

**REQUEST FOR PROPOSAL**  
**For**  
**DESIGN SERVICES**  
**PENROSE LIBRARY CAMPUS**  
**IMPROVEMENTS**

**PIKES PEAK LIBRARY DISTRICT**  
**Colorado Springs, CO**

**PPLD RFP # 490-18-01**

The Pikes Peak Library District invites qualified Design Teams to submit a response to a Request for Proposal (RFP) for Design Services for the Penrose Library Campus Improvements, 20 N. Cascade Avenue in Colorado Springs, Colorado. The goal of the RFP is to secure a qualified team to provide design services to accomplish a variety of improvements including large meeting room construction, offices, select carpet replacement and a change of occupancy for portions of the Knights of Columbus Hall (KCH).

Proposal deadline is: **12:00 p.m., Friday, March 2, 2018**

## **I. Terms & Conditions**

### **A. General Terms and Conditions**

1. **Purpose:** This RFP is seeking proposals to provide Design Services, to the Pikes Peak Library District (PPLD) for the ultimate purpose of completing:
  - Specific improvements to the Penrose Library and 1905 Carnegie Library.
  - Obtaining a limited Change of Occupancy for the Knights of Columbus Hall. An Occupancy Change Study conducted by Humphries Poli Architects is included within this RFP.
  - Coordination/Integration of new and existing FF&E
  - Coordination/Integration of required technology/media
  - Assistance through the bidding and construction phases once design is complete

2. **Interested Parties:** All interested project leads (this can be an architectural firm or a contractor) are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein. An electronic version of this document can be accessed at:

<http://ppld.org/request-for-proposals>

3. **Sole Point of Contact:** Questions and requests for clarifications regarding this RFP must be addressed, in writing or email, to **Gary Syling, Chief Facilities Management Officer at Pikes Peak Library District, 1175 Chapel Hills Drive, Colorado Springs, CO 80920, or [gsyling@ppld.org](mailto:gsyling@ppld.org)**. Questions and requests for clarifications may be sent via email, provided that the RFP number, Title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

All questions and requests for clarification will be responded to either in writing or by email to all proposers. Any responses by the PPLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be sent by written addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless received by the proposers via formal written addenda.

**Gary Syling, PPLD Chief Facilities Management Officer, is considered the sole point of contact** with regard to this RFP. No communication from any other source shall be considered by the proposer(s) as valid information with regard to these terms, conditions, and specifications.

4. **Tax Exemption:** PPLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, an exemption certificate will be furnished by PPLD if the contractor requests.
5. **Expenses:** The PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.

6. **Conflict of Interest:** Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest, may, at the sole discretion of the PPLD, be grounds for rejection of the proposal and/or termination of any contract awarded.
  
7. **Non-Discrimination:** The Contractor agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
  
8. **Governing Law:** The laws of the State of Colorado shall govern any contract executed between the successful proposer and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, El Paso County, Colorado.

9. **Penrose Library Campus Project Schedule:**

RFP Let.....	Monday, February 5, 2018
Ads Place .....	Monday, February 5, 2018
Mandatory Pre-Proposal Meeting .....	9:00 a.m. on Tuesday, February 13, 2018
Deadline for final questions .....	Wednesday, February 21, 2018
Proposals due .....	12:00 p.m. Friday, March 2, 2018
PPLD Review of Proposals.....	March 2 - 12, 2018
Board Review and Decision .....	Tuesday, March 13, 2018
Award notification.....	on or about Wednesday, March 14, 2018

*(At least one member of the proposing team must attend the Pre-Proposal Meeting)*

10. **Tentative General Timeline:**

Draw up and finalize contract(s) .....	March 15 – 31, 2018
Planning Scope .....	April - July, 2018

*(This is a tentative project schedule. It is incumbent on the proposer to suggest an alternative timeline, if it seems appropriate or necessary).*

**B. Proposal Preparation:**

1. **Mandatory Pre-Proposal Meeting:** A pre-proposal meeting will be held on **Tuesday, February 13, 2018 at 9:00 a.m.** at the Knights of Columbus Hall, 25 W. Kiowa St., Colorado Springs, CO 80903. Attendance is mandatory for all proposers. No proposals will be accepted from teams who did not have a representative in attendance.

**NOTE: Please park in the west (lower) parking lot of the Penrose Library and enter Knights of Columbus Hall at the south entrance.**

2. **Site Tours:** A site tour of the Penrose Library Campus will occur immediately following the Pre-proposal meeting. One representative of the proposing team is required to attend this tour.
  
3. **Exceptions and Deviations:** Any exception to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PPLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the proposer.

4. **Substantive proposals:** By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.
5. **Subcontracting:** The contractor shall be responsible for the performance of all of its sub-contractors, sub-sub-contractors and consultants. The use of specific sub-contractors and consultants is subject to the approval of PPLD. The contractor is responsible for ensuring that all sub-contractors and consultants comply with all the terms of the contractor's contract with PPLD.
6. **Insurance Requirements:** The successful proposer shall have the following insurance coverage. Proposers shall submit in their proposals, ACORD certificates and/or other proof of the insurances:
  - a. Worker's Compensation in compliance with the requirement of the State of Colorado,
  - b. Errors and Omissions Insurance.
  - c. Liability Insurance in the amount of no less than \$1,000,000 per occurrence.
7. **Indemnification:** The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless PPLD, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of PPLD, and further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the contractor's operations or performance in connection herewith, including operations or performance of subcontractors and suppliers and acts or omissions of officers, employees, or agents of the contractor or its subcontractors or suppliers.
8. **Schedule:** By submitting a proposal, the proposer guarantees that it will be able to comply with the overall elements of the project calendar, or must indicate an alternative timeline in the proposal, which will be vetted by PPLD, as to its feasibility and acceptability.
9. **Continuity:** By submitting a proposal the proposer guarantees that the key team members, including consultants and sub-contractors, if any, will remain assigned to PPLD's project for its duration.
10. **Proposal Submissions:** The following information and documents shall be included in the proposal submission:
  - a. Name of company or companies, including address, telephone number, email address, website URL, and contact person's name
  - b. Evidence of Workers' Compensation Insurance
  - c. Evidence of Errors & Omissions Insurance
  - d. Evidence of Liability Insurance in the amount of no less than \$1,000,000 per occurrence

- e. List of exceptions and deviations (if any)
- f. Proof of Eligibility to work in State of Colorado
- g. Resumes for those individuals (including consultants) who will be participating in the work on the PPLD project. Identify the person or persons in the firm(s) who will be assigned overall contract and project responsibility for the PPLD project, as well as those in the firm who will be utilized only for specific purposes (e.g., mechanical and electrical/ engineering, interior design, technology integration, landscaping, etc.)
- h. **Subcontractors:** Identify proposed subcontractors and subcontracting scope, i.e., for what purposes or portion of the project.
- i. **References:** References from three (3) or more recent projects of similar scope and type, particularly libraries.
- j. **Fees:** State your proposed fees to complete the described services, including any and all fees, whether flat rate or percentage based, and identifying any specific reimbursables.
- k. **Budget:** PPLD has limited capital funds to put toward this important project. Fundraising will be a critical, but as yet unknown, component for increased funding.
- l. Provide your best assessment of the budget, as presented in this proposal, for all portions of the project.

