationships.

Preconstruction Services

- Scope and document review
- Cost estimating and budget validation
- Site logistics and phasing planning
- Utility coordination and early risk identification

Constructability Reviews

Constructability reviews are performed to identify potential conflicts, sequencing challenges, and efficiency improvements prior to construction. Review of plans and specifications for feasibility, coordination with designers and key subcontractors and practical recommendations to reduce rework and cost.

Schedule Control

Schedule development and control are managed by Tara Smith to ensure proactive timeline management.

- Development of detailed project schedules, ongoing monitoring and updates
- Coordination of subcontractor activities and milestones
- Early identification and mitigation of delays

Fiscal Management

Fiscal management is overseen by Ben Huhnke, Superintendent, ensuring disciplined cost control and financial transparency.

- Budget development and cost tracking
- Review and approval of subcontractor invoices
- Change order evaluation and justification

Project Safety

Safety is a top priority on all projects. Big Huhnks Excavation maintains a comprehensive OSHA-compliant safety program.

- Site-specific safety plans
- Daily safety meetings, site inspections and toolbox talks
- Immediate corrective action when necessary

Our commitment to safety protects workers, the public, and project schedules.

Quality Control and Quality Assurance

- Ongoing inspection of work in progress
- Verification of materials and installation methods
- Immediate correction of deficiencies
- Review of completed work for compliance and final verification prior to closeout

This two-tiered approach ensures work meets contract documents and industry standards.

City of Laramie Request for Proposals (Phase 2) for the

Spring Creek Trail Phase 2
Design-Build Project

Funded in part by the Wyoming Office of Outdoor Recreation and the 2018 Voter Approved Albany County Specific Purpose Tax

Release Date:
January 16, 2026

Questions Due:
January 30, 2026

Answers Due:
February 6, 2026

Proposals Due:
February 13, 2026 4:00p.m. (local time)

1. Project Overview

1.1 Purpose and Intent

The City of Laramie (City) is soliciting proposals from short-listed, pre-qualified Design-Build firms to provide final design and construction services for the Spring Creek Trail Phase 2 Project. The City intends to select a Design-Build Contractor that provides the best value, considering technical approach, experience, project execution, schedule, cost, and the ability to meet all applicable grant requirements.

This project is funded in part by the Wyoming Office of Outdoor Recreation (WORG) and the 2018 Voter Approved Albany County Specific Purpose Tax. Proposers must demonstrate an understanding of grant-funded project delivery and compliance obligations.

This RFP is issued following completion of a Phase 1 Request for Qualifications (RFQ) process. Only firms shortlisted through that process are eligible to submit proposals.

1.2 Project Background

The Spring Creek Trail is a multi-phase initiative to establish a continuous east-west multi-use trail corridor along Spring Creek. Phase 2 extends the trail westward, generally connecting 23rd Street to 9th Street, improving active transportation, recreation access, and ADA-compliant connectivity.

The project is aligned with City of Laramie Parks, Recreation, and Public Services goals and reflects CAPRA-aligned best practices related to park and recreation property development, accessibility, sustainability, and risk management.

1.3 Scope of Work (Summary)

The Design-Build Contractor shall provide all labor, materials, equipment, design services, permitting support, and construction necessary to complete the project. The anticipated scope includes, but is not limited to:

- Final design development based on preliminary concepts
- Mobilization and construction surveying
- Permitting
- Traffic control and public safety measures
- Stormwater and erosion control
- Earthwork and subgrade preparation

- Placement of approximately 1,632 cubic yards of base material
- Construction of approximately:
    - 7,380 SY of 6-inch concrete sidewalk
    - 533 SY of 8-inch concrete
    - 7,020 LF of Roll-Over Curb & Gutter
- Construction of approximately 42 ADA-compliant curb ramps
- Trail signage and wayfinding
- Site restoration and stabilization
- Project closeout and delivery of record documents and O&M materials

The Design-Build Contractor is responsible for coordinating with City Engineering, Parks, Recreation, and Public Services staff, and other relevant agencies.

1.4 Project Budget and Schedule Constraints

- Total Anticipated Project Budget: Not to exceed $2,715,132.75
- Required Substantial Completion Date: December 31, 2026

Grant funds associated with this project must be fully expended by the required completion date. Proposers shall account for procurement, design, construction, inspection, invoicing, and closeout activities necessary to meet this deadline.

Proposers must demonstrate a schedule that ensures full expenditure of grant funds by the required deadline.

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2. General Provisions

2.1 INSURANCE:

The contract between the successful proposer and the City shall require the successful proposer to carry certain insurance policies. All such insurance policies, except workers' compensation and unemployment compensation policies, shall contain a waiver of subrogation against the City of Laramie, its agents, and employees.

2.2 LAWS TO BE OBSERVED:

The proposer shall keep fully informed of, and comply with, all applicable federal and state laws or rules, all local bylaws, regulations, and all orders and decrees of bodies or tribunals having any jurisdiction or authority. The proposer shall protect and indemnify the City and its representatives against any claim or liability arising from or based on the violation of any law, rule, bylaw, ordinance, regulation, order, or decree whether by itself or its employees.

2.3 ASSIGNMENT:

The proposal shall not be assigned by the proposer. Third party participation is authorized only as a joint venture that shall be clearly stated in detail in the proposal and signed by all parties participating.

The proposer shall not enter any subcontracts not already named within the proposal for any of the work contemplated under this Request for Proposal without the City's prior written authorization.

2.4 ACCOUNT REPRESENTATIVE:

The successful proposer(s) shall appoint, by name, a company representative who shall be responsible for servicing its account. The representative shall provide the services required to ensure that the account will be administered in an organized, systematic manner.

2.5 AUDIT AND ACCESS TO RECORDS:

The City or any of its duly authorized representatives shall have access to the proposer's books, documents, papers, electronic data, and records that are directly pertinent to this Request for Proposal.

2.6 CONFLICT OF INTEREST:

The proposer warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this Request for Proposal and none have been promised. The proposer warrants that no one being paid pursuant to the proposal is engaged in any activity that would constitute a conflict of interest with respect to the purposes of the proposal.

2.7 NO FINDER'S FEE:

The proposer warrants that no finder's fee, employment agency fee, or other fee related to the proposal shall be paid.

2.8 INDEMNIFICATION:

The proposer shall release, indemnify, and hold harmless the City, the Agency, and its officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the proposer's failure to perform any of the proposer's duties and obligations hereunder or in connection with the negligent performance of the proposer's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the proposer's negligence or other tortious conduct.

2.9 APPLICABLE LAW/VENUE:

The construction, interpretation, and enforcement of this Request for Proposal shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Request for Proposal as a whole and not to any particular provision or part.

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3. Instructions to Proposers

3.1 Key Dates

Milestone	Date
Issue RFP to Short-Listed Firms	January 16, 2026
Deadline to Submit Questions	January 30, 2026, Noon
Issue Addenda (if any)	February 6, 2026, Noon
Proposal Due Date	**February 13, 2026, 4:00 PM**
Interviews / RFP Presentations	Week of February 16, 2026
City Council Contract Award (Estimated)	March 3, 2026
Required Substantial Completion	December 31, 2026

3.2 Proposal Submission

Proposals must be submitted electronically no later than Friday, February 13, 2026 by 4:00p.m. local time, in a single PDF file to:

Michael Bork, Director
Parks, Recreation, and Public Services Department
City of Laramie

mbork@cityoflaramie.org
307-721-5260

Late proposals will not be accepted.

3.3 Proposal Components

Proposers may use information previously submitted in the Phase 1 RFQ where applicable. Proposal components shall be organized and clearly labeled using the numbering below.

3.3.1 Cover Letter (Non-Scored)

Signed by an authorized representative, including:

- Firm contact information
- Confirmation of review of RFP and documents
- Statement of intent to enter into Contract

3.3.2 Evidence of Bonding Capacity (Non-Scored)

Letter from surety confirming payment and performance bonding capacity of at least $2.8 million covering design and construction services.

3.3.3 Roles and Responsibilities (Non-Scored)

- Project organizational chart
- Design roles and responsibilities matrix
- Construction roles and responsibilities matrix

3.3.4 Proposal Substantiation (Scored – 25 Points)

Provide a narrative response (recommended 1-2 pages) that clearly substantiates why your team provides the best value for this Project. At a minimum, address the following:

- Meets/Exceeds Goals and Objectives (10 points): Demonstrate how your proposed approach will meet or exceed Project goals, including safety, ADA-compliant connectivity, constructability, durability, and minimizing impacts to the public during construction.
- RFP Compliance (5 points): Confirm compliance with all requirements of this RFP, identify any assumptions, and clearly state any requested exceptions or proposed alternate approaches.

- Experience of Proposer (10 points): Describe relevant Design-Build experience on similar trail, active transportation, or concrete pathway projects. Include at least three (3) representative projects with client references and indicate the firm's role, delivery method, budget, schedule performance, and outcomes.

3.3.5 Project Execution Plan (Scored – 50 Points)

- Design Management Plan (meetings, QA/QC, City coordination)
- Construction Management Plan (quality control, safety, subcontractor coordination, closeout)
- Fiscal Management Plan (budget control, reporting)
- Project Schedule (Gantt-style preferred)

3.3.6 Cost Proposal (Scored – 25 Points)

- Total base cost
- Detailed cost breakdown using Contractor's Pay Application
- Cost breakout for proposed alternates or changes

3.3.7 Operations & Maintenance Documentation (Non-Scored)

Statement acknowledging requirement to deliver complete O&M Manuals within 20 days of project completion.

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4. Proposal Evaluation

4.1 Best Value Selection

The City of Laramie will award the Contract to the Proposer determined to provide the Best Value. Best Value is defined as the Proposal that, in the City's judgment, best meets the Project goals, technical requirements, schedule constraints, grant compliance obligations, and overall cost effectiveness.

Proposals will be evaluated by an Evaluation Committee comprised of representatives from the Parks, Recreation, and Public Services Department, City Engineering, and the City Manager's Office.

4.2 Scoring Criteria

Category	Points
Proposal Substantiation	25
Project Execution	50
Cost Proposal	25
Total	**100**

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5. Contracting Requirements

5.1 Grant Compliance Requirements

This project is funded in part by the Wyoming Office of Outdoor Recreation (WORG) and the 2018 Voter Approved Albany County Specific Purpose Tax. The Design-Build Contractor shall comply with all applicable grant requirements, including but not limited to eligible cost criteria, documentation, reporting, and schedule constraints.

Grant funds associated with this project must be fully expended by December 31, 2026. The Contractor's project schedule, invoicing, and closeout documentation shall be structured to ensure compliance with this deadline. Failure to meet grant compliance requirements may result in delayed payments, withholding of funds, or other remedies available to the City.

The Contractor shall cooperate with the City in providing all information necessary to support grant reporting, audits, and reimbursement requests, and shall maintain accurate records consistent with City, State, and grantor requirements.

5.2 Contract Execution

The selected Proposer shall execute the Contract and provide required bonds and proof of insurance within twenty (20) calendar days of Intent to Award.

5.3 Bonding Requirements

Performance/Payment Bonds: The selected Proposer shall provide all required bonds to the City of Laramie within twenty (20) days of notification of Intent to Award a proposed

project. Failure to present the required documents within the submittal period may result in Proposal rejection.

5.4 Insurance Requirements

(i) Comprehensive General Liability. Contractor shall have and maintain comprehensive general liability insurance coverage during the entire term of the Contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof, and including underground, collapse and explosion (XCU) and products and completed operations in an amount not less than five hundred thousand dollars ($500,000.00) each occurrence and one million dollars ($1,000,000.00) in the general aggregate.

(ii) Workers Compensation or Employers Liability Insurance. Contractor shall provide proof of workers compensation coverage, for all its employees who are to work on the projects described in this Contract. Contractor's coverage shall be under the Wyoming Workers Safety and Compensation program, if statutorily required, or such other workers compensation insurance as appropriate. Contractor's insurance shall include A Stop Gap coverage in an amount not less than Five Hundred Thousand Dollars ($500,000.00) per employee for each accident and disease. Contractor shall have also supply proof of workers' compensation and employer's liability insurance on each subcontractor before allowing that subcontractor on the job site.

(iii) Business Automobile Liability. Contractor shall maintain, during the entire term of the contract, automobile liability insurance in an amount not less than five hundred thousand dollars ($500,000.00) per occurrence.

(iv) Coverage. All polices required under this Contract shall be in effect for the duration of this Contract and projects. All policies shall be primary and not contributory. Contractor shall pay the premiums on all insurance policies and insurance certificates must include a clause stating that the insurance may not be revoked, cancelled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to City.

(v) Additional Insured. All insurance policies required by this Contract, except workers' compensation, shall name City as an additional insured, and shall contain a waiver of subrogation against City, its agents and employees. Contractor shall provide, upon request a copy of an endorsement providing this coverage.

(vi) City's Right to Reject. The City reserves the right to reject a certificate of insurance if Contractor's insurance company is widely regarded in the insurance industry as financially

unstable. This would include but is not limited to insurance companies with no less than AVIII rating in the A.M. Best insurance rating guide.

(vii) Subcontractors. The insurance requirements set forth above apply to all subcontractors. It is Contractor's responsibility to ensure that its subcontractors meet these insurance requirements. City has the right to review the Certificates of all subcontractors used by the Contractor.

(viii) Cancellation. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent to not renew insurance coverage without thirty (30) days written notice from Contractor or their insurers to City. Any failure to comply with the reporting provision of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage provided to City and its division, officers and employees.

5.5 Warranty

One (1) year warranty from final acceptance.

5.6 Retainage

Five percent (5%) retainage withheld until Final Payment.

---

6. Attachments (Provided Separately)

- Design-Build Contract (Sample)
- Preliminary Design Concepts
- Grant Agreement and Notice to Proceed

The City of Laramie reserves the right to reject any or all proposals, waive informalities, and award the Contract in the best interest of the City.



Spring Creek Trail Phase 2

Prepared for
City of Laramie

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Cover Letter

Big Huhnks Excavation, Inc. is pleased to submit our response for the RFP regarding the Spring Creek Trail Phase 2 project.

