
MINUTES
Laramie Building Authority
January 7, 2020 9:00 AM
405 Grand Avenue, Laramie, WY
City of Laramie Annex Building, Conference Room

The meeting of the Laramie Building Authority was called to order at 9:05 AM.

I. CALL TO ORDER

Members Present: Roger Strube, Harold Colby, Brad Enzi

Also Present: Todd Bishop (via phone), Mike Bohl (via phone), Malea Brown, Cindy Williams, Brooks Webb, Jennifer Wade

There was a quorum present at all times.

II. MEMBER APPOINTMENT/ELECTION OF OFFICER

A. Nomination of Vice President

MOTION BY Strube, seconded by Colby, to nominate Brad Enzi as Vice-President of the Laramie Building Authority.

Aye: 2

Nay: 0

Absent: 0

Motion carried.

III. APPROVAL OF AGENDA AND MINUTES

A. Changes and Approval of Agenda

MOTION BY Strube, seconded by Enzi, to approve the agenda as written.

Aye: 3

Nay: 0

Absent: 0

Motion carried.

B. Changes and Approval of December 12, 2018 Building Authority Minutes

MOTION BY Colby, seconded by Strube, to approve the December 12, 2018 Minutes as written.

Aye: 3

Nay: 0

Absent: 0

Motion carried.

IV. CURRENT BUSINESS

A. Municipal Operations Center Bid Results

1. Review of Project & Funding Sources

- a. LBA funding Building "G" (Solid Waste). Bid came in at \$2,775,211 with bid alternatives. (*handout*) \$2,000,000 has been bonded with the Building Authority, additional funding will be from enterprise funds.

- b. Construction for all buildings will be concurrent. Estimated 15-month project.
- c. 25% of “site work” amount will be for Building “G”.
- d. There will be further staff review of cost estimates.
- e. Bid amounts are coming in as expected.
- f. Construction start date estimate: Feb. after it is awarded by City Council.

MOTION by Strube, after further City staff review of the bid results, the LBA will agree with staff’s final recommendation for bid at that time. An email will be sent to the LBA members for their official vote when this has been finalized.

No call of vote was held on this Motion.

B. Utility Bills and Other Invoices for Building “G”

- 1. Utilities & Invoices (utilities, insurance, annual fees, etc.)
 - a. Outside entity required to process invoices
 - b. Possibilities/options discussed
 - i. Scan invoice to Wyoming Bank & Trust (WY B&T) where they will pay.
 - ii. City pay invoice, WY B&T reimburse.
- 2. Bonding & Project Costs
 - a. Payment of project invoices
 - i. Once City approves invoice is correct, send to BA for approval to pay electronically; notify Brown (as Trustee) to allow WY B&T to pay invoice.
 - ii. There is approx. 23 months left to spend the money since date of bonding.
 - iii. Kaiser Investments will continue to invest funds.

MOTION by Enzi, second by Strube, the Laramie Building Authority gives the City the authority to pay the normally recurring bills for reimbursement such as utilities, insurance, bookkeeping and audit. Other bills falling outside of these four will come before the LBA for approval as an additional check-and-balance.

Aye: 3
 Nay: 0
 Absent: 0

Motion carried.

- b. Bonding & project costs
 - i. How bonding bills should be paid until \$2M is depleted.
 - ii. Discussion of project invoicing.

MOTION by Strube, second by Colby, once pay applications are approved by Public Works the LBA will be sent a copy for confirmation. The LBA will then give Malea Brown the authority as per the bonding rules to make the payments and work with the bonding people.

Aye: 3

Nay: 0

Absent: 0

Motion carried.

3. Bookkeeping

a. Bookkeeping agencies were discussed.

b. After a bookkeeper is selected, they will be in charge of sending LBA financial info.

MOTION by Strube, second by Enzi, giving Malea Brown authority to select a bookkeeper for the proper services necessary and notify LBA who it will be.

Aye: 3

Nay: 0

Absent: 0

Motion carried.

Next meeting will be mid-March to review project progress. Possible site visit.

Any unforeseen issues with the project such as change orders, etc. staff will notify LBA members.

V. ADJOURNMENT

MOTION by Strube, second by Colby, to adjourn.