The current funds available for this project Including design, construction and FF&E:

**\$1,215,000.00**

- m. **Claims/Litigation:** List any claims, litigation, or other issues filed or pending against your firm in the past 5 years.
- n. **Illegal Alien Law:** Indicate whether the company has complied with Colorado's immigration / illegal alien laws pertaining to public contracts – Addendum C.
- o. **Proposal Cover Page – Addendum A and Checklist and Questionnaire - Addendum B**

*(All of the items listed above under Section 10 point a through o are specifically addressed in Addendums A and B of this RFP).*

11. **Withdrawal of Proposal:** A Proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no proposal may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.
12. **Proposal Submissions:** A total of ten (10) hard copies and a thumb-drive containing an electronic copy of you proposal must be submitted to the attention of Mike Varnet, PPLD Chief Financial Officer at the east entry Information Desk at Library 21c located at 1175 Chapel Hills Drive, Colorado Springs, Colorado 80920. The deadline (firm) is Friday, March 2, 2018, no later than noon (12 pm) MST. Proposals delivered after that time will be received, but will be rejected for being late  
A complete submission includes all required components, as stated in this document.

**B. Selection Provisions:**

1. **Selection:** It is the intent of the PPLD to select only responsible and responsive

firms.

2. **Right of Acceptance and Rejection:** PPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of the PPLD. PPLD is not bound to accept the lowest priced proposal.
3. **Negotiation:** PPLD reserves the right to negotiate terms and conditions of the contract with the winning vendor.
4. **Basis of Award:** An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this invitation. The recommendations of this team will be forwarded to the Board of Trustees for approval and execution. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:
  - a. Completeness of Proposal
  - b. References
  - c. Background and Experience
  - d. Fees
  - e. Proposed process and approach
  - f. Any other items deemed in the best interests of PPLD.
5. **Contract Formation:** Following selection of a proposal for the Penrose Library Complex Improvements Design Services, PPLD and the project principal will discuss details of the contract(s). These terms, conditions, and specifications; the proposal of the selected contractor, and executed AIA forms A101-2007 and A201-2007, or mutually agreed- upon modifications thereof, together with their respective attachments and addenda, constitute the contract between the PPLD and the project team. In the event of a discrepancy or disagreement between these documents, these terms, conditions, and specifications govern, followed by the AIA contract forms, followed by the proposer's submission.

If, in PPLD's sole discretion, the selected proposer has not executed the contract documents within a reasonable time after selection, PPLD reserves the right to rescind the award and select another contractor.

6. **Cancellation:** PPLD reserves the right to cancel the contract, in whole or in part, due to failure of the project team to carry out any term, promise, or condition of the contract. PPLD will issue a written notice of default for acting or failing to act, in the opinion of PPLD, as in any of the following:
  - a. Failure to perform adequately the services required by the contract
  - b. Failure to perform the required work within the time stipulated in the contract, unless mutually agreed in writing otherwise

In the event of cancellation, the architect will be provided a reasonable opportunity to correct the default prior to the exercise of the above mentioned remedies.

## **II. Scope of the Project**

Provide design services to PPLD for the purpose of accomplishing specific building improvements as noted below. Contractor shall work collaboratively with PPLD staff to design specific elements to improve overall operations of the library. This shall include required design, assistance with post design construction bidding and through construction phase. It shall also coordination of limited new and existing Furniture, Fixtures and Equipment (FF&E) ( furniture plans currently exist)

### **A. PENROSE:**

1. Design of a large meeting room space in lower level of facility (possibly 2,500-3,000

- square feet. Exact square footage TBD) capable of being divided into two meeting venues.
- a. Equipped with operable partition.
  - b. To include audio/video systems to support each room when partition is deployed. Two (2) total audio/video (A/V) systems.
  - c. Surveillance System. Open system architecture (integrated with existing system).
  - d. Storage space for meeting room equipment/furnishings.
2. Design of office spaces to house library security team, social worker and circulation services supervisor and patron charging station. Offices, possibly to be located at north end of west reading bay and on upper floor.
- a. Security office (possibly 110-120 square feet) to include counter space for computers (3), power/data, possible one-way viewing window, movable storage and blackout window coverings for exterior windows.
  - b. Social worker office (possibly 100-110 square feet) to include power/data, desk/chairs, movable storage and blackout windows coverings for exterior windows.
  - c. Common wall (exterior) to offices to include standing height counter and above counter power for four (4) patron charging stations. Include four (4) stools.
  - d. Circulation Services Supervisor office (possibly 90-110 square feet) to be located on upper level. Glass walls are an option.
3. Circulation desk and information desk merge and self-check area.
- a. Demolish existing security desk/counter to wall (counter, cabinetry and public address station anchored at wall to remain).
  - b. Add cabinet doors to three (3) sections of existing built-in shelving units.
  - c. Provide power/data floor boxes as required for reconfiguration.
  - d. Provide through-wall book drops (2) in south wall. Penetrations currently exist.
4. Children's area desk reconfiguration
- a. Demolish existing built-in service desk.
  - b. Provide power/data reconfiguration. New floor box additions possible.
  - c. Provide and coordinate purchase and installation of new service desk area furnishings and storage (furniture plan currently exists)
5. Coordination and integration of all technology as necessary. A/V and surveillance system design will include specifications, drawings and cost estimates.

**B. 1905 CARNEGIE:**

1. Provide additional power/data to reading room
2. Provide UV window film application to windows in reading room. Film must be approved by Special Collections and State Historical Fund.
3. Provide carpet replacement in reading room.
4. Coordination and integration of all technology as necessary. Data circuit design will include specifications, drawings and cost estimates.

**C. Knights of Columbus Hall:**

1. Provide improvements to facility for the purpose of gaining a partial Change of Occupancy to A-3, Assembly. A Change of Occupancy Study conducted by Humphries Poli Architects P.C. is provided herein for your review and consideration. Evaluate and verify with the Pikes Peak Regional Building Department
2. Coordination and integration of all technology as necessary. Telecommunications (data services, phone service, etc.) will include specifications, drawings and cost estimates.

**ADDENDUM A  
PIKES PEAK LIBRARY  
DISTRICT PENROSE LIBRARY  
CAMPUS IMPROVEMENTS  
PROPOSAL COVER SHEET**

**I. GENERAL INFORMATION**

- 1. DESIGN PROPOSING FIRM:**
- 2. ADDRESS**
- 3. PHONE**
- 4. E-MAIL AND WEBSITE**
- 5. SINGLE POINT OF CONTACT**

**II. STATEMENT OF MINIMUM QUALIFICATION**

I, \_\_\_\_\_ (printed name) hereby declare

that I am the \_\_\_\_\_ (title) of

\_\_\_\_\_ (name of firm) submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named firm. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

- a. \_\_\_\_\_ The Company has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The company understands all instructions, requirements, specifications, and terms and conditions of the RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of the RFP.
- b. \_\_\_\_\_ This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal due date.
- c. \_\_\_\_\_ The Company is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- d. \_\_\_\_\_ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.



e. \_\_\_\_\_ Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by the PPLD as part of the evaluation.

f. \_\_\_\_\_ The company has the following insurance coverage:  
- Workers' Compensation Insurance  
- Errors & Omissions Insurance is attached.  
- Liability Insurance in the amount of no less than \$1,000,000 per occurrence.