Contact Information:
Physical Address: 17 Terra Firma Trail, Laramie, WY 82072
Mailing Address: P.O. Box 1723, Laramie, WY 82073
Phone: 307-721-8977
Email: BHExcavation@hotmail.com

Big Huhnks Excavation affirms our intent to enter into a contract with the City of Laramie upon award of the project. We confirm that we have reviewed the Request for Proposal and agree to comply with all grant compliance requirements, applicable regulations, and contract provisions.

Upon award, we will promptly execute all required contract documents and provide the necessary performance and payment bonds, insurance coverages, and supporting documentation as specified. We acknowledge and accept all warranty provisions, retainage requirements, and project closeout obligations outlined in the contract documents.

Big Huhnks Excavation, Inc.

Sign: _____

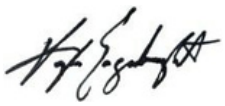
Print: Tara Smith

Title: Construction Manager

Date: 2/13/26

January 05, 2026

Re: Big Huhnks Excavation, Inc.
To Whom It May Concern:
I understand that Big Huhnks Excavation, Inc. is currently bidding or is desirous of bidding projects to your organization. This is to advise you that, based upon our current information, we are willing to entertain bonds for this organization for construction contracts up to the amounts of $5,000,000 (Single Job) / $10,000,000 (Aggregate), subject to the usual underwriting criteria.
Please understand that any arrangements for surety credit is a matter between contractor/applicant and ourselves and we assume no liability to any third parties if for any reason we do not supply bonds.
This letter is not an assumption of liability nor is it a bond. It is issued only as a letter of recommendation on behalf of our client.
Sincerely,



Kyle Ergenbright
Underwriter

Not licensed in all states. | GraniteRe,Inc.conductsbusinessinCaliforniaasGraniteSuretyInsuranceCompany | © 2025 Granite Re, Inc.

Design Roles and Responsibilities

Key Personel

Tara Smith

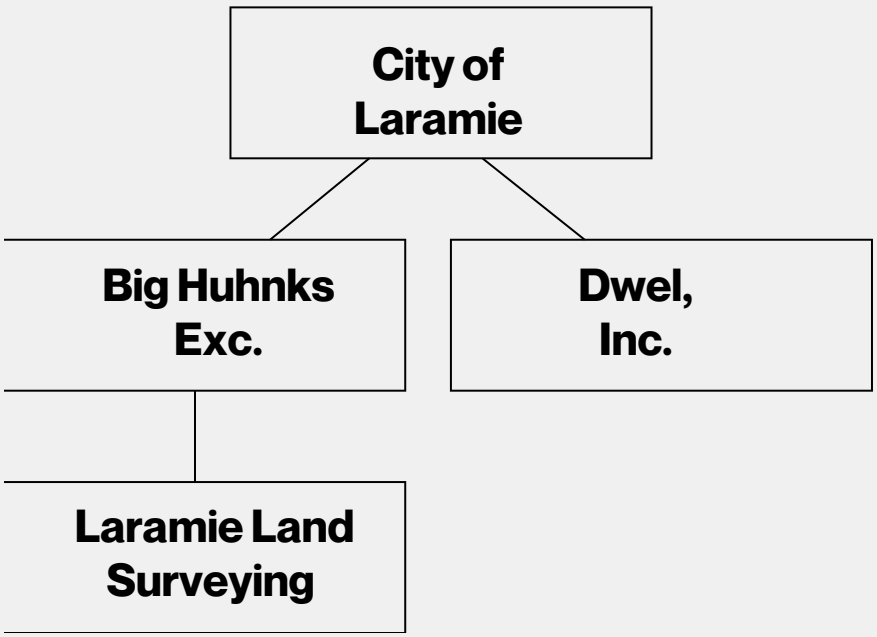
- Construction Manager
- Accounts Manger
- 12+ years experience
- 307-761-3457

Nate Huhnke

- Owner
- Project Manager
- 20+ years experience
- 307-438-1897

Ben Huhnke

- Owner
- Superintendent
- 20+ years experience
- 307-349-2148



Christie Roberts

- Dwel, Inc.
- 307-742-6116
- christie@dwel-inc.com

Brian Schmalz

- Laramie Land Surveying
- 307-460-0801
- brian@laramielandsurveying.com

Construction Roles and Responsibilities

Key Personel

Tara Smith

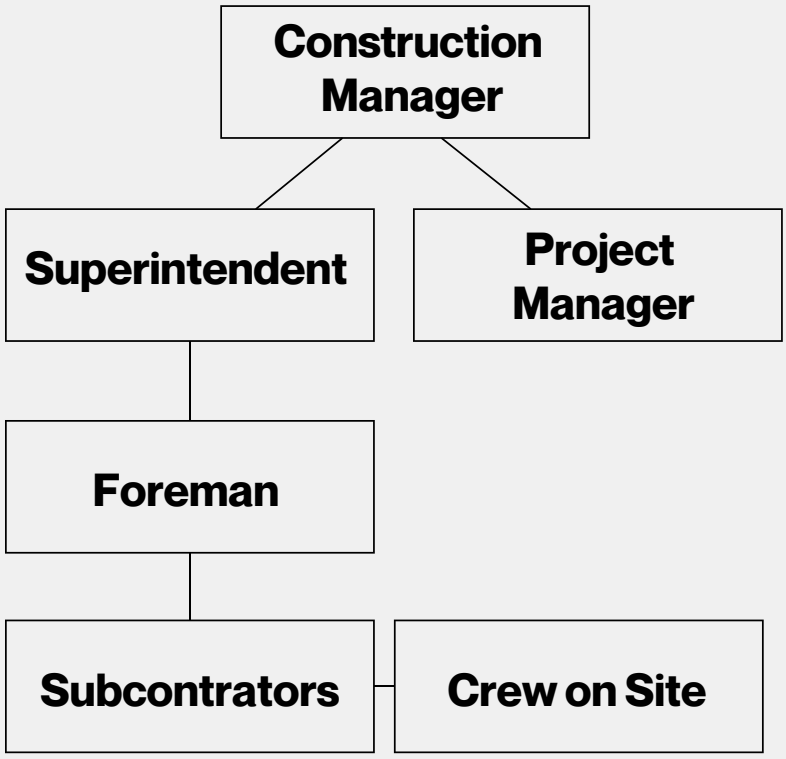
- Construction Manager
- Accounts Manger
- 12+ years experience
- 307-761-3457

Nate Huhnke

- Owner
- Project Manager
- 20+ years experience
- 307-438-1897

Ben Huhnke

- Owner
- Superintendent
- 20+ years experience
- 307-349-2148



Shane Kupilik

- Lead Foreman
- Equipment Operator
- 15+ years experience
- 307-760-8079

Subcontractors

- Dwel, Inc.
- Bustos Concrete
- Let R' Buck Landscaping
- Laramie Land Surveying

Proposal Substantiation

Big Huhnks Excavation provides best value for the Spring Creek Trail Phase 2 Design-Build Project through a collaborative, constructability-driven approach focused on safety, schedule reliability, durability, and successful execution of grant-funded work. Our team combines strong local experience, proven public works performance, and integrated design-build coordination to deliver a high-quality multi-use trail aligned with the City of Laramie's goals for active transportation, recreation access, and long-term community benefit.

Our design-build methodology emphasizes early collaboration between construction and design teams to identify risks, improve constructability, and maintain schedule certainty. Working with our design partner, Dwel, Inc., we will prepare trail layout sheets including plan-view drawings showing existing street widths to remain, proposed curb and gutter locations, pathway alignment, existing utilities and power poles, and vegetation identified for removal.

The pathway alignment will be designed to maintain the existing top of bank of the Spring Creek channel without disturbance. Should alignment changes be required, additional services such as expanded documentation, FEMA mapping considerations, and permitting-related calculations would be outside the current scope. Profile views for the pathway, curb and gutter, and drainage channel may be provided as additional services if needed.

Safety remains our highest priority. We implement OSHA-compliant practices, clear public separation measures, and coordinated traffic control strategies to protect workers, residents, and trail users throughout construction.

Long-term durability is achieved through proven installation practices, thorough subgrade preparation, and material selections appropriate for local freeze-thaw conditions, ensuring reliable performance and reduced lifecycle maintenance.

To minimize impacts to the community, construction will be phased to maintain access where feasible and supported by clear, consistent communication with stakeholders. We recognize that construction activities can be disruptive to nearby residents and will approach all interactions with professionalism and respect, actively listening to concerns and incorporating reasonable feedback when possible. This proactive, community-focused approach supports successful project delivery while maintaining public trust.

Proposal Substantiation

RFP Compliance

Big Huhnks Excavation confirms full compliance with all requirements outlined in the Request for Proposal, including design-build responsibilities, grant compliance obligations, bonding, insurance, warranty, and retainage provisions.

We understand this project is funded in part through the Wyoming Office of Outdoor Recreation and the Albany County Specific Purpose Tax, requiring careful documentation, reporting, and adherence to funding timelines.

Our project approach incorporates:

- Structured scheduling to ensure final completion long before the required date of 12/31/26
- Accurate tracking and documentation to support grant reimbursement and audits
- Coordination with the City to maintain compliance with all funding requirements

Assumptions include timely design reviews and coordination with City stakeholders to support efficient decision-making. Any value engineering or alternate approaches identified during design development will be presented collaboratively to enhance constructability, schedule efficiency, or long-term performance without compromising project goals.

Experience

Big Huhnks Excavation has extensive experience delivering municipal infrastructure, concrete pathways, and active transportation improvements through collaborative delivery methods. Our team regularly works within the City of Laramie and University of Wyoming environments, demonstrating strong performance in active public settings where safety, access, and coordination are critical.

Experience of Proposer

Big Huhnks Excavation, Inc. has completed countless excavation and site development projects for the City of Laramie, the University of Wyoming, and private clients throughout southeastern Wyoming. Our experience includes utilities, road construction, commercial and residential building sites, demolition, parks, and subdivision development. Since 2005, we have delivered reliable, high-quality work while maintaining schedules and coordinating closely with owners and project teams.

01

Wyoming Ave. Phase 2 - May - November 2025

$2,192,000.00 Project
City of Laramie
Ridge Leinen

02

Laramie Rotary Cubs Park July 2024 - June 2025

$2,460,000.00 Project
City of Laramie
Todd Feezer

03

Sundance Hill Subdivision - January 2024 - May 2025

$1,370,000.00 Project
Quadline Group, LLC
Todd and Deby Forry

04

Vista Grande Estates - January 2018 - July 2020

$800,000.00 Project
Thomas Wolfe



Quadline Group

2713 Dover Drive
Laramie, Wyoming 82072
(307) 760-1849
Quadline4@gmail.com

December 19, 2025

City ofLaramie
Laramie,Wyoming
Re: Letter of Reference for Big Huhnks Excavation, Inc.

To Whom It May Concern,

I am pleased to provide this letter of reference in support of Big Huhnks Excavation, Inc. as part of their design-build proposal to the City of Laramie.

Our organization has worked closely with Big Huhnks Excavation, Inc. on the infrastructure work for Phase I and Phase II of the Sundance Hills development project. Throughout both phases, Big Huhnks Excavation, Inc. consistently demonstrated a high level of professionalism, technical competence, reliability, on-time and within budget.

Their team delivered work on time, communicated clearly and proactively, and took great pride in the quality of their work. Coordination with our team was seamless, and Big Huhnks Excavation, Inc. approached each phase with strong planning, attention to detail, and a solution-oriented mindset that supported overall project success.

Big Huhnks Excavation, Inc. sets itself apart through exceptional communication and customer service. In an industry where strong customer service can be difficult to find, they stand out as a gold standard. They are first-in-class in the services they perform and consistently operate with accountability, responsiveness, and integrity.

Based on our experience on the Sundance Hills project, I would confidently recommend Big Huhnks Excavation, Inc., for this project and future work with the City of Laramie. They have proven to be a dependable partner and an extension of our team, and we would welcome the opportunity to work with them again.

Please feel free to contact me if you require any additional information.

Best Regards,

Deby L. Forry, Esq.
Managing Member

Tom Wolfe (512) 422-6505
Kelly Wolfe (512) 496 9695



info@vista-grande-estates.com
www.vista grande estates.com

January 30, 2025

To whom it may concern:

I am writing this reference letter from the perspective of my working relationship with Big Huhnks Excavation.

The first perspective is as the CEO of Premier Bone and Joint for 14 years. I employed the services of Big Huhnks on several projects, more recently the excavation, utilities, and foundation work and extensive parking lot for our new surgery center, and presently they are engaged in reworking our east employee parking lot to meet city code requirements. I have found their work to be accurate in terms of grade levels and the technical components of making a proper foundation for a large building, including the drainage component.

The second perspective is as the developer of Vista Grand Estates subdivision, Big Huhnks has served in several capacities in that effort. They have constructed many miles of excellent roads inside the subdivision, laid utilities, and prepared foundation for 30,000 sq. ft. outdoor riding arena, again meeting code requirements for proper crowning and width of the roadways, and including the analysis of drainage requirements and appropriate culverts and other aspects to control water flow. In addition, Big Huhnks has prepared the foundation for our 27,000 sq.ft. indoor riding arena which included pad, layout, proper elevation and drainage, and prepared footings for a 300 foot-long building with concrete and rebar to reinforce the building length-wise and width-wise. They have conformed the landscape to achieve proper drainage such that I have no issues in snow or heavy downpour situations as they have “sculptured” my difficult landscape situation to allow for efficient water movement away from all critical areas.

I have known the Big Huhnks owners for many years and have also seen several

other jobs and projects which they have completed efficiently and in a high-quality work product.

In summary, I clearly believe when it comes to excavation, dirt work, foundation, streets and curbs, and concrete work, you will find no other company that produces the quality work as does Big Huhnks Excavation. Most importantly, they are honest, forthright ,and at all times act professionally and appropriate in their business relationships, and strive to provide the best service possible meeting critical deadlines and budgets. I can honestly highly recommend the Big Huhnks Excavation Company to you for your future projects.

