



**LARAMIE COUNTY
COMMUNITY COLLEGE**
Cheyenne ♦ Laramie ♦ Pine Bluffs

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Dr. Joe Schaffer, President

DATE: February 17, 2016

SUBJECT: Recommendation to Increase Spending Authority for the Campus Wayfinding Project

The College is prepared to move forward with the award of the bid for the Campus Wayfinding Project. I realize how important this project is to the Board, the campus, and the community, and therefore I am both excited and anxious to move forward in an expeditious, yet prudent manner.

As a brief recap, we had seven vendors who submitted proposals in response to our RFP for the exterior wayfinding project. We anticipated the amounts of the proposals would be higher than those received in our first RFP for the project. Accordingly, the proposals we received ranged in cost from a low of ~\$518K to a high of ~\$1.4M.

After deliberations, we have determined the moving forward with a bid award to YESCO would be the best option for this project and for LCCC. YESCO's revised proposal included a project cost of \$633,507. However, the original budget for this project, authorized by the Board when approving the FY16 budget, was \$475,000, leaving a difference of \$158,507 required to move forward.

Please note, while some of the increased cost is a result of more accurate bidding and cost escalation because of time, we also added the signage for the two new buildings on campus, which were not included in the original scope of work. Thus, some of the price increase is to be expected.

In examination of the project and the YESCO proposal, we believe that we can modify the project some by eliminating the proposed crosswalk stop and yield signs and complete those in-house. This will reduce YESCO's proposal by \$28,506, leaving a difference of \$130,001 from what is currently budgeted.

Ultimately, I believe it is in our best interest to move forward with this project without reducing its scope further from that explained above. Thus, it is my recommendation to ask your approval for increased spending authority on this project for the total amount to be \$605,001. If approved, we will cover the \$130,001 difference by using either major maintenance funds or year-end general funds if available.

STAFF RECOMMENDATION:

That the Board of Trustees approves an increase in spending authority for the campus Wayfinding Project, increasing this authority from \$475,000 to \$605,001.

Funds for the increased spending authority will come from the major maintenance (plant funds) or year-end unexpended general funds.