Evidences of these three insurances are attached.

g. \_\_\_\_\_ A list of exceptions and deviations (if any) is attached.

h. \_\_\_\_\_ A proof of eligibility to work in State of Colorado is attached.

i. \_\_\_\_\_ There have been no claims, litigation, or other issues filed or pending against our company in the past 5 years except as listed below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j. \_\_\_\_\_ The Company is aware of Colorado's Immigration / illegal alien laws pertaining to public contracts. Addendum C (Colorado Statutes 8-17.5 – 102) is signed and attached.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**ADDENDUM B**  
**PENROSE LIBRARY CAMPUS IMPROVEMENTS**  
**PIKES PEAK LIBRARY DISTRICT**  
**CHECKLIST and QUESTIONNAIRE**

**1. STATEMENT OF QUALIFICATIONS** (Fill in or attach):

**A. SIZE and AGE of your firm**

**B. COMPANY'S EXPERIENCE**

Please attach:

- a. List of current and recently completed projects of any type (5 years)
- b. List of library projects/experience (10 years)

(Include square footage, total construction cost, and completion dates of each project)

**C. LIST 3 REFERENCES** or more from recent projects of similar scope and type, particularly libraries with current name, address, and telephone number of a contact person. Please attach a new page for more references (if any).

**D. INDIVIDUAL QUALIFICATIONS AND EXPERIENCE**

Please attach the resumes for those individuals (including consultants) who will be participating in the work on the PPLD project.

**E. RESPONSIBILITIES:**

Who, *specifically*, would be responsible for the following areas?

If any of these areas – *or any others* -- are typically subcontracted out, please list who you will use.

- a. Space planning/analysis
- b. Architectural design Interior design
- c. Building materials, specifications Mechanical engineering

- d. Electrical engineering
- e. Technology/Network design Overall project coordination On-site field supervisor Other professional services
- f. *(List any/all anticipated)*

**2. COST, FEES, AND TIMING ISSUES:**

List of all fees for design services, and other services, whether flat-rate or percentage based, and any specific reimbursable items and services. Please include a list of general conditions and related fees.

**Design Services:**

Fee Type	Percentage	Flat Fee	Reimbursable (Please List)

**Other Services:**

Service / Fee Type	Percentage	Flat Fee	Reimbursable (Please List)

**3. PROJECT DESCRIPTION AND TIMETABLE:**

- a. If the overview timeline presented in this document is inappropriate, specify a new timeline for consideration.

**4. OTHER INFORMATION:**

Please provide any other information that you feel should be considered in the selection process.

*Note: Please feel free to attach more pages for any answer and explanation you have.*

**ADDENDUM C  
PIKES PEAK LIBRARY DISTRICT  
IMMIGRATION CLAUSE FOR CONTRACTS**

**Pursuant to Colorado Revised Statutes Section 8-17.5-102, the Pikes Peak Library District (“PPLD”) shall not enter into or renew a public contract for services with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien to perform work under the contract.**

*Accordingly, Contractor agrees that it shall not:*

- Knowingly employ or contract with an illegal alien to perform work under this Agreement; or
- Enter into a contract with a subcontractor for work under this Agreement that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

*Further, Contractor agrees that it shall comply with the following:*

- Contractor has confirmed the employment eligibility for all employees who are newly hired for employment to perform work under this Agreement through participation in either the e-verify program administered jointly by the U.S. Department of Homeland Security and the Social Security Administration (the “E-Verify Program”) or the department program administered by the Colorado Department of Labor and Employment (the “Department Program”).
- Contractor shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the services under this Agreement are being performed.
- Should Contractor obtain actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:
  - Notify the subcontractor and the PPLD within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
  - Terminate the subcontract with the subcontractor if, within three days of receiving the notice, the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if, during such three days, the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (the “Department”) made in the course of an investigation that the Department may undertake pursuant to its authority under Colorado Revised Statutes Section 8-17.5-102(5).