Kind Regards,

Tom Wolfe

City of Laramie
City Manager's Office
P.O. Box C
Laramie, WY 82073

office (307) 721-5226

December 19, 2025

Subject Line: Big Huhnks Excavation, Inc. Recommendation Letter

To whom it may concern,

Iam writing this letter as a recommendation for Big Huhnks Excavation, Inc.'s Request for Qualifications for the Spring Creek Trail Phase 2 project. Big Huhnks Excavation, Inc. has worked with the City of Laramie as a civil contractor on many street, park, and civil projects. My specific work experience with Big Huhnks Excavation, Inc. includes the Scout Park Improvement Project and the construction of the Laramie Rotary Clubs Park at Grand View Heights, Laramie's newest park.

The specific projects in which I worked with Big Huhnks Excavation, Inc. were enhanced by the creativity, craftsmanship, professionalism, and guidance of both Nate & Ben Huhnke. There company is big enough to handle major projects, however, takes the time to ensure our public funds are expended properly. On the Rotary Clubs Park project, Nate developed and implemented an alternate restroom concept that saved the total project more than seventy-five thousand dollars.

I am happy to recommend Big Huhnks Excavation, Inc. for any future projects. We have had successful projects with them in the past and only expect that you will find the same success on any projects that you have with them in the future. Feel free to contact me by email at tfeezer@cityoflaramie.org or by phone at 307.721.5226 with any questions you may have about our experience with Big Huhnks Excavation, Inc.

Sincerely,

Todd Feezer, Interim City Manager
Laramie, Wyoming

Design Management Plan

Big Huhnks Excavation will implement a collaborative and structured design management process to ensure the Spring Creek Trail Phase 2 Project meets the City of Laramie's objectives for accessibility, constructability, durability, and minimal environmental impact.

The design process will begin with an initial coordination meeting involving the design engineer, surveyor, and construction team. During this phase, existing site conditions, survey data, preliminary concepts, and constructability considerations will be reviewed to develop recommendations for the precise alignment and placement of the pathway. This early coordination allows the team to identify potential conflicts, evaluate feasible alternatives, and develop solutions that balance design intent with efficient construction methods.

Design Process Schedule (4-6 weeks)

- Survey and existing conditions review
- Concept development
- Constructability review
- City of Laramie review
- Address feedback and refine design
- Formal submittal and comment resolution
- Final construction-ready submission

Following internal coordination, the team will present design recommendations to the City of Laramie for review and input. This collaborative process ensures the City remains fully engaged in decision-making and allows adjustments to be made early in the design phase, reducing risk, minimizing revisions, and maintaining project schedule.

Key considerations guiding the design process include:

- Minimizing disturbance to existing vegetation, trees and preserving the natural character of the site.
- We have already been in contact with the city regarding the irrigation map in Laprele park.
- Maintaining the existing topography and function of the Spring Creek channel. Providing temporary silt fence in areas if need.
- Coordinating pathway alignment with existing utilities, including power pole locations.
- Providing appropriate widths for drive lanes, parking areas, and sidewalks to maintain safe access and circulation.
- Minimizing disruption to park operations and adjacent users.

Quality Control

All quality control testing will be performed by an independent third-party testing firm, SolTerra Engineering, Inc., to ensure compliance with applicable industry standards and City of Laramie specifications. Concrete materials will be tested at intervals of approximately every 50 cubic yards, while subgrade and structural fill will undergo moisture and density testing at 100–200 linear foot intervals. Provided that the approved mix design meets City of Laramie standards, we anticipate minimal risk of non-compliance with material specifications.

Our quality assurance program includes:

- Ongoing weather monitoring and temperature management, utilizing measures such as concrete blankets, ground heaters, or other protective methods as needed.
- Schedule adjustments or temporary delays during adverse weather conditions to maintain quality standards.
- Site walks conducted jointly with the City's project manager to verify quality, quantities, and overall progress.

Subcontractor Coordination

Big Huhnks Excavation carefully selects subcontractors based on proven performance, quality, and reliability. For this project, subcontractors will include concrete, landscaping, surveying, testing, and engineering specialists.

We maintain strong working relationships with our subcontractors and value their expertise and input. While allowing each partner to perform within their area of specialty, we provide active oversight of daily activities to ensure coordination, quality, and adherence to schedule and project requirements. Our team maintains open communication and remains readily available for questions, guidance, and problem-solving throughout the project.

Safety

Safety is a fundamental component of Big Huhnks Excavation's construction management approach. All work will be performed in accordance with OSHA standards and our company safety manual, which establishes procedures for hazard identification, safe work practices, and public protection.

Daily safety meetings will be conducted to review tasks, address potential risks, and reinforce safety expectations with all crew members and subcontractors. We will maintain clearly defined work zones, appropriate traffic and pedestrian control measures, and ongoing site monitoring to ensure compliance with safety requirements. Through proactive planning, daily communication, and consistent oversight, safety is integrated into all aspects of project execution.

Fiscal Management Plan

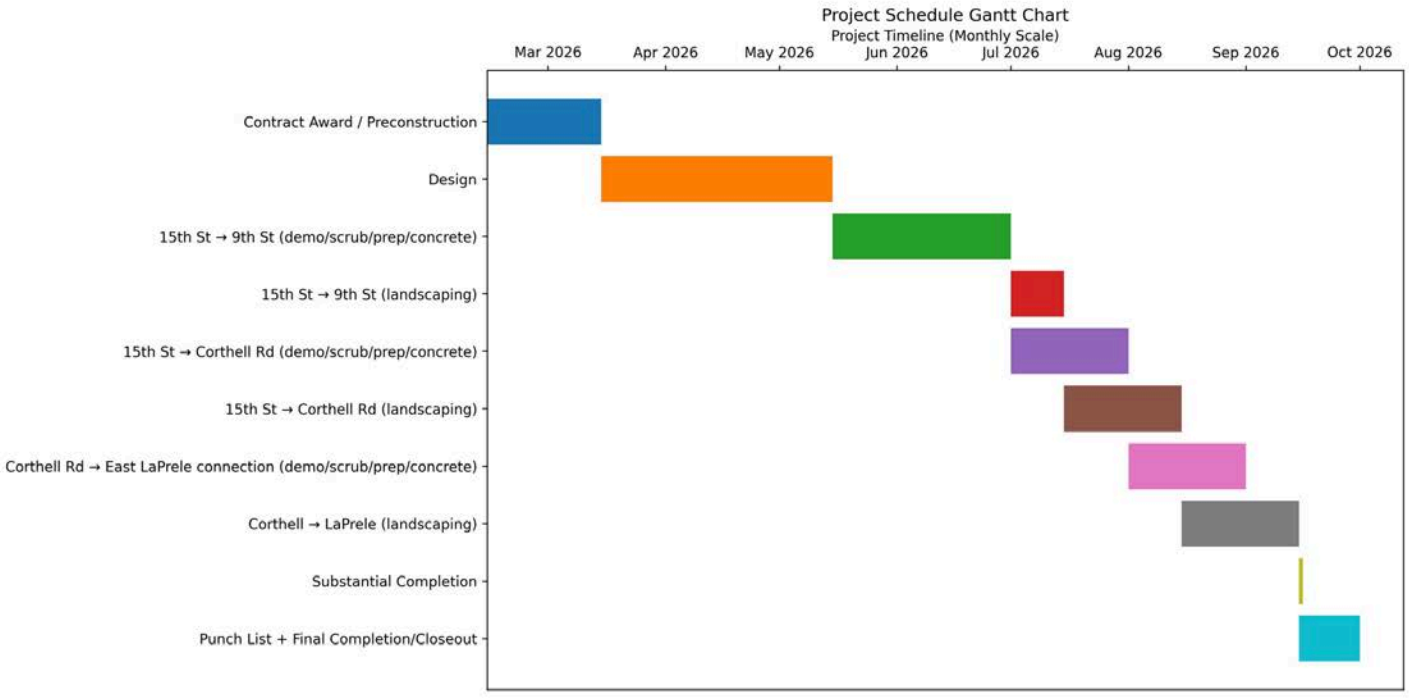
We will implement strong fiscal management practices to maintain budget control, transparency, and accountability throughout the project. Our team will actively monitor project costs against the established budget to ensure alignment with contract requirements and grant funding constraints.

Budget control will include regular tracking of labor, materials, subcontractor costs, and schedule impacts to identify potential issues early and implement corrective actions when necessary. Clear and consistent reporting will be provided to the City of Laramie, including progress updates, cost tracking, and pay application documentation to support accurate invoicing and grant compliance requirements.

Through proactive monitoring, open communication, and detailed financial reporting, Big Huhnks Excavation will ensure responsible management of project funds while supporting timely project delivery.

Project Schedule

This schedule is tentative and will change as the project progresses.
We plan to provide an updated schedule bi-weekly.



BIG HUHNKS EXCAVATION

P.O. Box 1723
Laramie, WY 82073-1723

Phone: (307) 721-8977
Fax: (307) 460-7195

Estimate

Date	Estimate #
2/12/2026	2227

Name / Address	Job Location
City of Laramie PO Box C Laramie, WY 82073	Spring Creek Trail Phase 2

This estimate shall be valid for thirty (30) days from the date of issue, unless otherwise specified in the estimate.

Description	Qty	Rate	Total
1- Mobilization, De-mobilization and General Contract Requirements	1	224,500.00	224,500.00
2- Construction Surveying and Staking	1	16,200.00	16,200.00
3- Temporary Traffic Control	1	50,000.00	50,000.00
4- Storm Water Permit and Erosion Control	1	5,000.00	5,000.00
5- Topsoil Stripping - CY	615	20.00	12,300.00
6- Topsoil Placing (amended) - CY	162	108.00	17,496.00
7- Unclassified Excavation (excess hauled off site) - CY	2,418	40.00	96,720.00
8- Remove & Reset Sign - EA	25	150.00	3,750.00
9- Remove Concrete Curb and Gutter - LF	2,311	18.00	41,598.00
10- Remove Concrete Fillet - SY	14	20.00	280.00
11- Remove Concrete Sidewalk - SY	442	20.00	8,840.00
12- Removal & Haul of Asphalt Pavement- CY	748	50.00	37,400.00
13- Plant Mix Bituminous Patch - SY	1,610	54.00	86,940.00
14 - Concrete Roll-over Curb & Gutter - LF	7,020	36.72	257,774.40
15- Concrete Fillet 20' - EA	12	4,320.00	51,840.00
16- Concrete Fillet 30' - EA	1	4,860.00	4,860.00
17-Concrete Pavement 8" - SY	533	82.62	44,036.46
18- Concrete Sidewalk 6" - SY	7,380	63.18	466,268.40
19- ADA Ramp - EA	42	2,160.00	90,720.00
20- Base - CY	1,632	85.00	138,720.00
21- Single Storm Inlet - EA	1	5,000.00	5,000.00
22- Reconnect Storm Sewer Pipe - EA	1	800.00	800.00

Total

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Date of Acceptance_____

BIG HUNKS EXCAVATION

P.O. Box 1723
Laramie, WY 82073-1723

Phone: (307) 721-8977
Fax: (307) 460-7195

Estimate

Date	Estimate #
2/12/2026	2227

Name / Address	Job Location
City of Laramie PO Box C Laramie, WY 82073	Spring Creek Trail Phase 2

This estimate shall be valid for thirty (30) days from the date of issue, unless otherwise specified in the estimate.

Description	Qty	Rate	Total
23- Acrylic Latex Paint Curb Head and Face (yellow) - LF	5,644	1.26	7,111.44
24- Thermoplastic Yield Lines (white) - SF	75	113.03	8,477.25
25- Thermoplastic Crosswalk Bars (white) - EA	30	385.47	11,564.10
26- Handical Symbol - EA	2	242.66	485.32
27-Obliterate Striping	1	22,000.00	22,000.00
28- New Sign, Post & Hardware - EA	14	800.00	11,200.00
29- Dry Land Seeding - SF	17,066	0.32	5,461.12
30- Sod - SY	1,310	8.75	11,462.50
31- Trimming Trees	1	500.00	500.00
32- Remove Trees/Shrubs	1	2,000.00	2,000.00
33- Landscaping at Laprele Park/Corthell Rd Corner	1	8,640.00	8,640.00
34- Adjust Irrigation	1	12,960.00	12,960.00
Engineering Services	1	12,100.00	12,100.00
Total			$1,775,004.99

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Date of Acceptance_____

Operations and Maintenance Documentation

Big Huhnks Excavation, Inc. will compile and provide the Owner with all applicable Operation and Maintenance (O&M) manuals obtained throughout the project. As part of our closeout process, these materials will be organized, reviewed for completeness, and submitted to the Owner within twenty (20) calendar days following final project completion to support ongoing operations and long-term maintenance.

REGULAR COUNCIL MEETING **March 17, 2026**

Laramie WYOMING	**Agenda Item:** Resolution **Title:** Resolution 2026-25, Declaring the West Side Study Area as Blight and Authorizing Development Pursuant to Wyoming Statute § 15-9-107

Recommended Council Motion:

I move that the Laramie City Council approve Resolution 2026-25, declaring the West Side Study Area as blight and authorizing development pursuant to Pursuant to Wyoming Statute § 15-9-107, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Resolution 2025-13, Housing, foster and participate in action-oriented partnerships with stakeholders, across public and private sector, to address complex community issues like attainable workforce housing, economic development and public transportation, identify infill opportunities to increase housing diversity within he core area of the city, continue facilitating special projects that recruit developers in partnership with other regional partners, Economic Opportunity & Development, consider and evaluate growth opportunities in underutilized areas of north and west Laramie as well as what type of development should occur to attract investment.

Background:

The Laramie Urban Renewal Agency and City Staff along with the owners, represented by the Laramie Chamber Business Alliance, have worked on promoting development of the West Side Study Area through zoning and comprehensive plan changes. Following the completion of those items, the Laramie Urban Renewal Agency employed the services of Mark Christensen, AVI (Cheyenne) to develop a Plan & Project for the West Side Study Area.

Although the City of Laramie has established blight through an initiative resolution allowing for urban renewal activities to occur within the City Limits, City Council is required to declare the specific site as "blight" and available for urban renewal. Resolution 2026-25 and attached documents support the declaration of blight and authorize urban renewal. There are 9 specific conditions of blight including deteriorated or deteriorating structures, a predominance of defective or inadequate street layout, faulty lot layout in relation to size, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or other special assessments, delinquency exceeding the fair value of the land, defective or unusual conditions of title, and the existence of conditions which endanger life or property by fire and other causes.

