



Agenda Item: Contract

Title: Consideration of award of contract between the City of Laramie, Wyoming, and Steiner Thuesen PLLC, Billings, Montana for the design of a columbarium system to be placed within the Greenhill Cemetery.

Recommended Council MOTION:

I move that Council approve the contract between the City of Laramie, Wyoming, and Steiner Thuesen PLLC, Billings, Montana for the design of a Columbarium system to be placed within Greenhill Cemetery and authorize the City Manager and City Clerk to sign.

Administrative or Policy Goal:

Department Goals: Continued development of parks and recreation facilities.

Background:

Greenhill Cemetery was officially established in 1881 after years of deed disputes. Over time, the Greenhill Cemetery has slowly filled and the property around the cemetery has been developed by the University of Wyoming. With no expansion availability, the City of Laramie began identifying other suitable locations to build a new cemetery however, we also wanted to increase the capacity of the current Cemetery. Staff has identified a section of .2 acres located in the north east corner to develop a columbarium system to help increase future capacity in the Greenhill Cemetery. This area is the least desirable for traditional grave spaces due to University buildings and rough landscape. Part of the contract services will be to include landscape beautification along with the columbarium design.

The City of Laramie released a Request for Qualifications for professional services to provide design/ construction documents for a Columbarium and additional components at the Greenhill Cemetery. The selected contractor will provide all personnel, equipment and supplies necessary for the completion of these professional services. Professional services shall include but are not limited to, the preparation of a complete columbarium design, landscaping options, construction drawings including a project manual with complete project specifications and preparation of project cost estimates. The columbarium is designed to increase burial capacity for the selected location. Currently each 4x10 grave space is allowed four (4) cremains or one (1) full size burial and three (3) cremains. The location chosen has the capacity for sixty (60) burials, the columbarium is estimated to add another thirty (30) burial spaces per structure.

Steiner Thuesen PLLC was selected by the committee based on the criteria located in the Request for Qualifications. Staff has developed the proposed a contract for the design for your review in an amount not to exceed \$35,564.00. The money left in the budget will be used to provide an in-depth soil analysis for the stone structures to be placed on the cemetery property.

Budget/Fiscal Information:**Revenue**

Source	Amount	Type
Fees/Charges for Service		
Grant		
Other	\$45,000.00	General Fund Allocation
Other		
Total	\$45,000.00	

Expense*Proposed Project Cost.*

Project Budget	Amount	Funds
Project Cost	\$35,564.00	Design fee with Construction Documents
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$35,564.00	City Budget
Contingency	27% \$9,424.46	To be used on Terracon soil analysis
Total Amount	\$44,988.46	

Responsible Staff:

Scott Hunter, Parks Manager – shunter@cityofaramie.org or 721-5257

Avalon Wilson, Cemetery Crew Leader – lwilson@cityofaramie.org or 721-5268

Attachments:

final Contract Greenhill Cemetery Design Services