---

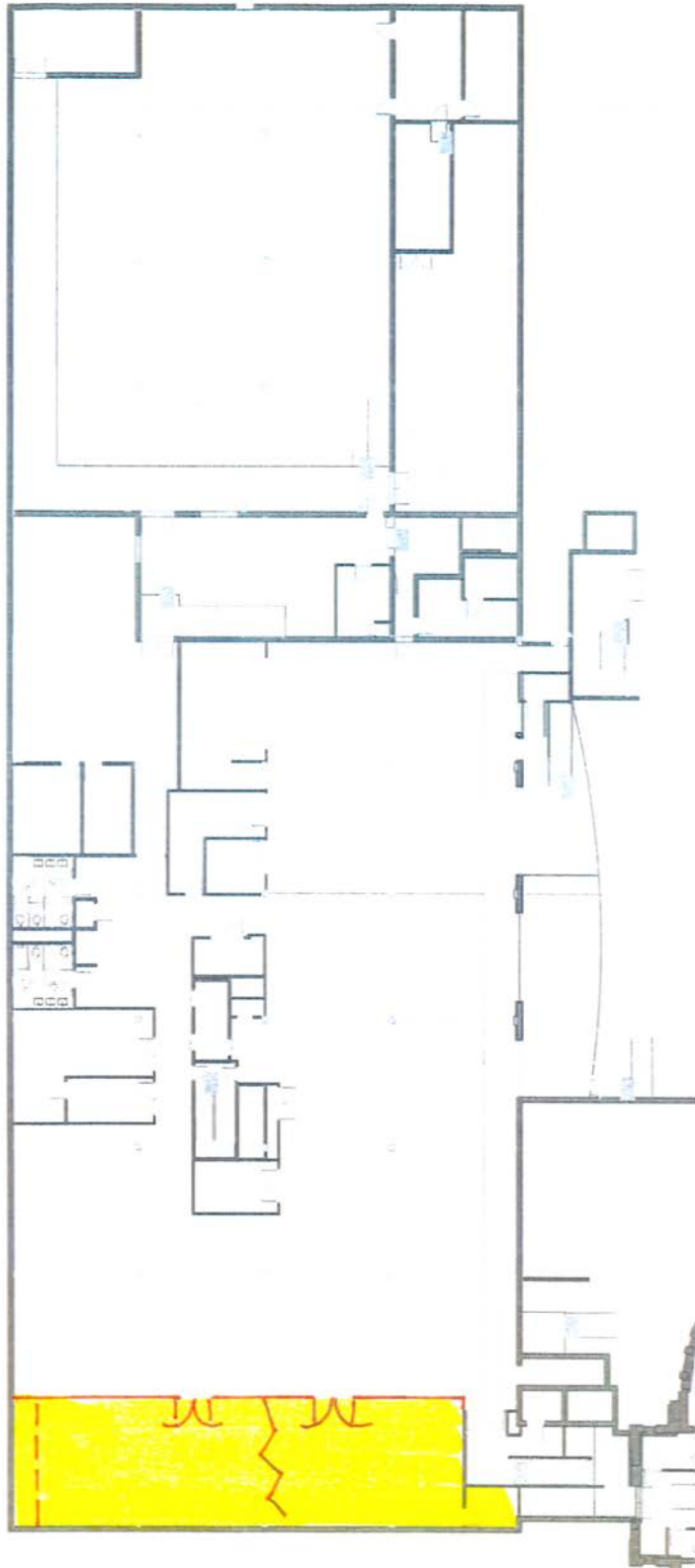
Authorized Signature

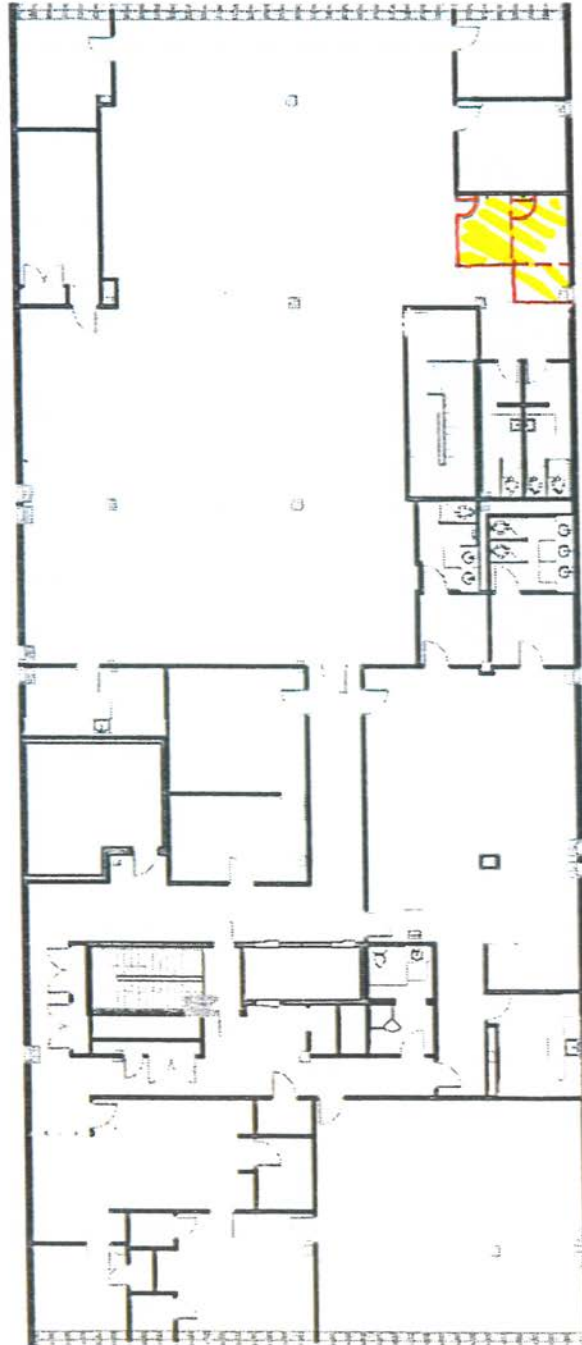
---

Date

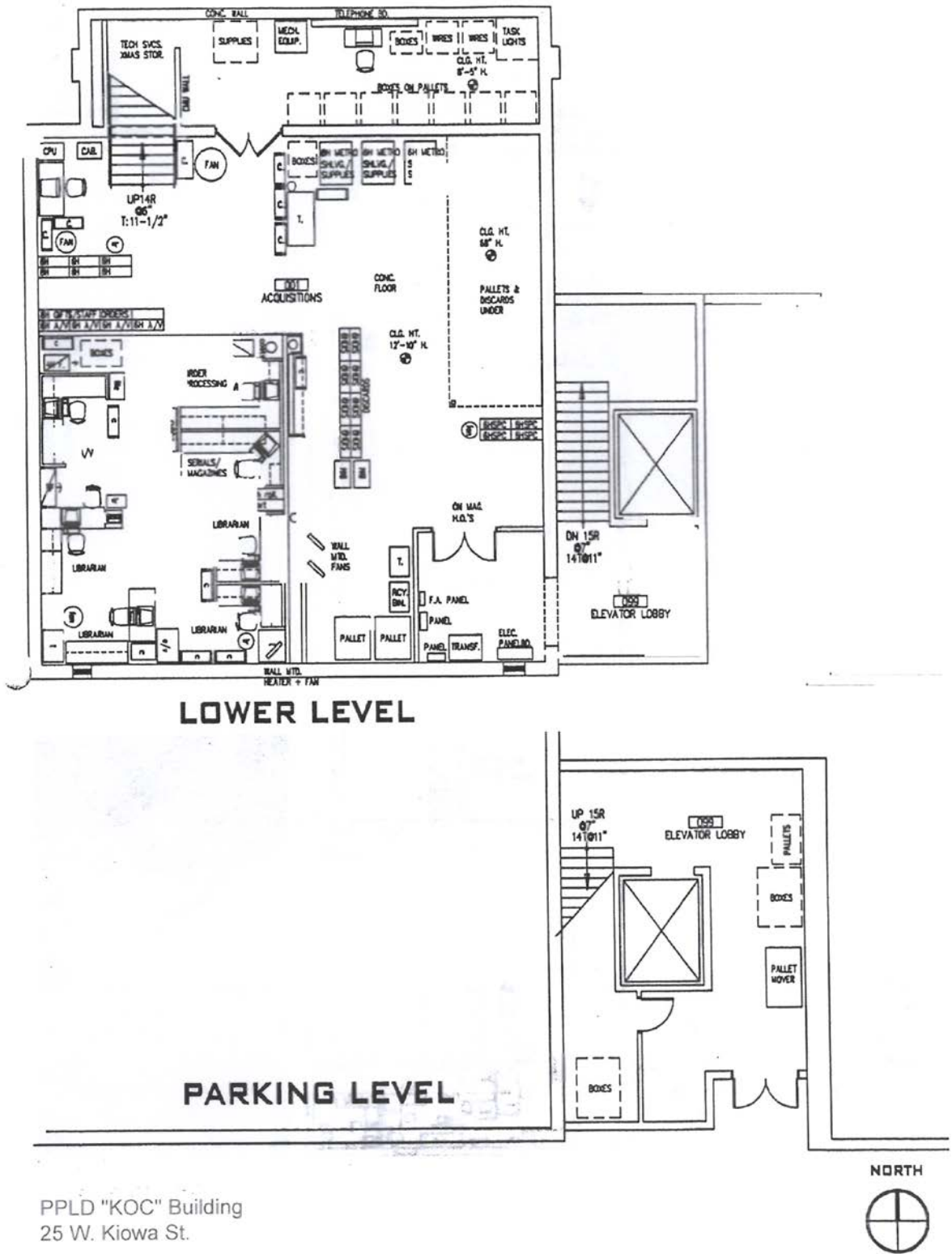
Exhibit 1- Penrose Campus Drawings



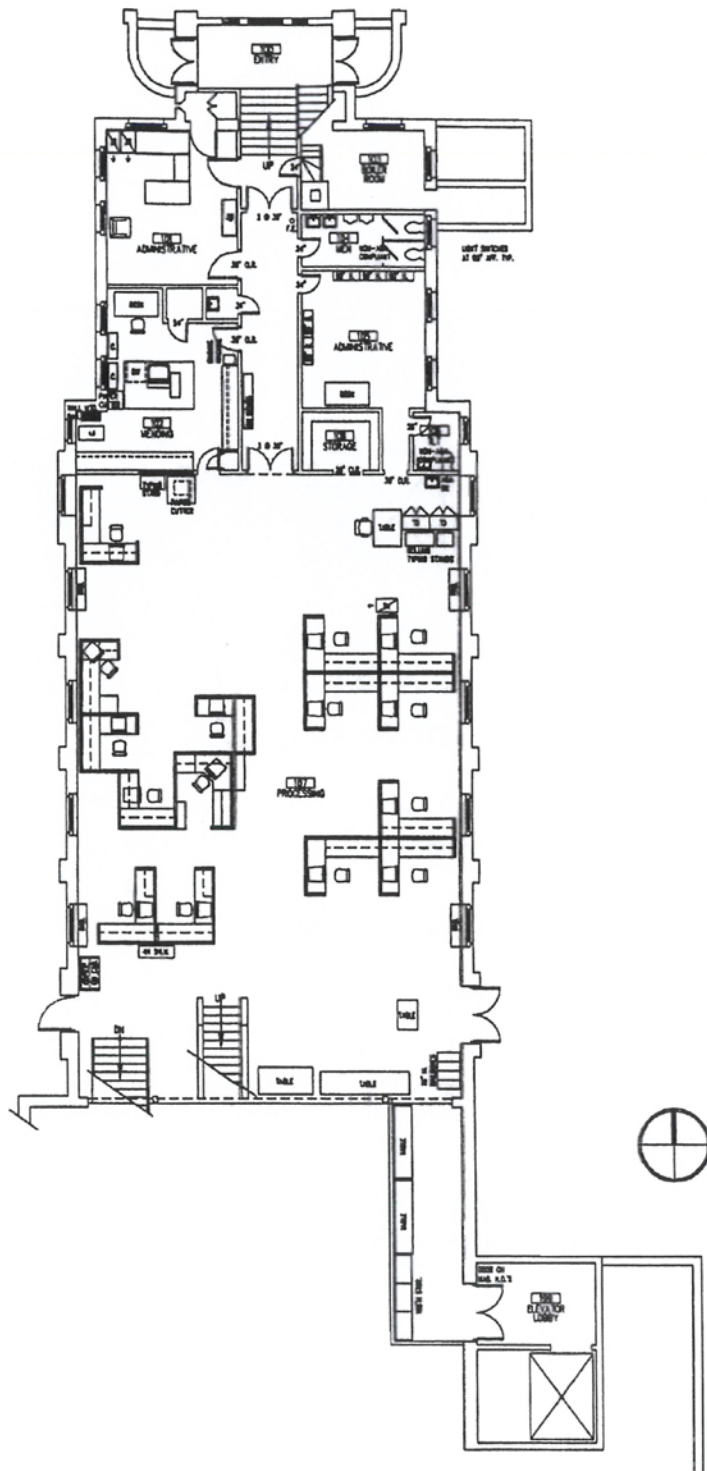




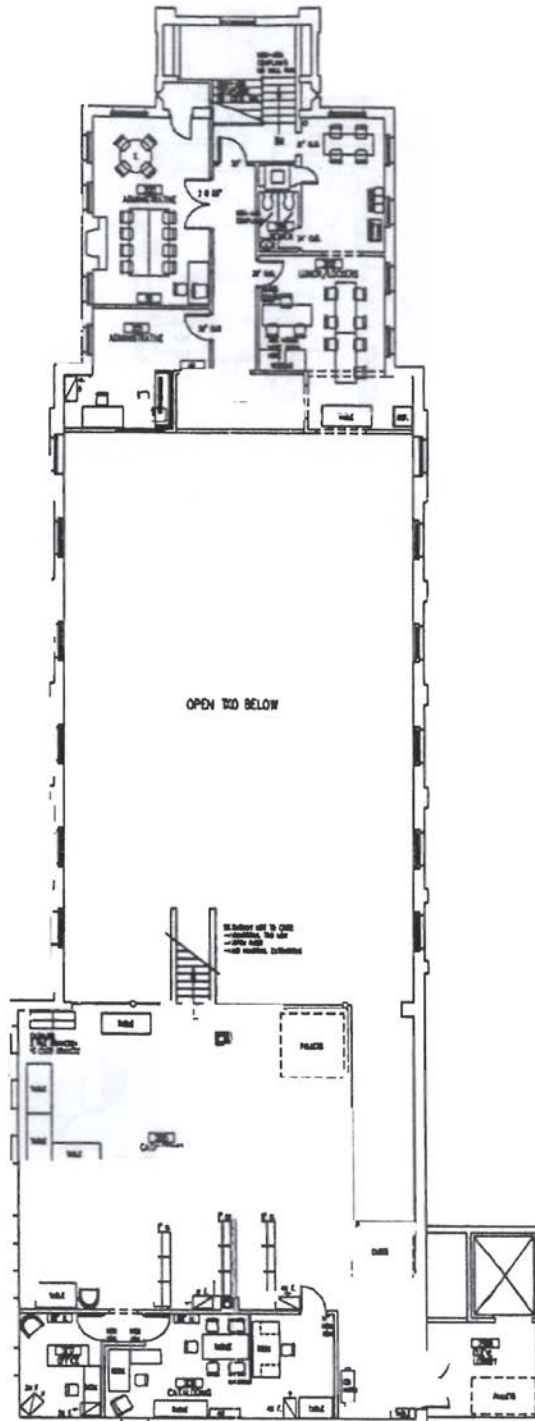




PPLD "KOC" Building  
 25 W. Kiowa St.



PPLD "KOC" Building  
25 W. Kiowa St.



PPLD "KOC Building"  
25 W. Kiowa

**Exhibit 2 – KCH Change of Occupancy Study**

---

December 22, 2017

Change of Occupancy Study

For the

Pikes Peak Library District  
**Knights of Columbus Building**  
25 West Kiowa Street  
Colorado Springs, CO

HPA #37025.00



---

Humphries Poli Architects, P.C.  
1655 Grant Street  
Denver, Colorado 80203  
T 303.607.0040  
F 303.607.0041

### *Introduction*

The Knights of Columbus Hall is located at 25 West Kiowa Street in Colorado Springs, Colorado. The Knights of Columbus Hall opened on Columbus Day, October 12, 1928. The use of the Knights of Columbus Hall was available to the public and to civic, athletic, and fraternal organizations. Functions historically held in the building included various meetings, public lectures, athletic contests, fiestas and fairs, gymnastic classes, parties, school activities, shows and recitals.