Staff and our consultant believe the property qualifies under the three (3) following conditions constituting blight: 1. Predominance of Defective or Inadequate Street Layout - The subject area includes defective street layout with limited through connections to support new investment. The West Side street network is largely built out without connections to the subject property. The lack of an adequate street layout through the area not only lends itself to poor connectivity but also yields poor utility connections in the area as they are often located within street ROW. 2. Faulty Lot Layout in Relation to Size Accessibility or Usefulness - Directly related to the inadequate street layout is the faulty lot layout in relation to size, accessibility, and usefulness. New development may build off the existing network in West Laramie to remedy the accessibility of the entire site. 3. Unsanitary or Unsafe Conditions - The prevalence of the floodplain yields unsanitary or unsafe conditions on the subject property. Any development on site would require extensive

mitigation efforts and stormwater enhancement to remedy this condition of blight. The floodplain can be seen as a condition that is unsafe to property and life.

The West Side study area exhibits the existence of blight in the community. Although largely undeveloped, the lack of utilities and existence of the floodplain yield conditions that the property is likely cost prohibitive to develop without the use of the powers outlined in the Wyoming Urban Renewal Code. The rehabilitation, conservation, or redevelopment of the subject property would not only benefit the community, but is necessary to protect the health, safety, welfare, and morals of the community. The use of the Wyoming Urban Renewal Code can facilitate the development of the area through several of the tools enabled by the legislation, namely tax increment financing. Staff and our consultants are satisfied the report meets and exceeds the mandate to establish blight and slum by the governing body found in WY Stat. § 15-9-107 and recommends approval of the resolution.

Legal/Statutory Authority:

Laramie Municipal Code 2.34
Wyoming Statute 15-9-101, et seq. the "Wyoming Urban Renewal Code"

Budget Information:

N/A

Responsible Staff:

Todd Feezer, City Manager, Email: tfeezer@cityoflaramie.org, Phone: 307-721-5304

Attachments:

CC Resolution 2026-25 URA West Side Blight
3.9.26 Laramie_WestSide_Blight_Study

CITY OF LARAMIE, WYOMING
CITY COUNCIL: RESOLUTION 2026-25

A RESOLUTION FINDING AND DECLARING THE WEST SIDE STUDY AREA AS BLIGHT AND AUTHORIZING THE REDEVELOPMENT THEREOF PURSUANT TO WYOMING STATUTE § 15-9-107

WHEREAS, pursuant to City Council Resolution No. 2022-55 and under Wyoming Statute 15-9-101, et seq., the City of Laramie found certain areas to be appropriate for an urban renewal project; and

WHEREAS, Resolution No. 2022-55 was adopted following a public hearing on September 6, 2022, and in conformity with Wyoming Statute § 15-9-106 and declared parts of the City of Laramie as blight and authorized the redevelopment thereof; and

WHEREAS, the City of Laramie has conducted an additional study which finds certain areas within the City identified as the West Side Study Area to be "blight" as defined by Wyoming Statute § 15-9-103(iii), with particularly many characteristics that constitute an economic or social liability or are a menace to the public health, safety, morals, or welfare in its present condition and use; and

WHEREAS, the results of this study can be found in Exhibit A, attached hereto and incorporated herein by reference, and find the statutory conditions to be met; and

WHEREAS, pursuant to Wyoming Statute § 15-9-107, the City of Laramie Governing Body finds the subject property appropriate for an Urban Renewal Project (A TRACT IN THE E ½ OF SECTION 32, TOWNSHIP 16 NORTH, RANGE 73 WEST, OF THE 6TH P.M., ALBANY COUNTY, WYOMING, AND BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH-SOUTH CENTERLINE OF SAID SECTION 32 FROM WHICH THE NORTH QUARTER COMER BEARS NORTH 1 DEGREE 13 MINUTES 30 SECONDS EAST, A DISTANCE OF 1,900.0 FEET, SAID POINT ALSO BEING THE SOUTHWEST COMER OF THAT CERTAIN PARCEL OF LAND HERETOFORE CONVEYED BY THE UNION PACIFIC LAND RESOURCES CORPORATION TO PACKERS' COLD STORAGE, INC., BY WARRANTY DEED DATED APRIL 21, 1972, U.P.L.R.C. C.D. NO. 25-1-1, RECORDED IN BOOK 213 ON PAGE 111 OF THE ALBANY COUNTY RECORDS;

THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL OF LAND CONVEYED TO PACKERS' COLD STORAGE, SOUTH 88 DEGREES 52 MINUTES 30 SECONDS EAST A DISTANCE OF 871.90 FEET TO A POINT BEING 450.0 FEET WEST, MEASURED AT RIGHT ANGLES, FROM THE EAST LINE OF THE WEST HALF OF THE EAST HALF (W½E½) OF SAID SECTION 32;

THENCE PARALLEL WITH SAID EAST LINE SOUTH L DECREE 13 MINUTES 30 SECONDS WEST, A DISTANCE OF 1,526.84 FEET TO THE NORTHWEST CORNER OF THAT CERTAIN PARCEL OF LAND HERETOFORE CONVEYED BY THE UNION PACIFIC RAILROAD COMPANY TO WYOMING PRESSED BRICK COMPANY BY RELEASE AND QUITCLAIM DEED DATED JULY 1, 1954, C.D. NO. 40597;

THENCE ALONG THE WEST LINE OF SAID DEEDED PARCEL CONVEYED TO WYOMING PRESSED BRICK COMPANY, SOUTH 1 DEGREE 13 MINUTES 3 0 SECONDS WEST, A DISTANCE OF

295 .16 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL;

THENCE NORTH 88 DEGREES 52 MINUTES 30 SECONDS WEST A DISTANCE OF 871.90 FEET TO A POINT ON THE NORTH-SOUTH CENTERLINE OF SAID SECTION 32, FROM WHICH THE CENTER OF SAID SECTION BEARS NORTH 1 DEGREE 13 MINUTES 30 SECONDS EAST, A DISTANCE OF 1,080.0 FEET, MORE OR LESS;

THENCE ALONG SAID NORTH-SOUTH CENTERLINE NORTH 1 DEGREE 13 MINUTES 30 SECONDS EAST, A DISTANCE OF 1,822.0 FEET TO THE POINT OF BEGINNING. / THE ENTIRETY OF ALL PUBLIC RIGHTS-OF-WAY ADJACENT TO THE LOTS AND BLOCKS REFERENCED HEREIN INCLUDING APPLICABLE UTILITIES.); and

WHEREAS, the City of Laramie Governing Body hereby finds and declares part of the City of Laramie as detailed in the attached Exhibit A to be considered blight under Wyoming Statute 15-9-101, et seq. and authorizes the rehabilitation and redevelopment of these defined areas as necessary for the public safety, health, morals, and welfare for the residents of the City of Laramie.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2. That the City Council hereby approves of the West Side Blight Designation for the City of Laramie, Wyoming Pursuant to Wyoming Statute Section 15-9-107 and as shown in Attachment A.

Section 3. That this resolution is effective upon passage and approval.

PASSED, APPROVED, AND ADOPTED this 17th day of March 2026.

_____
Sharon Cumbie, Mayor and President of the
Laramie City Council

Attest:

_____
Nancy Bartholomew, CMC
City Clerk

Laramie
WYOMING





West Side Blight Designation

City of Laramie
Spring 2026
AVI, PC.

avi 45 YEARS
ENGINEERING · PLANNING · SURVEYING

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Laramie WYOMING

45 YEARS
ENGINEERING · PLANNING · SURVEYING

Introduction



The State of Wyoming authorizes communities to create Urban Renewal Agencies and summarizes the Urban Renewal Powers in Wyoming Stat. § 15-9-101 through § 15-9-137. The powers authorized in the Wyoming Urban Renewal Code allow municipalities to declare areas as blighted and use tools, such as tax increment financing, to reinvest in these blighted areas. The City of Laramie established an Urban Renewal Agency (URA) in September of 2022 through an amendment to City Code outlining the duties and abilities of the URA and an initiative resolution determining blight, fulfilling Wyoming Stat. § 15-9-106. The creation of the URA led to the North 4th Street Plan and Project Area being adopted and the commencement of the first Urban Renewal Project in the City of Laramie.

In order for an area to be eligible to be an Urban Renewal Project, it must be determined blighted or slummed per Wyoming Stat. § 15-9-107. This blight study serves to overview and establish West Side as an area of the community that is eligible for an Urban Renewal Project.

The study will outline requirements as defined in State Statutes, overviews the methodology for determining blight, overviews where blight has been identified, and draws conclusions that the rehabilitation of the blighted area is within the best interests of the community. It is important to note that Urban Renewal Projects may occur in more areas than those identified in this study and this study and resolution do not define a specific Urban Renewal Project or Plan.

State Statutes

The State of Wyoming authorizes communities to create Urban Renewal Agencies and utilize the power of the agency in Wyoming Stat. § 159-101 through § 15-9-137. However, the sections relevant to this blight study expansion include WY Stat. § 15-9-103 and WY Stat. § 15-9-107. WY Stat. § 15-9-107 explains:

An urban renewal project for an urban renewal area shall not be planned or initiated unless the governing body, by resolution, has determined the area to be a slum area or a blighted area or a combination thereof and designated it as appropriate for an urban renewal project. A municipality shall not acquire real property for any urban renewal project unless the local governing body has approved the urban renewal project in accordance with W.S. 15-9-110.
- WY Stat. § 15-9-107

To aide in determining what constitutes a slum or blighted area, WY Stat. § 15-9-103 contains the definition of "blighted area" and "slum area". Specifically, the section describes a blighted area as:

(iii) "Blighted area" means an area which by reason of the presence of a substantial number of slums, deteriorated or deteriorating structures, predominance of defective or inadequate street layout, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessments, delinquency exceeding the fair value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of those factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals or welfare in its present condition and use. However, if the blighted area consists of open land, the conditions contained in W.S. 15-9-110(b) apply and any disaster area referred to in W.S. 15-9112 constitutes a "blighted area";
- WY Stat. § 15-9-103

And goes on to define a slum area as:

(xvi) "Slum area" means an area in which there is a predominance of buildings or improvements, whether residential or nonresidential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of those factors is conducive to ill health and is detrimental to the public safety, morals or welfare;
- WY Stat. § 15-9-103

This study uses the definitions to support the findings that WY Stat. § 15-9-107 requires. The remainder of the Wyoming Urban Renewal Code details the powers permitted by the Urban Renewal Agency and do not maintain substantial relevance to the resolution determining blight; however, staff recommends the Governing Body familiarize themselves with these statutes.

Methodology

To identify blight areas and slum areas in the community, the project team surveyed the nine (9) conditions of blight identified in the definitions section of the Wyoming Urban Renewal Code. Staff did not utilize the conditions of slum areas as they were similar to those of blight. The nine conditions with one option of "Other" include:

- *Deteriorated or Deteriorating Structures*
- *Predominance of Defective or Inadequate Street Layout*
- *Faulty Lot Layout in Relation to Size, Accessibility or Usefulness*
- *Unsanitary or Unsafe Conditions*
- *Deterioration of Site or Other Improvements*
- *Diversity of Ownership, Tax or Other Special Assessments*
- *Delinquency Exceeding the Fair Value of the Land*
- *Defective or Unusual Conditions of Title*
- *The Existence of Conditions which Endanger Life or Property by Fire and other causes*
- *Other*

The other option pertained to the section of the definition that stated, *"or any combination of those factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals or welfare in its present condition and use," (WY Stat. § 15-9-103(iii)).* Unlike other neighboring states, notably Colorado, the Wyoming Urban Renewal Code does not establish a threshold for the number of blight conditions that must be found to qualify an area for Urban Renewal. Based on this, if any one of the nine conditions are identified on the site, it is sufficient to determine the area as blighted.



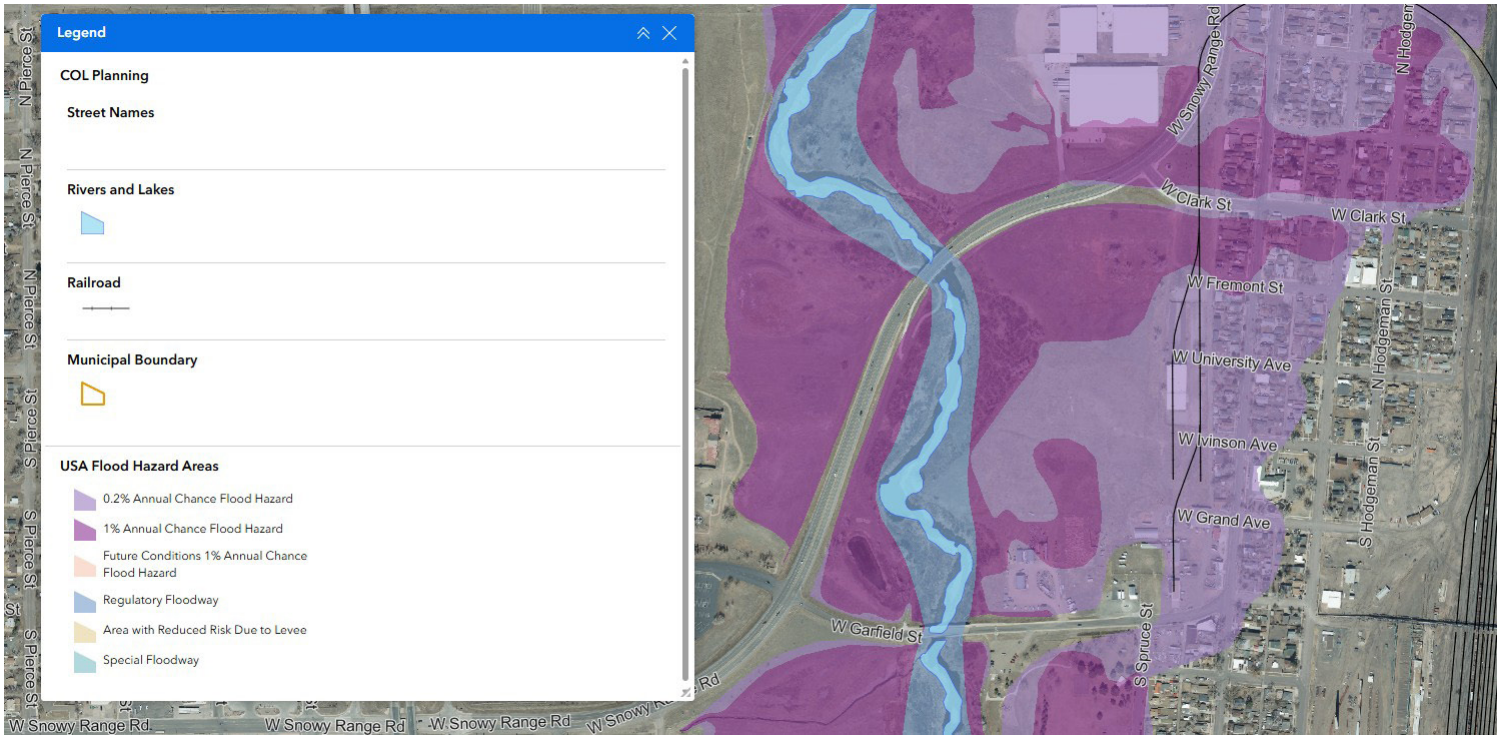
Conditions Survey

The initial resolution identifying blight in Laramie states: “That the Governing Body of the City of Laramie, Wyoming hereby finds and declares “blight,” as defined by Wyoming Statute §15-9-103(iii), exists within the boundaries of the City of Laramie and that the rehabilitation, conservation, redevelopment or a combination thereof of the area or areas is necessary in the interests of public health, safety, morals or welfare of our residents. “ This yields that an Urban Renewal Plan and Project may occur anywhere within the community. However, to illustrate the need for Urban Renewal assistance in the area, the image below illustrates the conditions of blight for the subject property. The overview shows that the site contains predominance of defective or inadequate street layout; faulty lot layout in relation to size, accessibility or usefulness; and unsanitary or unsafe conditions. The description of each condition on the blight study can be found on the following page.



