



Agenda Item: Amendment

Title: Consideration of Amendment No. 1 to the Contract Between Steiner Thuesen PLLC and the City of Laramie for the Greenhill Cemetery Columbarium Design Services.

Recommended Council MOTION:

I move that Council approve Amendment No. 1 to the September 7, 2021, Contract between Steiner Thuesen PLLC and the City of Laramie to extend the term of the contract for the Greenhill Cemetery Columbarium Design Services and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Administrative goal: Beautification of cemetery grounds and increased burial space for cremains to extend the serviceable life of Greenhill Cemetery.

Background:

The City of Laramie entered a Contract dated effective September 7, 2021, with Steiner Thuesen PLLC for design services for a columbarium to be constructed within Block 123 of Greenhill Cemetery.

The City of Laramie published an RFQ for the Greenhill Cemetery Columbarium Design in March of 2021. Three contractors submitted proposals and Steiner Thuesen was selected as the contractor for the Columbarium Design.

Design services were rendered, and Cemetery staff decided between three separate conceptual designs. Staff chose a design that provides ample space and options for inurnments as well as an ease of maintenance while incorporating beautification properties. Cemetery staff decided how best to split the project into phases due to time and economic restraints. Terracon Consultants, Inc. provided a Geotechnical Engineering Report to encompass the build. The original contract expired and did not allow enough time to provide the Construction Documents as laid out in the original contract.

This Amendment allows Steiner Thuesen time to complete the Construction Documents and State reviews as described within Attachment A: Formal Scope of Work and Deliverables.

- Project Manual: A project manual containing bidding requirements, contract forms, and technical specifications.
- State of Wyoming Review and Approval: Wyoming statues require plans for columbaria to be reviewed by the State Department of Health. Steiner Thuesen will coordinate any meetings or submittals.

Legal/Statutory Authority:

N/A

Budget/Fiscal Information:

Amount spent to date (approved and adopted by Council)

Budget	Amount	Funds
Total Budget Allocation	\$45,000.00	General Funds
Less Amount Spent to Date	\$15,727.00	
Remainder of Budget	\$29,273.00	

Responsible Staff:

Avalon Wilson, Cemetery Supervisor, 721-5268 or lwilson@cityoflaramie.org

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

Todd Feezer, Assistant City Manager 721-5304 or tfeezer@cityoflaramie.org

Attachments:

Amendment One Steiner Theusen Columbarium

Contract Between Steiner Thuesen PLLC and City of Laramie