In February 1937, Colorado Springs City Council approved the purchase of the Knights of Columbus Hall and an adjacent lot west of the building, now home to the Pikes Peak Community College downtown campus, for a total of \$13,000. The building became the Colorado Springs Pioneer Museum. The Pioneer Museum opened with a dedication ceremony on November 27, 1937. An addition was built on the south end of the building in 1961 to house the growing collection. It was used as such until 1977. At that point the Museum had outgrown the facility and was moved to the old Courthouse downtown. After 1977 the building sat empty for several years. Various office uses were in the building for the next two decades. The library then moved various uses into the building. It currently houses adult education and special collections.

Other modifications to the building are apparent from studying the original Thomas MacLaren drawings dated May 12, 1928. There was a storage room below grade on the south end of the building. It was accessed via a stair and "slide" which were located alongside the south wall. The storage room was outside of the line of the south wall. This storage room still exists, it was incorporated into the lower level of the 1961 addition. It is accessed via double doors on the north end of the lower level. This is also shown in the 1961 drawing set produced by Grant A. Wilson dated April 24, 1961. The balcony was once tiered with two levels. The upper hallway ramped up to the upper tier. The ramp and tiers have since been removed, although the exact date of removal is unknown. The 1961 addition took advantage of an original design element. The south wall was designed to be removable for a future stage. The storage room was most likely designed to be the foundation for this future stage area. When the building was converted into office space, a catwalk was installed across the Main Hall from the balcony to the 1961 mezzanine. This catwalk has subsequently been removed.

According to the nomination to the Colorado Register of Historic Places, the period of significance for the Knights of Columbus Hall is 1928–1977. It includes the period the building was the home for Colorado Springs Council No. 582 through the building's use as the Colorado Springs Pioneer Museum.

### *Proposed Use(s)*

Currently holding various library programs, including collection management, adult literacy and ESL, and Foundation and Development under occupancy category "B". The Pikes Peak Library District (PPLD) visualizes repurposing the building to hold new public functions. This would be limited to the main level and the main hall in particular. It is anticipated that the HVAC, lighting, data, power and plumbing will need to be upgraded to meet current needs and code requirements. Accessibility and life safety will have to be addressed for assembly usage.

The PPLD plans to continue to use the building for community benefit, as it was originally intended. New uses envisioned for the space include a performance space, recording studio, dance studio and other public uses. Groups in the community that are currently interested in utilizing the space include Colorado Springs Youth Symphony, Colorado Springs Conservatory, Historic Preservation Alliance, Pikes Peak Community College, Shivers Foundation and FLUX Capacitor.

These uses appear to be generally appropriate and compatible with the layout of the spaces. As plans develop for the implementation of these uses, care will be given to preserve the character defining features as defined in the Colorado State Register nomination form. Rehabilitation is the appropriate approach for the change of occupancy.

Rehabilitation as a treatment is defined as "the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values."

### *Zoning Code Analysis*

The City of Colorado Springs is the approval authority for zoning code compliance for the Knights of Columbus building. The building is in zone district FBZ-CEN. This zone district is one of Colorado Springs' form based zoning areas. According to their website the purpose of the form-based zone district ("FBZ") is:

- A. To implement the Comprehensive Plan of the City of Colorado Springs by promoting development that is characterized by a sustainable, efficient and adaptable urban form in areas which have had, or will have, the benefit of detailed context sensitive public planning process.
- B. To provide a method of regulating development to achieve a specific physical urban form, and address how buildings relate to the public realm with a lesser focus on the predictability and regulation of particular land uses.
- C. To provide a zoning option which allows for and accommodates the changing uses of buildings, while maintaining the integrity and viability of the public realm, with an emphasis on intermodal transportation options and pedestrian linkages and orientation.
- D. To encourage flexibility, innovation of design and a variety of development types that will improve the quality of physical development over that normally achieved through the application of the City's standard single use zones, and when the planned unit development

(PUD) and/or mixed use (MU) zoning options are determined not to be the better options for providing the desired flexibility and innovation. (Ord. 09-50)

### *Zoning Code Recommendations*

- The building is compatible with the “Civic Building” building type in the Central Sector. Civic buildings are permitted in the FBZ-CEN and therefore no changes are recommended.

### *Building Code Analysis*

The Pikes Peak Regional Building Department (PPRBD) has currently adopted the 2009 International Building Code (IBC). Application of applicable sections of the International Existing Building Code (IEBC 2009), would be appropriate as these requirements allow greater latitude than strict compliance with the IBC. The Knights of Columbus hall can be classified as a Historic Structure per the IEBC 2009 as the building has been designated on the Colorado State Register of Historic Properties.

The following relevant code compliance issues are based on the building code that has been adopted in the building’s jurisdiction:

IBC: 3404.1 General. *Except as provided by Section 3401.4 or this section, alterations to any building or structure shall comply with the requirements of the code for new construction. Alterations shall be such that the existing building or structure is no less complying with the provisions of this code than the existing building or structure was prior to the alteration.*

IBC: 3404.6 Means of Egress Capacity Factors. *Alterations to any existing building or structure shall not be affected by the egress width factors in Section 1005.1 for new construction in determining the minimum egress widths or the minimum number of exits in an existing building or structure. The minimum egress widths for the components of the means of egress shall be based on the means of egress width factors in the building code under which the building was constructed, and shall be considered as complying means of egress for any alteration if, in the opinion of the building official, they do not constitute a distinct hazard to life.*

IBC: 3409.1 Historic buildings. *The provisions of this code relating to the construction, repair, alteration, addition, restoration and movement of structures, and change of occupancy shall not be mandatory for historic buildings where such buildings are judged by the building official to not constitute a distinct life safety hazard.*

IBC: 3409.1 Scope. *The provisions of Sections 3409.1 through 3409.9 apply to maintenance, change of occupancy, additions and alterations to existing buildings, including those identified as historic buildings.*  
3409.3 Extent of application. *An alteration of an existing element, space or area of a building or facility shall not impose a requirement for greater accessibility than that which would be required for new construction. Alterations shall not reduce or have the effect of reducing accessibility of a building, portion of a building or facility.*

*IBC 34011.6 Alterations.* A building, facility or element that is altered shall comply with the applicable provisions in Chapter 11 of this code and ICC A117.1, unless technically infeasible. Where compliance with this section is technically infeasible, the alteration shall provide access to the maximum extent technically feasible.