Conditions Survey

The following conditions of blight at the bottom of the page are exhibited on the subject property. The image below shows the extensive nature of the floodplain on the property. An urban renewal plan may be used to mitigate flooding concerns on and adjacent to the subject property.



1. Predominance of Defective or Inadequate Street Layout

The subject area includes defective street layout with limited through connections to support new investment. The West Side street network is largely built out without connections to the subject property. The lack of an adequate street layout through the area not only lends itself to poor connectivity, but also yields poor utility connections in the area as they are often located within street right-of-ways.

2. Faulty Lot Layout in Relation to Size Accessibility or Usefulness

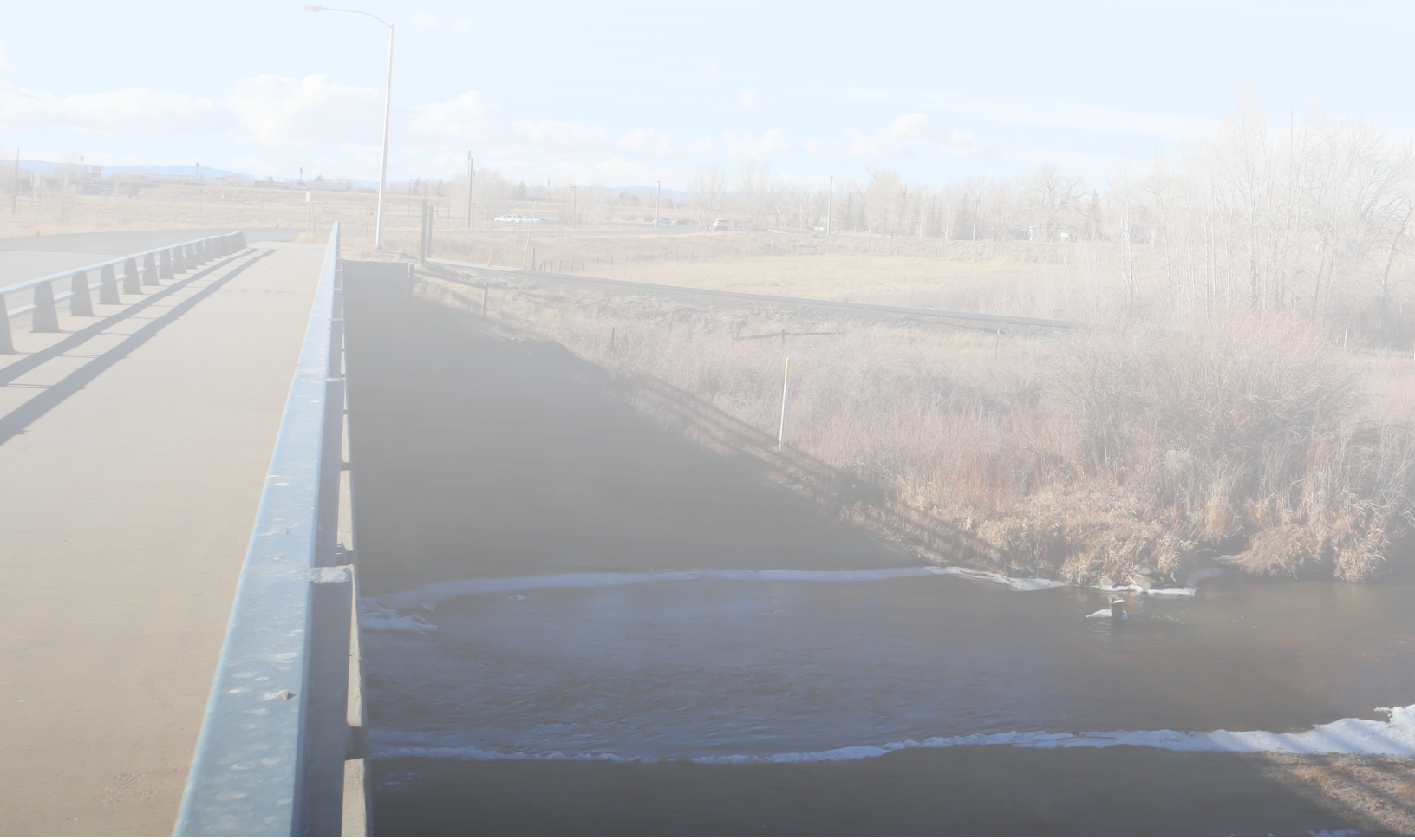
Directly related to the inadequate street layout is the faulty lot layout in relation to size, accessibility, and usefulness. New development may build off the existing network in West Laramie to remedy the accessibility of the entire site.

3. Unsanitary or Unsafe Conditions

The prevalence of the floodplain yields unsanitary or unsafe conditions on the subject property. Any development on site would require extensive mitigation efforts and stormwater enhancement to remedy this condition of blight. The floodplain can be seen as a condition that is unsafe to property and life.

Conclusions

The West Side study area exhibits the existence of blight in the community. Although largely undeveloped, the lack of utilities and existence of the floodplain yield conditions that the property is likely cost prohibitive to develop without the use of the powers outlined in the Wyoming Urban Renewal Code. The rehabilitation, conservation, or redevelopment of the subject property would not only benefit the community, but is necessary to for the health, safety, welfare, and morals of the community. The use of the Wyoming Urban Renewal Code can facilitate the development of the area through several of the tools enabled by the legislation, namely tax increment financing. Staff is satisfied the report meets and exceeds the mandate for the establishing blight and slum by the governing body found in WY Stat. § 15-9-107 and recommends approval of the resolution.



REGULAR COUNCIL MEETING **March 17, 2026**

Laramie WYOMING	**Agenda Item:** Original Ordinance, Second Reading **Title:** Original Ordinance No. 2118, Repealing Laramie Municipal Code (LMC) Chapter 13.80 Related to Surface Water Drainage (Introduced by Newman)

Recommended Council Motion:

I move that the Laramie City Council approve Original Ordinance No. 2118, on second reading, repealing Laramie Municipal Code Chapter 13.80 related to surface water drainage as enacted by Enrolled Ordinance No. 1876.

Administrative or Policy Goal:

Focus resources and policy efforts on areas with greater regulatory and financial certainty.

Background:

In December 2024, the City established the Surface Water Management Fund through adoption of Chapter 13.80 of the Laramie Municipal Code (LMC 13.80), following many years of study, planning, and extensive community discussion regarding the need for a sustainable funding mechanism to maintain, operate, and improve the city's stormwater system.

In response to public concerns following adoption, on August 5, 2025, the City Council approved Resolution 2025-65, suspending implementation of the Surface Water Management Program business plan and establishing a 120-day review period.

City Council subsequently conducted three public work sessions on September 9, 2025, October 14, 2025, and November 12, 2025, to review the program, gather public input, and evaluate potential modifications.

On November 18, 2025, Council adopted Resolution 2025-93, extending the suspension of the Surface Water Management Program under LMC 13.80 through June 30, 2026.

On February 3, 2026, Council passed and approved Enrolled Ordinance No. 1876, amending LMC 13.80 to add rate caps and affirming that billing would begin July 1, 2026.

On February 19, 2026, Senator Crum introduced draft Senate File 0116 (SF0116) to the Judiciary Committee of the Wyoming Legislature. The proposed legislation, if enacted, would significantly affect and potentially render LMC 13.80 unworkable. The bill was approved in committee and placed on General File for further consideration. On February 24, 2026, the bill failed on third reading in the Senate. The Wyoming Association of Municipalities has committed to work with the Legislature in the interim for a possible bill on the subject next year.

Given the current legislative uncertainty surrounding surface water funding authority, staff recommends repealing Chapter 13.80 of the Laramie Municipal Code to allow the City to focus resources and policy efforts on areas with greater regulatory and financial certainty.

This ordinance formally repeals Chapter 13.80 of the Laramie Municipal Code in its entirety, thereby eliminating the Surface Water Management Fund and its associated billing and regulatory framework.

Public Hearing (PH) Held	March 17, 2026
PH Advertised	March 7, 2026
Introduction/1st Reading	March 3, 2026
2nd Reading	March 17, 2026
3rd Reading	April 7, 2026

Future dates are subject to change.

Responsible Staff:

Todd Feezer, City Manager, Email: tfeezer@cityoflaramie.org
Brooks Webb, Public Works Director, Email: bwebb@cityoflaramie.org
Jennifer Wade, Admin. Services Director, Email: jwade@cityoflaramie.org

Attachments:

Original Ordinance No. 2118 Second Reading

ORIGINAL ORDINANCE NO.: 2118 **INTRODUCED BY: NEWMAN**
ENROLLED ORDINANCE NO.: ____

AN ORDINANCE TO REPEAL CHAPTER 13.80 OF THE LARAMIE MUNICIPAL CODE RELATED TO SURFACE WATER DRAINAGE

WHEREAS, on December 3rd, 2024, City Council passed and approved Enrolled Ordinance No. 1859 adding Laramie Municipal Code Division VII, Chapter 13.80, related to surface water drainage; and

WHEREAS, on February 3rd, 2026, City Council passed and approved Enrolled Ordinance No. 1876 amending Laramie Municipal Code Division VII, Chapter 13.80, creating a surface water drainage fund; and

WHEREAS, the Laramie City Council finds it in the best interest of the City to repeal Division VII, Chapter 13.80 of the Laramie Municipal Code to allow the City to focus resources and policy efforts on areas with greater regulatory and financial certainty.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1: That Division VII, Chapter 13.80 of the Laramie Municipal Code as enacted by Enrolled Ordinances No. 1859 and No. 1876, is hereby repealed.

Section 2: This ordinance is effective upon final passage and publication.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2026.

_____
Sharon Cumbie, Mayor and President of the City Council

Attest:

_____
Nancy Bartholomew, CMC,
City Clerk

First Reading: March 3, 2026
Public Hearing: March 17, 2026
Second Reading: March 17, 2026
Third Reading and Final Action: April 5, 2026 (subject to change)

Duly published in the *Laramie Boomerang* this 7th day of March 2026.

ACKNOWLEDGEMENT

STATE OF WYOMING)
) SS
COUNTY OF ALBANY)

The foregoing instrument, An Ordinance to Repeal Chapter 13.80 of the Laramie Municipal Code Related to Surface Water Drainage, as acknowledged before me by Sharon Cumbie, Mayor and President of the Laramie City Council, and Nancy Bartholomew, City Clerk of the City of Laramie, Wyoming, this _____ day of _____, 2026.

Witness my hand and official seal.

_____
Notary Public

My Commission Expires: _____.

CITY OF LARAMIE COUNCIL REGULAR MEETING March 17, 2026

Laramie WYOMING	**Agenda Item: Original Ordinance - 2nd Reading** **Title:** Original Ordinance No. 2119, Amending Laramie Municipal Code Title 8 Related to Nuisance Abatements

Recommended Council MOTION:

I move that the Laramie City Council approve Original Ordinance No. 2119, amending one section within Title 8 of the Laramie Municipal Code for the purposes of removing potential avenues of confusion in city code as a standard practice and as recommended with amendment by the planning commission, on second reading, in accordance with findings of fact and conclusions of law.

Administrative or Policy Goal:

Pursuant to Chapter 1 of the Laramie Municipal Code, amendments and repeals of any ordinance or section thereof shall be enacted by ordinance of the City Council. Accordingly, the City Council retains the authority to amend provisions of the Laramie Municipal Code through duly adopted ordinances in accordance with Chapter 1 procedures.

Background:

The present amendment is initiated by the City of Laramie as part of the continual effort to keep the Laramie Municipal code current, correct concerns, and remove potential avenues of confusion.

The amendments and updates within this Text Amendment have been gathered through efforts of City Staff throughout the 2024-2025 period. This amendment was prompted through project experience, enquiries from the public, and staff's constant effort to improve Laramie's Municipal Code as development continues to evolve.

PROPOSED Text Amendment

Section 3 – LMC 8.32.210.E
Adds language clarifying that final decisions of the Board of Appeals (Board of Adjustment) may be appealed to District Court pursuant to W.S. § 16-3-114.