Aye: 3

Nay: 0

Absent: 0

Motion carried.

Meeting adjourned at 9:44 AM

APPROVED:

Roger Strube (electronic signature approved at 07.08.20 LBA meeting)
LBA Secretary/Treasurer, Roger Strube

07.08.20
Date

Project: Laramie Municipal Operations Center	Addendums: 1, 2, 3, 4	Project Summary
Location: Laramie Wyoming	Size (sf): 266,862	
Bid Date: 18-Dec-19	Duration (wks): 65	
	Duration (mo): 15	

Cost of Construction		Bldg A	Bldg E	Bldg G	Site Work	Subtotal
0100	GENERAL CONDITIONS	\$203,575	\$205,845	\$203,745	\$198,737	\$811,902
020000	EXISTING SITE CONDITIONS	\$88,899	\$86,677	\$83,999	\$175,088	\$434,663
030000	CONCRETE	\$51,558	\$53,305	\$61,091	\$16,500	\$182,454
040000	MASONRY	\$15,173	\$23,393	\$17,183	\$0	\$55,749
050000	MISC. METALS	\$26,556	\$119,971	\$29,596	\$186,673	\$362,796
060000	CARPENTRY	\$67,870	\$188,092	\$23,482	\$0	\$279,444
070000	HEAT & MOISTURE	\$34,023	\$71,895	\$43,286	\$24,000	\$173,204
080000	DOORS & WINDOWS	\$194,026	\$458,981	\$58,028	\$0	\$711,035
090000	FINISHES	\$197,270	\$616,698	\$66,909	\$5,000	\$885,877
100000	SPECIALTIES	\$36,925	\$55,797	\$35,490	\$12,500	\$140,712
110000	EQUIPMENT	\$500	\$5,000	\$500	\$0	\$6,000
120000	FURNISHINGS	\$5,175	\$7,991	\$1,051	\$0	\$14,217
130000	SPECIAL CONSTRUCTION	\$384,849	\$570,675	\$368,574	\$38,000	\$1,362,098
140000	CONVEY SYSTEMS	\$0	\$70,194	\$29,352	\$0	\$99,546
230000	MECHANICAL	\$795,876	\$1,283,342	\$653,450	\$0	\$2,732,668
260000	ELECTRICAL	\$693,212	\$1,196,897	\$590,996	\$138,987	\$2,620,092
320000	SITE WORK & UTILITIES	\$20,160	\$19,200	\$15,600	\$1,189,206	\$1,244,166
	Sub-Total	\$2,815,647	\$5,038,485	\$2,282,332	\$1,984,691	\$12,116,624
	Profit & Overhead (Own Mat. & Labor)	\$45,548	\$45,823	\$43,283	\$32,436	\$167,089
	Sub-Total	\$2,861,194.91	\$5,084,308	\$2,325,615	\$2,017,127	\$12,288,244
	Design Fees	By Owner				
	Pre-Construction Fee (all with Bldg E)	\$0.00	\$0	\$0	\$0	\$0
	Project Manager Cost (Part Time)	\$19,290.15	\$19,290	\$19,290	\$77,161	\$135,031
	Project Engineer Cost (Part Time)	\$8,930.63	\$8,931	\$8,931	\$35,723	\$62,514
	Project Assistant Cost (Part Time)	\$4,546.50	\$4,547	\$4,547	\$18,186	\$31,826
	Project Contingency (10%)	\$286,119.49	\$508,431	\$232,562	\$201,713	\$1,228,824
	Building Permit & Impact Fees	By Owner				
	Sub-Total	\$3,180,081.67	\$5,660,235	\$2,590,944	\$2,349,909	\$13,781,169
	Construction Manager at Risk Fee	\$79,502.04	\$141,506	\$64,774	\$44,211	\$329,993
	Bond Premium	\$32,595.84	\$52,114	\$23,838	\$20,676	\$129,223
	Total	\$3,292,179.55	\$5,853,855	\$2,679,555	\$2,414,796	\$14,240,385

Alternates	\$117,325.26	\$123,900	\$95,656	\$86,388	\$423,269
Total with Alternates	\$3,409,504.81	\$5,977,755.26	\$2,775,211.08	\$2,501,183.03	\$14,663,654