A change of occupancy for the building is planned. Currently the building's occupancy is classified as **B**, or office occupancy. Any gatherings held in the hall currently have an occupancy limitation of 49 people. There is a desire to utilize the hall space for larger gatherings, utilizing a partial change of occupancy. A code analysis was completed that compares the current needs of the building with the current occupancy classification of B to the needs of the building with a new occupancy of **A-3** which would allow for the following usages:

A-3 Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to (emphasis on possible uses for this building):

- Amusement arcades
- Art galleries**
- Bowling alleys
- Community halls**
- Courtrooms
- Dance halls** (not including food or drink consumption)
- Exhibition halls**
- Funeral parlors
- Gymnasiums (without spectator seating)
- Indoor swimming pools (without spectator seating)
- Indoor tennis courts (without spectator seating)
- Lecture halls**
- Libraries
- Museums
- Places of religious worship
- Pool and billiard parlors
- Waiting areas in transportation terminals

When a historic building's use change, it triggers certain code requirements:

*IBC 3412.2.2 Partial Change in Occupancy:* Where a portion of the building is changed to a new occupancy classification, and that portion is not separated from the remainder of the building with fire barriers or horizontal assemblies having a fire-resistance rating as required by Table 508.4 for the separate occupancies, or with approved compliance alternatives, the provisions of this section which apply to each occupancy shall apply to the entire building. Where there are conflicting provisions, those requirements which secure the greater public safety shall apply to the entire building or structure.



With non-separated occupancies, as would be the case with this building, the most restrictive requirements prevail. Section 1205.4 of the IEBC waives required occupancy separations when the building is provided with an approved automatic sprinkler system throughout. There are no fire separations in the building. Height and area are limited by construction type and occupancy as follows:

Occupancy	Construction type	Height limitation	Area limitation (inc. increases)
B	III B	3 stories	27,610 square feet (55,210 with sprinkler)
A-3	III B	2 stories	13,080 square feet (26,160 with sprinkler)

The current building consists of 3 stories plus a basement and is approximately 16,251 square feet. Therefore, the building as it stands does not comply with the more restrictive requirements of the proposed A-3 occupancy. An automatic sprinkler system is required wherever the fire area exceeds 12,000 square feet. The installation of an automatic sprinkler system would be needed due to this requirement. Installation of a sprinkler system doubles the allowable square feet and increases the height limitation by 1 story, thus bringing the existing building into compliance with the height and area requirements of proposed A-3 occupancy.

Historic buildings have a chapter in the IEBC that specifically addresses Change of Occupancy in designated historic buildings such as this one. Section 1205 of the IEBC allows:

1205.2 Building Area: The allowable floor area for historic buildings undergoing a change of occupancy shall be permitted to exceed by 20 percent the allowable areas specified in Chapter 5 of the International Building Code.

This would allow for 15,696 square feet unsprinklered, so an automatic sprinkler system is still required.

The number of occupants is based on the square footage and occupancy usage of the building. For the current usage of B:

Level	Occupancy	Occupancy rate	Number of persons
Lower level	B - Office	2800 SF/ 100	28
Lower level	Accessory	300 SF/ 300	1
Main level	B - Office	3775 SF/ 100	38
Main level	Accessory	600 SF/ 300	2

2 <sup>nd</sup> level	B – Office	4100 SF/ 100	41
			110 persons

For the proposed occupancy of A-3 for the hall the occupancy increases the overall building occupancy to:

Level	Occupancy	Occupancy rate	Number of persons
Lower level	B - Office	2800 SF/ 100	28
Lower level	Accessory	300 SF/ 300	1
Main level	B - Office	755 SF/ 100	8
Main level	Accessory	600 SF/ 300	2
Main level	A-3 - Assembly	3,020 SF/ 7	431 (can be limited)
2 <sup>nd</sup> level	B - Office	4100 SF/ 100	41
			511 persons

The Owners do not need to maximize this occupancy and would be open to lower occupancy numbers.

The occupancy numbers drive the number and widths of the Means of Egress. The number of exits for the Means of Egress for the current usage of the building are 2 per story. The number of exits required for the Means of Egress for the A-3 assembly increases to 3 for the hall. Currently three potential exits are provided from the hall. One exits directly to the exterior, and would be considered compliant with upgrades to the door hardware. The other two currently exit through other spaces and would require modification in order to comply with safe exiting. Therefore, the number of means of egress supports the proposed occupancy with some modifications to the exit access. There is only one exit on the front second floor of the building which limits the occupancy of that floor to 29 maximum. Per the potential square footage, 41 persons could occupy the space, so the floor should have signage explaining the limitation.

Analysis of plumbing fixtures is needed when a change of occupancy is considered. The total number of occupants is divided by 2 assuming equal occupancy of males and females and the following ratios applied:

Occupancy	Male fixtures Req'd	Female Fixtures Req'd	Lavatories (per ea)	Drinking Fountains

B	1 per 25 for first 50  1 per 50 after that:  2 required	1 per 25 for first 50  1 per 50 after that:  2 required	1 per 40 for first 80  1 per 80 after that:  2 required	1 per 100
A-3	1 per 125:  2 required	1 per 65:  4 required	1 per 200:  2 required	1 per 500
As Provided	2 provided	3 provided(1 unisex lower)	2 provided for each	1

Therefore, the building is short one female toilet fixture for the proposed A-3 usage which would need to be provided to comply. Since an area of primary function is part of the proposed change in occupancy, see section 4.5 Accessibility Compliance for further requirements for the change of occupancy.

*Building Code Recommendations*

- Install a fire suppression system. The installation of a fire suppression system can be disruptive to the historic character and impact original materials. The installation of the system must be carefully planned to provide needed coverage while balancing the impact on the historic character and materials of the building. Opportunities include utilizing existing dropped ceilings, “back of house” spaces and attic spaces along with hidden heads with cover plates. See mechanical system recommendations.
- Upgrade egress door hardware to provide code compliance and remove in-swinging screen doors.
- Provide signage to limit occupancy of second floor.
- Provide single user toilet room that complies with the requirements of the next section.

*Current Accessibility Compliance*

The building is not in compliance with the current requirements of the Americans with Disabilities Act Guidelines (ADAG) and American National Standards Institute (ANSI) A117.1, *Accessible and Useable Building Standards*. The building does have an accessible entrance from the parking lot through the 1996 elevator addition and sufficient accessible parking.