Planning Commission Recommendation:

Planning Commission recommended approval of TA-26-02 (2026 UDC Text Amendment Update) at the February 9, 2026 meeting with no amendments to the proposed Text Amendment to Chapter 8. The motion carried by voice vote with no public comment received.

Responsible Staff:

Philipp Gabathuler, AICP, Planning Manager,
721-5232

Future dates are subject to change

PC Public Hearing Advertised	January 24, 2026
Public Hearing Held	February 9, 2026
CC Public Hearing Advertised	February 21, 2026
Introduction/1st Reading	March 3, 2026
2nd Reading/Public Hearing	March 17, 2026
3rd Reading	April 7, 2026

Attachments:

- Proposed Ordinance No. 2119
- Planning Commission Staff Report (February 9, 2026)

ORIGINAL ORDINANCE NO.: 2119 **INTRODUCED BY:**
ENROLLED ORDINANCE NO.: _____

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE TITLE 8 RELATED TO NUISANCE ABATEMENTS

WHEREAS, on July 6, 2006, the City Council adopted the nuisance regulations found in LMC Title 8, in order to secure the public health, safety and welfare of the residents and property owners, by the control and regulation of certain weeds, junk, junk vehicles, scattered garbage and rubbish within the limits of the City; and

WHEREAS, on November 5, 2008, the City Council adopted amendments to Laramie Municipal Code, amending LMC Title 8; and

WHEREAS, the Laramie Municipal Code (LMC) should be amended from time to time so as to become or remain consistent with the Comprehensive Plan, and should be regularly reviewed, evaluated and amended, if necessary, based on private and city economic conditions, vision for the community, changing planning and zoning principles, frequent difficulty in implementing or enforcing any specific standard(s), or changes in the state, federal or case law; and

WHEREAS, Staff have identified one section of LMC Title 8 in need of clarification and that are recommended for update and modification by staff; and

WHEREAS, on February 9, 2026, the Laramie Planning Commission affirmatively voted to recommend to the Laramie City Council adoption of this amendment to the Laramie Municipal Code as shown in this ordinance; and

WHEREAS, the Laramie City Council shall hold a public hearing on March 17, 2026 to take and consider public comments.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. That City Council amend Laramie Municipal Code 8.32.210.E to read as follows:

E. After hearing the evidence and argument in the matter, the board of appeals (board of adjustment) shall make a finding as to the existence of a nuisance, and may make findings as to the abatement procedure proposed by the city or the alleged violator, the costs to be allocated to the parties if such has been abated by the city prior to the hearing and the time in which such abatement will be completed by the alleged violator, if not completed by the time of the hearing. If a nuisance is found to exist, the time for completion allowed by the board of appeals (board of adjustment) shall not exceed sixty days from the date of the final order. **Any party aggrieved by a final decision of the board of appeals (board of adjustment) may appeal the decision to the District Court of the State of Wyoming in accordance with W.S. § 16-3-114 of the Wyoming Administrative Procedure Act.**

Section 2. To make this ordinance effective after passage, approval, and publication of this

ordinance.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2026.

_____
Sharon Cumbie, Mayor and President of the City Council

Attest:

_____
Nancy Bartholomew, CMC
City Clerk

First Reading: March 3, 2026
Public Hearing: March 17, 2026
Second Reading: March 17, 2026
Third Reading and Final Action: April 7, 2026

Duly published in the *Laramie Boomerang* this _ day of _____, 2026.

City of Laramie
Planning Division
P.O. Box C
Laramie, WY 82073

Planning: (307) 721-5207
Fax: (307) 721-5248

LARAMIE PLANNING COMMISSION
Date: February 9, 2026
STAFF REPORT

FILE:	**TA-26-02: 2026 UDC Text Amendment Update**
REQUEST:	An amendment to multiple Sections within Titles 8 and 15 of the City of Laramie Municipal Code
APPLICANT:	City of Laramie
PURPOSE:	To update Laramie Municipal Code as a necessary, regular practice
PREPARED BY:	Philipp Gabathuler, Planning Manager, AICP

RECOMMENDED MOTION
Move to recommend that the City Council **approve** amendments to LMC Titles 8 and 15 for the purpose of updating definitions, uses, costs, dimensions, and design standards in the city code as recommended by staff.

APPLICABLE CODE SECTION(S):

Text Amendments must be reviewed by the Planning Commission and City Council. The Planning Commission's action is forwarded to the City Council as a recommendation.

- Laramie Municipal Code Title 8, Health and Safety Code
- Laramie Municipal Code Title 15, Unified Development Code
- Wyoming State Statutes Title 15 Cities and Towns, Chapter 1, Article 5 Planning
- Wyoming State Statutes Titles 15 Cities and Towns, Chapter 1, Article 6 Zoning
- Laramie Comprehensive Plan

BACKGROUND AND SUMMARY:

The present amendment is initiated by the City of Laramie as part of the continual effort to keep the Unified Development Code (UDC) accurate, correct concerns, and remove potential avenues of confusion. All prior revisions to LMC Titles 8 and 15 (Unified Development Code) can be found online at www.cityoflarmie.org/UDC.

The amendments included in this UDC Text Amendment reflect the collective work and coordination of City staff throughout 2025. These amendments and additions were prompted by project

experience, new business models, enquiries from the public, and staff's constant effort to improve Laramie's UDC as development continues to evolve.

For each proposed code change, each section will include where changes will occur, a brief description of why these changes are being made, the current code, and the proposed code changes. When changes are being suggested pieces being added will be identified with **bold and underlined** text, while suggested omissions are identified with ~~strike-out text~~. Ultimately the City Council will review suggested changes before the UDC is updated.

The code revisions are categorized into 2 groups:

I. **Proposed Code Changes (Substantive Changes)** that reshape respective sections of the code.
II. **Proposed Code Changes (Minor Changes)** that correct sporadic grammatical errors (and similar) or that have minimal impact on the functionality of the code.

I. PROPOSED CODE CHANGES (SUBSTANTIVE CHANGES):

1. Amend Laramie Municipal Code Section 15.10.030.D.1.b.

The purpose of this amendment is to clarify where a home occupation may occur on a residential property. The updated language explicitly confirms that home occupations may be conducted not only within the dwelling but also within an accessory structure, or as a combination of both spaces, provided the total area devoted to the use does not exceed one-half of the floor area of the principal structure. This clarification ensures that residents who rely on accessory structures—such as garages, studios, or workshops—may lawfully operate home occupations in those spaces while maintaining the intent that such uses remain incidental and secondary to the primary residential use.

Current Definition 15.10.030.D.1.c:

c. The total area used for the home occupation shall not exceed one-half the floor area of the user's living unit

Proposed Definition 15.10.030.D.1.c:

c. The total area used for the home occupation**, whether located within the principal structure, within an accessory structure, or as a combination of both,** shall not exceed one-half (½) of the floor area of the principal structure.

2. Amend Laramie Municipal Code Section 15.14.120.B (Definitions) to Add a Definition for "Wall Area."

The purpose of this change is to provide a clear, consistent, and measurable definition of "Wall Area" for use in calculating allowable wall-sign size. The existing Sign Code references wall area dimensions indirectly through sign area formulas but does not define the underlying measurement. This omission has led to confusion among applicants, inconsistent submittals, and interpretive difficulty for staff. Adding a formal definition ensures clarity, uniformity of review, and predictable implementation of wall-sign regulations.

Current Code 15.14.120.B:

The current Definitions subsection does not include a definition for "Wall Area."

Proposed Addition to 15.14.120.B (Definitions):

60. "Wall area" means the total surface area of an exterior wall of a building, measured as the vertical plane extending from finished grade to the roofline and from one outside edge of the wall to the opposite outside edge. Wall Area includes windows, doors, trim, canopies, architectural projections, and other building features located on that wall. For purposes of calculating allowable wall-sign area, the Wall Area shall be the area of the wall to which the sign is attached and which faces a public street or the primary parking area.

3. Amend Laramie Municipal Code Section 8.32.210.E. (Appeal Process; Hearing).

The purpose of this change is to clarify the proper venue for appealing a final decision of the Board of Appeals (Board of Adjustment). While Wyoming law directs such appeals to the District Court pursuant to the Wyoming Administrative Procedure Act (W.S. § 16-3-114), the current section does not specify this, which can cause uncertainty for property owners and enforcement staff. Adding this sentence increases transparency, provides clear procedural guidance, and aligns nuisance-related appeals with other municipal appeal processes and the Wyoming Procedure Ace.

Current Code 8.32.210.E:

E. After hearing the evidence and argument in the matter, the board of appeals (board of adjustment) shall make a finding as to the existence of a nuisance, and may make findings as to the abatement procedure proposed by the city or the alleged violator, the costs to be allocated to the parties if such has been abated by the city prior to the hearing and the time in which such abatement will be completed by the alleged violator, if not completed by the time of the hearing. If a nuisance is found to exist, the time for completion allowed by the board of appeals (board of adjustment) shall not exceed sixty days from the date of the final order.

Proposed Code Change 8.32.210.E:

E. After hearing the evidence and argument in the matter, the board of appeals (board of adjustment) shall make a finding as to the existence of a nuisance, and may make findings as to the abatement procedure proposed by the city or the alleged violator, the costs to be allocated to the parties if such has been abated by the city prior to the hearing and the time in which such abatement will be completed by the alleged violator, if not completed by the time of the hearing. If a nuisance is found to exist, the time for completion allowed by the board of appeals (board of adjustment) shall not exceed sixty days from the date of the final order. **Any party aggrieved by a final decision of the board of appeals (board of adjustment) may appeal the decision to the District Court of the State of Wyoming in accordance with W.S. § 16-3-114 of the Wyoming Administrative Procedure Act.**

4. Amend Laramie Municipal Code Section 15.14.080.C.3 (Building Separation).

The purpose of this change is to remove the minimum five-foot building separation requirement from the development code so that separation between buildings on the same lot is governed exclusively by the life-safety standards of the International Building Code (IBC) and International Residential Code (IRC). Under the current language, any deviation from the fixed five-foot standard requires a variance, even in situations where IBC/IRC provisions—such as fire-resistance-rated exterior walls, protected openings, fire walls, or automatic fire-suppression systems—allow for closer separation distances. Eliminating this zoning requirement reduces unnecessary variance applications, aligns the development code with established building code practices, and ensures that building separation is determined by the appropriate building standards.

Current Code 15.14.080.C.3:

3. Separation
The minimum separation between buildings, including accessory buildings, on the same lot or development parcel is five feet.

Proposed Code Change 15.14.080.C.3:

~~3. Separation~~
~~The minimum separation between buildings, including accessory buildings, on the same lot or development parcel is five feet.~~

5. Amend Laramie Municipal Code Section 15.12.010.D (Dimensional Standards for Townhouse Structures).

The purpose of this change is to clarify that townhouse structures may be constructed across one or multiple platted lots. Existing subsection 15.12.010.D references minimum unit dimensions and infrastructure exceptions but does not explicitly address whether a single townhouse building may cross lot lines. This amendment provides clear guidance that townhouse structures may span multiple lots and that internal lot lines within such structures do not create additional setback requirements, provided all fire-resistance provisions of the International Building Code (IBC) applicable to townhouses are met. This improves clarity, reduces unnecessary variance requests, and aligns zoning and building-code standards.

Current Code 15.12.010.D:

D. Dimensional Standards for Townhouse Structures (Add number 3.)

Proposed Code Change 15.12.010.D:

D. Dimensional Standards for Townhouse Structures

3. Townhouse structures may be constructed across one or multiple platted lots, provided any internal lot lines within a townhouse structure are treated in accordance with applicable International Building Code (IBC) townhouse and fire-resistance requirements, and such internal lot lines shall not create additional setback requirements.

6. Amend Laramie Municipal Code Section Table 15.06-1: Summary Table of Review Procedures

The purpose of this amendment is to correct the Final PUD review procedure in Table 15.06-1: Summary Table of Review Procedures so that it accurately reflects the approval authority established in LMC 15.06.060.C.3. The current table incorrectly lists the City Council as the final decision-making body for Final Planned Unit Developments. However, the development code clearly states that a Final PUD shall be approved by the Department, under the authority of the City Manager's Office, to ensure compliance with the conditions and stipulations of the approved Preliminary PUD Ordinance. This amendment updates the table to match the governing text, clarifies the administrative nature of Final PUD approval, and ensures consistency between the review table and the body of the code. The final plat associated with a PUD is separately reviewed and approved by the City Council, and that approval incorporates the conditions established through the approved PUD process.

Current Table 15.06-1: Summary Table of Review Procedures

TABLE 15.06-1: SUMMARY TABLE OF REVIEW PROCEDURES

D = Decision (Responsible for Final Decision) R = Review (Responsible for Review and/or Recommendation) A = Appeal (Authority to Hear/Decide Appeals) ✓ = Required

Procedure/Applicable Section of Code		Pre-Application Meeting	Review and Decision-Making Authority				Notices			Lapse of Approval
			City Manager's Office	Board of Adjustment	Planning Commission	City Council	Published	Written (mailed)	Posted	
Text Amendments/15.06.060.A			R		R	D	✓			N/A
Rezonings/15.06.060.B		✓	R		R	D	✓	✓	✓	N/A
Planned Unit Development (PUD) /15.06.060.C	Preliminary Development Plan	✓	R		R	D	✓	✓	✓	5 years [1]
	Final Development Plan		R		R	D	✓	✓	✓	N/A

Proposed Table 15.06-1: Summary Table of Review Procedures

TABLE 15.06-1: SUMMARY TABLE OF REVIEW PROCEDURES

D = Decision (Responsible for Final Decision) R = Review (Responsible for Review and/or Recommendation) A = Appeal (Authority to Hear/Decide Appeals) ✓ = Required

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Text Amendments/15.06.060.A			R		R	D	✓			N/A
Rezonings/15.06.060.B		✓	R		R	D	✓	✓	✓	N/A
Planned Unit Development (PUD) /15.06.060.C	Preliminary Development Plan	✓	R		R	D	✓	✓	✓	5 years [1]
	Final Development Plan		~~R~~ D		~~R~~	~~D~~	~~✓~~	~~✓~~	~~✓~~	N/A

II. PROPOSED CODE CHANGES (MINOR CHANGES):

1. Amend Laramie Municipal Code Section 15.14.050.i.2.c.v.

The purpose of this amendment is to correct and clarify the bollard specification in LMC 15.14.050.I.2.c.v. The existing text contains a typographical error that misstates the bollard dimensions, creating confusion about the required protective standard. The revised language specifies six-foot-tall, four-inch-diameter, concrete-filled steel pipe bollards, reflecting the actual design intent: that each bollard be installed with approximately two feet buried and four feet remaining above ground. This update ensures the code accurately conveys the intended protective function and installation standard for enclosure protection.

