



45 East Loucks Street, Suite 301  
Sheridan, WY 82801  
ph: 307.672.8270  
info@dbarchitectsllc.com  
www.dbarchitectsllc.com

February 23, 2016

Mr. Kurt Siebenaler  
City Engineer – City of Gillette, Wyoming  
201 East Fifth Street  
Gillette, WY 82716

RE: Recommendation of Final Completion for the Gillette City Hall Remodel – Phase III

Dear Mr. Siebenaler,

Pursuant to Hladky Construction Incorporated's Agreement dated October 27, 2014 to perform the Work for the above stated project; we have determined that to the best of our knowledge that all work has been performed according to the Contract Documents to our satisfaction and therefore recommend the project considered complete. We have included the following documents for the City's consideration as part of the project closeout procedures:

- Certificate of Final Completion: signed by the Architect and awaiting execution by the City and Contractor. We have requested Hladky Construction to sign at your office. Please send us a fully authorized copy after signing.
- Certified Final Payment Application including lien releases for Final Payment once the 41 day advertisement by state statute has been executed.
- Consent of Surety Company to Final Payment.
- Contractor Affidavit for Final Payment.
- Contractor's one-year materials and workmanship warranty.

Record drawings have been completed and have been mailed to you directly. The Operation and Maintenance Manuals are completed as well and will be shipped to you this week. We have thoroughly appreciated the opportunity to serve you on this project and look forward to future opportunities to serve the City of Gillette.

Sincerely,

A handwritten signature in blue ink that reads 'Rick Sander'.

Rick Sander – AIA, Associate Architect  
**DALE BUCKINGHAM ARCHITECTS, LLC**

CC: Pam Boger – City of Gillette Administrative Services Director