2009 IEBC: 1104.1 Accessibility Requirements. *The provisions of 605 and 706, as applicable, shall apply to buildings and facilities designated as historic structures that undergo alterations, unless technically*

*infeasible. Where compliance with the requirements for accessible routes, entrances or toilet facilities would threaten or destroy the historic significance of the building or facility, as determined by the code official, the alternative requirements of Sections 1104.1.1 through 1104.1.4 for that element shall be permitted.*

2009 IEBC: 1104.1.1 Site Arrival Points. *At least one main entrance shall be accessible. This is provided.*

2009 IEBC: 1104.1.2 Multilevel Buildings and Facilities. *An accessible route from an accessible entrance to public spaces on the level of the accessible entrance shall be provided. This is provided.*

2009 IEBC: 1104.1.3 Entrances. *At least one main entrance shall be accessible. Exceptions: 1. If a main entrance cannot be made accessible, an accessible nonpublic entrance that is unlocked while the building is occupied shall be provided; or 2. If a main entrance cannot be made accessible, a locked accessible entrance with a notification system or remote monitoring shall be provided. This is provided.*

2009 IEBC: 1104.1.4 Toilet and Bathing Facilities. *Where toilet rooms are provided, at least one accessible family or assisted-use toilet complying with Section 1109.2.1 of the International Building Code shall be provided. This is not provided.*

The change in occupancy of the existing hall will trigger further accessibility requirements:

2009 IBC: 3411.7 Alterations Affecting an Area Containing a Primary Function: *Where an alteration affects the accessibility to, or contains an area of primary function, the route to the primary function area shall be accessible. The accessible route to the primary function area shall include toilet facilities or drinking fountains serving the area of primary function.*

The accessible route to the primary function area is toward the south of the building via the 1996 addition. From there, bathrooms and drinking fountains are available down the main hall. The bathrooms do not comply with the standards. The unisex toilet room has grab bars installed, but otherwise does not comply with the requirements of the ADA. The drinking fountain does not comply with the standards. The mezzanine and second level of the building are not accessible. This is acceptable in a historic building if the programmatic uses of those spaces can be duplicated elsewhere in the building on a level that is accessible. The building lacks signage as required by the ADA to indicate accessible entrances, toilet rooms and to provide direction from non-accessible elements to those that are.

### *Accessibility Recommendations*

- Provide a unisex toilet room that complies with the requirements of this section. This could be in the location of the existing unisex toilet room, or adjacent to it in the storage room. As part of this work, provide an accessible drinking fountain.
- Provide ADA compliant signage throughout the building. Where possible, install such that the signage does not impact historic materials and trim.

### *Structural System Recommendations*

Generally, the facility is in good condition. As long as the change of occupancy is limited to the Main Hall no modifications to the existing structural system are recommended.

### Mechanical Systems Description

#### Applicable Codes and Standards

The mechanical and plumbing design and installation shall comply with the following codes and standards:

- Owner furnished criteria and guidelines (if applicable).
- Americans with Disabilities Act of 1990 (ADA)
- American Society of Heating, Refrigeration, Air Conditioning Engineers (ASHRAE)
- American Society of Plumbing Engineers
- ASSE 1010 Performance Requirements for Water Hammer Arrestors
- International Existing Building Code (2009 Edition)
- International Building Code (IBC – 2009 Edition)
- International Mechanical Code (IMC – 2009 Edition)
- International Plumbing Code (IPC -2015 Edition)
- International Fire Code (2009 Edition)
- International Fuel Gas Code (2009 Edition)
- International Energy Conservation Code (2009 Edition)

The Knights of Columbus Building is currently served with chilled water and hot water from the nearby Penrose Public Library Central Plant. There is no current natural gas service to the building. Record drawings for much of the equipment and systems in current use were not available, and concealed services and insulation make determinations of existing utility sizes challenging. The following information is based on observation of existing systems and discussion with maintenance staff

### *Heating & Air Conditioning*

Overall the mechanical system is in fair condition, but likely not adequate for a change of occupancy.

#### HVAC System Recommendations

Based on the conditions of the existing building, the mechanical and plumbing systems will need to be modified to include, but may not be limited to, the following upgrades to meet new building space uses:

- Increase mechanical ventilation for assembly areas.
- Provide code compliant restroom exhaust systems.
- Provide a new heating system.
- Provide a new cooling system.

- Provide improved thermostat control.
- Install new water piping associated with the new restroom.
- Provide new water heater and recirculating hot water pump.
- Provide fire protection sprinkler system.
- Modify sanitary and waste piping as required for new restroom.
- Provide new plumbing fixtures as required for new restroom.

The most important requirement for the HVAC System is to provide a quiet and comfortable system to the people inside the building. Other concerns include: Historical character, system adaptability, exhaust and intake air separation to prevent re-entrainment of exhaust air into the building, temperature and humidity control, energy usage, and long-term maintenance and operation for reliability.

### *Electrical Systems Description*

#### General

The electrical design and installation shall comply with the following codes and standards:

- National Fire Protection Association Standards (Latest Editions)
  - NFPA 70 – National Electric Code
  - NFPA 72 – National Fire Alarm Code
- International Fire Code (IFC - 2009 Edition)
- Americans with Disabilities Act of 1990 (ADA)
- Illumination Engineering Society of North America (IESNA) Handbook – 10th Edition
- IEEE STD 142 – 1992 – Grounding of Industrial & Commercial Power Systems
- International Building Code (IBC - 2009 Edition)
- International Energy Conservation Code (IECC – 2009 Edition)
- Department of Energy (DOE) Regulations
- Energy Efficiency & Renewable Energy (EERE)
- Energy Star

#### Electrical Service & Panels

The electrical service and panels are in fair condition.

### *Electrical Systems Recommendations*

- Provide GFCI receptacles in the Kitchen. The National Electrical Code Article 210.8 requires that duplex receptacles installed with-in six feet of a sink must be GFCI type.
- Provide Life Safety egress lighting for both interior and exterior spaces in the building.

- Provide new exit luminaires.
- Provide a new addressable fire alarm system with indicating and notification devices throughout the building. Devices shall be fully networked.

### Fire Alarm

The fire alarm system for the facility will consist of the following:

- The system will be a fully addressable multiplex type. Class 'A' system for all circuit types.
- The main fire control panel will be located in the main Electrical Room with remote annunciator panel located in the building Lobby.
- Ceiling mounted smoke and heat detectors will be provided in all the electrical and mechanical rooms, storage, lobbies, elevator lobbies, shafts, and along all the major corridors, and in return air ducts in accordance with code and as required by state fire marshal.
- Pull stations will be provided along egress routes and at all building exits.
- Notification appliances will be fully addressable and located appropriately in the building for the annunciation capability of the system.
- All devices will be radio addressable.
- The system will be linked to the sprinkler flow switches and valve monitors for the fire suppression system.
- The fire alarm system will send alarm signals to the City of Colorado Springs Fire Department

### Timeline

The change of occupancy will require a project to address the recommendations listed above. Per conversations with Gita Baez at the Pikes Peak Regional Building Department's (PPRBD) permitting desk, Construction Plans Examiner Brett Phillips, and Jeff Hanenberg, Senior Fire Code Inspector with the Division of the Fire Marshal, Construction Services, the project will need to be completed before the change of occupancy can be accomplished. This will require plans, specifications, and a completed Code Study Form to be stamped and signed by licensed professionals. There is the possibility of a provisional change of occupancy for a singular event in the Main Hall. This would be decided on a case-by-case basis by Steve Smith, Fire Protection Engineer II with the Division of the Fire Marshal.

The project design could commence immediately, with a timeline of approximately 3 months to completion of construction documents. Review of the construction documents by the PPRBD varies, but a minimum of a month for review should be considered. Bidding and construction could commence in the spring of 2018 and be complete in 6 months. At that point a new certificate of occupancy would be issued with A-3 as the occupancy for the Main Hall portion of the building.