Current Definition 15.14.050.i.2.c.v.:

(iv) All enclosures shall include at least two 6"x48" steel pipe, concrete filled bollards or other protection mechanism as approved by the Public Works Department located a minimum of 4 inches from the rear wall to prevent interior wall damage.

Proposed Definition 15.14.050.i.2.c.v.:

(iv) All enclosures shall include at least two ~~6"x48" steel pipe, concrete filled bollards~~ **six-foot-tall, four-inch-diameter concrete-filled steel pipe bollards** or other protection mechanism as approved by the Public Works Department located a minimum of 4 inches from the rear wall to prevent interior wall damage.

PUBLIC COMMENTS:

This amendment was legally advertised in the Laramie Boomerang on January 21, 2026. Staff has received no comments regarding this proposed amendment to Laramie Municipal Code.

FINDINGS OF FACT:

The amendment is found to be in accordance with substantive and procedural requirements and necessities in City of Laramie code and best planning practice.

CONCLUSIONS OF LAW:

The amendment is proceeding in accordance with applicable law, including Wyoming State Statutes Titles 15 Cities and Towns, Article 5 Planning and Wyoming State Statutes Titles 8 and 15 Cities and Towns.

STAFF RECOMMENDATION:

Move to recommend that the City Council **approve** amendments to LMC Titles 8 and 15 for the purpose of updating definitions, uses, dimensions and design standards in city code as recommended by staff.

ATTACHMENTS:

1. No Attachments

CITY OF LARAMIE COUNCIL REGULAR MEETING March 17, 2026

Laramie WYOMING	**Agenda Item: Original Ordinance – 2nd Reading** **Title:** Original Ordinance No. 2120, Amending Laramie Municipal Code Title 15 Related to the Unified Development Code

Recommended Council MOTION:

I move that the Laramie City Council approve Original Ordinance No. 2120, amending one section within Title 15 of the Laramie Municipal Code for the purposes of removing potential avenues of confusion in city code as a standard practice and as recommended with amendment by the planning commission, on second reading, in accordance with findings of fact and conclusions of law.

Administrative or Policy Goal:

Under Section 15.04.050.A the City Manager's Office shall have the authority to review and make recommendations to the appropriate decision making authority for Text Amendments. Under Section 15.06.060.A states the purpose of a text amendment is for the purpose not to relieve particular hardships nor to confer special privileges or rights on any person, but rather to make adjustments to the text of this code that are necessary in light of changed conditions, changes in the comprehensive plan, public policy, or that are necessary to advance the general welfare of the city. As well, under Section 15.02.050 states that this code should be regularly reviewed, evaluated and amended, if necessary, based on private and city economic conditions, vision for the community, changing planning and zoning principles, frequent difficulty in implementing or enforcing any specific standard(s), or changes in the state, federal or case law.

Background:

The present amendment is initiated by the City of Laramie as part of the continual effort to keep the Unified Development Code (UDC) accurate, correct concerns, and remove potential avenues of confusion. All prior revisions to LMC Chapter 15 (Unified Development Code) can be found online at https://www.cityoflaramie.org/444/Unified-Development-Code.

The amendments and updates within this UDC Text Amendment have been gathered through efforts of City Staff throughout the 2024-2025 period. These amendments and additions were prompted through project experience, enquiries from the public, and staff's constant effort to improve Laramie's UDC as development continues to evolve.

PROPOSED Text Amendment

Substantive Proposed Code Changes

- **LMC 15.10.030.D.1.c**
  Clarifies that home occupations may occur within the principal structure, an accessory structure, or a combination of both, provided the total area does not exceed one-half of the floor area of the principal structure.

- **LMC 15.14.080.C.3**
  Removal of the five-foot minimum building separation requirement, as building separation distances are already regulated under the International Building Code (IBC).

- **LMC 15.12.010.D**
  Adds language clarifying that townhouse structures may span one or multiple platted lots and that internal lot lines do not create additional setback requirements if IBC standards are met.

- **Table 15.06-1 (Summary Table of Review Procedures)**
  Corrects the Final PUD approval authority to reflect administrative approval by the Department under the City Manager's Office rather than City Council.

- **LMC 15.14.050.I.2.c.iv**
  Minor Change 1 (bollard specification clarification) was recommended to be struck by the Planning Commission and has been reworded for clarity in the proposed ordinance.

Planning Commission Recommendation:

Planning Commission recommended approval of TA-26-02 (2026 UDC Text Amendment Update) at the February 9, 2026 meeting with amendments to strike the proposed changes to 15.14.120.B and 15.14.050.i.2.c.v. as shown in the February 9, 2026 Staff report. The changes are reflected by striking the change to 15.14.120.B and modifying the change to 15.14.050.i.2.c.v. to improve clarity. The motion carried by voice vote with no public comment received.

Responsible Staff:

Philipp Gabathuler, AICP, Planning Manager,
721-5232

Future dates are subject to change

PC Public Hearing Advertised	January 24, 2026
Public Hearing Held	February 9, 2026
CC Public Hearing Advertised	February 21, 2026
Introduction/1st Reading	March 3, 2026
2nd Reading/Public Hearing	March 17, 2026
3rd Reading	April 7, 2026

Attachments:

- Proposed Ordinance No. 2120
- Planning Commission Staff Report (February 9, 2026)

ORIGINAL ORDINANCE NO.: 2120 **INTRODUCED BY:**
ENROLLED ORDINANCE NO.: _____

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE TITLE 15 RELATED TO THE UNIFIED DEVELOPMENT CODE

WHEREAS, on August 21, 2007, the City Council adopted the Laramie Comprehensive Plan which lists as one of its recommendations to create a unified development code that would combine the zoning and subdivision ordinances in into a single, unified document consisting of multiple parts or sections, including administrative procedures, zoning, subdivision regulations and improvement standards; and

WHEREAS, on June 22, 2009 the Laramie Planning Commission affirmatively voted to recommend to the Laramie City Council adoption of the Unified Development Code subject to modifications; and

WHEREAS, on March 2, 2010, the City Council adopted the Unified Development Code with an effective date of July 1, 2010; and

WHEREAS, 15.02.050 of the Laramie Municipal Code (LMC) calls for the Unified Development Code to be amended from time to time so as to become or remain consistent with the Comprehensive Plan, and should be regularly reviewed, evaluated and amended, if necessary, based on private and city economic conditions, vision for the community, changing planning and zoning principles, frequent difficulty in implementing or enforcing any specific standard(s), or changes in the state, federal or case law; and

WHEREAS, on February 9, 2026, the Laramie Planning Commission affirmatively voted to recommend to the Laramie City Council adoption of amendments to the Laramie Municipal Code subject to modification of 15.28.030.A.142. as shown in this ordinance; and

WHEREAS, the Laramie City Council shall hold a public hearing on March 17, 2026 to take and consider public comments.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. That City Council amend Laramie Municipal Code Title 15 to read as follows:

Section 2. That LMC 15.10.030.D.1.c is amended to read as follows:

c. The total area used for the home occupation**, whether located within the principal structure, within an accessory structure, or as a combination of both,** shall not exceed one-half (½) of the floor area of the principal structure.

Section 3. That LMC 15.14.080.C.3. is repealed as follows:
~~3. Separation~~
~~The minimum separation between buildings, including accessory buildings, on the same lot or development parcel is five feet.~~

Section 4. That LMC 15.12.010.D.3. be added to read as follows:

3. Townhouse structures may be constructed across one or multiple platted lots, provided any internal lot lines within a townhouse structure are treated in accordance with applicable International Building Code (IBC) townhouse and fire-resistance requirements, and such internal lot lines shall not create additional setback requirements.

Section 5. That LMC Table 15.06-1: Summary Table of Review Procedures is amended to read as follows:

TABLE 15.06-1: SUMMARY TABLE OF REVIEW PROCEDURES

D = Decision (Responsible for Final Decision) R = Review (Responsible for Review and/or Recommendation) A = Appeal (Authority to Hear/Decide Appeals) ✓ = Required

Procedure/Applicable Section of Code		Pre-Application Meeting	Review and Decision-Making Authority				Notices			Lapse of Approval
			City Manager's Office	Board of Adjustment	Planning Commission	City Council	Published	Written (mailed)	Posted	
Text Amendments/15.06.060.A			R		R	D	✓			N/A
Rezonings/15.06.060.B		✓	R		R	D	✓	✓	✓	N/A
Planned Unit Development (PUD) /15.06.060.C	Preliminary Development Plan	✓	R		R	D	✓	✓	✓	5 years [1]
	Final Development Plan		~~R~~ D		~~R~~	~~D~~	~~✓~~	~~✓~~	~~✓~~	N/A

Section 6. That LMC 15.14.050.I.2.c.iv. is amended to read as follows:

(iv) All enclosures shall include at least two ~~6"x48" steel pipe, concrete filled bollards~~ **steel pipe bollards (4-inch diameter), concrete-filled, installed with not less than 2 feet below finished grade and not less than 4 feet above finished grade** or other protection mechanism as approved by the Public Works Department located a minimum of 4 inches from the rear wall to prevent interior wall damage.

Section 7. That this ordinance is effective upon final passage, approval, and publication.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2026.

_____
Sharon Cumbie, Mayor and President of the City Council

Attest:

_____
Nancy Bartholomew, CMC
City Clerk

First Reading: March 3, 2026
Public Hearing: March 17, 2026
Second Reading: March 17, 2026
Third Reading and Final Action: April 7, 2026

Duly published in the *Laramie Boomerang* this _day of _____, 2026.

City of Laramie
Planning Division
P.O. Box C
Laramie, WY 82073

Planning: (307) 721-5207
Fax: (307) 721-5248

LARAMIE PLANNING COMMISSION
Date: February 9, 2026
STAFF REPORT

FILE:	**TA-26-02: 2026 UDC Text Amendment Update**
REQUEST:	An amendment to multiple Sections within Titles 8 and 15 of the City of Laramie Municipal Code
APPLICANT:	City of Laramie
PURPOSE:	To update Laramie Municipal Code as a necessary, regular practice
PREPARED BY:	Philipp Gabathuler, Planning Manager, AICP

RECOMMENDED MOTION
Move to recommend that the City Council **approve** amendments to LMC Titles 8 and 15 for the purpose of updating definitions, uses, costs, dimensions, and design standards in the city code as recommended by staff.

APPLICABLE CODE SECTION(S):

Text Amendments must be reviewed by the Planning Commission and City Council. The Planning Commission's action is forwarded to the City Council as a recommendation.

- Laramie Municipal Code Title 8, Health and Safety Code
- Laramie Municipal Code Title 15, Unified Development Code
- Wyoming State Statutes Title 15 Cities and Towns, Chapter 1, Article 5 Planning
- Wyoming State Statutes Titles 15 Cities and Towns, Chapter 1, Article 6 Zoning
- Laramie Comprehensive Plan

BACKGROUND AND SUMMARY:

The present amendment is initiated by the City of Laramie as part of the continual effort to keep the Unified Development Code (UDC) accurate, correct concerns, and remove potential avenues of confusion. All prior revisions to LMC Titles 8 and 15 (Unified Development Code) can be found online at www.cityoflarmie.org/UDC.

The amendments included in this UDC Text Amendment reflect the collective work and coordination of City staff throughout 2025. These amendments and additions were prompted by project experience,

new business models, enquiries from the public, and staff's constant effort to improve Laramie's UDC as development continues to evolve.

For each proposed code change, each section will include where changes will occur, a brief description of why these changes are being made, the current code, and the proposed code changes. When changes are being suggested pieces being added will be identified with **bold and underlined** text, while suggested omissions are identified with ~~strike-out text~~. Ultimately the City Council will review suggested changes before the UDC is updated.

The code revisions are categorized into 2 groups:

I. **Proposed Code Changes (Substantive Changes)** that reshape respective sections of the code.
II. **Proposed Code Changes (Minor Changes)** that correct sporadic grammatical errors (and similar) or that have minimal impact on the functionality of the code.

I. PROPOSED CODE CHANGES (SUBSTANTIVE CHANGES):

1. Amend Laramie Municipal Code Section 15.10.030.D.1.b.

The purpose of this amendment is to clarify where a home occupation may occur on a residential property. The updated language explicitly confirms that home occupations may be conducted not only within the dwelling but also within an accessory structure, or as a combination of both spaces, provided the total area devoted to the use does not exceed one-half of the floor area of the principal structure. This clarification ensures that residents who rely on accessory structures—such as garages, studios, or workshops—may lawfully operate home occupations in those spaces while maintaining the intent that such uses remain incidental and secondary to the primary residential use.

Current Definition 15.10.030.D.1.c:

c. The total area used for the home occupation shall not exceed one-half the floor area of the user's living unit

Proposed Definition 15.10.030.D.1.c:

c. The total area used for the home occupation**, whether located within the principal structure, within an accessory structure, or as a combination of both,** shall not exceed one-half (½) of the floor area of the principal structure.

2. **Amend Laramie Municipal Code Section 15.14.120.B (Definitions) to Add a Definition for "Wall Area."**

The purpose of this change is to provide a clear, consistent, and measurable definition of "Wall Area" for use in calculating allowable wall-sign size. The existing Sign Code references wall area dimensions indirectly through sign area formulas but does not define the underlying measurement. This omission has led to confusion among applicants, inconsistent submittals, and interpretive difficulty for staff. Adding a formal definition ensures clarity, uniformity of review, and predictable implementation of wall-sign regulations.

Current Code 15.14.120.B:

The current Definitions subsection does not include a definition for "Wall Area."

Proposed Addition to 15.14.120.B (Definitions):

60. "Wall area" means the total surface area of an exterior wall of a building, measured as the vertical plane extending from finished grade to the roofline and from one outside edge of the wall to the opposite outside edge. Wall Area includes windows, doors, trim, canopies, architectural projections, and other building features located on that wall. For purposes of calculating allowable wall-sign area, the Wall Area shall be the area of the wall to which the sign is attached and which faces a public street or the primary parking area.

3. **Amend Laramie Municipal Code Section 8.32.210.E. (Appeal Process; Hearing).**

The purpose of this change is to clarify the proper venue for appealing a final decision of the Board of Appeals (Board of Adjustment). While Wyoming law directs such appeals to the District Court pursuant to the Wyoming Administrative Procedure Act (W.S. § 16-3-114), the current section does not specify this, which can cause uncertainty for property owners and enforcement staff. Adding this sentence increases transparency, provides clear procedural guidance, and aligns nuisance-related appeals with other municipal appeal processes and the Wyoming Procedure Ace.

Current Code 8.32.210.E:

E. After hearing the evidence and argument in the matter, the board of appeals (board of adjustment) shall make a finding as to the existence of a nuisance, and may make findings as to the abatement procedure proposed by the city or the alleged violator, the costs to be allocated to the parties if such has been abated by the city prior to the hearing and the time in which such abatement will be completed by the alleged violator, if not completed by the time of the hearing. If a nuisance is found to exist, the time for completion allowed by the board of appeals (board of adjustment) shall not exceed sixty days from the date of the final order.

Proposed Code Change 8.32.210.E:

E. After hearing the evidence and argument in the matter, the board of appeals (board of adjustment) shall make a finding as to the existence of a nuisance, and may make findings as to the abatement procedure proposed by the city or the alleged violator, the costs to be allocated to the parties if such has been abated by the city prior to the hearing and the time in which such abatement will be completed by the alleged violator, if not completed by the time of the hearing. If a nuisance is found to exist, the time for completion allowed by the board of appeals (board of adjustment) shall not exceed sixty days from the date of the final order. **Any party aggrieved by a final decision of the board of appeals (board of adjustment) may appeal the decision to the District Court of the State of Wyoming in accordance with W.S. § 16-3-114 of the Wyoming Administrative Procedure Act.**

4. Amend Laramie Municipal Code Section 15.14.080.C.3 (Building Separation).

The purpose of this change is to remove the minimum five-foot building separation requirement from the development code so that separation between buildings on the same lot is governed exclusively by the life-safety standards of the International Building Code (IBC) and International Residential Code (IRC). Under the current language, any deviation from the fixed five-foot standard requires a variance, even in situations where IBC/IRC provisions—such as fire-resistance-rated exterior walls, protected openings, fire walls, or automatic fire-suppression systems—allow for closer separation distances. Eliminating this zoning requirement reduces unnecessary variance applications, aligns the development code with established building code practices, and ensures that building separation is determined by the appropriate building standards.

Current Code 15.14.080.C.3:

3. Separation
The minimum separation between buildings, including accessory buildings, on the same lot or development parcel is five feet.

Proposed Code Change 15.14.080.C.3:

~~3. Separation~~
~~The minimum separation between buildings, including accessory buildings, on the same lot or development parcel is five feet.~~

5. Amend Laramie Municipal Code Section 15.12.010.D (Dimensional Standards for Townhouse Structures).

The purpose of this change is to clarify that townhouse structures may be constructed across one or multiple platted lots. Existing subsection 15.12.010.D references minimum unit dimensions and infrastructure exceptions but does not explicitly address whether a single townhouse building may cross lot lines. This amendment provides clear guidance that townhouse structures may span multiple lots and that internal lot lines within such structures do not create additional setback requirements, provided all fire-resistance provisions of the International Building Code (IBC) applicable to townhouses are met. This improves clarity, reduces unnecessary variance requests, and aligns zoning and building-code standards.

Current Code 15.12.010.D:

D. Dimensional Standards for Townhouse Structures (Add number 3.)

Proposed Code Change 15.12.010.D:

D. Dimensional Standards for Townhouse Structures

3. Townhouse structures may be constructed across one or multiple platted lots, provided any internal lot lines within a townhouse structure are treated in accordance with applicable International Building Code (IBC) townhouse and fire-resistance requirements, and such internal lot lines shall not create additional setback requirements.

6. Amend Laramie Municipal Code Section Table 15.06-1: Summary Table of Review Procedures

The purpose of this amendment is to correct the Final PUD review procedure in Table 15.06-1: Summary Table of Review Procedures so that it accurately reflects the approval authority established in LMC 15.06.060.C.3. The current table incorrectly lists the City Council as the final decision-making body for Final Planned Unit Developments. However, the development code clearly states that a Final PUD shall be approved by the Department, under the authority of the City Manager's Office, to ensure compliance with the conditions and stipulations of the approved Preliminary PUD Ordinance. This amendment updates the table to match the governing text, clarifies the administrative nature of Final PUD approval, and ensures consistency between the review table and the body of the code. The final plat associated with a PUD is separately reviewed and approved by the City Council, and that approval incorporates the conditions established through the approved PUD process.

Current Table 15.06-1: Summary Table of Review Procedures

TABLE 15.06-1: SUMMARY TABLE OF REVIEW PROCEDURES

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Text Amendments/15.06.060.A			R		R	D	✓			N/A
Rezonings/15.06.060.B		✓	R		R	D	✓	✓	✓	N/A
Planned Unit Development (PUD) /15.06.060.C	Preliminary Development Plan	✓	R		R	D	✓	✓	✓	5 years [1]
	Final Development Plan		R		R	D	✓	✓	✓	N/A

Proposed Table 15.06-1: Summary Table of Review Procedures

TABLE 15.06-1: SUMMARY TABLE OF REVIEW PROCEDURES

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Text Amendments/15.06.060.A			R		R	D	✓			N/A
Rezonings/15.06.060.B		✓	R		R	D	✓	✓	✓	N/A
Planned Unit Development (PUD) /15.06.060.C	Preliminary Development Plan	✓	R		R	D	✓	✓	✓	5 years [1]
	Final Development Plan		~~R~~ D		~~R~~	~~D~~	~~✓~~	~~✓~~	~~✓~~	N/A

II. PROPOSED CODE CHANGES (MINOR CHANGES):

1. Amend Laramie Municipal Code Section 15.14.050.i.2.c.v.

The purpose of this amendment is to correct and clarify the bollard specification in LMC 15.14.050.I.2.c.v. The existing text contains a typographical error that misstates the bollard dimensions, creating confusion about the required protective standard. The revised language specifies six-foot-tall, four-inch-diameter, concrete-filled steel pipe bollards, reflecting the actual design intent: that each bollard be installed with approximately two feet buried and four feet remaining above ground. This update ensures the code accurately conveys the intended protective function and installation standard for enclosure protection.

Current Definition 15.14.050.i.2.c.v.:

(iv) All enclosures shall include at least two 6"x48" steel pipe, concrete filled bollards or other protection mechanism as approved by the Public Works Department located a minimum of 4 inches from the rear wall to prevent interior wall damage.

Proposed Definition 15.14.050.i.2.c.v.:

(iv) All enclosures shall include at least two ~~6"x48" steel pipe, concrete filled bollards~~ **six-foot-tall, four-inch-diameter concrete-filled steel pipe bollards** or other protection mechanism as approved by the Public Works Department located a minimum of 4 inches from the rear wall to prevent interior wall damage.

PUBLIC COMMENTS:

This amendment was legally advertised in the Laramie Boomerang on January 21, 2026. Staff has received no comments regarding this proposed amendment to Laramie Municipal Code.

FINDINGS OF FACT:

The amendment is found to be in accordance with substantive and procedural requirements and necessities in City of Laramie code and best planning practice.

CONCLUSIONS OF LAW:

The amendment is proceeding in accordance with applicable law, including Wyoming State Statutes Titles 15 Cities and Towns, Article 5 Planning and Wyoming State Statutes Titles 8 and 15 Cities and Towns.

STAFF RECOMMENDATION:

Move to recommend that the City Council **approve** amendments to LMC Titles 8 and 15 for the purpose of updating definitions, uses, dimensions and design standards in city code as recommended by staff.

ATTACHMENTS:

1. No Attachments

FUTURE CITY COUNCIL WORK SESSIONS 3/17/2026

Requested by Council Formal Action:

- Redevelopment Codes (Cumbie/Newman) (TBD)
- Establishing an Emergency Fund (Richardson/Bowling)(possibly joint with Albany County)
- * Downtown Parking with Public Input (Lockhart/Cumbie)(April 28th)

Requested by Staff:

- ZenCity Community Survey Update (Moan)

* Scheduled, not held.

UPCOMING COUNCIL MEETINGS **March 17, 2026**

All meetings at City Hall, 406 Ivinson Ave, unless noted.

March 16-18, 2026 – National League of Cities (NLC), Washington DC

March 17, 2026
- **6:15 p.m. – Pre-Council**
- **6:30 p.m. – Regular Meeting**

March 24, 2026 – Joint Meeting with Albany County Board of Commissioners
- **5:30 p.m. – Work Session:** Public Comments on non-agenda items
- **5:30 p.m. – Work Session:** Civic Cents
- **5:30 p.m. – Work Session** Community Partner Applications
- **5:30 p.m. – Work Session:** City Council Updates/Council Comments
- **5:30 p.m. – Work Session:** Agenda Review

March 26, 2026 – City Council Open House (City Hall, Council Chambers, 406 Ivinson Ave)

April 7, 2026
- **6:15 p.m. – Pre-Council**
- **6:30 p.m. – Regular Meeting**

April 14, 2026
- **6:00 p.m. – Work Session:** Public Comments on non-agenda items
- **6:00 p.m. – Work Session:** Aquifer Well Monitoring Network Final Report
- **6:00 p.m. – Work Session:** Construction Season Update
- **6:00 p.m. – Work Session:** City-wide Parking Taskforce Development
- **6:00 p.m. – Work Session:** Civic Cents *(cancel)*
- **6:00 p.m. – Work Session:** City Council Updates/Council Comments
- **6:00 p.m. – Work Session:** Agenda Review

April 15, 2026 (Wednesday) or April 22, 2026 (Wednesday)
- **6:00 p.m. – Work Session:** City Council Retreat (Goals & Objectives FY27) *(tentative)*

April 21, 2026
- **6:15 p.m. – Pre-Council**
- **6:30 p.m. – Regular Meeting**

April 28, 2026
- **6:00 p.m. – Work Session:** Public Comments on non-agenda items
- **6:00 p.m. – Work Session:** Nedlog Property Update
- **6:00 p.m. – Work Session:** City-wide Parking Taskforce Development
- **6:00 p.m. – Work Session:** Civic Cents *(cancel)*
- **6:00 p.m. – Work Session:** City Council Updates/Council Comments
- **6:00 p.m. – Work Session:** Agenda Review

May 5, 2026 – Special Election (Regular Meeting Rescheduled to May 6, 2026)

May 6, 2026
- **6:15 p.m. – Pre-Council**
- **6:30 p.m. – Regular Meeting**

May 7, 2026 (Thursday)(Location: Municipal Operations Center, 4373 N 3rd Street)
- **6:00 p.m. – Work Session:** Public Comments on non-agenda items
- **6:00 p.m. – Work Session:** City Manager's Recommended Budget *(tentative)*

UPCOMING COUNCIL MEETINGS **March 17, 2026**

All meetings at City Hall, 406 Ivinson Ave, unless noted.

May 12, 2026

6:00 p.m. – Work Session: Public Comments on non-agenda items
6:00 p.m. – Work Session: City Manager's Recommended Budget *(tentative)*
6:00 p.m. – Work Session: City Council Updates/Council Comments
6:00 p.m. – Work Session: Agenda Review

May 14, 2026 (Thursday) (Location: Municipal Operations Center, 4373 N 3rd Street)

6:00 p.m. – Work Session: Public Comments on non-agenda items
6:00 p.m. – Work Session: City Manager's Recommended Budget *(tentative)*

May 19, 2026

6:15 p.m. – Pre-Council
6:30 p.m. – Regular Meeting

May 20, 2026 – Budget Amendment Requests Due by Noon

May 25, 2026 – City Administrative Offices are Closed for Memorial Day

May 26, 2026

6:00 p.m. – Work Session: Public Comments on non-agenda items
6:00 p.m. – Work Session: Fee for Service Agreements
6:00 p.m. – Work Session: City Council Updates/Council Comments
6:00 p.m. – Work Session: Agenda Review

June 2, 2026

6:15 p.m. – Pre-Council
6:30 p.m. – Regular Meeting

June 3-5, 2026 – Wyoming Association of Municipalities 2026 Summer Convention (Location: UW Conference Center)

June 6 & 10, 2026 – Budget Publication in the Newspaper

June 9, 2026

6:00 p.m. – Work Session: Public Comments on non-agenda items
6:00 p.m. – Work Session: City Council Updates/Council Comments
6:00 p.m. – Work Session: Agenda Review

June 16, 2026 (Budget Adoption will be on the Agenda)

6:15 p.m. – Pre-Council
6:30 p.m. – Regular Meeting

June 23, 2026

6:00 p.m. – Work Session: Public Comments on non-agenda items
6:00 p.m. – Work Session: City Council Updates/Council Comments
6:00 p.m. – Work Session: Agenda Review

July 7, 2026

6:15 p.m. – Pre-Council
6:30 p.m. – Regular Meeting

UPCOMING COUNCIL MEETINGS **March 17, 2026**

All meetings at City Hall, 406 Ivinson Ave, unless noted.

July 14, 2026

6:00 p.m. – Work Session: Public Comments on non-agenda items
6:00 p.m. – Work Session: City Council Updates/Council Comments
6:00 p.m. – Work Session: Agenda Review

July 21, 2026

6:15 p.m. – Pre-Council
6:30 p.m. – Regular Meeting

July 28, 2026

6:00 p.m. – Work Session: Public Comments on non-agenda items
6:00 p.m. – Work Session: ZenCity Community Survey Results *(tentative)*
6:00 p.m. – Work Session: City Council Updates/Council Comments
6:00 p.m. – Work Session: Agenda Review